

# ASC Enrolment and Attendance Policy and Procedures

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Version	4
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## 1. INTRODUCTION

The Enrolments Policy details the requirements for schools of the Anglican Schools Commission (ASC) in relation to compliance with the requirements of the:

**Western Australia (WA)** - School Education Act 1999, School Education Regulations 2000 and School Curriculum and Standards Authority (SCSA Act 1997).

**Victoria (VIC)** - Education and Training Reform Act 2006 and Education and Training Reform Regulations 2007.

**New South Wales (NSW)** - Education Act 1990 and Education Regulations 2012.

The Principal in consultation with School Council will implement this policy.

## 2. PURPOSE

The ASC has developed this policy to assist Principals to manage the enrolment, inclusion, education and safety of students in a manner that is ethical, legal and consistent with the strategic direction of the ASC, and by doing so is supporting a consistent approach by all ASC schools.

## 3. SCOPE

This policy applies to students of ASC schools who receive Commonwealth and State recurrent funding.

For Full Fee Paying Overseas Student refer to the ASCI Admission of International Students Policy and the ASCI Student Attendance (Duty of care) Policy.

## 4. RELEVANT POLICIES, PROCEDURES AND LEGISLATION

4.1 This policy must be read in conjunction with the following ASC policies and procedures:

- ASC Students with Disability (6e);
- ASC Privacy Policy (6f);
- ASCI Full Fee Paying Overseas Student;
- ASCI Admission of International Students Policy and ASCI Student Attendance (Duty of care) Policy.

## 5. PRINCIPLES

5.1 The vision for ASC schools is that they fulfil the gospel imperative to teach and live the faith and nurture the young as centres of excellence in teaching and learning, pastoral care, worship and service.

5.2 ASC schools shall accept 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 his/her representative will normally interview parent(s)/guardian(s) and the potential student prior to an offer of a place. Such interviews will give parent(s)/guardian(s) the opportunity to provide additional educational and personal information and to discuss the School's aims and policies.

5.3 Each school shall have a written enrolment and attendance process consistent with the principles, procedures and related documents detailed in this policy. The Principal/Business

Manager, in conjunction with the School Council, is responsible for developing and approving the School's enrolment process, which will suit its particular requirements and reflect the uniqueness of their school community. The School process must address the following:

- (1) Compliance with relevant state and federal legislation for school enrolments;
- (2) Compliance with the requirements of the Disability Standards in Education 2005:
  - Take reasonable steps to ensure that a prospective student is able to seek admission to, or apply for enrolment in, the School on the same basis as a prospective student without a disability, and without experiencing discrimination;
  - The decision whether or not to offer the student a place is treated on the same basis as a student without a disability, and without experiencing discrimination;
  - The Principal must consult with the prospective student about whether the disability affects the prospective student's ability to seek admission to or apply for enrolment at the school;
  - In light 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 advice and consulting with the ASC as appropriate; and
  - The family must be informed of the final decision and the reason for the decision should an enrolment not be offered by the school.
- (3) Three distinct stages of enrolment – Application, Interview and Offer of Enrolment;
- (4) Class size maxima as per the Workloads in ASC Schools in Western Australia Policy, Workloads in ASC Schools in Victoria or the Multi-Enterprise Agreement (MEA) in NSW (as appropriate);
- (5) Clarity on the enrolment factors that will be considered before an offer of a place at the School is made, such as:
  - Siblings of students already enrolled, or previously enrolled
  - Children of Anglican Clergy;
  - Children of former students;
  - Practising members of the Anglican Church and others with an active Christian commitment;
  - Date of application;
  - Individual family circumstances;
  - Outcome of the interview process; and
  - Children of parent(s)/guardian(s) who indicate a willingness to support the Anglican ethos of the School.
- (6) Ensuring that current and up-to-date immunisation records are requested;  
**NB:** A doctor's note must be provided if unable to provide up-to-date immunisation records.
- (7) Ensuring that a Schedule of fees and payment policy is made available to parent(s)/guardian(s) and is published on the school website;

- (8) Ensuring that parental obligations are clearly communicated and accepted – Terms and Conditions of Enrolment;
- (9) Compliance with the requirements of the National Privacy Principles (NPPs) as contained in the Commonwealth Privacy Act and documented in the School Privacy Policy;
- (10) Ensuring that personal details of students remain up to date;
- (11) Standardised attendance record keeping; and
- (12) Notification of extended absence or regular non-attendance.

