



ENROLMENT POLICY

(Years K to 12)

POLICY DETAILS AND DOCUMENT MANAGEMENT

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Endorsed by: School Principal K-12

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Policy Level		Dissemination	For Application	For Information
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School	<input checked="" type="checkbox"/>	Executive Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	All Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Open	<input checked="" type="checkbox"/>	Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restricted	<input type="checkbox"/>	Public (Website)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

REVISION HISTORY

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01/11/2020	1.0	Board	Enrolment Policy_V1

GENEALOGY

This Policy replaces:

This Policy was cancelled and superseded by:
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PREAMBLE

This policy is provided to all Administration Staff at Emmanuel Christian Community School, for correct processing of new Enrolment Applications.

The purpose of this policy is to outline the process by which a family seeking to enrol a child, is introduced to the school, provided with information and made aware of the vision and mission of the school.

Emmanuel Christian Community School is a ministry of the Girrawheen Baptist Church.

It grew out of the deep concerns that Christian parents had for the direction that society is going, the effect this could have on their children and the desire to exercise their God given responsibility to bring up their children in the love and care of the Lord.

Our aim is to encourage excellence in character and academic pursuits we want to be the best in educational practice and above all we seek to place Christ first.

As educators we are called to partner with parents in determining the correct basis of pastoral care and relationship – not by simply writing policies but by living in a relationally correct way and caring for one another in the correct servant manner.

SCOPE

All members of Emmanuel Christian Community School staff and volunteers must comply with this policy.

The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment

CONTEXT

Emmanuel Christian Community School may, from time to time, review and update this policy to take account of changes to the school's operations and practices and to make sure it remains appropriate to the changing legal and school environment.

POLICY

1. VISION AND MISSION STATEMENT

- Our Vision: Changing lives through Christ-centred education
- Our Mission: To provide affordable, Christ-centred education that equips the next generation to know God and serve Him in the community
- Our Values: Community, Compassion, Excellence, Integrity, Prayer and Service

2. FIRST CONTACT

It is the responsibility of the Front Office staff or School Registrar:

- Initial response should be clear about the process involved, informative and polite. Families are directed to the website for further information and online enrolment form. There may follow a preliminary visit of the facilities, by arranging a School Tour via the Principal's PA or through the online booking feature on the website.

- This may also occur later, at interview.
- School prospectus and brochures with relevant information are provided.
- Any inquiries about enrolment beyond a request for enrolment documents is forwarded to the Systems Coordinator/ Enrolment Officer. (Mr Leathard).
- The School aims to develop and maintain respectful supportive relationships with families through an effective enrolment and orientation process for families. The Systems Co-ordinator will interview Kindergarten children and their families to find out any special needs and provide a desktop audit of all prospective students to the School Principal and Deputies before the interview with the Principal.
- Interviews with the relevant Deputy Principals and the School Bursar are also arranged, usually on the same day as the Interview with the Principal.

3. APPLYING TO ENROL

Parents who wish to enrol their child at Emmanuel Christian Community School are required to forward a completed application form accompanied by all of the necessary documents as well as a non-refundable processing fee of \$100 or \$50 – depending if they are an existing family or not.

Interview of parents will take place in the year prior to the year of enrolment of their child.

4. WAITING LISTS

Places will be allocated in order of date of completed application with the following criteria weighting order:

- If a student is absent from an in-class assessment due to an excursion or approved leave, another opportunity to complete the assessment will be given as soon as can be arranged.
- If a student is absent for any other valid reason, then the assessment or an alternative assessment may be given at a later date.
- If a student is regularly absent on assessment days, the Head of Learning Area may ask the student to produce a detailed explanation substantiated by their parents/guardians and/or a medical certificate. In cases without adequate explanation or medical certificate, the student may be awarded zero for the assessment after discussion with parents.
- If a student has been suspended for any reason, every opportunity will be made to allow that student access to all academic resources and information from class through SEQTA. It is up to the student to contact their teachers using Direct messages regarding any queries. Students will be given opportunities to sit the assessment, possibly after regular school hours in consultation between parents and teachers.

ECCS SCHOOL ENROLMENT PROCESS 2020



1. Reception provides and receives enrolment packs
2. Reception forwards all enrolment enquiries to Systems Coordinator

3. Admin Staff:

- Make sure application is fully completed, process enrolment application fee and complete document checklist
- Scan and email complete application to Systems Coordinator
- Commence data entry

4. Screening by Systems Coordinator – Years K-12
Final Document checklist by Systems Coordinator
(Visas / ID / Application Complete etc.)

5a. PA co-ordinates interviews with the Principal, Deputy and Bursar

5b. K-10 If concerns raised, Deputies cross check application.
Special Needs, Conditional Enrolment 11-12 –
Every Enrolment Application forwarded to Deputy Curriculum High School for consideration

6. Enrolment interview with Principal (Principal secures parents/guardians signatures on application), Deputies (High School) and Bursar.

7. Bursar flags enrolments or non-enrolments to System Coordinator

8. Systems Coordinator - inform parents of the enrolment decision
• advise start date if successful - Informs Admin if successful

9. Admin staff complete Data entry/processing – 3 Days maximum

10. Student commences

ENROLMENT PROCESS 2020_V9 5 November 2020

5. ADMISSION OF STUDENTS WITH DISABILITIES

It is the school's intention to make available the ministry of Christian education to as many Christian families as possible. As a Christian ministry the school believes that in God's eyes, each child is considered unique, valuable and with potential for the Kingdom of God regardless of any attribute considered a disability.

