



Enrolment Policy

This policy is applicable to:	Staff, students and parents	
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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 years and 6 months; or the child reaches the age of 18**, 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 <https://www.education.wa.edu.au> 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 in the year of enrolment.

Early age enrolments

- The Principal / Head of Junior School has the discretion to process an early age enrolment 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 Principal / Head of Junior School will seek written approval from Council.
- The Principal / Head of Junior School will inform the student's parents of this consultation process at the time of the enrolment application.

Students with disabilities

The Principal / Head of Junior School 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 Darlington Campus programme; however, when that student completes Year 5 level the placement of the student into Year 6 and the ability of the College to accommodate the student may need to be reviewed.

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 Principal / Head of Junior School 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.
School Curriculum & Standards Authority Act 1997 (WA)	On enrolment, Helena College open a student record under the School Curriculum and Standards Authority Act 1997 (WA) and the School Curriculum and Standards Authority must be notified.
Enrolment priorities	The College has endorsed the following hierarchy of priority that has been established for the consideration of enrolment applications at each campus when enrolment applications exceed the available number of places.
Darlington Campus	Enrolments will be processed according to the following priorities: <ol style="list-style-type: none">1. Siblings of any current student/s or a student/s who have been offered and accepted a place2. Students with the earliest registration dates3. Students that are children of Helena College staff will achieve sibling status at enrolment
Glen Forrest Campus	Enrolments will be processed according to the following priorities: <ol style="list-style-type: none">1. Year 5 students enrolled in the Helena College Darlington Campus and progressing to Year 62. Siblings of any student who have been offered and accepted a place3. Students with the earliest registration dates4. Students that are children of Helena College staff will achieve sibling status at enrolment <p><i>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, interstate or international movement.</i></p>
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.
Code of Conduct	<p>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.</p> <p>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.</p> <p>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. Parents/guardians are expected to also commit to the standards of conduct outlined in the Code of Conduct for the College Community.</p> <p>All parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the student. Failure to do so may put enrolment in jeopardy.</p> <p>Where Tuition Fees and charges are not paid by the due date, the account will be transferred to a Debt Collection Agency. Any fees / charges incurred in the process of recovery of payment of Tuition Fees and charges will be charged and payable by the respective Parent / Guardian.</p>



Parent/guardians must advise the Principal / Head of Junior School 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 Principal / Head of Junior School 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 as confirmation of the student's enrolment. *The agreement should be signed by both parents/guardian who will be jointly and severally responsible for payment of the fees.*

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

- Birth certificate of the student (at registration)
- If born overseas, Australian Passport or Citizenship
- Identity documents (if applicable) for example change of name (required at registration or when a change is made)
- Immunisation History Statement
- Court order (if applicable)
- Most recent school report (if applicable - at interview)
- Most recent Naplan results (if applicable)

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.

Relevant Legislation

It is unlawful to discriminate against a person on the grounds of their disability, sex, or race by refusing to enrol them at the College. We are committed to meeting our obligations and as such the College will adhere to -

- Disability Standards for Education 2005 (Cth)
- Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984 (Cth)
- WA Equal Opportunity Act 1984

Termination of Enrolment

If parent/guardians wish to withdraw a student for any reason other than an agreement breach, a minimum of one (1) school term's notice in writing must be provided to the Registrar.

Failure to provide the College with the prescribed notice will result in a charge of one full term's fees, which will become due and payable upon issue of your final statement.

Changes to enrolment policy

At all times, the current enrolment policy will be available on the College website www.helenacollege.wa.edu.au and also made 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.