



ENROLMENT POLICY

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1 POLICY STATEMENT

CAPS Coolgardie is a fee-paying school that selects new applicants based on the strength of their applications.

1.1 WHO IT APPLIES TO

The CAPS Coolgardie's enrolment policy applies to all parents and students who are interested in applying to the school.

1.2 DEFINITIONS

Compulsory education

The compulsory education period from 1 January 2022 is:

- a. from the beginning of the year in which the child reaches the age of 4 years and 6 months; and
- b. until the end of the year in which the child reaches the age of 17 years and 6 months; or

Disability

Under Section 4 of the School Education Act 1999, "disability" means a condition which:

- a. is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- b. is permanent or likely to be permanent;
- c. may or may not be of a chronic or episodic nature; and
- d. results in:
 - a. a substantially reduced capacity of a person for communication, social interaction, learning mobility; and
 - b. the need for continuing support services

2. PROCEDURES

2.1 ADMISSION PROCESS

The enrolment process consists of an application, school report and phone or face to face interview with parents/guardians and student. Open enrolment for the school year will begin prior to the start of Term 1 and Term 2. Open enrolment for the following year will begin in Terms 3 and 4 of the preceding year. Applications will be available at the front desk and online at the CAPS Coolgardie website.

2.1.1 SELECTION CRITERIA

Students selected for enrolment at CAPS Coolgardie are expected to support and enhance the vision of the school in its pursuit of academic and sporting excellence, character and spiritual development through its participation in a range of activities and programs. The Principal & Student Services Officer considers:

- The educational history of the student
- whether he has siblings already enrolled in the school
- Sporting interests and accomplishments
- Co-curricular interests and abilities
- Reasons for wishing to attend CAPS Coolgardie
- his proximity and ease of access to the school

2.1.2 SELECTION COMMITTEE

Applications will be considered by the Principal and the decision will be made by the Principal in relation to selection criteria and admission process.

2.1.3 ENROLMENT ELIGIBILITY

Students must be enrolled by either a biological parent or a legal guardian. A biological parent must be listed on the child's birth certificate; a legal guardian must have court documentation of legal guardianship.

2.1.4 AGE REQUIREMENTS

At CAPS Coolgardie our age criteria are as follows:	Minimum Age	Maximum Age
Kindergarten	4	4
Pre primary	5	6
Year 1	6	7
Year 2	7	8
Year 3	8	9
Year 4	9	10
Year 5	10	11
Year 6	11	12
Year 7	12	13
Year 8	13	14
Year 9	14	15
Year 10	15	16
Year 11	16	18
Year 12	17	19

The preference for years 11-12 are students who are enrolled in WACE courses or those willing to repeat year 11 in order to enrol into WACE subjects offered by CAPS Coolgardie.

If a student fails a grade at CAPS Coolgardie and as a result becomes too old to attend, our age policies must be followed, and the student must withdraw.

2.1.5 ENROLMENT LIMITS

An enrolment limits for each year was set as follows:

Class	Year levels	Maximum numbers
Genesis	K to Year 1	20
Romans	Year 2-5	22
Kings	Year 5-7	22
Matthew	Year 8-10	22
Mark	Year 8-9	22
John	Year 10-12	22
Alpha	Year 11-12	22
Omega	Year 11-12	22

The maximum possible enrolment is 110 students

2.1.6 WITHDRAWAL

When a family moves from Coolgardie or Kalgoorlie or decides to withdraw their child for any reason, they must inform the school and provide a transfer note from the new school. Parents must ensure the transfer note occurs within 10 school days of withdrawal, or CAPS Coolgardie will be required to contact the education department to inform them of their withdrawal. No student records will be released to subsequent schools if a school has not obtained a transfer note or student has any outstanding payments owed to school. Once withdrawn, a student must complete a new application and go through the application process to return to CAPS Coolgardie.

2.1.7 WAITING LIST

Applications received after the last day of open enrolment or in the case of the hostel being full will be placed on the appropriate waitlist in the order received. Applications and waitlists do not carry over from one year to the next.

