



Enrolment Policy –
Procedures and Forms

The following procedures and forms support implementation of the KSCS Enrolment Policy:

1. Enrolment Procedure
2. Enrolment Enquiry Form
3. Enrolment Application Form
4. Enrolment Contract Form

1. Enrolment Procedure

All enrolments are treated on a case by case basis and some of the following steps may be omitted, for example, the Application for Enrolment Form, depending on the circumstances.

- A.** The prospective family makes contact with the school office. A brochure may be sent and/or information given.
- B.** The family visits the school and speaks with the class teacher and/or the Principal.
- C.** Before or during the school tour, it will be made clear to the family what the current situation is in regard to available places and what the enrolment procedure entails.
- D.** The expectations of the school in regard to the family's (both student and parents) responsibilities and commitment to the school and the school community will be described.
- E.** Any special or unusual requirements, arrangements or conditions will be discussed. (e.g. overseas students, students with special needs).
- F.** The family is invited to fill in an Application for Enrolment and pay the application fee.
- G.** In the case of the whole school or a particular class being full, the Application for Enrolment fee will be kept. When a place becomes available, the family will be contacted and invited to begin a trial or commence enrolment.
- H.** In cases where a student is enrolling in an existing class and a space is available, a trial may be suggested to occur as soon as practically possible.
- I.** In the case of an application being received for a starting date sometime in the future, the trial may be at the time of application or when the student starts at the school. This is at the discretion of the class teacher or Principal.
- J.** At the end of the trial week, the class teacher and the Principal will decide if the student will be offered a place at the school.
- K.** The family will be notified in writing that their application has been successful/unsuccessful.
- L.** In the specific instance of prospective students who have applied to begin school in the Kindergarten class the following year, confirmation of enrolment will be given to the families at the earliest opportunity.
- M.** The Enrolment Bond will be invoiced with the letter of acceptance.
- N.** Once the family accepts the offer of a place and the enrolment bond is received, the student is considered formally enrolled.
- O.** A Parent handbook is given to the family at the commencement of enrolment.
- P.** At the beginning of each year, a letter advising current parents of the information we have in our database on their child/ren will be given to all families. This information is to be reviewed, corrected and returned by all families so administration can maintain current details of emergency contacts, medical information, parental permissions and to acknowledge and accept any changes/increases involving fee clauses or fee amounts.
- Q.** Each term's fees are due by the Friday of the first week of each term.

- R.** One term's notice is required for withdrawal from the school (10 teaching weeks), not inclusive of school holidays. If the notice is shorter than one term, the enrolment bond for each student will be retained by the school.
- S.** At the end of term three, all families are notified and asked to confirm their continuing enrolment for the following year, to the best of their knowledge. Their enrolment is to be confirmed by the beginning of term 4.



2019 Enrolment Enquiry

Grade/s of Enquiry:
Term and Year of Enrolment:

Today's Date	
Name of Parent/Carer making enquiry	
Mobile Number	
Email Address	
Student Names and Dates of Birth	
Name	DOB
Name	DOB
Name	DOB
Name	DOB
Reason if moving from another school	
How did you hear about Kerry Street Community School?	
Are there any specific student needs you would like to discuss with us? Do you have any initial questions?	

Office Use Only

Response Date		Info Pack Sent	Y / N
Application Fee		Appointment Date	
Notes			



Kerry Street
COMMUNITY SCHOOL
2019 Enrolment Application

A \$55.00 non-refundable application fee is payable with this application.
For students in Year 1 and above, please provide a copy of the most recent 2 school reports.

Date:	Student Name:	Date of Birth:
Year/Grade of enquiry:		Current School:

Student lives with:

- Both Parents/Carers
 Parent/Carer 1
 Parent/Carer 2

Parent/Carer Details	Parent/Carer 1	Parent/Carer 2
Name		
Home Address		
Postal Address		
Telephone		
Email		

I/We understand the associated fees with attending Kerry Street Community School in 2019 are as follows:

2019 Fees and Charges	\$	2019 Levies	\$
Non-refundable Tuition Bond (applied to the final term of a student's enrolment)	\$700	Kitchen Roster Levy	\$100
Tuition Fees	\$765 per term	Community Jobs Levy	\$250
Student Insurance	\$20 per year		
Excursion Fee	\$100 per year		
2019 Yearbook	\$20 per copy		
Mathletics Subscription	\$15.30		
Spellodrome Subscription	\$38.00		

* Please note all fees are subject to change.
** Levies are waived when families participate in school community jobs.

