



# ST JAMES' ANGLICAN SCHOOL

## ENROLMENTS POLICY



## CONTENTS

|          |                                      |   |
|----------|--------------------------------------|---|
| <b>1</b> | POLICY STATEMENT                     | 3 |
| <b>2</b> | BACKGROUND                           | 3 |
|          | 2.1 FEDERAL AND STATE ACTS           | 3 |
|          | 2.2 PRIVACY STATEMENT                | 4 |
|          | 2.3 ENROLMENT RATIONALE              | 4 |
| <b>3</b> | SCOPE                                | 5 |
| <b>4</b> | PROCEDURE                            | 5 |
|          | 4.1 OVERVIEW                         | 5 |
|          | 4.2 ENROLMENTS PROCESS               | 5 |
|          | 4.3 CONDITIONS OF ENTRY - ENROLMENTS | 5 |
|          | 4.4 TRIAL DAY POLICY & PROCEDURES    | 7 |
|          | 4.5 COMMUNITY INFORMATION            | 7 |
|          | 4.6 ADMINISTRATION                   | 7 |



## 1.0 POLICY STATEMENT

St James' Anglican School is committed to providing an equitable enrolments policy which supports the aims of the Anglican Schools Commission (Inc.); the Anglican faith and contributes to the inclusive and learning environments which provide educational opportunities for all students.

## 2.0 BACKGROUND

### 2.1 FEDERAL STATE ACTS

There are three Federal Acts that are pertinent to admissions:

- The Commonwealth Sex Discrimination Act 1984
- The Commonwealth Racial Discrimination Act 1975
- The Commonwealth Disability Discrimination Act 1992, incorporating the Disability Standards for Education 2005

And in Western Australia there is also the:

- Western Australian Equal Opportunity Act 1984

All Acts operate simultaneously and St James' Anglican School supports the objectives of these acts in order to:

- Eliminate discrimination
- Promote community acceptance of the principle that people with disabilities and/or medical conditions have the same fundamental rights as all members of the community
- Make reasonable adjustments to ensure as far as practicable that students with disabilities have the same rights to enrolment access as the rest of the community

St James' Anglican School has exemption within the Western Australian Equal Opportunity Act 1984 as the school is conducted in accordance with the specific Anglican religion, which enables the school to discriminate in favour of persons of the same religion.



## 2.2 PRIVACY STATEMENT

*The Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 requires that the following be brought to your attention before completing this form. Please read this information. Completion and lodgement of this form is taken as your acknowledgement and acceptance of the information provided.*

- a) St James' Anglican School collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son / daughter.
- b) Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- c) Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
- d) The School, from time to time, discloses personal and sensitive information to others, in respect to students attending the School, for administrative and educational purposes. This may include to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers and sports coaches.
- e) St James' Anglican School and The Anglican Schools Commission (Inc.) (ASC) use images of the students for communication and promotional purposes. From time to time the School may photograph or video students within the School environment. Such material, which may identify your child, is used by the School or the ASC for promotional purposes on its website and in various publications including the Year Book, both within the School and the wider community. Completion of the Permission Form is required for the School to publish student work or images.

## 2.3 ENROLMENT RATIONALE

St James' Anglican School publishes an enrolment policy and associated documents for prospective students and parents. This policy entails documentation of enrolment application; published information for prospective students and their parents and details of the orientation process for students and their families.

There is a requirement for the enrolment documentation to collect essential legal obligations of student's legal name, usual place of residence and date of birth. Other details relating to the provision of care and welfare of the student, the country of residence, any known disability, known medical conditions, emergency contact information and provision of the opportunity to provide a religious testimonial also form part of the enrolment process.

Parents are expected to comply with all requested information via the enrolment documentation. Confirmation of an allocated position occurs with the receipt of all acceptance documentation and proof of date of birth.



### 3.0 SCOPE

This policy applies to all enrolment applications received by St James' Anglican School and all offers of placement by St James' Anglican School.

### 4.0 PROCEDURE

#### 4.1 OVERVIEW

The St James' Anglican School Council within the guidelines of the Anglican Schools Commission determines the School's enrolment policy, and the Principal is responsible to the Council for compliance of the enrolment policy.

