



**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**

## **Enrolment Enquiry**

- 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 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.** Depending upon the information already provided the school may also need to collect the written permission of the applicant to allow the school to investigate the student's educational needs through consultation with key stakeholders and collect information to determine the student's additional needs and possible adjustments required.
- G.** Any adjustments that the school may need to make to meet the student's requirements are discussed. Again, if the school feels that all relevant information or documentation has not been provided then another meeting can be organised for a later time to give the applicant time to supply the missing information. The application should be put on hold until the extra information is provided.

## **Enrolment Application**

- A.** The family is invited to fill in an Application for Enrolment and pay the non-refundable application fee.
- B.** In the case of the whole school or a particular class being full, the Application for Enrolment fee will be kept, and the student placed on a waiting list. When a place becomes available, the family will be contacted and invited to begin a trial or commence enrolment.
- C.** In cases where a student is enrolling in an existing class and a space is available, a trial will be suggested to occur as soon as practically possible.
- D.** 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 closer to the starting date. This is at the discretion of the class teacher or Principal.
- E.** 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.
- F.** The family will be notified in writing that their application has been successful or unsuccessful.

- G. 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.
- H. The Enrolment Bond will be invoiced with the letter of acceptance.

## **Enrolment**

- A. An Enrolment Contract will be completed, signed and relevant required documents supplied by parents/carers. Required documents include:
  - i confirmation of identity
  - ii proof of citizenship or residency
- B. Once the family accepts the offer of a place, the Enrolment Contract has been completed and the Enrolment Bond is received, the student is considered formally enrolled.
- C. The Principal must ensure that an enrolment register is kept showing, for each enrollee:
  - i their name;
  - ii date of birth;
  - iii date of enrolment;
  - iv eventually, date on which enrolment ceases;
  - v immunisation status; and
  - vi Medicare number.

The enrolment register may be kept in electronic form but must be capable of being reproduced in written form.

- D. On enrolment, a student record must be opened for the student and SCSA must be informed.
- E. When enrolling a student transferring from another school in Western Australia, the Principal is required to notify the Principal of the student's previous school and SCSA.
- F. The Parent Handbook is given to the family at the commencement of enrolment.

## **Immunisation Status**

- A. The school is to sight the child's 'current' Immunisation History Statement (IHS), which is available for download, by the family, from the Australian Immunisation Register (AIR). 'Current' is defined as an IHS that is no older than two months on the date on which the school sights it.
- B. Children from overseas are also required to provide their child's AIR Immunisation History Statement:
  - i overseas vaccination records must not be accepted
  - ii parents/guardians are required to provide their child's AIR Immunisation History Statement to the school
  - iii parents/guardians need to provide any information about their child's overseas vaccinations to a local immunisation provider; for parents/guardians located overseas, they are advised to contact the relevant [Public Health Unit](#)

- a. the local immunisation provider can: register the child on AIR
  - b. upload any previous vaccinations to the AIR
  - c. provide any overdue vaccinations to the child.
- iv following updates to AIR, parents/guardians can then access their child's AIR Immunisation History Statement.
- C. In the specific instance of prospective students who have applied to begin school in the Kindergarten class the following year, a further IHS will be required to be sighted within 2 months prior to attendance to ensure compliance with the legislation and to enable the enrolment to proceed. It should be made clear to parents that their child's enrolment may be at risk if they are not able to satisfy the requirements of the legislation, *i.e. Section 141D(2) of the Public Health Act 2016 (WA)*.
- D. The enrolment of a child in Kindergarten is prohibited if that child's immunisation status is not recorded, on their IHS, as being 'up to date.' There are a number of circumstances which allow a child, whose immunisation status is not up to date, to be enrolled in Kindergarten. *Section 141D(2) of the Public Health Act 2016 (WA)* outlines these circumstances,
- E. The school is to report any child enrolled in the school's Kindergarten whose immunisation status is 'not up to date.' NB: The Chief Health Officer is also able to request a school to report students in other years whose immunisation is not up to date.

## Enrolling Students on Visas

- A. In the case of a child who is a dependent of a primary **visa holder**, the school should ascertain if the child would be eligible for government funding at the school. This may impact on the school's considerations around the fees charged for such a student.
- B. Therefore, it is essential that information related to the (adult) primary visa holder and the basis on which they are resident / studying / working in Australia is obtained so that the school can decide what level of fees would need to be charged.
- C. Visa conditions can be checked using [VEVO](#) or by searching the [Department of Home Affairs](#) website.
- D. Students with a [Visitor Visa](#) can be enrolled provided studies do not exceed the maximum study limit of three calendar months. Students with a Visitor Visa who are in Australia for a period of less than six months are not eligible to be reported in the census.
- E. Ensure visiting students hold appropriate insurance cover, including medical insurance, and the student is aware the period of enrolment **cannot** be longer than three calendar months.
- F. Information about enrolling students on visas / funding eligibility is contained in two documents that are available for download from the [Students on Visas](#) section of the AISWA Website

## Follow-up

- A. The admin Assistant will ensure the PR coordinator is forwarded contact details for all new families enrolling in the school, either in the first week or term 1 or within one week of families enrolling during the year.

