
STUDENT ENROLMENT POLICY

Version Number: 3

Date Approved: 12 June 2023

Responsible Person: Principal

Approved By: Yiramalay council

Next Review Date: 12 June 2024

1. Scope

This policy applies to Studio Schools of Australia Ltd ('SSA').

2. Managing Enrolments

The principal or delegate will:

- follow the Student Enrolment Process
- accept all applications for enrolment using the Application for Enrolment Form
- determine the year level placement of a child, after their initial Induction, in consultation with the parents and reflecting the emphasis on age-appropriate placements; and the year level currently listed with the School Curriculum and Standards Authority
- notify the previous school (Education Regional Office for home education cases) by notice of transfer when the enrolment procedure is completed.
- 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.

3. Enrolment Records

3.1. Legal requirements – enrolment register

The Principal must ensure that an enrolment register is kept showing, for each enrollee:

- their name
- date of birth
- gender
- date of enrolment
- eventually, date on which enrolment ceases
- Medicare number and expiry

The enrolment register may be kept in electronic form but must be capable of being reproduced in written form.

The principal or their nominee will confirm that:

- the application has been lodged by a parent/guardian
- evidence of a child's legal name, age, proof of address and any relevant current papers such as Family Court Order/s.

- contacts provided are appropriate for emergency situations.
- details of any disability are included on the enrolment form.
- the Student Health Summary and Student Medical Details and any relevant health care authorisation/s are completed on the Application for Enrolment form; and
- the child's details are in the School Information System and the system can report an enrolment register.

3.2. Retention of Enrolment Records

The principal will:

- retain Application for Enrolment Applications (successful) for 5 years after the last action and then destroy.
- retain Application for Enrolment Applications (unsuccessful) for 2 years after the last action and then destroy.
- print out Enrolment Records managed in the School Information System annually for all school leavers, retain for 7 years

The Regional Executive Director will manage enrolment records when a school has permanently closed.

3.3. Transfer of Records for Students Between Western Australian Schools

The principal or delegate will:

- manage notices of transfer and records for the intrastate movement of students
- 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.

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.

4. Removal of Names from Enrolment Register

A student must not be removed from the school register unless the school has received:

- a) a note of transfer to a new school or home education, or
- b) an approved Notice of Arrangements (from either the Participation Unit or School Curriculum and Standards Authority) or
- c) the student has officially been placed on the 'Whereabouts Unknown' list, or
- d) the parent advises that the student is leaving the school to enrol outside the

- State, or
- e) the student has turned 18 years of age.

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; and
- 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.

5. Application for Enrolment

Students must have turned 15 years of age or be no more than 17 years of age by 30 June of the year they commence but there may be exceptions in special circumstances.

5.1. 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.

5.2. 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.