If vacancies exist, a Placement List is created and students are offered places. As vacancies arise applicants are contacted and places are offered. A place is reserved for seven days after for Coolgardie and Kalgoorlie students and 30 days for Hostel students. 30 days is reflective of the Abstudy approval process and after the time has passed the vacancy will be offered to another applicant.

Note: Prospective applicants should be aware that our strong expectation is that CAPS Coolgardie students will participate in all school functions, which can occur during school hours and after school hours.

2.2 MANAGING ENROLMENTS

2.2.1 ALL ENROLMENTS

The principal will:

- accept all applications for enrolment using the *CAPS Coolgardie Enrolment Form* and enrol eligible children using the *CAPS Coolgardie Enrolment Form*

- Make available accurate information about CAPS Coolgardie enrolment processes to the parents;
- 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 placement of a child in the relevant class, in consultation with the parents and reflecting the emphasis on age appropriate placements and literacy and numeracy working levels.
- notify the previous school by notice of transfer when the enrolment procedure is completed.

2.2.2 EARLY ENROLMENT FOR CHILDREN

The principal will:

- enrol three year old children who turn four by the end of the year into the Kindergartens class if vacancies are available and if the students are school ready
- enrol these children only from Week 4 of Term 1 to give Kindergarten-aged children the opportunity to enrol at the start of the school year; and
- advise parents in writing that these children will complete two years of Kindergarten

2.2.3 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;
- notify the School Curriculum and Standards Authority when enrolment procedures are completed and the student has commenced attendance at the new secondary school;
- not enrol students already enrolled in another public or private school unless the student is transferring.
- not enrol students if enrolment limits have been achieved for each class
- apply the selection criteria in the compulsory years

2.2.4 BEYOND COMPULSORY AGE

- The principal will allow students who are enrolled during their compulsory education period to continue their enrolment after they turn 18.
- Principals will consider applications for enrolment from students under the age of 18 years who are new arrivals to Western Australia and have had no break in their secondary schooling prior to arriving in Western Australia
- CAPS Coolgardie will take into account the following factors prior to approving enrolment for students beyond the compulsory age:
 - availability of an appropriate educational program and classroom accommodation;
 - individual circumstances of the person
 - selection criteria

2.2.5 STUDENTS WITH DISABILITY

The principal will:

- 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 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;

2.3 ENROLMENT RECORDS

2.3.1 PARTICULARS TO BE RECORDED

The principal or their nominee will confirm that:

- the application has been lodged by a parent (refer to enrolment eligibility);
- 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.

2.3.2 RETENTION OF ENROLMENT RECORDS

The principal will follow the instructions in the School Records Toolkit – Management of Student Files and Enrolment Records for retention of records; including

- retain Enrolment Applications (successful) for 5 years after the last action and then destroy;
- retain Enrolment Applications (unsuccessful) for 2 years after the last action and then destroy;
- retain Register of Admissions/Enrolment Cards (used prior to the School Information System) for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services); and
- print out Enrolment Records managed in the School Information System annually for all school leavers, retain for 7 years after the last action and then archive and transfer

2.3.3 TRANSFER OF 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
- retain the student enrolment records and negotiate at the local level the transfer of student files with the former principal within five school days.

2.3.4 TRANSFER OF 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.

2.3.5 REMOVAL OF NAMES FROM ENROLMENT REGISTER

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

- a. the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
- b. the principal believes on reasonable grounds that the child is no longer resident in this State;
- c. an exemption or approved Notice of Arrangements is granted under s 11 in respect of the child;
- d. a parent of the child is registered under Section 48 as the child's home educator;
- e. the enrolment is cancelled under Section 20 or 83; or
- f. 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 current roll 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 Section 21 of School Education Act 1999; and
- not remove Year 7 students from the current enrolment register until a notice of transfer has been received from the secondary school.

