

# Enrolment Policy



THE KING'S COLLEGE  
Be exceptional.



## Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.

## The King's College Enrolment Policy

Reviewed by:	The Principal	Updated:	July 2022
Endorsed by:	The School Board	Next review:	July 2024

## ENROLMENT POLICY

VERSION MANAGEMENT			
Version	Date Published	Changes Made	Author of Changes
2	July 2022	Minor changes to some items under Purpose, Principles, relevant legislation, collection of immunisation records process, addition of school reserves rights.	Ian Elder, Principal

# ENROLMENT POLICY

*This Enrolment Policy is to be read in conjunction with information contained in The King's College Family Handbook and the College Enrolment Application Form*

## 1. PURPOSE

The King's College is established as a ministry of The King's Chapel to provide a distinctly Christian education for those seeking enrolment.

## 2. PRINCIPLES

- The vision for The King's College fulfils the Gospel imperative to teach and live the faith and nurture the young as a community of excellence in teaching and learning, pastoral care, worship and service.
- The King's College fulfils its mission in partnership with parents, who are the first educators of their children.
- The college recognises the uniqueness of each student.
- The College promotes justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged.
- The College aligns its enrolment policies and practices with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE).
- Under the Public Health Act 2016 (WA) and the School Education Act 1999 (WA) students seeking enrolment must have up-to-date immunisation status.
- The King's College is a child safe organization and seeks to always uphold the National Principles for Child Safe Organisations (Australian Human Rights Commission) in order to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people.
- The Principal, in conjunction with the School Board, is responsible for developing and proving the College's enrolment process, which reflects the uniqueness of the College.
- The King's College is guided in the formulation of our Child Safe policies by the National Principles for Child Safe Organisation (National Framework for Protecting Australia's Children 2009-2020).

## 3. RELEVANT LEGISLATION

Disability Discrimination Act 1992 (Cth)

Sex Discrimination Act 1984 (Cth)

Race Discrimination Act (Cth)

Equal Opportunity Act 1984 (WA)

## 4. ENROLMENT - APPLICATION FORMS AND PROCESS

The King's College accepts all application forms for enrolment; however, the acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

The Principal or delegate will interview the parent(s)/guardian(s) and the student prior to the offer of a place.

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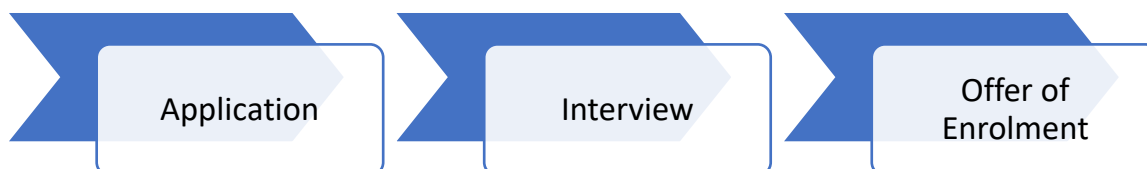
Such interviews give parent(s)/guardian(s) the opportunity to provide additional educational and personal information and to discuss the College's aims and policies.

The College process has considered the following requirements:

- Compliance with the relevant State and Federal Legislation required for School Enrolments.
- Compliance with the requirements of the Disability Standards in Education 2005:
  - Reasonable steps will be taken to ensure that a prospective student can apply for enrolment at the College on the same basis as a student without a disability and without experiencing discrimination.
  - The decision to offer the student a place is treated on the same basis as a student without a disability and without experiencing discrimination.
  - The Principal must consult with the prospective student/parents about whether the disability itself affects the prospective student's ability to apply for enrolment at the school.
  - After reflecting on the outcome of the consultation, the Principal must consider the educational adjustments required for the student.
  - The Principal will make the final decision on enrolment seeking legal/professional advice if appropriate.
  - The family must be informed of the final decision, and the reason for the decision should an enrolment not be offered by the College.
- Current and up-to-date immunisation records are requested and retained. (NB: There are, by law, mandatory requirements for enrolment of pre-kindergarten and kindergarten students.)
- The Schedule of fees and payment policy is made available to parent(s)/guardian(s) and is published on the College website.
- Parental obligations are clearly communicated on the College Enrolment Application Form and are accepted by signing the Enrolment Application Form.
- Compliance with the requirements of the National Privacy Principles (NPPs) as contained in the Commonwealth Privacy Act and documented in the College Privacy Policy.
- Personal details of students remain up to date.
- Standardised attendance record keeping.
- Notification of extended absence or regular non-attendance.

### 5. PROCEDURES

Three distinct stages of enrolment – Application, Interview and Offer of Enrolment



#### Stage 1: Application

- An enrolment form must be completed for each student.
- The enrolment form must contain:
  - A statement noting that the College enrolment process complies with Australian discrimination laws.
  - Reference to code of conduct for students, parents, and guardians.
  - Fee information – schedule, payer details, payment options.
  - Details on which the enrolment can be terminated.
  - Compliance with the enrolment requirements of the Disability Standards in Education 2005.
- The following information must be requested on the enrolment application form:
  - Name, and any previous names.
  - Copy of birth certificate or equivalent.
  - Date of birth of the student.
  - Usual place of residence of the student.
  - Name and usual place of residence of the parent(s) or guardian(s).
  - Emergency contact details of parent(s) or guardians(s).
  - Parenting or restraining orders that apply (Copy of original to be provided).
  - The country of citizenship of the student and, where applicable, whether the student has the right to reside in Australia.
  - Details of current/previous school (where applicable).
  - Calendar year of entry and academic year of entry.
  - Current and up-to-date immunisation records. (Appendix 1- legal and mandatory requirements for enrolment of pre-kindergarten and kindergarten students.)
  - Details of any condition of the student that may call for special steps to be taken for the benefit or protection of the student or other persons in the school (medication, physical, cognitive, learning).
  - The student's religious affiliation, or none.
  - Terms and Conditions of Enrolment at the College.
- The information provided on the application form will be confirmed and missing or additional information requested.
- Reference to the College Privacy Policy: All information collected on this form will be used and stored in accordance with the College's Privacy Policy, which is available on the College's website at [www.tkc.wa.edu.au](http://www.tkc.wa.edu.au).