Parent/Carer 1	Parent/Carer 2
Signed:	Signed:

*Please note, in two parent/carer families, both parents/carers must sign this document to acknowledge enrolment and the above fee schedule.

Kerry Street Community School Banking Details:

Bank: ANZ Limited

BSB: 016-307

Account No: 440657161

(Office Use Only)

Application Reference Number: _____ (OFFICE USE ONLY)

App. Fee received: Y / N Date : ___/___/___
2019 Enrolment Application Form

Enrol. Bond received Y / N Date: ___/___/___
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ADDITIONAL STUDENT INFORMATION

Education and Social Interaction

Student Name:

<p>Does your child have any particular skills, interests or abilities?</p> <p>Do you have any concerns about your child's learning or social interactions?</p> <p>Are they likely to require extra help to achieve general educational standards for their year group?</p> <p>Does your child have any special needs? (Please circle) YES NO If yes, please provide us with additional detail.</p> <p>Have any particular strategies been put in place to assist your child in learning or play situations?</p> <p>Is there anything else you would like to tell us about your child as an individual?</p>
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The information collected on this form is confidential and will inform an individual approach to your child's learning and social interactions within the school community. Thank you for time.



Documents needed for enrolment:

- Birth Certificate
- Immunisation records

Enrolment Contract 2019

Child's Name	
Birthdate	Year/Grade of Enrolment
Country of Birth	
Enrolment Date (Today's date)	Previous School Phone Number
Address	
Parent / Carer 1	
Name	Phone (hm)
Address	Phone (wk)
	Mobile
	Email
Parent / Carer 2	
Name	Phone (hm)
Address	Phone (wk)
	Mobile
	Email
Invoices to be emailed to:	
<p>Emergency Contacts Emergency contacts may be called in situations including injuries or ill health, whole school emergencies such as a fire, if a child is not picked up from a school activity, or if a child's behaviour seriously breaches the School's Behaviour Guidance Policy. It is important for the school to be able to contact someone your child trusts who can pick them up from school and/or provide information about the possible whereabouts of you or your partner. Please don't put your own contact details here; we will try the above numbers first.</p>	
Name	Phone (daytime)
Relationship	Mobile
Name	Phone
Relationship	Mobile
Name	Phone
Relationship	Mobile
Comments	

It is a requirement that (where applicable) both parents/carers sign all aspects of this section before enrolment can be finalised.

Topic	Details: Please initial or complete/tick/circle each line item as appropriate.	Initial
Fees	I/We agree to pay \$765 per term in school fees plus additional costs incurred by the school on behalf of my child, including excursions, camps and personal accident insurance.	
	I/We agree to pay fees within 30 days of issue of invoice. If unable to pay for each term in advance, I will contact the Bursar to arrange to pay by instalments.	
	I/We understand that if I do not contact the Bursar prior to the due date of any invoice, a \$50.00 administration charge for tuition fees and a \$5.00 fee for all levies will be added to my account. If a direct debit is dishonoured a \$5.00 fee will be charged per failed transaction.	
	I/We understand that if fees or payment plans fall into arrears by 90 days, attendance at the school cannot be continued until all fees are up to date with a new enrolment bond paid at the current rate. In the event that an enrolment bond is applied to cover arrears, a new enrolment bond, at the current rate, will be payable to confirm enrolment.	
	I/We understand that the school fees are broken into 4 terms and each term attended must be paid in full even if I start / leave the school part way through the term.	
	I/We agree to give the school a term's notice before leaving the school, should I choose to do so. In this case, the enrolment bond will be applied to the student's account.	
	I/We understand that the enrolment bond will be retained by the school if a full term's notice is not given.	
	I/We understand that I am/we are jointly and severally responsible for all tuition fees and charges associated with attending Kerry Street Community School.	
	I/We agree to pay any costs incurred in the recovery of monies owed to the school, such as debt collector fees or court fees.	
Name/s of person/s to be invoiced for all school fees and extras		

I _____ have read the above fee information and agree to all the conditions listed.
Signed _____ Relationship to Child _____

I _____ have read the above fee information and agree to all the conditions listed.
Signed _____ Relationship to Child _____

If you wish to request that your fees be split between 2 individuals, please email kerrystreet@kerrystreet.wa.edu.au to request an "Authority to Invoice Separately" form. Both parents/carers must sign this document.

