

Enrolment Policy

Introduction

Child Side School is an inclusive, non-denominational, co-educational school, and a school committed to social justice. Child Side School is open to all children unless the school is unable to meet the specific needs of a child without causing unjustifiable hardship on the school.

Scope and Application

This policy applies to all employees, parents, children and community members of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

Please note the use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- *Disability Discrimination Act 1992*
- *Disability Standards for Education 2005*
- *School Education Act 1999*
- *Guidelines for Inclusive Education (AISWA)*
- *Public Health Act 1997*
- *School Curriculum and Standards Authority Act 1997*

Related Policies

- Anti Discrimination and Harassment Policy
- Attendance Policy
- Diverse Needs Policy
- Child Protection Policy
- Code of Conduct
- General Duty of Care Policy
- Retention of Records Policy
- Work Health and Safety Policy

Related Documents

- Expression of Interest Form
- Enrolment Pack
- Parent Pack
- New and Exiting Children Checklist
- Returned Forms Checklist
- Enrolment Register
- Immunisation Records

Policy Statement

As an inclusive, non-denominational, co-educational school, and as a school committed to social justice, Child Side School is open to all children – all genders, with or without religious affiliation, students with disabilities, indigenous 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 children and existing Child Side Playgroup Families.
3. Children of past Child Side students.
4. Families seeking Child Side's unique educational approach.

All enquiries to enrol and consequent enrolments are required to follow and meet the requirements of the Child Side Enrolment Process and Conditions for Enrolment. The school administration will then follow the checklist for new and exiting children to ensure the enrolment standards and requirements for Non-Government schools are met.

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 child, or the child 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 have rights too and the school has a responsibility (in conjunction with staff) to support rights to safety for ALL children, staff and parents.

Parents are required to provide their child's current Immunisation History Statement (IHS) during the enrolment process and the child's Medicare number (and reference number) if they have one. At the time of commencement an IHS no more than 2 months old will also be required in accordance with 141D(2) of the Public Health Act 2016(WA). Overseas immunisation records are not acceptable.

The legal obligation to record a child's immunisation status came into force on January 1, 2019 and that obligation applied to new enrolments only, from that date.

On enrolment, a student record must be opened for the student under the School Curriculum and Standards Authority Act 1997 [s.19C] and SCSA must be informed [s19E]. This is the Western Australian Student Number (WASN) that is allocated to a student at enrolment. The school Administration Assistant will request student numbers from SCSA as part of the procedure for processing new enrolments.

An Enrolment Register is maintained by the School Administration detailing children's name, date of birth, date of enrolment of enrollee, vaccination status, medicare number and date in which enrolment ceases. These records must be kept in a confidential locked cabinet by the school for 7 years from the day in which the enrolment ceases and may not be disposed of without the authority of the Director General of the Department of Education. When a child leaves the school and a transfer note is not received the Administration must endeavour to find the whereabouts of the child through contacting the family, emergency contact numbers or other schools. If the child is then considered to be 'missing', the child is reported to the Department of Education Attendance Officer at the Bunbury District Office who will then advise whether or not the child needs to be referred to the "Student Tracking System" officer in Department of Education. The Student Tracking System (STS) Officer will authorize the removal of the child from the school's Enrolment Register.

Appendices

Appendix 1	Enrolment Process and Conditions of Enrolment
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Version Management

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Enrolment Process and Conditions of Enrolment

Process Checklist for Enrolment	
1.	Telephone enquiry - parents are invited to read website and if aligned with philosophy and content, proceed to;
2.	Initial Talk and Tour and meeting with Co-Principal and if still aligned and happy to proceed
3.	Complete and return; - Expression of Interest (must be completed and signed off) and accompanied with 2 latest school reports, NAPLAN reports, any school psychologist or other agency reports
4.	If an enrolment place is available and offered attend and complete; - Enrolment meeting - Enrolment Pack - Parent Pack

Enrolling at Child Side is dependent on the following conditions:

- The school can meet the needs of the child 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 supplying the latest 2 school reports, NAPLAN reports and reports from school psychologist or any other agencies.
- Upon vacancy and payment, families complete an enrolment pack and sign the Enrolment form. Supply a copy of the child's birth certificate and immunisation details.
- 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 actions outlined in the Policy Statement (terminate or delay enrolment process).