#### 4.2 ENROLMENT PROCESS

The Enrolments Officer under the supervision of the Principal administers enrolment enquiries, applications, offer of places and acceptance according to the enrolment policy. The enrolment policy stipulates how places will be allocated on a hierarchical priority with regard to co-educational balance.

#### 4.3 CONDITIONS OF ENTRY - ENROLMENT

- a) Application for enrolment is open to all families and children who agree to accept the School's rules and expectations. Families are required to pay in advance, at the time of making an application for enrolment, an Application Fee of \$100 per student (Inc. GST), which is non-refundable. Preference in enrolment will be given to children from families who are actively involved in the Anglican Church and to the brothers and sisters of children who have already accepted places in the School.

Names of students will be entered on the appropriate enrolment list when their parents return:

- the Application for Enrolment form.
- a non-refundable Application fee.
- a copy of student's birth certificate.
- copy of your child's current & up-to-date Medicare immunisation history statement  
**NB: provide a doctors note if unable to provide up-to-date immunisation records**
- copies of the Students latest School report and NAPLAN test results.
- copies of current Family Court, other court orders or parenting plans relating to the parents of the student (if relevant).
- copies of medical, psychological or other reports about the student.
- any other information about the student relevant to their education.



- b) Acceptance of an offer from the School at one level of entry does not confer the right to defer entry to another level. Different entry levels must be specifically applied for in writing to the Principal. There is no automatic movement from one entry level to another.
- c) Acceptance of an Enrolment Application Form does not constitute an enrolment or an agreement to offer a place to a student. Offers of places will be made subject to an interview and the provision of such information as the School requires. To accept the offer, the parents must, by the deadline given on the offer letter, deliver to the school:
- the completed and signed Offer Pack which includes the Letter of Offer and Acceptance by the parents of the current Conditions of Enrolment.
  - the non-refundable Acceptance Fee.

Please note that the acceptance of this offer signifies your agreement to provide the Principal with a full term's notice in writing prior to the withdrawal of your child from the School. In default of such notice a quarter of the annual tuition fee will be charged. This is a condition of enrolment.

- d) **Offers for Provisional Enrolment** – Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

- e) **Holding of Class Places** – Places at the school will not be held for students who are withdrawn from the school except in specific circumstances and at the discretion of the Principal. Places may be subject to School fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.
- f) **Available reductions, the following discounts apply** - In cases where two or more students of the same family are attending at the same time the oldest student will attract full tuition fees; second student will attract 15% reduction, third student will attract 30% reduction, fourth and any subsequent students will attract 75% reduction on tuition fees.
- g) Students starting any time during the first half of a term will be charged a full term's fee and students starting any time during the second half of the term will be charged 50% of the term's fees.
- h) Parents must read and should retain a copy of the information in this application and in the Fees and Charges Information Booklet and agree to abide by, support and co-operate with the School in all matters contained therein.



This policy stipulates how places will be considered for allocation, based upon the following enrolment factors;

- Families with siblings already enrolled at the School
- Children of Staff
- Children of Anglican Clergy
- Children of regular church attending families
- Children living in the local community
- Date of Application
- Individual family circumstances
- Outcome of the interview process

#### **4.4 TRIAL DAY POLICY & PROCEDURES**

Parents must read and sign the Trial Day Policy and Procedures Form and agree to abide by, support and co-operate with the School in all matters contained therein. Parents must ensure that their child/children are fully aware of all the points in the Policy and Procedures prior to starting their trial. If the School should have any concerns that the procedures have not been followed during the trial it could potentially affect the Schools decision whether a place is to be offered.

#### **4.4 COMMUNITY INFORMATION**

Application for Enrolment documents, school prospectus, fees schedule, pastoral care are posted on the St James' Anglican School's website. Hard copies of the prospectus, fee and charges booklet and Application for Enrolment are available for families at the school reception or by request.

*Attached are the following documents:*

- Enrolment documents
- School prospectus
- Fee and charges information booklet

#### **4.5 ADMINISTRATION**

The Application for Enrolment is the first step in the enrolment process and adheres to the registration standards in obtaining the student's legal name and residential address, date of birth, medical information, educational information (special needs), and student's legal care provider. The Enrolments Officer maintains the application details in the school database (MAZE).

Applicants are advised to update their details should contact details or family situations change. The option to withdraw an application is also offered. Withdrawn applications are retained in the school archives from the date of withdrawal.