

Enrolment Policy

This policy is applicable to: Staff, students and parents

Managed by:	Combined Executive Team	Version: 3
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Enrolment Policy

Compulsory enrolment at school The School Education Act 1999 mandates that enrolment and attendance at school is **compulsory** for all students **from the beginning of the year in which the child reaches the age of 5 years and 6 months until the end of the year in which the child reaches the age of 17**, or the student satisfies the minimum requirements for graduation from secondary school established under the Curriculum Council Act 1997, whichever happens first.

Please refer to the following link

<http://www.det.wa.edu.au/education/ece/calculator.html>

to determine when students may commence pre-compulsory schooling.

Enrolment categories **Kindergarten enrolments**

The College has adopted a cut-off enrolment date whereby students commencing in Kindergarten should be four (4) years of age by 30 June of the year of enrolment.

Early age enrolments

- The Head of Junior School / Principal has the discretion to process an early age enrolment (Junior School or accelerated Senior School entry) if special circumstances exist.
- The College will require an individual assessment of the student's readiness and learning needs.
- Consultation will take place with the College Counsellor, Head of Junior School and/or specialist teaching staff.
- Before agreeing to the early enrolment of the student, the Head of Junior School / Principal will seek written approval from Council.
- The Head of Junior School / Principal will inform the student's parents of this consultation process at the time of the enrolment application.

Students with disabilities

The Head of Junior School / Principal will refer to the Disability Discrimination Act 1992. <http://www.comlaw.gov.au/Details/C2010C00023> when processing enrolment applications from parents / guardians of students with disabilities who seek to be included in regular classes.

The College Counsellor and Student Services team will be contacted for advice during consideration of an enrolment application for a student with disabilities.

Enrolment policy and learning differences students

To enable the College to make an informed and realistic assessment and decision about the appropriateness of a student's placement, parents are required to divulge all relevant information regarding their student's special education needs and medical history (including a medical report of the student). Each student with special education needs will be reviewed on an individual basis at the time of application. That review will require submission of all the relevant information and reports from parents.

The review will consider a range of factors including, but will not be limited to, the reports and information provided by the parents, the resources the student will require in terms of human resources, financial, material and space resources, as well as the parental commitment to supporting their student's educational programme at home and at school.



The College recognises that sometimes the placement of a student with special education needs may be appropriate in the Junior School programme; however, when that student graduates at Year 6 level the placement of the student at the Senior School and the ability of the College to accommodate the student may need to be reviewed again to assess the appropriateness of the student's placement into the International Baccalaureate Middle Years Programme.

Once the decision to admit a student to the College has been taken, it is the duty of the College to provide all possible support within the limits set by the resources at the College's disposal.

Conditional enrolment

The Head of Junior School / Principal may, in discussion with the student, parents, staff and College Counsellor, enrol a student on a conditional basis in light of the student's particular situation and/or needs at the time of or during the student's enrolment.

Enrolment priorities

The College has endorsed the following hierarchy of priority that has been established for the consideration of enrolment applications at the Junior and Senior Schools when enrolment applications exceed the available number of places.

Junior School

Enrolments will be processed according to the following priorities:

1. Siblings of any student who have been offered and accepted a place
2. Students with the earliest registration dates
3. Students of Helena College staff will achieve sibling status at enrolment

Senior School

Enrolments will be processed according to the following priorities:

1. Year 5 students enrolled in the Helena College Junior School and progressing to Year 6
2. Siblings of any student who have been offered and accepted a place
3. Students with the earliest registration dates
4. Students of Helena College staff will achieve sibling status at enrolment

Notwithstanding these priorities, the Head of Junior School / Principal maintains the right, on behalf of the College, to offer places in cases of special need or interstate or international movement.

Enrolment limits

The College reserves the right to cap student numbers to maintain the ethos and commitment to retaining the small school size and recommended class size guidelines by Department of Education Services.

Enrolment caps for each year level are recommended as follows:

Kindergarten	maximum of 20 students
Pre-primary	maximum of 26 students
Years 1-5	maximum of 29 students per class
Years 6-10	class sizes will average 24 students per class
Years 11-12	student numbers may vary according to class and subject

From 2016 the optimum enrolment levels for each campus endorsed by Council are as follows:

Junior School - 220 students
Senior School- 640 students



Parent responsibilities

When an offer of a place for enrolment at the College is accepted, all parents/guardians must give an undertaking that they will accept and support the ethos of the College, including the appropriate participation of their student in the approved camps and educational programmes / activities.

There is also an understanding that the student will accept and support the programmes of the College, and participate fully in all aspects of College life, and that parents /guardians will encourage this participation.

When accepting a place at the College all students and their parents/guardians make a commitment that the student will abide by the College rules and standards of conduct and behaviour.

All parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the student.

Parent/guardians must advise the Head of Junior School / Principal of any court order(s) that may exist in regard to the particular student and **MUST** provide a certified copy of the order(s) for the student's file.

Parents/guardians must advise the Head of Junior School / Principal of any existing medical conditions and/or special learning requirements. Parents/guardians must also keep the College informed of any changes to medical conditions and/or special learning requirements during the student's enrolment.

All parents/guardians should complete and sign the enrolment agreement and return it to the school for confirmation of the student's enrolment. *The agreement should be signed by those who will be responsible for payment of the fees.*

In order to complete an enrolment the following documents are required:

- Birth certificate of the student (at registration)
- Identity documents (if applicable) for example change of name (required at registration or when a change is made)
- Immunisation certificate (for enrolments into the Junior School only)
- Court order (if applicable)
- Most recent school report (if applicable - at interview)

If the student is not a permanent resident of Australia, parents/guardians must provide a copy of the current visitor or temporary resident visa stating the visa sub-class and expiry date. The College must be kept up to date as these details change.

Changes to enrolment policy

At any time, the current enrolment policy will be available on the College website www.helenacollege.wa.edu.au and also available at reception at either campus.

Where a substantive change is made which affects those on the existing waiting list, the Registrar will advise prospective parents of that change in writing.