



CAPS KURRAWANG

Extending God's Grace

ENROLMENT POLICY FOR PARENTS

Name of policy	Enrolment Policy for Parents
Policy number	
Date to be reviewed	February 2025
Policy status	Approved 23 February 2021
Date effective	23 February 2021
Contact person	Principal
Date for review	Every 4 years or as required by legislative changes

CONTENTS

1.	POLICY STATEMENT	4
2.	WHO IT APPLIES TO	4
3.	DEFINITIONS	4
4.	PROCEDURES	4
4.1.	APPLICATION PROCESS	4
4.1.1.	Interview Process	5
4.1.2.	Selection Criteria	5
4.1.3.	Enrolment Limits	5
4.1.4.	Withdrawal	5
4.1.5.	Waiting List	6
4.2.	MANAGING ENROLMENTS	6
4.2.1.	Early Enrolment for Children	6
4.2.2.	Compulsory (Kindergarten to Year 6)	6
4.2.3.	Students with Disability	7
4.2.4.	Immunisation History Statement	7
4.3.	RE-ENROLMENT PROCEDURES	7

1. POLICY STATEMENT

CAPS Kurrawang is a fee-paying school that selects new applicants based on the strength of their application.

2. WHO IT APPLIES TO

The CAPS Kurrawang enrolment policy applies to all children from Kindergarten to Year 6, whose parents wish for them to be educated in an environment that meets the needs of Aboriginal students and fosters Christian ideals.

3. DEFINITIONS

Compulsory education: The compulsory education period is:

- a. from the beginning of the year in which the child reaches the age of 4 years and 6 months; and
- b. until the end of the year in which the child reaches the age of 17 years and 6 months; or

Disability: Under s 4 of the School Education Act 1999, “disability” means a condition which:

- a. is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments,
- b. is permanent or likely to be permanent,
- c. may or may not be of a chronic or episodic nature, and
- d. results in:
 - a. a substantially reduced capacity of a person for communication, social interaction, learning mobility and
 - b. the need for continuing support services.

Overseas student: A person who is not entitled to reside permanently in Australia but who may be enrolled at a public school under certain circumstances (s 97 of the School Education Act 1999).

4. PROCEDURES

4.1. APPLICATION PROCESS

The enrolment process is open from October for the following year and continues throughout January, until Term 1 begins, or class numbers are reached.

- Application forms must be submitted for all children seeking enrolment in CAPS Kurrawang Primary School, by either a biological parent or a legal guardian. The forms are available from the school office.
- A copy of **each child’s Birth Certificate, School Report, Medicare Number (including reference number) and Immunisation History Statement (not more than 2 months old) must be attached** to the application form when it is submitted.

- For students to be eligible for Kindergarten they must turn four (4) before 30 June.
- It is understood that enrolment in Kindergarten guarantees priority for enrolment for Pre-Primary to Year 6.
- Applicants will be invited to attend an interview

PLEASE NOTE: the school cannot progress to an interview until we have received all the required information and legal documents.

4.1.1. Interview Process

After a *CAPS Kurrawang Enrolment Form* is received the biological parent or a legal guardian will be required to attend an interview for all children prior to confirmation of enrolment.

- Parents and/or caregivers will be notified of the interview time by either letter or phone and will be required to respond to the interview time to confirm, change or cancel.
- The applicant on the *CAPS Kurrawang Enrolment Form* is invited to attend the interview to ascertain their intentions for wishing to attend CAPS Kurrawang.
- Upon completion of the interview the Principal will advise in writing if the applicant is successful or unsuccessful. If the applicant is successful, parents and caregivers will be given the opportunity to respond in writing to accept or decline the placement.
- If the parent or caregiver of the applicant accepts the placement they will be required to complete and sign the CAPS Kurrawang Code of Conduct.

4.1.2. Selection Criteria

Students selected for enrolment at CAPS Kurrawang are expected to support the vision and ethos of the school. When enrolling students, consideration is given to the following in order of priority:

- Indigenous students who foster Christian beliefs
- Siblings of current students
- Students from Kurrawang
- Students from Coolgardie and Kalgoorlie

4.1.3. Enrolment Limits

An enrolment limit for each class group is set as 20 students.

The maximum possible enrolment in CAPS Kurrawang is 80 students.

4.1.4. Withdrawal

When a family decides to withdraw their child from CAPS Kurrawang for any reason, they must inform the school and provide a transfer note from the new school. Parents must ensure the transfer note occurs within 10 school days of withdrawal, or CAPS Kurrawang will be required to contact the education department to inform them of their withdrawal. No student records will be released to subsequent schools if CAPS Kurrawang has not obtained a transfer note or the student has any outstanding payments owed to school. Once withdrawn, a student must complete a new application and go through the application process to return to CAPS Kurrawang.

4.1.5. Waiting List

Applications received after the last day of open enrolment will be placed on the appropriate waitlist in the order received. Applications and waitlists do not carry over from one year to the next.

If vacancies exist, a Placement List is created and students are offered places. As vacancies arise applicants are contacted and places are offered. A place is reserved for seven days after this offer.

Note: Prospective applicants should be aware that our strong expectation is that CAPS Kurrawang students will participate in all school functions, which may occur during school hours and after school hours.

4.2. MANAGING ENROLMENTS

4.2.1. Early Enrolment for Children

The Principal will:

- enrol three-year-old children who turn four by the end of the year into the Kindergarten class if vacancies are available and if the students are school ready,
- enrol these children only from Week 5 of Term 1 to give Kindergarten-aged children the opportunity to enrol at the start of the school year, and
- advise parents in writing that these children will complete two years of Kindergarten.

4.2.2. Compulsory (Kindergarten to Year 6)

The Principal will:

- confirm that the child is not remaining in home education or continuing to attend another school,
- notify the School Curriculum and Standards Authority when enrolment procedures are completed and the student has commenced attendance at the new school,
- not enrol a student already enrolled in another public or private school unless the student is transferring,
- not enrol a student if enrolment limits have been achieved for the appropriate class,

- apply the selection criteria in the compulsory years.

4.2.3. Students with Disability

The Principal will:

- consider whether the student meets eligibility criteria for support services, resourcing or access to specialist provisions,
- gather information about the student's disability and consider the school's capacity to provide an appropriate educational program,
- negotiate with the parents about the day on which the student will begin attending when the necessary teaching and learning adjustments are not immediately available at the time of enrolment,
- coordinate applications for support, resourcing or access to specialist provisions as required, and
- advise parents how to seek a review of a decision not to accept enrolment, consider enrolment applications for children with disability on the same basis as all other applications and keep a place available if the application requires lengthy consideration;

4.2.4. Immunisation History Statement

The Principal will:

- not enrol a student who has not been immunised against a vaccine-preventable, notifiable infectious disease, or
- not enrol a student if an Immunisation History Statement is more than 2 months old from date of lodgement of enrolment application.

4.3. RE-ENROLMENT PROCEDURES

Parents of current students wishing to attend CAPS Kurrawang for the following year must notify the school by completing a re-enrolment form by the Term 4 deadline and all applicable related paperwork by the last day of school. Forms and reminders will be sent home well before the deadline. Parents of current students who miss the deadlines must submit an application to be considered for re-enrolment.