## **6. PROCEDURES**

### **6.1. Enrolment - Stages of Enrolment**

There are at least three distinct stages in the enrolment process:

#### Stage 1: Application

- (1) An enrolment form must be completed for each student.
- (2) The enrolment form must contain a statement noting that the School enrolment process complies with Australian discrimination laws.
- (3) Compliance with the enrolment requirements of the Disability Standards in Education 2005.
- (4) The following information must be requested on the enrolment application form:
  - Name, and any previous names;  
**NB:** please provide a 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 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;  
**NB:** please provide a doctor's note if unable to provide up-to-date immunisation records.
  - 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); and
  - Terms and Conditions of Enrolment at the School.
- (5) The student's religious denomination can be asked however, the enrolment form must make it clear that a response to this question is optional.

- (6) The information provided on the application form will be confirmed and missing or additional information requested.
- (7) The collection and storage of personal information will comply with the National Privacy Principles.

#### Stage 2: Interview

- (1) Prior to a student being offered a place at the school, 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.
- (2) During the interview, the Principal or delegate will discuss educational matters, academic, social development and support for Anglican ethos. An invitation may be offered to attend a brief tour of the school.
- (3) The Principal or delegate will take interview notes before making a recommendation in respect of enrolment.

#### Stage 3: Offer of enrolment

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

### **6.2 Enrolment Register**

- (1) An enrolment register must be maintained and contain the following:
    - 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 school and the student's destination (where applicable).
    - Immunisation status:
      - a. Up to date; or (ii) Not up to date; and
      - b. 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;

- Where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parent(s)/guardian(s) names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parent(s)/guardian(s) or student (NSW Only).
- (2) A student must not be removed from the school 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 School 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.
- (3) 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); and
  - Giving reasonable opportunity to show why the enrolment should not be cancelled.
- (4) 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).
- (5) The Principal must be advised of any changes to student information such as residential address, restraining orders and special conditions needed.
- (6) The details contained within the register must be retained indefinitely or until advised otherwise by the ASC.
- (7) The register can be in electronic form but must be able to be reproduced in written form.
- (8) 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; and
  - Educational programme in which the student is enrolled.

### 6.3 Students Tracking System (WA Only)

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

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

#### 6.4 Attendance

- (1) A record of student attendance at school must be maintained and monitored.

#### 6.5 Attendance Register

- (1) The Principal must ensure that an attendance register is maintained.
- (2) The attendance register records are maintained for each student showing:
  - Days of attendance (including attendance at both morning and afternoon sessions for Kindergarten, Pre-primary and Primary Students, and every lesson/period for Secondary students);
  - Absenteeism – full and partial days and authorised or unauthorised;
- (3) Attendance register must be in the approved format (NSW Only).
- (4) Attendance register may be kept in electronic form but must be capable of being reproduced in written form.
- (5) Attendance at the school is recorded at least twice on each school day (VIC Only).
- (6) Copies of the information in the register of enrolment and the register of daily attendance should be stored off-site at regular intervals (NSW Only).
- (7) Attendance records must be retained indefinitely or until advised otherwise by the ASC.

#### 6.6 Absences

- (1) Parent(s)/guardian(s) are required to notify the School on or before the day of the student's absence.
- (2) Leave during term time must be made in writing by the parent(s)/guardian(s) prior to the absence.
- (3) An explanation for unexplained absences must be sought by the school.
- (4) Irregular attendance and/or absenteeism must be monitored and the Principal notified of students at risk.
- (5) Schools must notify, in writing, any parent(s)/guardian(s) regarding a student's unsatisfactory school or class attendance.
- (6) Schools should have in place procedures to:
  - monitor the daily attendance/absence of students;
  - identify absences from school and/or class(es);
  - follow up unexplained absences;
  - notify parent(s)/guardian(s) regarding poor school and/or class attendance;
  - transfer unsatisfactory attendance information to student files.
- (7) A record of a student's unsatisfactory attendance at school or classes should be placed on the student's file.
- (8) Principals must develop improvement strategies where students are absent for extended periods or unexplained attendance is below 90%.