Participation

Kerry Street Community School relies heavily on the active participation of the school community. To ensure an even spread of the workload and expense involved in the school's upkeep and day to day operation, each family is required to make a minimum contribution, preferably by participation or if unable to do so, by financial compensation. It is also the responsibility of each individual family to keep track of the hours worked and to return all completed paperwork required by the specified due date each term or a levy (or part thereof) will be charged. **Please note:** participation and levies apply per family, not per student.

Topic	Details: Please initial each line.	Initial
Lunch Roster	I agree to participate in the lunch roster each term. If unable to participate, I agree to pay within 30 days of issue of invoice the relevant component of the participation levy (\$100)	
Community Jobs	I agree to participate in community jobs each term for a minimum of ten hours. If unable to participate, I agree to pay within 30 days of issue of invoice the relevant component of the participation levy (\$250 or \$25 per hour for any incomplete hours). I further agree to maintain records confirming my family's participation each term and to provide those details to the Community Jobs Coordinator by the due date each term. I accept that further charges may be levied to cover costs. I undertake to meet these charges as soon as I become aware of them.	

Sole Parents

A **sole-parent** family is one in which only one parent or guardian is contributing to the full-time care and financial support of a student. The student does not stay with another parent/guardian at any time, nor does the student receive any financial contribution from another parent/guardian. The sole parent is also not in a de-facto/married relationship with another person.

A **single-parent** family is one where the care and/or support of a student may be shared with another parent or guardian. The student stays with another parent/guardian at times and/or may receive some financial contribution from another parent/guardian. The single parent may also be in a de-facto/married relationship.

Sole parent families are eligible for a 50% reduction in community job hours/levies.

Topic	Details:	Please circle
Sole Parent Declaration	I advise that I am a sole parent as per the definition above.	Yes / No
	I confirm that I do not receive any care or financial assistance from another parent/guardian.	Yes / No
	I confirm that I am not in a de-facto or married relationship with another person.	Yes / No
	For the purpose of community job hours and levies, I agree to notify the school immediately if another parent/guardian begins to care for, or provide financial assistance to, my child/ren.	Yes / No

I _____ have read the above participation information and agree to all the conditions listed. Signed by Parent/Carer 1 _____

I _____ have read the above participation information and agree to all the conditions listed. Signed by Parent/Carer 2 _____

Communications

The coordination of the day-to-day participation of Kerry Street Community School members requires regular and ongoing communication. The arrangements listed below are important to keep things running.

Topic	Details: Please initial or complete/tick/circle each line item as appropriate.	Initial
Email	<p>The school produces a regular newsletter which is distributed by email. I/we will read the newsletter on a regular basis in order to keep up my family's involvement in school activities and our commitments to the school community.</p> <p>Please send newsletter to Parent/Carer 1 <input type="checkbox"/> Parent/Carer 2 <input type="checkbox"/></p>	
Contact List	<p>I/we give my/our permission for the following details to be published on a class contact list:</p> <p>Child's name, first name and surname of parent(s)/carer(s), mobile number(s) and email address(es)</p> <p>Parent/Carer 1 <input type="checkbox"/> Parent/Carer 2 <input type="checkbox"/></p>	Yes / No
Lunch and Community Jobs Participation	<p>I/we give my/our permission for my/our mobile number and email details being provided to the school's Coordinators so that I/we can be contacted and invited to participate in school lunch and community jobs.</p> <p>Parent/Carer 1 <input type="checkbox"/> Parent/Carer 2 <input type="checkbox"/></p>	Yes / No
Association Register	<p>Kerry Street is required to keep a register of all members of the Association. I/we wish to have my/our name & email</p> <p>Parent/Carer 1 <input type="checkbox"/> Parent/Carer 2 <input type="checkbox"/></p> <p>or</p> <p>name & address added to the Association Register</p> <p>Parent/Carer 1 <input type="checkbox"/> Parent/Carer 2 <input type="checkbox"/></p>	
Internet Agreement	<p>I/we agree to my/our child having supervised access to the internet at school. My child and I have signed a Kerry Street Students' Internet Agreement and we are aware of the commitments that we have made.</p>	
Use of School Computers	<p>Family and Community members use the school computers at times. This may only be done by arrangement with the Principal and excludes the opening of emails and downloading of programs unless related to school business and authorised by the Principal. My family agrees to abide by the conditions above and also not to indulge in any abuse of copyright or accessing of inappropriate content.</p>	
Confidential Declaration	<p>As parents are often volunteers at school, we ask that all parents sign a confidential declaration when enrolling their child, and inform the Principal of any changes to circumstances that might impact on their eligibility to volunteer in a school context. This is part of our duty of care policy.</p> <p>I/we have completed the Confidential Declaration.</p>	
Working with Children Check	<p>I/we understand that a valid working with children check card must be supplied by each individual family member who wishes to stay overnight on school camps, prior to attending.</p>	
Family Court	<p>Is there any information the school should have about restrictions to access to your child or other court related determinations? If so, please see the Principal with any documentation related to this, including but not exclusive to: Standing Orders, lists of people with access to the child/children, etc.</p>	Yes / No

