



# ENROLMENT POLICY

## (Years K to 12)

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## POLICY DETAILS AND DOCUMENT MANAGEMENT

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School	<input checked="" type="checkbox"/>	Executive Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<b>Access</b>		All Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Open	<input checked="" type="checkbox"/>	Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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## GENEALOGY

This Policy replaces: Enrolment Policy_V4
This Policy was cancelled and superseded by: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 by living in a relationally correct way and caring for one another in a servant manner.

# SCOPE

All members of Emmanuel Christian Community School staff, volunteers and contractors 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, volunteers and contractors 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 Deputy Principal (Admin):

- 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 Deputy Principal (Admin) / Enrolment Officer.
- The School aims to develop and maintain respectful supportive relationships with families through an effective enrolment and orientation process for families. The Deputy Principal (Admin) 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 School Fees are also arranged, usually on the same day as the Interview with the Principal.

## 3. SCHOOL TOUR

A tour is an excellent, informal way to learn about Emmanuel Christian Community School. A deputy principal will walk any prospective families through the school campus providing information and answering their questions. Families often find this an invaluable opportunity prior to submitting an application for enrolment.

Our school tour booking system is found on our school website. Once the electronic form is submitted, administration will contact the family within 2 working days to book a suitable time.

## 4. 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 the necessary documents. The enrolment fee is \$100 per family, with no additional fee for siblings. If a parent opts out of the waitlist, the enrolment fee will be refunded.

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

## 5. WAITING LISTS

Places will be considered with the following criteria:

- Child of Staff Member
- Siblings of Current Students
- Sibling of Confirmed Student
- Child of Past Student
- Girrawheen Baptist Church Member
- Grandchild of Staff Member
- Re-enrolling Student
- A Christian family
- Attendance and behaviour records
- Date order of application received

**Please note:** Placement of a name on a waiting list does not create any legal obligation upon the school to make a place available or in a particular order. The Principal has final discretion on enrolments and offers made.

## ECCS SCHOOL ENROLMENT PROCESS



1. Reception provides and receives enrolment applications
2. On receipt of applications, admin staff:
  - ensure application is fully completed and all documents are provided
  - process enrolment application fee
  - hand application form to Enrolment Officer for processing

3. Enrolment Officer forwards all completed enrolment applications, with supporting documents, to Deputy Principal (Admin)

4a. Check by Deputy Principal (Admin) – Years K-12

4b. Admin staff complete data entry ready for student commencement

5a. Enrolment officer & PA co-ordinate interviews\* with the Principal, Deputy and School Fees

5b. **K-10** - if concerns raised, Deputies cross check application (i.e. Special Needs, Conditional Enrolment)  
**11-12** – every Enrolment Application forwarded to Deputy (Curriculum) Secondary for consideration

6a. Pre-Enrolment interview - for Kindy (and PP who have not attended Kindy)  
 6b. Enrolment interview with Principal, Deputies (Subject Selection) and School Fees.

6c. School Fees flags enrolment concerns or non-enrolments with Principal / Deputy / Business Manager

7a. Enrolments Officer (on instruction from Principal/Deputies):

- informs parents of the enrolment decision
- advises start date if successful
- informs Student Movements if successful

7b. Waitlist – if no capacity, student will be added to a waitlist.

8. Student commences

\*NOTE: If not for immediate start, interview will take place in the year prior to enrolment

ENROLMENT PROCESS V3 – Enrolment Policy owner Deputy Principal (Admin)

## 6. 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.

## 7. 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.

The school does not accept enrolments from Full Fee Paying, International or Exchange Students.

## 8. PRE-ENROLMENT INTERVIEW WITH DEPUTY PRINCIPAL

The Pre-Enrolment interview is for Kindergarten and Pre-Primary children who have not attended school previously. At this interview the school will gather information in relation to specific needs and abilities of each child. This information will be used to determine whether the school has the capacity to provide an educational program for them. A guided tour of the facilities may be provided at this time.

## 9. INTERVIEW WITH PRINCIPAL

Both parents are to attend the interview with the Principal at the school. At this point a guided tour of the facilities may be 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) The importance of parent involvement and support
- d) Parental responsibilities – uniform and communication lines, provision of equipment and devices
- e) Mandatory involvement in school curriculum-based activities e.g. camp, swimming
- f) Special needs or requirements for the child

Parents will then meet with the Finance Manager who will provide information about the payment of fees.

## 10. CONDITIONS OF ENROLMENT

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

1. That the children will share fully in the life and programme of the School, which includes all special services, incursions, excursions, camps etc. Students should attend School on each designated school day, except for absences due to illness or authorized by the Principal.
2. Written notice, of at least one term in advance is required should a student be removed by his/her parents or guardian.
3. Students are required to be courteous, respectful, friendly, and dignified in their behaviour at all times.
4. Students are required to demonstrate a high level of commitment, diligence, and participation in the learning process. Each student is expected to do their best.
5. Students should wear correct and appropriate school uniform as determined by the School.
6. Parents will fully support the School's Student Management Policy.
7. Parents and students fully support the Christian ethos of the School and student will participate in devotion, worship assemblies, whole school prayer, the Christian curriculum, and any other religious activity or service that the School conducts.
8. All students in Year 5-12 are required to purchase an ECCS compliant laptop for use on campus. Details for ordering a compliant laptop are found on our website under <https://www.eccs.wa.edu.au/parents/tablet-device-order/>
9. Non-compliant laptops are not to be used on campus and network access will not be granted.
10. We acknowledge that the school will use Hainsworth Park, Hainsworth Recreation Centre or Casserley Nature Reserve as part of their normal day to day program.
11. The School may terminate an enrolment at its discretion. This may occur if the Principal determines, in his/her opinion, that the student has an unsatisfactory attitude, has displayed unsatisfactory behaviour or broken School rules. In the event of this happening, the School reserves the right not to refund any fees or charges. Moreover, fees and charges outstanding remain payable.

