

# ENROLMENT POLICY

## Document Approval

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<b>Contact Details</b>	Sowilo Community High School School Coordinator/Principal – 9390 1995
<b>Approved By</b>	Sowilo Community High School – School Council David Marshall – School Coordinator/Principal
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## Version Control

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<b>Version</b>	<b>Effective Date</b>	<b>Changes</b>	<b>Author</b>	<b>Next Review Date</b>
1.0	01/01/2021	New Policy	Sowilo Community High School	01/01/2022

### Note

Policies are reviewed and updated annually unless urgent updates are required due to process, legislation or related policy changes.

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## Related Legislation and Policies

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### 1. Legislation

- [National Principles for Child Safe Organisations](#)
- [Children and Community Services Act 2004](#)
- [Children and Community Services Amendment Act 2008](#)
- [Teachers Registration Act 2012](#)
- [School Education Act 1999](#)
- [School Education Regulations 2000 \(WA\)](#)
- [Disability Discrimination Act 1992](#)
- [Disability Standards for Education 2005](#)
- [AS/NZS ISO 31000: 2018 Risk Management – Principles and Guidelines.](#)
- [Australian and New Zealand Standard AS/NZS 4360:2004 – Risk Management.](#)
- [Occupational Safety and Health Act 1984 \(WA\)](#)
- [Occupational Safety and Health Regulations 1996 \(WA\).](#)
- [Public Health Act 2016 \(WA\)](#)

### 2. Related Policies/Guidelines/Supporting Documents

This policy is linked to the following school policies and guidelines.

- Attendance Policy
- Inclusion Policy
- Child Protection Policy
- Reporting Policy
- Privacy and Compliance Policy
- Record Keeping and Retention Policy
- Welfare Policy
- Duty of Care Policy
- Occupational Health and Safety Policy
- Risk Management Policy
- Emergency Management Policy
- Behaviour Management Policy

# Overview

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## 1. Policy Statement

Sowilo Community High School is an inclusive, coeducational care school catering for students attending years 7 – 12 (up to 20 years of age).

The aim of this policy is to:

- Provide information about the process for enrolment to Sowilo Community High School.
- Inform parents/guardians and students of their obligations upon enrolment.

This policy has been reviewed and approved by Sowilo Community High School – School Council.

## 2. Introduction

Our school caters for year groups 7 – 12 with students able to attend until they are 20 years old. We offer an adjusted academic curriculum that is tailored to suit the individual academic level of each of our students. Due to the size of our school and curriculum offerings, enrolment places are limited. We do have a waitlisting period for students waiting for positions to become available.

Many of our students face complex academic, social and emotional challenges that often make mainstream education difficult. Our focus is to offer a school environment that allows the students to:

- Successfully engage in the academic program and school activities.
- Align with the school philosophy, ethos and values.
- Make a positive contribution to the school community and wider community.
- Develop as individuals and as part of the school community.

We accept all applications for enrolment. Submission of an application does not guarantee a place, but all applicants are assessed in either date order or year levels required.

## 3. Policy Communication

This policy is:

- Available for download on our school website.
- Available to Parents/Guardians upon request.
- Provided to new staff at the start of their employment.
- Stored in soft copy on our school drive.
- Stored as hard copy with our administration team.

All Sowilo Community High School all staff and members of the School Council are expected to be understand the requirements of the policy and their responsibilities.

## Definitions

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The following definitions are relevant to this policy.

Term	Definition
<b>Parent</b>	For the purpose of this policy, the term parents refer to parent, guardian, carer.
<b>Care school</b>	A school established and registered solely for the education of students at educational risk.
<b>Education Risk</b>	<p>A student is at educational risk if he/she is of compulsory school age but unable to participate in mainstream schooling due to one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• Is disengaged as evidenced by persistent non-attendance or a failure or refusal to enrol.</li> <li>• Experiences learning difficulties or disadvantages that cannot be effectively catered for by a mainstream school.</li> <li>• Is affected by life risk factors including domestic violence, abuse, homelessness, transience, addiction, chronic ill-health or pregnancy.</li> <li>• Is subject to a Children’s Court Order.</li> <li>• Is a persistent or serious juvenile offender.</li> </ul>

## Roles and Responsibilities

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The following roles and responsibilities are referenced in this document.

### 1. School Council

Members of the school council must:

- Support the school to implement the Enrolment Policy.
- Assist in policy review and provide subject matter expertise as required.
- Understand their responsibilities as outlined in the Enrolment Policy.

