



Enrolment Policy – Procedures and Forms

The following procedures and forms support implementation of the KSCS Enrolment Policy:

1. Enrolment Procedure

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Enrolment Enquiry

- A.** The prospective family makes contact with the school office. A school Prospectus may be sent and/or information given.
- B.** The family visits the school and speaks with the Principal.
- C.** Before or during the school tour, it will be made clear to the family what the current situation is in regard to available places and what the enrolment procedure entails.
- D.** The expectations of the school in regard to the family's (both student and parents) responsibilities and commitment to the school and the school community will be described.
- E.** Any special or unusual requirements, arrangements or conditions will be discussed. (e.g. overseas students, students with special needs).
- F.** Depending upon the information already provided the school may also need to collect the written permission of the applicant to allow the school to investigate the student's educational needs through consultation with key stakeholders and collect information to determine the student's additional needs and possible adjustments required.
- G.** Any adjustments that the school may need to make to meet the student's requirements are discussed. Again, if the school feels that all relevant information or documentation has not been provided then another meeting can be organised for a later time to give the applicant time to supply the missing information. The application should be put on hold until the extra information is provided.

Enrolment Application

- A.** The family is invited to fill in an Application for Enrolment and pay the non-refundable application fee.
- B.** In the case of the whole school or a particular class being full, the Application for Enrolment fee will be kept, and the student placed on a waiting list. When a place becomes available, the family will be contacted and invited to begin a trial or commence enrolment.
- C.** In cases where a student is enrolling in an existing class and a space is available, a trial will be suggested to occur as soon as practically possible.
- D.** In the case of an application being received for a starting date sometime in the future, the trial may be at the time of application or closer to the starting date. This is at the discretion of the class teacher or Principal.
- E.** Trial periods may include observations regarding student interactions, behaviours and academic ability.
- F.** At the end of the trial week, the class teacher and the Principal will decide if the student will be offered a place at the school.
- G.** The family will be notified in writing that their application has been successful or unsuccessful.
- H.** In the specific instance of prospective students who have applied to begin school in the Kindergarten class the following year, confirmation of enrolment will be given to the families at the earliest opportunity.

- I. The Non-refundable Enrolment Bond will be invoiced with the letter of acceptance.

Orientation

- A. A whole school orientation is held annually prior to school commencing each year. It is an opportunity for students to meet classroom staff and visit classroom before the start of the school year.
- B. Orientation is usually held on professional learning days immediately prior to the first school day of the year.
- C. Attendance at orientation is optional for students and families.
- D. Kindergarten / Pre-Primary students will have the opportunity to participate in an additional orientation in Term 4 the year before they commence school.

Enrolment Contract

- A. An Enrolment Contract will be completed, signed and relevant required documents supplied by parents/carers.
- B. The Standard Collection Notice will be given to all parents/carers when collecting personal information from families (see the *KSCS Privacy Policy for more detail*).
- C. Once the family accepts the offer of a place, the Enrolment Contract has been completed and the Enrolment Fee is receipted, the student is considered formally enrolled.
- D. The Principal must ensure that an enrolment register is kept showing, for each enrollee:
 - 1. their name;
 - 2. date of birth;
 - 3. date of enrolment;
 - 4. eventually, date on which enrolment ceases;
 - 5. immunisation status; and
 - 6. Medicare number.

The enrolment register may be kept in electronic form but must be capable of being reproduced in written form.

- E. On enrolment, a student record must be opened for the student and SCSA must be informed (see the *KSCS Records Management Policy* for more detail).
- F. When enrolling a student transferring from another school in Western Australia, the Principal is required to notify the Principal of the student's previous school and SCSA.
- G. The Parent Handbook is given to the family at the commencement of enrolment.

Immunisation Status

- A. The school is to only enroll a child into the kindergarten program if they meet one of the following requirements:

Immunisation requirement at enrolment	Description	Documentation required
Child's immunisation status is up-to-date.	As part of enrolment documentation, the parent/guardian must provide the child's AIR immunisation history statement. The AIR immunisation history statement must be no more than two months old and show the child's immunisation status to be up-to-date.	AIR immunisation history statement no more than two months old indicating the child's immunisation status is up-to-date.
Child is following a catch-up schedule prescribed by the regulations.	If a child has an immunisation status that is not up-to-date, but the child is following a catch-up schedule planned by a recognised immunisation provider in accordance with the Australian Immunisation Handbook, the child may still be enrolled.	AIR immunisation history statement no more than two months old, indicating the child is following an approved catch-up schedule that is active at enrolment.
Child has an immunisation certificate: * that is issued by the Chief Health Officer, stating that the child's immunisation status is considered up-to-date but for a particular circumstance, or * that is a document or class of documents declared by the Chief Health Officer, to be an immunisation certificate.	The Chief Health Officer (CHO) may issue an immunisation certificate for a child for the purposes of meeting immunisation requirements for enrolment in a childcare service or kindergarten program, where the CHO is satisfied that but for that exceptional circumstance, the child's immunisation status would be up-to-date. This CHO immunisation certificate will state that the child's immunisation status is considered up-to-date but for the special circumstance the child is experiencing. The CHO may, by notice published in the Gazette, declare a document or class of documents to be an immunisation certificate for enrolment purposes.	CHO issued immunisation certificate.
Person in charge is satisfied that the child is exempt because of particular family circumstances.	An exempt child is any child who at the time of enrolment meets the description of a class of children prescribed in regulation 10AB of the Public Health Regulations 2017.	Various forms of evidence may be used to support a child's eligibility.

(WA, D. o. (2021, February). Western Australian Immunisation Requirements. Retrieved from Government of WA Department of Health: <https://ww2.health.wa.gov.au/Home>)


B. Children from overseas are also required to provide their child's AIR Immunisation History Statement:


- i** overseas vaccination records must not be accepted;
- ii** parents/guardians are required to provide their child's AIR Immunisation History Statement to the school;

- iii parents/guardians need to provide any information about their child’s overseas vaccinations to a local immunisation provider; for parents/guardians located overseas, they are advised to contact the relevant [Public Health Unit](#);
 - a. the local immunisation provider can: register the child on AIR;
 - b. upload any previous vaccinations to the AIR; and
 - c. provide any overdue vaccinations to the child;
- iv following updates to AIR, parents/guardians can then access their child’s AIR Immunisation History Statement.

- C. In the specific instance of prospective students who have applied to begin school in the Kindergarten class the following year, a further IHS will be required to be sighted within 2 months prior to attendance to ensure compliance with the legislation and to enable the enrolment to proceed. It should be made clear to parents that their child’s enrolment may be at risk if they are not able to satisfy the requirements of the legislation, *i.e. Section 141D(2) of the Public Health Act 2016 (WA)*.
- D. The enrolment of a child in Kindergarten is prohibited if that child’s immunisation status is not recorded, on their IHS, as being ‘up to date.’ There are a number of circumstances which allow a child, whose immunisation status is not up to date, to be enrolled in Kindergarten. Exemptions include:

Exempt Child	Description	Suggested supporting evidence
Child is Aboriginal or Torres Strait Islander (ATSI).	As defined under the Children and Community Services Act 2004: Aboriginal child’ means a child who is a descendent of the Aboriginal people of Australia. Torres Strait Islander child’ means a child who is a descendant of the indigenous inhabitants of the Torres Strait Islands.	Verbal response In the event there is a need to specifically confirm a child’s eligibility for this exemption, the Australian Institute of Aboriginal Torres Strait Islander Studies website provides three criteria that Government agencies and community organisations usually accept as confirmation of ATSI heritage: <ul style="list-style-type: none"> • being of Aboriginal or Torres Strait Islander descent; • identifying as an Aboriginal or Torres Strait Islander; and • being accepted as an Aboriginal or Torres Strait Islander person by the community in which they live or formerly lived.
Child is in need of protection.	A child who is in need of protection as defined in s.28(2) of the Children and Community Services Act 2004.	Documentation confirming this from the Department of Communities, e.g., child protection order; s.35 warrant (provisional protection and care) issued by a magistrate; letter from Department of Communities

		advising child is under provisional protection and care under s.37 of the Act.
Child is living in crisis accommodation.	A child who is living in crisis or emergency accommodation because of family violence or a risk of family violence, or homelessness.	Documentation confirming this from the Department of Communities, Housing Authority or a relevant not for profit service.
Evacuated child.	A child who has been evacuated from their ordinary place of residence because it is in an area of the State to which a declaration made under the Emergency Management Act 2005; section 56 applies.	Verbal response. Documentation confirming state of emergency in the relevant residence's area.
Child is in the care of an adult, other than their parent or guardian.	A child who is in the care of an adult, other than the child's parent or guardian, because of exceptional circumstances. e.g., illness or incapacity of their parent or guardian.	Documentation confirming this arrangement e.g., letter from the parent or guardian's medical practitioner or another third party who has regular interactions with the family and can independently verify the family's circumstances such as a medical practitioner, social worker etc.
Child is in the care of a responsible person who holds a valid: Health Care Card; Pensioner Concession Card; or Veterans' Affairs White Card or Veterans' Affairs Gold Card.	<p>These are Commonwealth issued cards, available to certain eligible persons.</p> <p>Health Care Card is an automatic issue concession card that provides cheaper medicines and other discounts. It is issued under the Social Security Act 1991.</p> <p>Pensioner Concession Card is a concession card that provides cheaper health care, medicines, and other discounts. It is issued under the Social Security Act 1991 (Commonwealth) section 1061ZF.</p> <p>Veterans' Affairs Gold Card entitles the holder to funding for services for all clinically necessary health care needs, and all health conditions, whether they are related to war service or not. It is issued under the Veterans' Affairs Entitlements Act 1986.</p>	<p>Sight a copy of the valid cards:</p> 

