

# Enrolment Policy



THE KING'S COLLEGE  
Be exceptional.



## Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.

The King's College  
Enrolment Policy

Reviewed by: The Principal  
Endorsed by: The School Board

Updated: October 2019  
Next review: October 2020





## Enrolment Policy

*This Enrolment Policy is to be read in conjunction with information contained in The King's College Family Handbook and the College Enrolment Application Form*

### 1. Purpose

The King's College management of the "enrolment, inclusion, education and safety" of students in a manner that is ethical and legal.

**The King's College implements rigorous processes through its Child Protection Policy to ensure that the College physical and online environments meet child safe standards at all times.**

### 2. Principles

The vision for The King's College fulfils the Gospel imperative to teach and live the faith and nurture the young as a community of excellence in teaching and learning, pastoral care, worship and service.

The King's College is a child safe organisation and seeks to always uphold the National Principles for Child Safe Organisations (Australian Human Rights Commission) in order to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people.

In all situations, and in particular regard to managing students' behaviour, The King's College explicitly forbids child abuse, and corporal and degrading punishment.

The Guide to the Registration Standards and Other Requirements for Non-Government Schools identifies and defines four forms of child abuse covered by WA law:

- 1) Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
- 2) Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
  - a) the child is the subject of bribery, coercion, a threat, exploitation or violence; the child has less power than another person involved in the behaviour;
  - b) or there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- 3) Emotional abuse includes:
  - a) psychological abuse; and
  - b) being exposed to an act of family and domestic violence.
- 4) Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
  - a) adequate care for the child; or
  - b) effective medical, therapeutic or remedial treatment for the child.

The Guide also defines grooming as the use of a variety of manipulative and

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controlling techniques with a vulnerable subject in order to establish trust or normalise sexually harmful behaviour with the overall aim of facilitating exploitation and/or prohibiting exposure. Further, grooming is the befriending and establishing of an emotional connection with a child, and sometimes the family, to lower the child's inhibitions for sexual abuse.

It is particularly important that there is understanding of the difference between grooming and sexual abuse, and the delineation of the boundaries between appropriate and inappropriate interaction between students, and between students and adults.

Corporal punishment, as defined in the 'Guide,' is 'any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

Degrading punishment, as defined in the 'Guide,' is 'any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

### 3. Enrolment - Application Forms and Process

- The King's College accepts all application forms for enrolment; however, the acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.
- The Principal or College Registrar will interview the parent(s)/guardian(s) and the student prior to the offer of a place.

Such interviews give parent(s)/guardian(s) the opportunity to provide additional educational and personal information and to discuss the College's aims and policies.

- The King's College has enrolment processes in place consistent with the principles, procedures and related documents detailed in this policy. The enrolment process is available on the College website.
- The Principal, in conjunction with the School Board, is responsible for developing and approving the College's enrolment process, which reflects the uniqueness of the College community.

#### **The College process has considered the following requirements:**

- Compliance with the relevant State and Federal Legislation required for School Enrolments
- Compliance with the requirements of the Disability Standards in Education 2005:
  - Reasonable steps will be taken to ensure that a prospective student can apply for enrolment at the College on the same basis as a student without a disability, and without experiencing discrimination
  - The decision to offer the student a place is treated on the same basis as student without a disability, and without experiencing discrimination
  - The Principal must consult with the prospective student/parents about

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- whether the disability itself affects the prospective student's ability to apply for enrolment at the school
  - After reflecting on the outcome of the consultation, the Principal must consider the educational adjustments required for the student
  - The Principal will make the final decision on enrolment seeking legal/professional advice if appropriate.
  - The family must be informed of the final decision and the reason for the decision should an enrolment not be offered by the College.
- Current and up to date immunisation records are requested and retained (NB: There are by law, mandatory requirements for enrolment of pre-kindergarten and kindergarten students.)
  - The Schedule of fees and payment policy is made available to parent(s)/guardian(s) and is published on the College website
  - Parental obligations are clearly communicated on the College Enrolment Application Form, and are accepted by signing the Enrolment Application Form
  - Compliance with the requirements of the National Privacy Principles (NPPs) as contained in the **Commonwealth Privacy Act** and documented in the College **Privacy Policy**
  - Personal details of students remain up to date
  - Standardised attendance record keeping
  - Notification of extended absence or regular non-attendance.

### 3.1 Procedures

Three distinct stages of enrolment – Application, Interview and Offer of Enrolment

#### Stage 1: Application

- An enrolment form must be completed for each student.
- The enrolment form must contain:
  - a statement noting that the College enrolment process complies with Australian discrimination laws
  - reference to code of conduct for students, parents and guardians
  - fee information – schedule, payer details, payment options
  - details on which the enrolment can be terminated.
  - Compliance with the enrolment requirements of the Disability Standards in Education 2005.
- The following information must be requested on the enrolment application form:
  - Name, and any previous names
  - Copy of birth certificate or equivalent
  - Date of birth of student
  - Usual place of residence of student
  - Name and usual place of residence of the parent(s) or guardian(s)
  - Emergency contact details of parent(s) or guardians(s)
  - Parenting or restraining orders that apply (Copy of original to be

