



MANAGING ENROLMENTS

ALL ENROLMENTS

The principal will:

- accept all applications for enrolment using the Application for Enrolment Form and enrol eligible children using the Enrolment Form;
- assess applications for enrolment for the commencement of the following year from outside the local-intake area and for Kindergarten after the enrolment closing date (the first Friday of Term 3 each year);
- plan ahead for sufficient accommodation to be available to enrol eligible children;
- publish accurate information about enrolment specific to the school for parents;
- prioritise the enrolment of children according to the criteria set out in the School Education Regulations 2000;
- notify parents in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year and within three weeks of the closing date for applications if enrolling for the following year;
- determine the year level placement of a child, in consultation with the parents and reflecting the emphasis on age appropriate placements; and
- notify the previous school (Education Regional Office for home education cases) by notice of transfer when the enrolment procedure is completed.

PRE-COMPULSORY (KINDERGARTEN)

The principal will:

- receive applications for enrolment for Kindergarten from the beginning of the year prior to eligibility;
- assess all applications for enrolment for the following year after the enrolment closing date (first Friday of Term 3 each year) for applications for Kindergarten;
- not enrol students already enrolled in another public or private school (unless transferring);
- when the number of applications exceeds the places available at a non local-intake school, enrol children with priority given to the child who lives nearest the school; and

- when the number of applications exceeds the places available at a local-intake school, enrol children with priority given in the following order:
 - First priority - A child residing in the local-intake area for the school, with a sibling enrolled at the same school for that year, and who lives the nearest to the school.
 - Second priority - A child residing in the local-intake area for the school, who does not have a sibling enrolled at the same school for that year, and lives the nearest to the school.
 - Third priority - A child residing outside the local-intake area for the school, has a sibling enrolled at the same school for that year, and who lives the nearest to the school.
 - Fourth priority - A child residing outside the local-intake area for the school, does not have a sibling enrolled at the same school for that year, and who lives nearest to the school.

COMPULSORY (PRE-PRIMARY TO YEAR 12)

The principal will:

- confirm that the child is not remaining in home education or continuing to attend another school;
- give priority to children living closest to the school; and
- apply the following criteria in the compulsory years if the local-intake school has capacity to accommodate children from outside the local-intake area:
 - First priority - A child qualifying for a specialist program approved by the Director General for that year.
 - Second priority - A child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs approved by the Director General), and who lives nearest the school.
 - Third priority - A child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program approved by the Director General, and who lives nearest the school.

STUDENTS FROM OVERSEAS

The principal will:

- view the student's passport or travel documents to identify the visa sub class;
- enrol students on permanent residence visas with the same entitlements as local students;
- enrol students on temporary visa sub classes that are entitled to enrol in public schools, as listed in the Enrolment of Students from Overseas Schedule with the same entitlements as local students;
- consider the enrolment of students on temporary visa sub classes that are to enrol as full fee paying students in accordance with Enrolment of Students from Overseas Schedule; and
- scan a copy of the relevant pages of the child's passport or travel document including the three digital visa subclass number into the child's enrolment record.

INTENSIVE ENGLISH CENTRES (IEC)

The principal of the school where the *Application for Enrolment Form* is lodged will:

- ensure the child's English language proficiency is assessed using the English as a Second Language/English as a Second Dialect (ESL/ESD) Progress Map (listening, speaking, reading and writing);
- consult with the IEC about assessment results and suitability of the referral to the IEC program (this may be subject to vacancy or waiting list);
- discuss with parents the option to attend the IEC and any associated fees;
- supply the IEC with all enrolment details;
- liaise with the IEC regarding enrolment arrangements;
- check eligibility of EAL/D new arrivals to go to an IEC if they have few or no English language skills and have an eligible visa or are on a fee paying and spare capacity basis; and
- discuss with parents the option to enrol in a nearby school offering an EAL/D Cell or Support program if there is no vacancy at an IEC.

STUDENTS WITH DISABILITY

The principal will:

- consider enrolment applications for children with disability on the same basis as all other applications and keep a place available if the application requires lengthy consideration;
- consider whether the student meets eligibility criteria for support services, resourcing or access to specialist provision;
- gather information about the student's disability and consider the school's capacity to provide an appropriate educational program;
- negotiate with the parents about the day on which the student will begin attending when the necessary teaching and learning adjustments are not immediately available at the time of enrolment;
- coordinate applications for support, resourcing or access to specialist provisions as required; and
- advise parents how to seek a review of a decision not to accept enrolment

PARTICULARS TO BE RECORDED

The principal or their nominee will confirm that:

- the application has been lodged by a parent (see definition on page 16);
- evidence of a child's legal name, age, proof of address and any relevant current papers such as Family Court Order/s, parenting plans, country of residence and right to reside in Australia have been sighted;
- contacts provided are appropriate for emergency situations;

- details of any disability are included on the enrolment form;
- the Student Health Care Summary and any relevant health care authorisation/s are attached to the enrolment form; and
- the child's details are in the student file and on the enrolment register.

RETENTION OF ENROLMENT RECORDS

The principal will:

- follow the instructions in the *School Records Toolkit – Management of Student Files and Records* and *School Records Toolkit – Management of Enrolment Cards and Forms* for retention of records; and
- transfer enrolment cards and printouts from the Student Information System (SIS) to the State Records Office once former students reach 25 years of age.

