

THE STUDIO SCHOOL ENROLMENT POLICY

The Studio School (TSS) is a coeducational, independent Anglican school providing for Years 10 to 12 students a supportive environment that values curiosity, project motivation and community service. Guided by our adult ethos, students take responsibility for their learning and wellbeing, building independence and accountability. Learning is grounded in authentic, project-based experiences that foster agency, connect with real-world contexts and empower students to pursue their interests and make meaningful contributions to the community within which we exist.

This policy outlines the enrolment principles and procedures of The Studio School and is developed in accordance with the School Education Act 1999 (WA), School Education Regulations 2000 (WA), and the Guide to the Registration Standards and Other Requirements for Non-Government Schools in Western Australia.

1) Enrolment Framework and Legislative Compliance

The Studio School is committed to ensuring an open, transparent and inclusive enrolment process that complies with:

- Registration Standard 6: Enrolment and Attendance Procedures
- Registration Standard 13: Minimum Age of Enrolment
- The Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005
- The Public Health Act 2016 (WA) – immunisation requirements
- Applicable visa status and Commonwealth funding eligibility requirements
- The Privacy Act 1988 (Cth) and the School's Privacy Policy
- CRICOS and ESOS

2) Enrolment Process: Application to Enrolment Offer

2.1 Applications must be submitted with a completed form, birth certificate and any medical documentation (if applicable). Submission of an application does not guarantee an interview for enrolment.

2.2 Applications will be acknowledged once submitted and the student placed in the TSS's waiting pool.

2.3 Interviews are conducted by a senior member of TSS staff with the student and at least one parent/guardian. An interview does not guarantee enrolment at TSS.

2.4 TSS will request additional or updated documentation to assist with the enrolment process. This may include, but is not limited to, school reports, medical documentation and specialist assessments, passport or visa documents, current court orders, the opportunity to speak with a representative of the student's current school, and other relevant information. Provision of this information is required for the student's application to progress.

2.5 At interview stage, TSS must receive the student's Immunisation History Statement (IHS) from the Australian Immunisation Register (AIR) that is no more than two months old. The IHS must indicate that the student is 'up to date' or qualifies for an exemption under s.141D(2) of the Public Health Act 2016 (WA).

2.6 Following successful interview, the prospective student must attend a 'Taster Day' which will be used to assess the student's suitability for enrolment. Attendance at a Taster Day does not guarantee enrolment.

2.7 Upon successful trial and offer of a place, the student's enrolment is confirmed when TSS receives:

- Signed enrolment contract
- Payment of the non-refundable and non-transferrable Confirming Fee

3) Eligibility Criteria

3.1 All applications must include a copy of the student's birth certificate at the application stage. TSS may also request evidence of a student's Australian citizenship, permanent residency or visa status.

3.2 Students who hold a temporary or bridging visa may be enrolled subject to Commonwealth and State funding eligibility.

3.3 International students on a Subclass 500 visa may be considered for enrolment, subject to availability. These students must be enrolled under TSS's CRICOS registration (Provider Code 02029D) and meet the requirements set out in the Education Services for Overseas Students (ESOS) Act 2000.

3.4 International students must follow TSS's International Student Application process, including submission of academic records, proof of English language proficiency (AEAS or equivalent) and compliance with visa requirements.

3.5 Overseas immunisation records are not accepted. These must be translated and submitted to a recognised Australian immunisation provider to be uploaded to the AIR.

4) Prioritisation and Waiting Pool

4.1 Priority of enrolment is granted as follows:

- Siblings of currently enrolled The Studio School or All Saints' College students
- Children of former students of The Studio School
- Children of current The Studio School, Little Saints Childcare or All Saints' College staff
- Children who have been enrolled at All Saints' College
- Families who demonstrate alignment with the School's mission, values, and Anglican ethos
- All other applicants in the waiting pool

4.2 TSS reserves the right to prioritise applicants in the waiting pool based on the educational priorities and circumstances of the School, which may change from time to time. This may include decisions that

support the gender balance and curriculum objectives of the student cohort.

4.3 The Principal retains discretion to select applicants for interview within the waiting pool where special circumstances apply.

5) Acceptance of Offer

5.1 To accept an enrolment offer, parents/guardians must:

- Return the signed enrolment contract
- Pay the Confirming Fee within the time prescribed in the offer

5.2 Enrolment at The Studio School is conditional upon ongoing compliance with the School's policies, codes and procedures, including the Community Charter, Student Charter, attendance expectations and behaviour standards. The School reserves the right to review, suspend or cancel enrolment where these conditions are not met.

6) Fees

6.1 Parents/guardians are jointly and severally liable for all tuition and associated fees unless otherwise legally arranged.

6.2 The School may recover outstanding fees and withhold or cancel offers or enrolment commencement if fees remain unpaid.

6.3 Families wishing to split accounts must provide signed, written authorisation from both parties.

7) Students with Additional Needs

7.1 Parent/guardians must disclose, at application, interview and prior to commencement, any disability, diagnosed learning need or medical condition relevant to the child's participation in School life.

7.2 The School will consult with families to assess reasonable adjustments, consistent with the Disability Standards for Education 2005.

7.3 Failure to disclose known needs may result in the withdrawal of an enrolment offer or enrolment.

8) Commencement

8.1 Enrolment may be deferred by the School if legislative or documentation requirements are not met.

9) Record-keeping

9.1 The School maintains an enrolment register and will retain each student's enrolment record for a minimum of seven years from the date enrolment ceases, in accordance with the School Education Regulations 2000 (WA).

10) Non-discrimination

10.1 The School is committed to inclusive education and does not discriminate against students on the

basis of disability, race, gender identity, religion or other protected attributes. All applications are assessed fairly in line with legal obligations and TSS values.

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