John Wollaston
ANGLICAN COMMUNITY SCHOOL

# ENROLMENT AND ADMISSIONS POLICY

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## 1. INTRODUCTION

John Wollaston Anglican Community School (the School) *Enrolment and Admissions Policy and Procedures* is consistent with the principles, procedures and related documents detailed in the *AngliSchools Enrolment and Attendance Policy and Procedures*.

The *Enrolment and Admissions Policy* should be read with the following policies:

- *AngliSchools Enrolment and Attendance Policy and Procedures*
- *Attendance Policy: Primary School*
- *Attendance Policy: Secondary School*
- *Privacy Policy*

The *Enrolment and Admissions Policy* should be read with the following forms:

- *Application for Admission* available at *http://www.jwacs.wa.edu.au/enrolment/enrolment-process*
- *Enrolment Agreement Form*
- *Fees and Charges Information and Business Conditions* available at http://www.jwacs.wa.edu.au/enrolment/school-fees
- *Terms of Enrolment Form*.

## 2. PRINCIPLES AND GUIDELINES

i. The Principal is responsible for managing the enrolment of all students at John Wollaston Anglican Community School (the School).

ii. The School shall accept all application forms for enrolment; however, the acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.[1]

iii. The School's enrolment process is fair, open and transparent and complies with the Disability Discrimination Act 1992 and Disability Standards for Education 2005.

iv. An Offer of Enrolment is subject to the availability of places in the academic year of interest.

v. The School is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988. A full copy of the School's *Privacy Policy* is available on the School's website at *http://www.jwacs.wa.edu.au/*

vi. The Enrolment and Admissions process is available at *https://www.jwacs.wa.edu.au/enrolments/enrolment-process/*

vii. There are three stages to the School's enrolment process:

(a) Application
(b) Interview
(c) Offer of Enrolment

viii. Allocation of Places

- The School considers a number of factors before an offer of a place at the School is made. Priority is given to:
  - Siblings of students currently or previously enrolled at John Wollaston.

[1] *AngliSchools Enrolment and Attendance Policy and Procedures*

- Children of Anglican clergy.
- Children of former students.
- Children of practising members of the Anglican Church and others with an active Christian commitment.
- Date of application

- The Principal will use discretion in the allocation of places, bearing in mind a suitable mix of academic abilities, gender and/or other criteria that may not have been covered above.

ix. Number of Places

- Class size maxima will be considered as per the *Workloads in AngliSchools Schools in Western Australia Policy*.

x. Students with Disabilities/Medical Conditions

- The School is a caring, inclusive community. Any prospective student who has a disability will be considered on the same basis as other students. At the time of application, parents of children who have an intellectual and/or physical disability who may/may not require learning support will need to supply the following information:
  - Primary and secondary disability.
  - Degree of disability (mild, moderate, severe).
  - Supporting agencies.
  - Assessments by supporting agencies.
  - Other relevant information (e.g. Speech Pathology Reports).
- When a student requiring health care assistance is enrolled, the Principal will take into account:
  - Medical advice.
  - Whether the student's condition can, with reasonable adjustments, be safely managed in the school environment and on any excursions, camps and tours.
  - Whether, with reasonable adjustments, arrangements can be made to adequately cater for the student.
  - The availability of suitably trained staff.
  - The learning processes and safety of other students.

xi. Processing Applications for Enrolment

- Applications will be processed as soon as possible after application. The School encourages applications at any time of the school year. All applications will be acknowledged by the Registrar in a timely manner.

## 3. PROCEDURES

### 3.1 THE ENROLMENT PROCESS

#### 3.1.1 Application for Enrolment

- *A Registration of Interest in Enrolment Form* must be completed for each student. Registrations are recorded as per the date the form is submitted and the application fee is paid.
- The following information is requested on the *Registration of Interest in Enrolment Form:*
  - Name, and any previous names (copy of birth certificate or equivalent is required).