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<p>Child first entered Australia less than 6 months before the time of enrolment and holds or parent holds, one of the following visa subclasses: 200, 201, 202, 203, 204, 785, 790, or 866.</p>	<p>A child who first entered Australia not more than 6 months before the time of enrolment and who holds, or whose parent holds, a visa (as defined in the Migration Act 1958 (Commonwealth) section 5(1)) of one of the following subclasses:</p> <ul style="list-style-type: none"> subclass 200 (Refugee) subclass 201 (In-country Special Humanitarian) subclass 202 (Global Special Humanitarian) subclass 203 (Emergency Rescue) subclass 204 (Woman at Risk) subclass 785 (Temporary Protection) subclass 790 (Safe Haven Enterprise) subclass 866 (Protection) 	<p>Sighting of the relevant refugee, humanitarian, or protection visa; or Sighting of documentation confirming visa status from the Department of Home Affairs or the WA Humanitarian Entrant Health Service.</p>

(WA, D. o. (2021, February). Western Australian Immunisation Requirements. Retrieved from Government of WA Department of Health: <https://ww2.health.wa.gov.au/Home>)

- E. All supporting evidence must be supplied at the time of enrolment and must be sighted within 2 months prior to attendance to ensure compliance with the legislation and to enable the enrolment to proceed. It should be made clear to parents that their child's enrolment may be at risk if they are not able to satisfy the requirements of the legislation, i.e., *Section 141D(2) of the Public Health Act 2016 (WA)*.
- F. The school is to report any child enrolled in the school's Kindergarten whose immunisation status is 'not up to date.' NB: The Chief Health Officer is also able to request a school to report students in other years whose immunisation is not up to date.

Enrolling Students on Visas

- A. In the case of a child who is a dependent of a primary **visa holder**, the school should ascertain if the child would be eligible for government funding at the school. This may impact on the school's considerations around the fees charged for such a student.
- B. Therefore, it is essential that information related to the (adult) primary visa holder and the basis on which they are resident / studying / working in Australia is obtained so that the school can decide what level of fees would need to be charged.

- C. Visa conditions can be checked using [VEVO](#) or by searching the [Department of Home Affairs](#) website.
- D. Students with a [Visitor Visa](#) can be enrolled provided studies do not exceed the maximum study limit of three calendar months. Students with a Visitor Visa who are in Australia for a period of less than six months are not eligible to be reported in the census.
- E. Ensure visiting students hold appropriate insurance cover, including medical insurance, and the student is aware the period of enrolment **cannot** be longer than three calendar months.
- F. Information about enrolling students on visas / funding eligibility is contained in two documents that are available for download from the [Students on Visas](#) section of the AISWA Website.

Follow-up

- A. The Admin Assistant will ensure the PR coordinator is forwarded contact details for all new families enrolling in the school, either in the first week or term 1 or within one week of families enrolling during the year.
- B. The PR Coordinator will organise a buddy to be assigned to new parents, either in the first week of term 1 or as new students enrol during the year.
- C. The Administration Assistant will make contact with all new families within one month of enrolment to ensure all paperwork has been completed and to check that they have been assigned a buddy.
- D. At the beginning of each year, a letter advising current parents of the information we have in our database on their child/ren will be given to all families. This information is to be reviewed, corrected, and returned by all families so administration can maintain current details of emergency contacts, medical information, parental permissions, and to acknowledge and accept any changes/increases involving fee clauses or fee amounts (see the *KSCS Privacy Policy* for more detail).
- E. Each term's fees are due 30 days from the date of invoice.
- F. At the end of term three, all families are notified and asked to confirm their continuing enrolment for the following year, to the best of their knowledge. Their enrolment is to be confirmed by the beginning of term 4.
- G. One term's notice is required for withdrawal from the school (10 teaching weeks), not inclusive of school holidays. If the notice is shorter than one term, the full terms fees will still be charged.
- H. 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**. In the event of school closure, either voluntarily or otherwise, student records, including SCSA records for current students, are to be transferred to the Director General of the Department of Education for permanent retention (see the *KSCS Records Management Policy* for more detail).