



## Enrolment Policy and Procedures

### 1. Purpose

This Policy outlines the conditions under which students will be considered for enrolment at Swan View Senior High School.

### 2. Policy

- The Principal is responsible for establishing policy and procedures for the management of enrolment at the School.
- Swan View Senior High School enrolls students at all Year levels.
- Prospective parents/caregivers are responsible for providing the School with all relevant documentation and information relating to the prospective student.
- Swan View Senior High School is a local intake area school.

### 3. Procedures

#### 3.1 Managing Enrolments

The School provides places for students whose families are residing within the boundaries of the Swan View Senior High School local intake area at the time that their enrolment commences. The boundaries are determined by the Department of Education.

Siblings are not assured enrolment at the School where the family is residing outside the boundary of the local intake area at the time of the sibling's enrolment.

Applications for enrolment into Year 7 from the local intake primary schools are administered with the assistance of these schools. All other applications are made directly through the School.

Parents/caregivers are required to notify the School of any other changes to contact details, including the child's Emergency Contact Name and Telephone Number.

The School will notify the previous school by notice of transfer when the enrolment procedure is completed.

### **3.2 Enrolment Records**

The following particulars are to be recorded as part of the enrolment:

- the application has been lodged by a parent/caregiver;
- 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; and
- the Student Health Care Summary and any relevant health care authorisation(s) are attached to the enrolment form.

The child's details are placed in the student file and on the enrolment register.

A birth certificate or extract of a birth certificate or passport must accompany the Application for Enrolment.

### **3.3 Special Needs**

Parents/caregivers of students with special needs are required to inform the School to discuss these needs when lodging an Application for Enrolment.

The child's needs will be shared with the relevant teaching staff. Staff will continually monitor students' progress. Where there is cause for concern academically, emotionally and/or socially, reviews are conducted to identify the possible cause(s) and strategies/programs to address the area of need.

Parents/caregivers are asked to contact the Program Coordinator Student Services, the Building Better Futures Coordinator or the appropriate Engagement Officer as soon as possible if they are aware of a problem with their child.

### **3.4 Declining an Application 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.

The Principal 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.

Any decision relating to the above will be communicated in writing to the parent/caregiver.

### **3.5 Cancelling Enrolments**

The Principal will seek to cancel an enrolment if it was obtained by providing false or misleading information, or is out of date.

#### 4. Document Control

<p><b>Reference Number:</b> <b>Owner:</b></p> <p><b>Created:</b> <b>Modified:</b> <b>Approved:</b> <b>Next Review:</b> <b>Links to Regulatory Framework:</b></p>	<p>Deputy Principal - Operations</p> <p>8 March 2019</p> <p>2 April 2019 8 March 2022</p> <p>Legislation/Authority</p> <ul style="list-style-type: none"><li>• School Education Act 1999 (WA)</li><li>• School Education Regulations 2000 (WA)</li></ul> <p>Department Policies</p> <ul style="list-style-type: none"><li>• Enrolment</li><li>• Student Attendance</li><li>• Student Health Care</li></ul>	<p><b>Implementation and Review:</b></p> <p>The Deputy Principal - Operations is responsible to the School Executive for the continuous monitoring and review of the <i>Enrolment Policy and Procedures</i>.</p>
--	--	--