



COMMUNITY SCHOOL

Friendly Education for Families

Enrolment Policy 2018

Aims

- A. To accept and welcome families into the school community
- B. To keep the school small enough to create a personalised and caring community, while having enough students to provide a peer group for all ages and for the school to remain financially viable.

Scope and Application

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents

Principles

- A. In accordance with our belief in equity and social justice, no student will be denied enrolment on the basis of sex, religion, race, socio-economic status, special needs, etc. unless to enrol them would cause unjustifiable hardship to the school community.
- B. An equal gender balance in each year level and class will be aimed for to ensure that a variety of social groups are available for students
- C. When determining priority for enrolment, consideration is given to:
 - Date of application for enrolment
 - Spaces available in the school
 - Spaces available in specific classes
 - Gender in order to achieve a balance of boys and girls in each year level
 - Students with siblings enrolled at the school.
 - Connection with the school through a school community member.
 - The student's and family's past relationship with the school
 - Students whose families believe in the aims and philosophy of Kerry Street and who are likely to become actively involved in the school community.
 - Students likely to remain at the school for a significant time.

- C. Our maximum enrolment will not exceed Occupancy conditions.
- D. Overseas students are accepted if the term is under 3 months. If government funding is to be sought, appropriate visas will be sighted prior to enrolment. The family will be expected to pay an amount equivalent to any funding lost through their enrolment, in addition to school fees.
- E. The School may, in the absolute discretion of the School Board, suspend or expel any child from the School. If any child is expelled or suspended from the School the School Council may in its absolute discretion decide whether or not there should be any adjustment to, or refund of, the School fees.

Responsibilities

A. Board

- 1. Monitoring and revising this policy as needed
- 2. Consider cases of student expulsion

B. Principal

- 1. Meet with prospective families
- 2. Determine whether a place is available for a student to begin a trial and to determine whether a place will be offered
- 3. Ensure the new family has all the information they need about the school and the school's expectations and determine any special needs the family may have.
- 4. Ensure appropriate forms are completed and acted upon.
- 5. Refer any cases of student expulsion to the Board for consideration

C. Administration Staff

- 1. Manage enquiries and correspondence to and from prospective families via email, phone and post
- 2. Liaise with Principal to set appointments for tours
- 3. Maintain waiting lists
- 4. Collect enrolment contracts and ensure all paperwork is supplied including birth certificates, immunisation records, allergy information and previous school.
- 5. Send transfer notes if applicable
- 6. Invoice enrolment application, enrolment bonds, tuition fees and levies
- 7. Update all school records to ensure that enrolment registers, evacuation and excursion records, email and contact lists are consistently up to date

D. Class Teacher

- 1. Advise Principal on any circumstances which may preclude the offering of a place to the student.

E. All staff

- 1. Speak with prospective families about the school and their needs.
- 2. Link the new family with a buddy/existing family.

F. New family

1. Complete required forms and fulfil responsibilities described therein
2. Meet with Principal and class teacher to discuss needs of the student and the school

Related Legislation

- A. Legislation relates to equal opportunity and details may be found in Policies and Procedures Guidelines for Schools, AISWA file, Section 20: Compliance Issues

Related Kerry Street Documentation

- A. Kerry Street Community School Constitution
- B. Application for Enrolment Form
- C. Enrolment Contract (updated annually)
- D. Enrolment File
- E. Parent Handbooks (updated annually)
- F. Policies including:
 1. Non-discrimination Policy
 2. Child Protection Policy
 3. Curriculum Policy
 4. Reporting to Parents Policy
 5. Fee Policy
 6. Records Policy
 7. Privacy Policy

Contact Person

Enquires relating to this policy should be directed to the School Principal or the Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination of contract.

Authorisation and Review

- A. This policy was authorised by the Kerry Street Council on 14/3/05
- B. Reviewed by meeting of staff and council on 13/1/06
- C. This policy was reviewed September 2012
- D. This policy was reviewed by council and Coordinator on 12/9/2013
- E. Reference to temporary enrolments removed 1/11/13
- F. Reviewed August 2014 by Council and Coordinator. Changes accepted on 4th September 2014 at Council Meeting.
- G. Reviewed 04-09-2016

A handwritten signature in black ink, appearing to read 'T. J. J.', is positioned above the table.

Date	Revision	Detail
01/02/2018	v.1	Minor edits and formatting. Inclusion of gender balance clause and right to exclude clause.