### 2. School Coordinator/Principal

The School Coordinator/Principal must:

- Implement the Enrolment Policy, making sure all required information is collected and correctly retained throughout the enrolment process.
- Make sure all administration and school staff understand their responsibilities as part of the policy.
- Make sure that the Enrolment Policy complies with all legal requirements and the school is compliant with the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.
- Make sure the school enrolment register is maintained in accordance with the School Education Regulations.
- Comply with the requirements of the Privacy Policy.

### 3. Administration Team

The Administration Team must:

- Make sure that parents/guardians receive all required enrolment paperwork to complete their application and provide support throughout the application process.
- Make sure all information required is collected throughout the enrolment process.
- Maintain the school enrolment register in accordance with all regulations.
- Attend any professional development training as required.

### 4. Parents/Guardians

Parents/guardians must:

- Understand the requirements of the enrolment process.
- Provide all required paperwork, information and documentation during the enrolment process.
- Work collaboratively with the school to provide information on their child's needs.

## Enrolment Process

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Our enrolment process is thorough and detailed. The aim is to communicate accurate and detailed information to applicants interested in enrolling in the school. We prioritise the collection of academic, social and behavioural information of the student while providing information on our school, our philosophy, the adjusted academic curriculum, code of conduct, attendance expectations, academic achievement and the importance of community.

The process has three (3) stages:

- Application and initial information collection.
- Interview and further information collection.
- Offer of a place and letter of enrolment is sent to successful applicants.

Information regarding enrolling at Sowilo Community High School can be found on the school website ([www.sowilocommunity.org](http://www.sowilocommunity.org)) or by calling the Administration Team on 9390 1995.

### 1. Application

Each student must complete an application form providing the following information:

- Personal details.
- Birth Certificate.
- Medicare Number.
- Current Immunisation information and status.
- Medical information.
- Academic information including previous school reports or records.
- Any specialist or medical reports (where applicable).
- Permissions – excursions, kick boxing/powerlifting, counselling.
- Copies of Residency Orders, Parent Responsibility Orders, Contact Orders, Parenting Plans or Court Orders (where applicable).
- Any special needs or disabilities.
- Fees.

Each application is checked to make sure that all required information has been supplied. The Administration Team will work with parents/guardians to collect any missing data and confirm when the application is complete. Applications will only progress when all required information is collected.

If the student is not an Australian citizen, a record of the information used to determine the residency status or visa subclass of the parent or child at the time of enrolment is required. Documentation collected includes:

- Visa information relating to the student or parent/s.
- Evidence of citizenship or valid passport with date of birth and visa at time of enrolment.
- Passport and visa expiry dates.
- Documentation and assessment material used by the School to make the decision that a student satisfies the definition for census inclusion as a Student on a Visa.

These records may be required as evidence for eligibility of future funding.



If a student has special needs then a supplementary form will be completed asking for information on the special need identified, support required, equipment or modifications needed and education assistant and staff support.

If the school needs to collect more information or requires advice (regarding the students' needs) from independent specialists, disability agencies, previous schools or medical and allied health professionals then we will seek written permission from the student's parents/guardians prior to reaching out to those sources.

The collection of this information will help the school to understand the students' need for:

- Physical access – equipment, building modifications.
- Personal care and health management – medication, emergency procedures.
- Academic adjustments.
- Specific teaching strategies.
- Communication.

#### **Note**

The information we collect as part of the enrolment process allows us to better understand the student. Our aim is to work closely with student and their parents/guardians (if safe and appropriate) to accurately identify the students' needs by gathering as much information on the student and their physical, academic, social and behavioural challenges. This allows us to analyse and identify the best plan of action for them to reach their potential if their application is successful.

### **3. Interview**

When the required information has been collected, we will invite the parents/guardians and student for an interview with the School Coordinator/Principal, member of the Welfare Team and Deputy Principal. The focus of the interview is to meet the prospective student and their parents/guardians, provide information about the school and understand the student's needs.

During the interview, the following will be discussed:

- The history of the school including the adjusted academic program, code of conduct, attendance expectations and relevant policies and procedures.
- Information or adjustments required to meet the student's needs.
- The student will complete numeracy and literacy testing to assist the school in understanding their academic status and identify key strengths and weaknesses that will assist in the development of the Individual Education Plan.
- The school may also request permission from the parents/guardians to consult with external agencies/organisations and key stakeholders to meet the academic, social and educational needs of the student.
- Discussion of the students needs or identified disabilities including an outlined program of support, adjustments and modifications the school can offer the student.
- The student and their parents/guardians are given a tour of the school by a member of the staff.