- Date of birth of the student.
- Usual place of residence of the student.
- Name and usual place of residence of the parent(s)/guardian(s).
- Contact details of parent(s)/guardians(s).
- Court Orders/Parenting Agreements/Access Restrictions that apply (Copy of original to be provided).
- The country of citizenship of the student and, where applicable, a copy of the Permanent/Temporary Residency Visa/Passport. If both parents were born overseas proof of citizenship and/or residency are also required.
- Details of current/previous school (where applicable) including a copy of the most recent academic report (if applicable).
- NAPLAN results.
- Calendar year of entry and academic year of entry.

✧ In addition to the above the parent/guardian must provide to the School:

- Australian Immunisation Register (AIR) Immunisation History Statement - must be dated within two (2) months of the date of application for enrolment; Please note: Children must be fully immunised to attend Pre-Kindergarten and Kindergarten; or
- Evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or
- A valid immunisation certificate issued or declared by the Chief Health Officer; or
- An Exemption Eligibility Form (family circumstances).

Conscientious objection is not a valid exemption from immunisation requirements.

✧ The School will retain the Immunisation History Statement for three (3) years after the child ceases to attend the School.

✧ The School will report the immunisation status of enrolled children to the Chief Health Officer, when directed to do so.

✧ The information provided on the *Registration of Interest in Enrolment Form* will be confirmed, by the Registrar. Missing information and additional information will be requested.

### 3.1.2 Enrolment Interview

✧ The offer of a place at the School is subject to the successful completion of an enrolment interview. An enrolment interview does not guarantee a subsequent offer of enrolment.

✧ During the interview, the Principal or his/her delegate will discuss topics including academic progress or concerns, Anglican ethos, School Values, curricula and co-curricular programs, expectations, standards and support for the School.

✧ Interviews for new families with Primary students will be arranged with the Head of Primary, Deputy Head of Primary or Early Years Coordinator. Primary students must attend the interview.

✧ Interviews for new families with Secondary students will be arranged with the

Principal, Head of Secondary School or one of the Secondary Deans. Secondary students must attend the interview.

- ✧ Interviews for new families with children who have a disability and/or who require learning support, will be attended by the Head of Inclusive Education or Primary Inclusive Education Coordinator who will be able to ascertain the nature and level of support required. The Principal will evaluate the recommendation taking into consideration the following:
  - Support needs of the child.
  - Academic/social age integration.
  - Social behaviour.
  - Class numbers.
  - Appropriate facilities.

#### 3.1.3 Offer of Enrolment and Accepting the Offer

- ✧ Upon the successful completion of Stages 1 and 2 and the School having the information it requires, a formal Letter of Offer from the Principal may be sent to parents/guardians offering a place at the School for their child.
- ✧ To confirm and accept the offer of a place, the following documentation must be provided to the School:
  - *Enrolment Agreement Form* – completed and signed. This includes Medical information and Data Collection.
  - *Terms of Enrolment Form* – completed and signed.
  - Non-refundable Enrolment Fee (if applicable) – payment of.
- ✧ Once parents/guardians have officially accepted a place, the School will maintain contact with families to inform them about school events and the orientation process for new students.
- ✧ When all places for a particular year have been offered, those applicants who were unplaced will be informed that they are on a waiting list and, if appropriate, will be requested to indicate whether they wish to carry the application forward to the next calendar year or withdraw the application.

## 4. ENROLMENT RECORDS

### 4.1 ENROLMENT REGISTER

An Enrolment register is maintained containing enrolment information for every student in the School.

### 4.2 RETENTION AND TRANSFER OF RECORDS

Enrolment records and related details about individual students will be recorded both in writing and electronically. A student's records must be retained by the School indefinitely.

### 4.3 NOTIFICATION OF TRANSFER

The Registrar will provide written or electronic notification (Transfer Note) of the date enrolment commences, to the school where the student was previously enrolled within Australia.

