



## Enrolment Policy

### **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.
- C. Ensure all relevant student information is collected at time of enrolment, complies with all legal requirements and is kept up to date.

### **Scope and Application**

This policy applies to:

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

### **Definitions**

**‘Unjustifiable hardship’** - as defined in the Disability Discrimination Act 1992 and the Disability Standards for Education 2005, is where an educator cannot carry out their obligation to provide reasonable adjustments for a child with a disability due to difficulty, risk to people’s safety or expense.

**‘Reasonable adjustment’** - as defined in the Disability Standards for Education 2005, is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students.

**‘Immunisation status’** - This is the status of having been immunised against (or having acquired immunity by infection from) all or specified vaccine preventable notifiable infectious diseases, or not. Each student’s immunisation status is as recorded on his or her current immunisation history statement.

### **Principles**

- A. In accordance with our belief in equity, non-discrimination and social justice, no student will be denied enrolment unless to enrol them would cause unjustifiable hardship (see definition) to the school community.

- B.** The school collects and maintain records relating to students’ family, medical (including immunisation) and school history to enable the school to meet its legal obligations and to discharge its duty of care. Parents are responsible for ensuring that all pertinent information is kept up to date by promptly informing the school of any change in circumstances.
- C.** A gender balance in each year level and class will be aimed for to ensure that a variety of social groups are available for students.
- D.** 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 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.
- E.** Our maximum enrolment will not exceed Occupancy conditions.
- F.** 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.
- G.** Fees and bonds are applicable during the enrolment procedure (see Fee Policy and Procedures) and are reviewed annually. The school should ensure that parents/carers are aware of all costs involved and their responsibilities in meeting school requirements.
- H.** The School may, in the absolute discretion of the School Board, suspend or expel any child from the School in accordance with the KSCS Behaviour Guidance Policy. If any child is expelled or suspended from the School, the School Board may in its absolute discretion decide whether or not there should be any adjustment to, or refund of, remaining 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 and an Enrolment Register is kept with all required student information recorded.
5. Inform SCSA of all student enrolments.
6. 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, visa documents, immunisation records, allergy information and previous school records.
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. Parent PR Coordinator – Link the new family with a buddy/existing family.

#### **F. Parents**

1. Complete required forms and fulfil responsibilities described therein during enrolment, and annually/as required.
2. Meet with Principal and class teacher to discuss needs of the student and the school.
3. Inform the school of any changes in circumstances relating to the needs of the student (i.e. living and custody arrangements, medical conditions, etc).
4. Sign Code of Conduct documents at enrolment and support their child to comply with school expectations.

#### **G. Students**

1. Sign and comply with the student Code of conduct.

## **Related Legislation**

- A. Privacy Act 1988 (Privacy Amendment Act 2012)
- B. School Education Act 1999
- C. School Education Regulations 2000
- D. Family Law Act 1975
- E. Equal Opportunity Act (WA) 1984
- F. Disability Discrimination Act 1992
- G. Disability Standards for Education 2005.
- H. Public Health Act 2016
- I. School Curriculum and Standards Authority Act 1997

## **Related Kerry Street Documentation**

- A. Procedures including:
  - 1. Enrolment Procedure
  - 2. Enrolment Enquiry Form
  - 3. Enrolment Application Form
  - 4. Enrolment Contract
- B. Policies including:
  - 1. Non-discrimination Policy
  - 2. Child Protection Policy
  - 3. Curriculum Policy
  - 4. Reporting to Parents Policy
  - 5. Fee Policy
  - 6. Records Management Policy
  - 7. Privacy Policy
  - 8. Duty of Care Policy
- C. Kerry Street Community School Constitution
- D. Enrolment Register
- E. Student Files
- F. Parent Handbook

## **Contact Person**

Enquiries 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 March 2005.
- B. Reviewed by meeting of staff and council on 13 January 2006.
- C. This policy was reviewed September 2012.
- D. This policy was reviewed by council and Coordinator on 12 September 2013.
- E. Reference to temporary enrolments removed 1 November 2013.
- F. Reviewed August 2014 by Council and Coordinator. Changes accepted on 4 September 2014 at Council Meeting.
- G. Reviewed 4 September 2016.
- H. Reviewed and accepted January 2018.

## Revision

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
<b>01/02/2018</b>	<b>v.1</b>	<b>Minor edits and formatting.</b> <b>Inclusion of gender balance clause and right to exclude clause.</b>
<b>July 2019</b>	<b>v.2</b>	<b>Minor edits and formatting. Inclusion of new aim, principles and responsibilities for collecting and updating student information.</b>
<b>March 2020</b>	<b>v.3</b>	<b>Minor edits.</b>