## 11. ENROLMENT DISPUTES

The Principal will:

- provide written notice to the parents at the earliest opportunity if an application for enrolment needs to be declined or an enrolment cancelled; and
- if the decision is in dispute, advise the Deputy Principal (Admin) who will review the matter.

### **DECLINING APPLICATIONS FOR ENROLMENT**

The Enrolment Team:

- may decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the school to provide an appropriate programme;

Before recommending an application for a child with disability be declined, the Principal should seek advice from appropriate officers within the School. The Enrolments Team will decide if an application will be declined.

The Enrolment Team will consider the following factors when deciding whether to decline an enrolment application on the grounds of the educational program:

- the nature of the benefit or detriment likely to accrue to, or be suffered by, the child and all other members of the school community.
- any additional cost involved in providing the program for the child; and
- the effect of the child's – (i) behaviour; or (ii) disability or other condition, if any, on the child's participation in the program. (s84 School Education Act 1999).

If declining an application, upon instruction from the Deputy Principal (Admin), the Enrolment Officer will provide written advice to the parents about:

- the decision, including the reasons; and
- other public school or schools at which the student may be enrolled.

### **CANCELLING ENROLMENTS AND CONDITIONAL ENROLMENTS**

The principal may decide to cancel an enrolment or place a student on a Conditional Enrolment if:

- the student continually and consistently breaches school rules and known behaviour expectations, even after support and guidance has been provided by the school.
- the student engages in serious high-level behaviour offences as outlined in the school's Pastoral Care and Behaviour Management Policy.
- attendance at school falls continually below 90%, even after support and guidance has been provided by the school.
- parents fail to pay the required fees and support student participation in all school activities e.g. camps, swimming lessons.
- student VISA conditions change, making attendance at the school no longer viable.
- if enrolment information supplied is false, misleading, or out of date.

The principal will provide both parents (or one if the second parent cannot be located) with:

- advance notice in writing of a proposed cancellation of enrolment or need for a Conditional Enrolment, including the reasons for the decision;
- a reasonable opportunity to show why the cancellation or Conditional Enrolment should not be finalised; and
- if cancellation is to proceed, written notice of cancellation including the date it applies.

### **12. 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 is:

- 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.**

### 13. TRANSFER OF RECORDS FOR STUDENTS BETWEEN WESTERN AUSTRALIAN SCHOOLS

#### **The Enrolment Officer will:**

- manage notices of transfer and records for the intrastate movement of students (including transfers from primary to secondary school);
- notify the newly transferred student's former Principal within five (5) school days that the student is now enrolled in their school;
- notify the Education Regional Office if the enrolling student was registered for home education so student records can be transferred to the school within five (5) school days of receipt of the notice of transfer;
- provide the Education Regional Office with student records within five school days of receipt of the transfer note when notified that the parent has registered as a home educator; and
- retain the student enrolment records and negotiate at the local level the transfer of student files with the former Principal within five (5) school days. Guidance Work samples not required for evidential purposes may be offered to parents rather than transferred or retained by the school.

### 14. TRANSFER OF RECORDS FOR STUDENTS MOVING INTERSTATE

The Enrolment Officer will use the Interstate Student Data Transfer Note (ISDTN) and accompanying protocols to transfer student information data for students moving to another state/territory.

The **Interstate Student Data Transfer Note (ISDTN)** and Protocol is a joint initiative between the Australian Government, State and Territory Education Departments, and the independent and Catholic education sectors.

All education authorities (including the non-government sector) have agreed to implement, a national system for the transfer of student information between schools when children move from one state to another. This national system will enhance the ability of the student's new school to place and support that student in a timely manner and with the assistance of accurate information from the student's previous school. The national system is based on using a common "*Interstate Student Data Transfer Note*" and set of protocols.

### 15. 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.**

## 16. REMOVAL OF NAMES FROM ENROLMENT REGISTER

Under the provisions in the School Education Act 1999 s 21, the principal is not to remove a student's name from the register unless:

- a) the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
- b) the principal believes on reasonable grounds that the child is no longer resident in this State;
- c) an exemption or approved Notice of Arrangements is granted under s 11 in respect of the child;
- d) a parent of the child is registered under s 48 as the child's home educator;
- e) the enrolment is cancelled under s 20 or 83; or
- f) the Minister has authorised the removal on the ground that inquiries to establish the whereabouts of the child have not been successful.

The Enrolment Officer will:

- Record the date a student is removed from the current roll as the date the student last attended the school; and
- Record notes in the school's student database detailing the steps taken to reengage the student including the reason for non-attendance, if known, or the reason for the student's removal from the current enrolment register in accordance with s 21 of School Education Act 1999.

## 17. 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](http://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 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](mailto:admin@eccs.wa.edu.au)