TRANSFER OF ENROLMENT RECORDS FOR STUDENTS BETWEEN WESTERN AUSTRALIAN SCHOOLS

The principal will:

- manage notices of transfer and records for the intrastate movement of students (including transfers from primary to secondary school);
- notify the newly transferred student's former principal within five school days that the student is now enrolled in their school;
- notify the Education Regional Office if the enrolling student was registered for home education so student records can be transferred to the school within five school days of receipt of the notice of transfer;
- provide the Education Regional Office with student records within five school days of receipt of the transfer note when notified that the parent has registered as a home educator; and
- transfer the student enrolment records to the new school and retain other student records until the former student reaches 25 years of age.

TRANSFER OF ENROLMENT RECORDS FOR STUDENTS MOVING INTERSTATE

The principal will use the *Interstate Student Data Transfer Note (ISDTN)* and accompanying protocols to transfer student information data for students moving to another state/territory.

REMOVAL OF NAMES FROM ENROLMENT REGISTER

Under the provisions in the *School Education Act 1999* s 21, the principal is not to remove a student's name from the register unless:

- the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
- the principal believes on reasonable grounds that the child is no longer resident in this State;
- an exemption or approved Notice of Arrangements is granted under s 11 in respect of the child;
- a parent of the child is registered under s 48 as the child's home educator;

- the enrolment is cancelled under s 20 or 83; or
- the Minister has authorised the removal on the ground that inquiries to establish the whereabouts of the child have not been successful.

The principal or nominee will:

- record the date a student is removed from the enrolment register as the date the student last attended the school;
- record notes in the school's student database detailing the steps taken to re-engage the student including the reason for non-attendance, if known, or the reason for the student's removal from the current enrolment register in accordance with s 21 of School Education Act 1999; and
- not remove Year 6 students from the current enrolment register until a notice of transfer has been received from the secondary school.

ENROLMENT DISPUTES

The principal will:

- provide written notice to the parents at the earliest opportunity if an application for enrolment needs to be declined or an enrolment cancelled; and
- if the decision is in dispute, advise the Regional Executive Director who will review the matter

DECLINING APPLICATIONS FOR ENROLMENT

The principal:

- may decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the school to provide an appropriate program;
- may directly decline an enrolment if the child is already enrolled at a school and the application is for an attendance period likely to be less than four weeks (s 65 School Education Act 1999); and
- will provide the parent with the Request for Review of Application for Enrolment Decision Form.

The Regional Executive Director will decide if an application will be declined and, in cases of disability, will firstly consult with the parents and take into account their wishes.

If declining an application the Regional Executive Director will provide written advice to the parents about:

- the decision, including the reasons;
- other public school or schools at which the student may be enrolled; and
- lodging a request for review by the Minister for Education if they are not satisfied with the decision.

If declining an application in cases of disability the Regional Executive Director will also provide written advice to the parents on:

- lodging a request for review by the Director General within the time limit;
- the final decision taking effect when the period for a review expires or when the review is determined; and
- the student's enrolment at the school continuing until the period for a review expires or until the review is determined.

In reviewing decisions in cases of disability, the Director General will:

- refer a parent's request for a review to a Disabilities Advisory Panel for a recommendation to be made within 90 days; and
- provide the parent with a copy of the report and with written notice of a decision, including the reasons, within 21 days of receiving the report.

CANCELLING ENROLMENTS

The principal may decide to cancel an enrolment if enrolment information supplied is false, misleading or out of date.

The principal will provide both parents (or one if the second parent cannot be located) with:

- advance notice in writing of a proposed cancellation including the reasons for the decision;
- a reasonable opportunity to show why the cancellation should not be finalised;
- if cancellation is to proceed, written notice of cancellation including the date it applies; and
- information on lodging a request for a review by the Minister for Education if not satisfied with the decision.

The principal may recommend that the Regional Executive Director cancel an enrolment if the student's residential address changes and is not within the local-intake area at the time of enrolment or the program no longer meets the student's needs.

Before deciding whether to cancel an enrolment, the Regional Executive Director will provide a parent or prescribed child with:

- advance notice in writing of the proposed cancellation including the reasons;
- a reasonable opportunity to show why the cancellation should not be finalised; and
- information on lodging a request for a review by the Minister for Education if not satisfied with the decision.

In addition, before deciding to cancel in cases of disability, the Regional Executive Director will consult with the parents and take into account their wishes.

If deciding to cancel an enrolment the Regional Executive Director will provide parents with:

- written notice of the decision including the reasons; and
- information on lodging a request for review by the Minister for Education if they are not satisfied with the outcome of the decision.
- In cases of a student with disability, the Regional Executive Director will also inform parents that:

- they may apply to the Director General for a review of the decision within 28 days of receiving written notice of the decision;
- a decision to refuse or cancel enrolment will not take effect until the review period has expired;
- the student's enrolment at the school will continue until the review period expires or until the review is finally determined by the Director General.

In reviewing decisions in cases of a student with disability the Director General will:

- refer a parent's request for a review to a Disabilities Advisory Panel for a recommendation to be made within 90 days; and
- provide the parent with a copy of the report within 21 days of receiving it and with written notice of a decision, including reasons.

Enrolment Procedures All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

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