Topic	Details: Please initial or complete/tick/circle each line item as appropriate.	Initial
Medical Consent	<p>I consent to my child being treated in an emergency by local or family doctor or Fiona Stanley Hospital, at the discretion of the responsible adults at the time.</p> <p>I accept full responsibility for all costs incurred.</p>	
Child's Doctor	<p>Name:</p> <p>Address:</p> <p>Telephone Number:</p>	
Vaccination	<p>Is your child vaccinated to the current schedule?</p> <p>If Yes, please provide us with an 'Immunisation History Statement' downloaded via MyGov (must be less than 2 months old at enrolment date).</p> <p>If No, please fill out a Notification of Non-Vaccination form (available from reception).</p>	Yes / No
First Aid	<p>I would prefer my child to be treated, if possible, with (please tick all that apply):</p> <p><input type="checkbox"/> Orthodox</p> <p><input type="checkbox"/> Homeopathic and/or</p> <p><input type="checkbox"/> Herbal remedies</p> <p><input type="checkbox"/> At discretion of staff members</p> <p>In an emergency situation, e.g. anaphylactic shock, staff members' discretion will be used (see First Aid and Emergency Procedures Policy).</p>	
Health	<p>Are there any health considerations the school should know about when caring for your child, including (please tick all that apply):</p> <p><input type="checkbox"/> Regular/ongoing medication</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Allergies (please specify)</p> <p><input type="checkbox"/> Anaphylaxis</p> <p><input type="checkbox"/> Other (please specify)</p> <p>If you answered yes to any of the above, please see reception as a separate form must be completed.</p>	Yes / No
Head Lice	<p>I agree for my child's hair to be checked at school for lice and nits.</p>	Yes / No
	<p>I agree to regularly and effectively manage head lice at home.</p>	Yes / No
Sunscreen	<p>I agree for sunscreen to be applied to my child before an outing in direct sun.</p>	Yes / No
	<p>If No, I agree to provide alternative sun-safety options for use on/by my child.</p>	Yes / No

Topic	Details: Please complete/circle each line as appropriate.	
Child's Photos	I agree for photos of my child, taken by the school staff, to be used in the school newsletter.	Yes / No
	I agree for photos/video of my child, taken by the school staff, to be used on the school website	Yes / No
	I agree for photos/video of my child, taken by the school staff, to be published in Educa, closed Kerry Street network for the purposes of communication with parents.	Yes / No
	I agree for photos of my child, taken by the school staff, to be used in external promotional material (e.g. Newspaper, flyers) that the school may choose.	Yes / No
	I agree for photos of my child to appear in publications produced by the school including its annual Yearbook and any class-specific books or journals that may be created.	Yes / No
	I agree for my child's photo to be taken for school reports (these will only be used for the purpose of a cover for each semester report)	Yes / No

Have you completed the following additional forms?

- Kerry Street Students' Internet Agreement
- Confidential Declaration for Volunteers (one for each adult in your family who may volunteer at school)
- Notification of Non-Vaccination (if applicable)
- Allergy and Illness Management and Emergency Response Plan (for if your child has Asthma or any health issues we should know about)

I have read and understood all of the above. Any questions I had have been answered to my satisfaction.

I _____ have read and understood all of the above. Any questions I had have been answered to my satisfaction.

Signed by Parent/Carer 1 _____ Date: _____

I _____ have read and understood all of the above. Any questions I had have been answered to my satisfaction.

Signed by Parent/Carer 2 _____ Date: _____

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I have read the above, taken any relevant action and sent a transfer note if required.

Signed by KSCS Principal _____ Date: _____

- EasySchool Updated Student File Updated Invoices Raised

Signed by Admin _____ Signed by Bursar _____