- B.** The PR Coordinator will organise a buddy to be assigned to new parents, either in the first week of term 1 or as new students enrol during the year.
- C.** The Administration Assistant will make contact with all new families within one month of enrolment to ensure all paperwork has been completed and to check that they have been assigned a buddy.
- D.** 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.
- E.** Each term's fees are due by the Friday of the first week of each term.
- F.** 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.
- G.** 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 full terms fees will still be charged.
- H.** The enrolment bond for each student will be applied to their statement of fees to cover any monies still owing.
- I.** Each student's enrolment record must be retained by the school for seven years from the day on which the student's enrolment ceases and **may not be disposed of without the authority of the Director General of the Department of Education**. In the event of school closure, either voluntarily or otherwise, student records, including SCSA records for current students, are to be transferred to the Director General of the Department of Education for permanent retention



# 2020 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
Is your child / children vaccinated to schedule? YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE <input type="checkbox"/>	
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**  
**2020 Enrolment Application**

A \$55.00 non-refundable application fee is payable with this application.

Please attach to this form a copy of your child's birth certificate or passport and Immunisation history statement dated within the last two months. For students in Year 1 and above, please also provide a copy of your child's most recent two school reports.

Date:	Student Name:	Date of Birth:
Year/Grade of Application:	Current School:	Medicare No: Expiry Date: Child's Reference No:

Student lives with:

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

Is your child immunised to schedule?

- Yes
  No
 Unsure

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 2020 are as follows:

2020 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	\$837 per term	Community Jobs Levy	\$250
Student Insurance	\$20 per year	* Please note all fees are subject to change. Tuition discounts apply for second and subsequent children enrolled.	
Excursion Fee	\$100 per year		
2020 Yearbook	\$20 per copy		
Mathletics Subscription	\$TBA	** Levies are waived when families participate in school community jobs.	
Spellodrome Subscription	\$TBA		

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 Bank Details: **Bank:** ANZ Limited **BSB:** 016-307 **Acc No:** 440657161

(Office Use Only)

Application Reference Number: \_\_\_\_\_ (OFFICE USE ONLY)

App. Fee received: Y / N Date : \_\_\_/\_\_\_/\_\_\_

Enrol. Bond received Y / N Date: \_\_\_/\_\_\_/\_\_\_

2020 Enrolment Application Form

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ADDITIONAL STUDENT INFORMATION

Education and Social Interaction

Student Name:
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<p>Does your child have any specific 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 specific 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 your time.



Documents needed for enrolment:

- Birth Certificate
- Immunisation records

## Enrolment Contract 2020

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><b>Emergency Contacts</b> 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 \$837 per term in school fees plus additional costs incurred by the school on behalf of my/our 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/we will contact the <b>Bursar</b> to arrange to pay by instalments.	
	I/We understand that if I/we do not contact the <b>Bursar</b> 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/our 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 <b>each term attended must be paid in full</b> 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](mailto: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 <b>Parent/Carer 1</b> <input type="checkbox"/> <b>Parent/Carer 2</b> <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><b>Parent/Carer 1</b> <input type="checkbox"/> <b>Parent/Carer 2</b> <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><b>Parent/Carer 1</b> <input type="checkbox"/> <b>Parent/Carer 2</b> <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 &amp; email</p> <p><b>Parent/Carer 1</b> <input type="checkbox"/> <b>Parent/Carer 2</b> <input type="checkbox"/></p> <p>or</p> <p>name &amp; address added to the Association Register</p> <p><b>Parent/Carer 1</b> <input type="checkbox"/> <b>Parent/Carer 2</b> <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	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;">Medicare Card No:</td> </tr> <tr> <td>Address:</td> <td>Expiry:</td> </tr> <tr> <td>Telephone Number:</td> <td>Child's Reference No:</td> </tr> </table>	Name:	Medicare Card No:	Address:	Expiry:	Telephone Number:	Child's Reference No:	
Name:	Medicare Card No:							
Address:	Expiry:							
Telephone Number:	Child's Reference No:							
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><b>In an emergency situation, e.g. anaphylactic shock, staff members' discretion will be used (see First Aid and Emergency Procedures Policy).</b></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><b>If you answered yes to any of the above, please see reception as a separate form must be completed.</b></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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#### OFFICE USE ONLY

**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 \_\_\_\_\_