Families meeting the school's enrolment criteria with children who are classified as disabled are encouraged to apply for enrolment. Each application will be considered on its own merits and the school will need to make an assessment of what adjustment of resources will be required. Consistent with the Christian view of the person held by the school and the Equal Opportunity Act 1984 and the Disability Discrimination Act 1992 it is unlawful for an educational institution to discriminate against a person on the grounds of disability in a wide range of circumstances including enrolment.

There are limited exemptions in the legislation that allow enrolments to be refused in certain circumstances. In some cases, the best interests of the child may not be met by enrolment at the school, as the school may not be able to adequately meet the specific needs of the student. In other cases, the enrolment may cause unjustifiable hardship to the circumstances of the school as adjustments by the school may be classified as unreasonable.

6. INTERVIEW WITH PRINCIPAL

Both parents are to attend the interview with the Principal at the school. At this point a guided tour of facilities is usually given if that has not been done previously.

The following details are discussed:

- a) Explanation of the Vision and Mission of the School.
- b) Student Code of Conduct
- c) Special needs or requirements for the child
- d) The importance of parent involvement and support
- e) Parental responsibilities. – uniform and communication lines.

7. CONDITIONS OF ENROLMENT

Enrolment at the School is subject to the following terms and conditions:

1. That the children will be allowed to share fully in the life and programme of the School. Students should attend School on each designated school day, except for absences authorised by the Principal, or in cases of illness.
2. Students are required to be courteous, respectful, friendly and dignified in their behaviour at all times.
3. Students are also required to demonstrate a high level of commitment, diligence and participation in the learning process. Each student is expected to do their best.
4. That students should wear appropriate school uniform as determined by the School.
5. Written notice, to the Principal, of at least one term in advance is required should a student be removed by his/her parents or guardian. In default of such notice, an additional payment of one term's fees is payable.
6. The School may terminate an enrolment at its discretion. This may occur if the Principal determines, in his opinion, that the student has an unsatisfactory attitude, or has displayed unsatisfactory behaviour or broken School rules. In the event of this happening, the School is not obliged to refund any fees or charges. Moreover, fees and charges outstanding will still be payable.

7. That the parents will fully support the School's Student Management policy.
8. That the parent and students fully support the Christian ethos of the School and that all students enrolled at the School will participate in Devotion, Worship Assemblies, Whole School Prayer, the Christian curriculum, and any other Religious activity that the School may deem necessary.

8. COLLECTION OF IMMUNISATION STATUS OF ALL NEW ENROLMENTS

Legislative amendments by the WA Government that came into effect on 1 January 2019, require that, at the time of the most recent application for enrolment, a school is to request, obtain and assess an immunisation certificate for each child applying to enrol. The only acceptable documentation for completing this task are:

- An Australian Immunisation Register (AIR) Immunisation History Statement (IHS)* that is no more than two months old (on the day that it is sighted by the school); or
- A valid immunisation certificate issued or declared by the Chief Health Officer.

Further legislative requirements regarding immunisation that must be met:

- a) in order to be enrolled into the Pre-compulsory years, a child must satisfy the requirements of s.141D(2) of the Public Health Act 2016 (WA) in regard to immunisation status, i.e. have an immunisation status that is 'up to date', or be on an approved catch up schedule, as reflected on their IHS or satisfy other acceptable criteria.
- b) Parents/guardians must provide the school with a copy of the child's IHS and the date of the IHS must be no older than 2 months on the day that it is sighted by the school.
- c) The IHS is to be provided to the school no more than (e.g. 6 weeks) prior to commencement of attendance. The 6-week timeline is a suggestion but a longer period than that is not recommended.
- d) Parents/guardians must also supply the child's Medicare number (and reference number) if they have one.
- e) **If the child's IHS does not reflect an immunisation status of 'up to date' or that the child is on an approved catch up schedule, the child's enrolment will not proceed, unless the child satisfies one of the other acceptable criteria.**

9. ENROLMENT REGISTER

The School Education Act 1999 (WA) requires a school to record certain information in its enrolment register at the time of enrolling a child. The required information is described in the School Education Regulations 2000 and comprises of the child's name, date of birth, date of enrolment, date enrolment ceased. From 1 January 2019 the child's immunisation status, (as described on the child's 'current' Immunisation History Statement, i.e. 'up to date' or 'not up to date') and the child's Medicare (and reference) number, if the child has one, must also be recorded.

The enrolment register information can be retained in electronic form but must be able to be reproduced in written form. Under reg. 7 of the School Education Regulations 2000, **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.**

10. STUDENTS ON VISAS

Funding eligibility – approved citizenship, residency, or visa status

Both the Commonwealth and State Non-Government Schools' funding guidelines place particular conditions on funding eligibility for students.

When enrolling a child who is a dependant of a primary visa holder, the school should, at the preliminary stage, ascertain if the child would be eligible to attract government funding.

This may impact on the school's considerations around the fees charged for such a student. Specific evidence, relating to the (adult) primary visa holder and the basis on which they are resident / studying / working in Australia, that supports the eligibility for funding must be identified, collected and retained, for verification on request by the Commonwealth and/or State funding body.

11. PRIVACY

PRIVACY COLLECTION NOTICE

Under the Privacy Act (the Act) Emmanuel Christian Community School is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's).

This information is set out in our Privacy Policy which is available on our website www.eccs.wa.edu.au and also available upon request in hard copy from the School office.

Our Privacy Policy describes

- who we collect information from
- the types of personal information collected and held by us
- how this information is collected and held
- the purposes for which your personal information is collected, held, used, and disclosed
- how you can gain access to your personal information and seek its correction
- how you may complain or enquire out about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled
- whether we are likely to disclose your personal information to any overseas recipients; and
- permission to use VEVO to check Visa entitlements during period of enrolment

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact Emmanuel Christian Community School Privacy Officer at admin@eccs.wa.edu.au