



# **ENROLMENT POLICY**

## **Kurrawang**

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## **1 POLICY STATEMENT**

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

### **1.1 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.

### **1.2 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).

## **2 PROCEDURES**

### **2.1 APPLICATION PROCESS**

The enrolment process is open from October for the following year and continue 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 and Immunisation details 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

#### **2.1.1 INTERVIEW PROCESS**

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

- Parents and/or carers will be notified of the interview time by either letter or phone, and will be required to respond to the interview time to either 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 carer givers will be given the opportunity to respond in writing to accept or decline the placement.
- If the parents or care giver of the applicant accepts the placement they will be required to complete and sign the CAPS Kurrawang Code of Conduct.

#### **2.1.2 SELECTION CRITERIA**

Students selected for enrolment at CAPS Kurrawang are expected to support and enhance the vision and ethos of the school. When enrolling student's consideration is given to the following in priority:

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

### 2.1.3 ENROLMENT LIMITS

An enrolment limit for each class is set as follows:

Class	Year levels	Maximum numbers
Noah	K to Year 2	20
Gideon	Year 3 to 6	20

*The maximum possible enrolment is 20 students*

### 2.1.4 WITHDRAWAL

When a family moves from Kurrawang, Coolgardie or Kalgoorlie and decides to withdraw their child 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 a school has not obtained a transfer note or 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.

### 2.1.5 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 for Kurrawang, Coolgardie and Kalgoorlie students.

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

## 2.2 MANAGING ENROLMENTS

### 2.2.1 ALL ENROLMENTS

The Administrator will:

- accept all applications for enrolment using the CAPS Kurrawang *Enrolment Form* and enrol eligible children using the CAPS Kurrawang *Enrolment Form*
- make available accurate information about CAPS Kurrawang enrolment processes to the parents;
- notify parents in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year and within three weeks of the closing date for applications if enrolling for the following year;

- determine the placement of a child in the relevant class, in consultation with the parents and reflecting the emphasis on age appropriate placements and literacy and numeracy working levels.
- notify the previous school by notice of transfer when the enrolment procedure is completed.

### **2.2.2 EARLY ENROLMENT FOR CHILDREN**

The principal will:

- enrol three year old children who turn four by the end of the year into the Kindertartens 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

### **2.2.3 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 students already enrolled in another public or private school unless the student is transferring.
- not enrol students if enrolment limits has been achieved for each class
- apply the selection criteria in the compulsory years

### **2.2.4 STUDENTS WITH DISABILITY**

The principal will:

- consider whether the student meets eligibility criteria for support services, resourcing or access to specialist provision;
- 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;

## **2.3 ENROLMENT RECORDS**

### **2.3.1 PARTICULARS TO BE RECORDED**

The administrator or their nominee will confirm that:

- the application has been lodged by a parent (refer to enrolment eligibility);
- evidence of a child's legal name, age, proof of address and any relevant current papers such as Family Court Order/s, parenting plans, country of residence and right to reside in Australia have been sighted;
- contacts provided are appropriate for emergency situations;
- details of any disability are included on the enrolment form;
- the Student Health Care Summary and any relevant health care authorisation/s are attached to the enrolment form; and
- enter student details on enrolment register, create a student file and file all required enrolment documentation

### **2.3.2 RETENTION OF ENROLMENT RECORDS**

The administrator or their nominee will:

- retain Enrolment Applications (successful) for 5 years after the last action and then destroy;
- retain Enrolment Applications (unsuccessful) for 2 years after the last action and then destroy;
- retain Register of Admissions/Enrolment Cards (used prior to the School Information System) for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services); and
- print out Enrolment Records managed in the School Information System annually for all school leavers, retain for 7 years after the last action and then archive and transfer

### **2.3.3 TRANSFER OF RECORDS FOR STUDENTS BETWEEN WESTERN AUSTRALIAN SCHOOLS**

The administrator or nominee 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 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 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 school days.

### **2.3.4 TRANSFER OF RECORDS FOR STUDENTS MOVING INTERSTATE**

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

### **2.3.5 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 principal or nominee will:

- record the date a student is removed from the current roll as the date the student last attended the school;
- record notes in the school's student database detailing the steps taken to re-engage 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; and
- not remove Year 6 students from the current enrolment register until a notice of transfer has been received from the secondary school.

### **2.4 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