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- provided)
  - The country of citizenship of the student and, where applicable, whether the student has the right to reside in Australia
  - Details of current/previous school (where applicable)
  - Calendar year of entry and academic year of entry
  - Current and up to date immunisation records (Appendix 1- legal and mandatory requirements for enrolment of pre- kindergarten and kindergarten students.)
  - Details of any condition of the student that may call for special steps to be taken for the benefit or protection of the student or other persons in the school (medication, physical, cognitive, learning)
  - The student's religious affiliation, or none.
  - Terms and Conditions of Enrolment at the College.
- The information provided on the application form will be confirmed, and missing or additional information requested.
  - Reference to the College Privacy Policy: All information collected on this form will be used and stored in accordance with the College's Privacy Policy, which is available on the College's website at [www.tkc.wa.edu.au](http://www.tkc.wa.edu.au)

### Stage 2: Interview

- Prior to a student being offered a place at the College, prospective students and their parent(s)/guardian(s) will be invited to an interview. This will happen sometime during the year prior to commencement of the prospective student's education.
- During the interview, the Principal or delegate will discuss educational matters, academic, social development and support for the Christian ethos of the College. An invitation may be offered to attend a brief tour of the College.
- The Principal or delegate will take interview notes before making a recommendation in respect of enrolment.

### Stage 3: Offer of Enrolment

- Once the College is satisfied that it has all the information it requires, the parent(s)/guardian(s) will be offered a place at the College for their child and a formal Letter of Offer will be provided.
- To confirm the offer of a place the following documentation must have been provided:
  - Signed Terms and Conditions of Enrolment – acceptance of College policies
  - Medical Forms
  - Confidential Family Information
  - Data Collection Form

## 3.2 Enrolment Register

An enrolment register must be maintained and contain the following:

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- Name of the student
- Date of birth of the student
- Address of student
- Name and contact telephone number of parent(s)/guardian(s)
- Student number
- Date of enrolment of the student
- Date on which the enrolment ceases, the date of leaving the College and the student's destination (where applicable)
- Immunisation status:
  - Up to date; or (ii) Not up to date
  - Date of Certificate (No older than 2 months from the date of commencement/enrolment).

*(NB: in the case of students on visas and/or Overseas Students, the correct entry on the Register would be under-vaccinated)*
- For student's older than six (6) years, previous school or pre-enrolment situation

A student must not be removed from the College register unless the Principal is aware that the:

- Student has enrolled in another school (in any state)
- Student is home schooled
- Student is exempt from enrolling at school
- Basis for cancelling the enrolment is that the College has been provided with false information or not advised that this information is out of date
- The Minister for Education has authorised removal on the grounds that the whereabouts of the student is unknown.

The Principal must not cancel a student's enrolment without first

- Giving written notice of the proposed cancellation, and reason for it, to the parents or guardian or students (if over 17)
- Giving reasonable opportunity to show why the enrolment should not be cancelled

The Principal is responsible for notifying the Principal of the student's previous school and SCSA when enrolling a transferring student (WA Only). The acceptable forms of notification are Transfer Note, email or letter (signed by

the

Principal).

The Principal must be advised of any changes to student information such as residential address, restraining orders and special conditions needed. The details contained within the register must be retained indefinitely or until advised otherwise by DES

- The register can be in electronic form but must be able to be reproduced in written form.
- The Principal (WA Only) must advise SCSA, at the beginning of the school year, of the student's:
  - Name including any previous name
  - Address
  - Date of birth
  - Educational programme in which the student is enrolled.

### 3.3 Students Tracking System (WA Only)

A student who is absent from the College, and after attempts to ascertain their whereabouts they remain missing, the Student Tracking Coordinator (STC) at the Department of Education must be advised.

The STC will authorise the Principal to remove the student's name from the College's attendance records and to record on the enrolment register that the enrolment has ceased.

## 4. Attendance following Enrolment

Following enrolment, the Principal must ensure that an attendance register containing a record of student attendance at the College is maintained and monitored. Attendance Register Records must be maintained for each student.

### Related Policies and Documentation

*Website information*

*Privacy Policy*

*Child Protection Policy*

*Child Safety Framework*

*Attendance Policy*

*Staff Code of Conduct*

*Student Code of Conduct*

*Parent Code of Conduct*

*College Statement of Faith*

# APPENDIX 1

Requirement	Parental Obligation	School Obligation
<p>Principals are required to request an Immunisation History Statement at enrolment.</p> <p>NB: Children must be <a href="#">fully immunised</a>, to attend pre-kindergarten or kindergarten</p> <p>Conscientious objection is not a valid exemption from immunization requirements.</p>	<p>Provide to the school:</p> <p>Australian Immunisation Register (AIR) Immunisation History Statement - must be dated within 2 months of the date of application for enrolment; or</p> <p>Evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or</p> <p>AIR Immunisation History Form (if the child is on a catch-up schedule / 16-week grace period; or</p> <p>A valid immunisation certificate issued or declared by the Chief Health Officer; or</p> <p>Exemption Eligibility Form (family circumstances). (WA)</p>	<p>The Principal must ensure the school:</p> <p>Collects:</p> <ul style="list-style-type: none"> <li>- an Immunisation History Statement at the time of a child's enrolment; or</li> <li>- evidence of medical reason not to be vaccinated (AIR Immunisation Medical Exemption Form); or</li> <li>- AIR Immunisation History Form (if the child is on a catch-up schedule / 16-week grace period; or</li> <li>- a valid immunisation certificate issued or declared by the Chief Health Officer; or</li> <li>- an exemption Eligibility Form (family circumstances). (WA)</li> </ul> <ul style="list-style-type: none"> <li>▫ Retains the Immunisation History Statement for 3 years after the child ceases to attend the school.</li> <li>▫ Maintain a register that records the immunisation status and forms held for all enrolled children.</li> <li>▫ Report the immunisation status of enrolled children to the Chief Health Officer, when directed to do so (WA).</li> </ul>