### 4.4 EXEMPTION FROM SCHOOLING

Where a child's parents/guardians have completed an *Application for exemption from school enrolment (Non-government school) Form* the student's name is to remain on the School's

Enrolment Register until notification has been received from the Department of Education Participation Unit (DEPU) that the exemption has been approved. Non-attendance by the student in the interim will involve adhering to the *Attendance Policy: Primary School/Attendance Policy: Secondary School*. The *Application for exemption from school enrolment (Non-government school) Form* is available from: https://www.education.wa.edu.au/alternatives-to-full-time-schooling

### 4.5 ALTERNATIVES TO SECONDARY SCHOOLING: STUDENTS AGED 16 AND 17

Where a student wishes to leave school in the year in which they turn 16 or 17, the alternative pathway must be approved by the Minister of Education (or delegate). The student's name is to remain on the School's Enrolment Register until a *Notice of Arrangements* (NOA) *Form* approval is received from the Department of Education stating that the student's name can be moved to the Former Enrolment Register. As an interim measure, the Participation Coordinator may authorise that the child's name be placed onto the Participation List until their NOA is approved. Non-attendance by the student in the interim will involve adhering to the *Attendance Policy: Secondary School*. The *Notice of Arrangements Form (NOA)* can be found at https://www.education.wa.edu.au/alternatives-to-full-time-schooling. An NOA is not required if one of the following applies to the student:

- enrolled full-time at school
- enrolled and participating in a full-time course at a TAFE college and/or registered training organisation (RTO) and have a completed and signed Parent and Health Consent Form lodged with the TAFE college and/or RTO.
- enrolled and participating in a full-time apprenticeship or traineeship, and a completed contract has been lodged with the Government of Western Australia, Department of Training and Workforce Development's Apprenticeship Office
- educated at home in accordance with section 10 of the *School Education Act 1999*
- no longer of compulsory school age, as determined by the *School Education Act 1999*

However, the School is still responsible for following up on these students and ensuring that it receives official notification from the relevant government authority pertaining to the alternative above before moving the student to the Former Enrolment Register.

### 4.6 STUDENTS WHO TURN 18 YEARS OF AGE WHILE ENROLLED AT SCHOOL

Students turning 18 years of age would generally be in Year 12 and it would be expected that they complete their final year of schooling. However, in some situations, these students could be in an earlier year group. Although of 'legal age', students aged 18 (or above) are required to follow all the School Rules and requirements that apply to younger students as a condition of their continuing enrolment at the School. These conditions apply to the regular school day and to representing the School during out of school hours events.

### 4.7 STUDENT TRACKING SYSTEM

If, after ten (10) school days the School has not received advice from a student's new school, the School will contact the student's parents/guardians by telephone/email/letter. If contact is unsuccessful, the School will advise the Student Tracking Coordinator (STC) by referring the student's name to the Engagement and Transition Officer at the South Metropolitan Regional Education Office. In the event that the STC cannot locate the student, his/her name will be placed on the 'Student Whereabouts Unknown List'. The student's name will remain on the School's Enrolment Register until the STC authorises otherwise. Once authorised, the student's name will then be placed onto the Former Enrolment Register.

### 4.8 ATTENDANCE REGISTER AND ATTENDANCE

- An attendance register is maintained for all students attending the School;
- A record of student attendance is maintained and monitored;
- School attendance records are retained indefinitely or until advised otherwise by the AngliSchools.

## 5. LEGISLATION RELEVANT TO THIS POLICY

- *Acts Amendment (Higher Leaving Age and Related Provisions) Act 2005 and Regulations 2005*
- *Disability Discrimination Act 1992*
- *Disability Standards for Education 2005*
- *Equal Opportunity Act WA 1984*
- *Human Rights and Equal Opportunity Commission Act 1986*
- *Public Health Act WA 2016*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *School Education Act 1999*
- *Vocational Education and Training Act 1996*