#### **Note**

The gathering of information and the interview are vital to the school understanding the student needs and assessing what needs to be in place for the school to reasonably meet those needs.

#### **4. Offer of a place.**

Once the application information is received and the interview has taken place and the school is found to be suitable for the student (and parents/guardians) and the school believes they can meet the needs of the students then enrolment at Sowilo Community High School will be offered. If the parents/guardians and student wish to take up the offer of a place, then they will be sent a letter of enrolment to confirm their acceptance.

In certain situations, dependent on the student needs, a support plan will be detailed on enrolment. This plan will outline how the school and the parents/guardians will meet the needs of the students. Both the school and the parents/guardians will sign off on the plan. Any updates to the plan will be reviewed and approved by both parties.

#### **Note**

The enrolment may not proceed if:

- Parents/guardians choose not to continue with the enrolment if they believe an alternative school or other educational setting is better able to meet their child's needs.
- After conducting a thorough investigation into all aspects of the child's educational needs, the school can demonstrate that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the school.

#### **5. Waitlist**

If there are no places available for the student at the time of application, then they will be placed on a Waitlist. Being on the Waitlist does not automatically guarantee them a place at the school.

#### **6. Enrolment Register**

All enrolment information is recorded and kept up to date in SEQTA.

Information entered includes:

- Students name.
- Date of birth.
- Date of enrolment.
- Current immunisation information.

If a student's enrolment is cancelled, then they will be moved to the inactive register in SEQTA with the date of enrolment stopping added.

#### **7. Students with special needs (education and medical)**

The school seeks to provide a non-discriminatory environment for all staff, students and visitors. If a student applying to be enrolled has a specific need, disabling condition or significant health care needs then we will assess and consult with relevant parties to make sure that the school has the resources and capacity to provide for the student's specific educational and care needs. The school will not discriminate any enrolment application based on a student's disability.

For the school to provide the best education and care for the child, we request all relevant information related to additional learning needs and medical conditions to be provided so we can accurately assess the requirements and needs of the student (to the best of the parents/guardian's knowledge). This knowledge will not jeopardise any application but help us to better assess the application.

The School Education Act 1999 requires parents/guardians to provide:

- Details of any disability their child is known to have, and;
- Details of any medical condition their child is known to have and any procedure to be followed if the condition requires or may require support during the school day.

## **8. Grounds for refusing enrolment**

If parents/guardians have knowingly withheld information relevant to the application and enrolment process, then the School Coordinator/Principal reserves the right to refuse or terminate enrolment on these grounds.

## **9. Privacy**

All enrolment information that is supplied during the enrolment process will remain private and confidential. Staff involved in the enrolment process will only have access to the information. If an application to enrol is not successful then the school will destroy the application and related information unless parents/guardians request the school to retain the information for future consideration should a position become available.

The school's Privacy and Compliance Policy can be accessed via the school's website or by contacting our Administration Team.

## **10. Parent/Guardian Declaration**

In completing the application for enrolment, we will require parents/guardians to declare that to the best of their knowledge they have completed the following:

- Disclosed any current or past information relating to their child's learning, behaviour, health and wellbeing.
- Provided all required enrolment documentation and information (i.e. school reports, medical or other assessments, diagnosis, care plans, visas, court orders, immunisation records).
- Completed all forms and any requests for information.

If parents/guardians withhold information that is relevant to the enrolment process, then the School Coordinator/Principal may decide to refuse or terminate the enrolment process on these grounds.

## **11. Fees**

The school has annual tuition fees and other charges (i.e. camps, excursions, tours, resources). All fees and charges are reviewed annually and approved by the School Council. The current tuition fees and other charges, including discounts, are published in the student handbook and enrolment pack.

## **12. Communication with the school and parents/guardians**

Under Australian Law, where this is relevant, parents/guardians will receive information and be involved in the decision-making process regarding their child's education, unless the courts have ordered otherwise. The school communicates with both parents/guardians as per the contact details supplied on the Enrolment Contract and/or as changed with student information updates.

## **13. Enrolling Non Australian Citizens**

When enrolling a student who is not an Australian citizen, a record of the information used to determine the residency status or visa subclass of the parent or child at the time of enrolment is required.

Documentation collected includes:

- Visa information relating to the student or parent/s.
- Evidence of citizenship or valid passport with date of birth and visa at time of enrolment.
- Passport and visa expiry dates.
- Documentation and assessment material used by the School to make the decision that a student satisfies the definition for census inclusion as a Student on a Visa.

These records may be required as evidence for validation of funding claims and must be kept for seven years.