

## CHILD SIDE ENROLMENT POLICY

As an inclusive, non-denominational, co-educational school, and as a school committed to social justice, Child Side School is open to all students – male and female with or without religious affiliation, students with disabilities, indigenous background etc unless the school is unable to meet the specific needs of a child without causing unjustifiable hardship on the school.

Places are offered giving preference to the following priorities:

1. Continuing enrolments (level of vacancies and configuration of classes is determined by the school Governing Council from year to year)
2. Siblings of enrolled Child Side students and existing Child Side Playgroup Families.
3. Families seeking Child Side’s unique educational approach.

| <b>Process Checklist for Enrolment from Initial Contact</b> |   |
|---|---|
| 1.  | Read Website – if aligned with philosophy and content proceed   |
| 2.  | Initial Tour and meeting with Principals – if still aligned and happy to proceed  |
| 3.  | Complete Form;<br>- Expression of Interest  |
| 4.  | If enrolment place is available and offered complete;<br>- Application to enrol<br>- Enrolment form with attachments - birth certificate and immunisation record<br>- Entry Statement |

Enrolling at Child Side is dependant on the following conditions:

- The school can meet the needs of the student seeking enrolment without causing the school unjustifiable hardship.
- The philosophy of Child Side School is a Family Philosophy. Families choose Child Side School based on philosophy and therefore need to send ALL of their children to the school unless the school is unable to meet the child’s needs without unjustifiable hardship.

- Families completing an Expression of Interest Form and an Application to Enrol Form.
- Upon vacancy and payment, families complete an enrolment form showing birth certificate details and immunisation details and sign relevant documents i.e Photographs and Documentation, Explorations away from the school and visitors, Medical form...
- Parents disclosing and providing information if a child has a learning difficulty or disability
- The signature of the parents on the enrolment form is taken as acceptance of school policies such as school purpose and philosophy, school procedures, Adhering to the 'Code of Conduct', parental involvement and subscribing to the constitution.
- Enrolment forms may be viewed by Education Authorities visiting the school (eg school registration visits).
- Payment of enrolment fee.
- Families agree to payment of school fees and determine the best way for their families to pay these ie yearly, monthly, fortnightly, weekly in advance.
- The school or the family have the right to call a review meeting after 4 weeks to discuss any settling issues and the school has the right to carry out the following action.

**Child Side school maintains the right and responsibility to terminate or delay the enrolment process of any child whose family have withheld any vital information which may put their child (or other children and staff) at significant physical or emotional risk (especially in the critical period of starting at our school). This extends to any child whose family are unwilling to take responsibility to seek help and support for their child from relevant agencies and the school, (which the school deems necessary for helping the child's development and safety within our school setting). It also extends to situations where the school determines that it cannot meet the ongoing needs of a student, or the student or their family act in ways that make the educational program or school's operations unworkable.**

**This action is designed to support and enhance the objects of the school and will only be activated in extreme circumstances, and it is in response to a number of relevant issues that have faced this school and other schools.**

**The Objects of our school as set out in our constitution refer to the rights and responsibilities of parents, staff and children. In relation to this context it is important to note that staff also have rights and the school has a responsibility (in conjunction with staff) to support rights to safety for ALL students, staff and parents.**

**Parents have a responsibility to inform the school when any details contained in the enrolment form change EG change in address, phone number, family circumstances, access issues etc so that the school can update records.**

An Enrolment Register is maintained by the School Administrator detailing student's name, date of birth, date of enrolment of enrollee and date in which enrolment ceases. These records must be kept by the school for 7 years from the day in which the enrolment ceases. When a student leaves the school and a transfer note is not received the School Administrator must endeavour to find the whereabouts of the child through contacting the family, emergency contact numbers or other schools. If the student is then considered to be 'missing', the student is reported to the DoE Attendance Officer at the Bunbury District Office who will then advise whether or not the student needs to be referred to the "Student Tracking System" officer in Department of Education. The STS Officer will authorize the removal of the student from the school's Enrolment Register.

| VERSION | DATE REVIEWED | DATE RATIFIED | CHANGES MADE                                 | AUTHOR OF CHANGES |
|---------|---------------|---------------|--|-------------------|
| 2       | Sept 2011     | 26/10/11      | Tracking system & Register information added | KM                |
| 3       | June 2014     | 25/6/14       | Name changes                                 | KM                |
| 4       | May 2016      | 15/6/2016     | Process details added                        | LF & KM           |
|         |               |               |  |                   |
|         |               |               |  |                   |