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### Stage 2: Interview

- Prior to a student being offered a place at the College, prospective students and their parent(s)/guardian(s) will be invited to an interview. This will happen sometime during the year prior to the commencement of the prospective student's education.
- During the interview, the Principal or delegate will discuss educational matters, academic, social development and support for the Christian ethos of the College. An invitation may be offered to attend a brief tour of the College.
- The Principal or delegate will take interview notes before making a recommendation in respect of enrolment.

### Stage 3: Offer of Enrolment

- Once the College is satisfied that it has all the information it requires, the parent(s)/guardian(s) will be offered a place at the College for their child, and a formal Letter of Offer will be provided.
- To confirm the offer of a place, the following documentation must have been provided:
  - Signed Terms and Conditions of Enrolment – acceptance of College policies
  - Medical Forms
  - Confidential Family Information
  - Data Collection Form

## 6. SCHOOL RESERVES RIGHTS

The School reserves the right not to offer any child a place at the School or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

## 7. ENROLMENT REGISTER

An enrolment register must be maintained and contain the following:

- Name of the student.
- Date of birth of the student.
- Address of student.
- Name and contact telephone number of parent(s)/guardian(s).
- Student number.
- Date of enrolment of the student.
- Date on which the enrolment ceases, the date of leaving the College and the student's destination (where applicable).
- Immunisation status:
  - Up to date; or (ii) Not up to date
  - Date of Certificate (No older than two (2) months from the date of commencement/enrolment).
  - (NB: in the case of students on visas and/or Overseas Students, the correct entry on the Register would be under-vaccinated)

## ENROLMENT POLICY

- For students older than six (6) years, previous school or pre-enrolment situation

A student must not be removed from the College register unless the Principal is aware that the:

- Student has enrolled in another school (in any state)
- Student is home schooled
- Student is exempt from enrolling at school
- Basis for cancelling the enrolment is that the College has been provided with false information or not advised that this information is out of date
- The Minister for Education has authorized removal on the grounds that the whereabouts of the student is unknown.

The Principal must not cancel a student's enrolment without first

- Giving written notice of the proposed cancellation, and the reason for it, to the parents or guardian or students (if over 17)
- Giving reasonable opportunity to show why the enrolment should not be cancelled

The Principal is responsible for notifying the Principal of the student's previous school and SCSA when enrolling a transferring student (WA Only). The acceptable forms of notification are Transfer Note, email or letter (signed by the Principal).

The Principal must be advised of any changes to student information such as residential address, restraining orders and special conditions needed. The details contained within the register must be retained indefinitely or until advised otherwise by DES.

The register can be in electronic form but must be able to be reproduced in written form.

The Principal (WA Only) must advise SCSA, at the beginning of the school year, of the student's:

- Name including any previous name
- Address
- Date of birth
- Educational programme in which the student is enrolled.

### 8. STUDENTS TRACKING SYSTEM (WA ONLY)

A student who is absent from the College, and after attempts to ascertain their whereabouts, they remain missing, the Student Tracking Coordinator (STC) at the Department of Education must be advised.

The STC will authorize the Principal to remove the student's name from the College's attendance records and to record on the enrolment register that the enrolment has ceased.

### 9. ATTENDANCE FOLLOWING ENROLMENT

Following enrolment, the Principal must ensure that an attendance register containing a record of student attendance at the College is maintained and monitored. Attendance Register Records must be maintained for each student.

### **10. RELATED POLICIES AND DOCUMENTATION**

Website information

Privacy Policy

Child Protection Policy

Child Safety Framework

Attendance Policy

Staff Code of Conduct

Student Code of Conduct

Parent Code of Conduct

College Statement of Faith

Complaints Management Policy



## ENROLMENT POLICY

### APPENDIX 1

Requirement	Parental Obligation	School Obligation
<p>Principals are required to request an Immunisation History Statement at enrolment.</p> <p>NB: Children must be <b>fully immunized</b>, to attend pre- kindergarten or kindergarten Conscientious objection is not a valid exemption from immunisation requirements.</p>	<p>Provide to the school:</p> <ul style="list-style-type: none"> <li>• Australian Immunisation Register (AIR) Immunisation History Statement - must be dated within 2 months of the date of application for enrolment; or</li> <li>• Evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or</li> <li>• AIR Immunisation History Form (if the child is on a catch-up schedule / 16-week grace period; or</li> <li>• A valid immunisation certificate issued or declared by the Chief Health Officer; or</li> <li>• Exemption Eligibility Form (family circumstances). (WA)</li> </ul>	<p>The Principal must ensure the school:</p> <p>Collects:</p> <ul style="list-style-type: none"> <li>• an Immunisation History Statement at the time of a child’s enrolment; or</li> <li>• evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or</li> <li>• AIR Immunisation History Form (if the child is on a catch-up schedule / 16-week grace period; or</li> <li>• a valid immunisation certificate issued or declared by the Chief Health Officer; or</li> <li>• an exemption Eligibility Form (family circumstances). (WA)</li> </ul> <p>Retains the Immunisation History Statement for 3 years after the child ceases to attend the school.</p> <p>Maintain a register that records the immunisation status and forms held for all enrolled children.</p> <p>Report the immunisation status of enrolled children to the Chief Health Officer, when directed to do so (WA).</p>