2.4 RE-ENROLMENT PROCEDURES

Parents of current students wishing to attend CAPS Coolgardie for the following year must notify the school by completing a re-enrolment form by the Term 4 deadline and all applicable related paperwork by the last day of school. Forms and reminders will be sent home well before the deadline. Parents of current students who miss the deadlines must submit an application to be considered for re-enrolment

2.5 COLLECT IMMUNISATION STATUS OF ALL NEW ENROLMENTS

Legislative amendments by the WA Government that came into effect on 1 January 2019, require that, at the time of the most recent application for enrolment, a school is to request, obtain and assess an immunisation certificate for each child applying to enrol. The only acceptable documentation for completing this task are:

- An Australian Immunisation Register (AIR) Immunisation History Statement (IHS)* that is no more than two months old (on the day that it is sighted by the school); or
- A valid immunisation certificate issued or declared by the Chief Health Officer.

* Previously information about a child being on a 'catch-up' schedule was contained in an Immunisation History Form. An Immunisation History Form is no longer an acceptable document for parents/guardians to submit when enrolling their child. This information is now included in a child's Immunisation History Statement (IHS).

There are alternative ways in which a family may obtain an IHS. Information on the alternatives is provided in section 2 of the WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of child care services, community kindergartens and schools.

During the enrolment process it is also necessary to record a child's Medicare number and reference number, if they have one. A person that is not registered with Medicare can still have an AIR record. Any immunisation provider can assist in registering a child on AIR, as well as commence a child on a catch-up schedule for any overdue vaccinations. (WA Health Department Guidelines p.10).

As well as recording the child's immunisation status and Medicare number (and reference number) in the Enrolment Register, as detailed under section 1.5 of this document, the school should keep a record of the date of the IHS and the date it was sighted by the school and a copy of the IHS for its records. This extra information would support the school's Enrolment Register record if it were to be disputed.

2.6 ENROLMENT EXCLUSION (applicable to Kindergarten only)

In addition to the above, further legislation came into effect, from 22 July 2019, that prohibits the enrolment of a child in the pre-compulsory years (Kindergarten) if that child's immunisation status is not recorded, on their IHS, as being 'up to date' or they do not satisfy other acceptable criteria. The other acceptable criteria are described below.

The circumstances which allow a child, whose immunisation status is not up to date, to be enrolled in Kindergarten is described in Section 141D(2) of the Public Health Act 2016 (WA) and include:

- Where a child is following an approved 'catch up schedule' as described on their IHS*. The IHS must be no more than two months old on the date that it is sighted by the school and reflect a catch-up schedule that is active at the time of enrolment; or
- The child has a valid immunisation certificate that has been issued by the Chief Health Officer; or
- The Principal/school is satisfied that the child satisfies one of the exemptions described in the Exemption Eligibility Form (family circumstances).

The WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of child care services, community kindergartens and schools includes advice on page 3 about circumstances involving vaccine exemption due to medical reasons or natural immunity. It is recommended that schools read through this information when approached by a parent or guardian involving these circumstances.

2.7 ENROLMENT REGISTER

The School Education Act 1999 (WA) requires CAPS Coolgardie to record certain information in its enrolment register at the time of enrolling a child. The required information is described in the School Education Regulations 2000 and comprises of the child's name, date of birth, date of enrolment, date enrolment ceased. From 1 January 2019 the child's immunisation status, as described on the child's 'current' Immunisation History Statement, (i.e. 'up to date' or 'not up to date'), and the child's Medicare (and reference) number, if the child has one, must also be recorded.

The enrolment register information can be retained in electronic form but must be able to be reproduced in written form. Under reg. 7 of the School Education Regulations 2000, each student's enrolment record must be retained by the school for seven years from the day on which the student's enrolment ceases and may not be disposed of without the authority of the Director General of the Department of Education. In the event of school closure, either voluntarily or otherwise, student records, including SCSA records for current students, are to be transferred to the Director General of the Department of Education for permanent retention, (School Education Regulations 2000, r.10).

End of policy