



School Enrolment Policy and Procedures

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This policy should be read in conjunction with: AngliSchools Enrolment and Attendance Policy and Procedures 6a; Website: Dispute and Complaint Resolution Policy and Procedure; Gender and Inclusion Policy; Guidelines for Inclusive Language; Inclusive Education Policy; Privacy Policy; Records Retention Policy; School Attendance Policy; Student Learning Intervention and Referral Process Guidelines; Student Wellbeing Framework; Students at Educational Risk; Use of Photos and Video Images Policy

St Mark's Anglican Community School would like to acknowledge information sourced from the Association of Independent Schools of Western Australia (AISWA), AngliSchools and Department of Education WA as guidelines in the production of this Policy and Procedure.

1. INTRODUCTION

St Mark's is a co-educational Anglican School for students, Kindergarten to Year 12, providing an education underpinned by Anglican Identity and operating within the policies of AngliSchools.

This policy gives guidance to families within the St Mark's Anglican School Community, and to those who would join it, concerning enrolment criteria and procedures. Whilst this policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, the Principal will take on the responsibility to decide the appropriate course to take in the circumstances.

Throughout this policy, unless the context requires otherwise, a reference to parents includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent means that parent.

St Mark's Enrolment Policy and Procedures complies with the School Education Act 1999, and the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

2. AIMS

St Mark's Anglican Community School is committed to providing safe, supportive, inclusive, and disciplined learning environments that provide educational opportunities for all students.

A sense of building a strong and inclusive School community is where:

- Every student feels safe in their learning environments.
- Every student feels a strong sense of belonging.
- Every student learns to interact respectfully with others.
- Every student learns to understand and appreciate diversity.
- Parents and carers in the community can take an active role in the life of the School.

Inclusive education within St Mark's:

- Fosters a learning community that questions disadvantage and challenges social justice.
- Maximises the education and social outcomes of all students.
- Ensures thorough identification and reduction of barriers to learning, especially for those who are vulnerable to marginalisation and exclusion.
- Ensures every student understands and values diversity so that each has knowledge and skills for positive participation in a just, equitable and democratic global society.

3. SCOPE

This policy applies to students of St Mark's who receive Commonwealth and State recurrent funding.

Full Fee-Paying Overseas students

Please refer to the AngliSchools International Admission of International Students Policy and the AngliSchools International Student Attendance (Duty of Care) Policy. Applicants must apply through AngliSchools International. All International students are required to enrol as full-time students.

<https://anglischools.edu.au/international/>

Consideration Factors

The following factors are considered when assessing all applications, in no particular order:

- Siblings of currently enrolled students (*Currently enrolled students refer to any students who are currently attending St Mark's or have paid their acceptance deposit and are awaiting commencement at the School*).
- Children of Anglican Clergy.
- Children of practicing members of the Anglican Church.
- Children of participating members of the St Mark's Old Scholars' Association or St Mark's Staff.

- Individual family circumstances / Principals Discretion.
- Date of Application *(All applications received within the application window will be considered equally, and any applications received after the closing date will be considered if places become available thereafter).*
- Outcome of the Interview process.

4. ENROLMENT PROCEDURES

Initial Enquiries

Initial enquiries are to be directed to the Enrolments Office by telephone, (08) 9403 1327, email, enrol@stmarks.wa.edu.au or via the website www.stmarks.wa.edu.au

Expression of Interest

An Expression of Interest should be submitted to Enrolments through the School website, to secure a place in the Waiting Pool. Basic information and supporting documentation should be collected at this stage to verify the prospective students age and the prospective parents requested years of entry for their children.

Waiting Pool

Once verified, prospective students will be placed in a waiting pool. While in the waiting pool, prospective families have the opportunity to update their details and year of entry preferences and the School has the ability to seamlessly communicate with prospective families.

Tour of the School

All prospective families in the waiting pool receive invitations to attend a School Tour. All tour bookings will take place through the online enrolment system, Enrol-HQ. Families are encouraged to attend a School Tour prior to submitting an application.

Application

Families in the Waiting Pool are invited to submit an Enrolment Application for places available in their desired year groups. Relevant documentation is collected, and applications are assessed based on their alignment to the enrolment criteria. **The submitted application does not guarantee a place at St Mark's.**

Successful applicants will be invited to attend an interview for enrolment. Unsuccessful applicants will be returned to the waiting pool and invited to reapply at the next key entry point if they desire.

The Application Submission carries a fee of \$50.

Interview

Prospective families and students will be invited to attend an interview with an appropriate Deputy/Head of School or designate. During this stage, more detailed information may be collected to support any needs of the child. Depending upon the information already provided, the School may also collect the written permission of the applicant to allow the School to investigate the student's educational needs through consultation with key stakeholders and collect information to determine the student's additional needs and possible adjustments required for the purpose of a smooth transition and induction into the School's educational programs.

At the interview, any adjustments that the School may need to make to meet the student's requirements are discussed. If the Interviewer feels that all relevant information documentation has not been provided, then another meeting will be organised for a later time to give the applicants time to supply the missing information. The application will be put on hold until the extra information is provided.

Terms of Enrolment

As well as signing an Offer of Enrolment, all families must sign the AngliSchools Terms of Enrolment

(Refer to Appendix 1: AngliSchools Terms of Enrolment) as part of the enrolment process, without which official enrolment is not considered complete.

Offer and Acceptance of a Place

Once it has been determined that a place exists in a year group and any relevant and support or enrichment programs, prospective students are formally offered a place. Parents/Guardians are asked to confirm acceptance of that place by paying the non-refundable Confirmation Fee and signing the Terms/Conditions of Enrolment.

As part of the agreement to accept a place at St Mark's, applicants will agree to the following:

- a) Pay school fees (as determined each year by the School Council), other costs (excursions, camps etc.) on time as required and any reasonable costs incurred by the school on behalf of the student and acknowledge that all signatories are jointly and severally liable for the payment of all fees and charges associated with attending St Mark's.
- b) Give notice of intention to leave and agree to pay the reasonable costs for the loss the school may suffer. The required period of notice must be **one term**. The notice of withdrawal must be in writing and made by all the enrolling applicant(s).
- c) School fees will not be reimbursed in part if a student is absent due to illness, leave or suspension.
- d) The school will not accept liability for the damage or loss of personal effects and that a student's personal items are not covered by the school's insurance scheme.
- e) Support values of the School.
- f) Provide all items of the school uniform and support the child wearing it as required.
- g) Support School Behaviour Management Policy.
- h) Reinforce the School's requirement for the student to abide by the IT Acceptable Use Policy and support the school in enforcing this policy.
- i) Support the policies of the School including any changes made to them.
- j) Send the child to school when it is open for instruction, unless exempt, in accordance with the School's Attendance Policy.
- k) Participate appropriately in their child's education and school activities.
- l) Provide all equipment required by the School for the student.
- m) Tell the School in writing of any changes to contact or family relationship details.
- n) Tell the School in writing about any changes to the medical status of the child.
- o) The student participating in all school curriculum activities unless medically unfit to do so.
- p) Support the school's Complaints and Disputes Policy and Procedure.
- q) Provide any updates of all Court issued documents (including Orders) and/or Parenting Plans.
- r) Support and adhere to the Parent Code of Conduct.

Other Agreed Statements of Enrolment

All applicants must disclose ALL required and relevant information in full detail, for the school to provide the best education for the child. i.e. medical (including anxiety and mental health issues) and learning difficulties.

Applicants agree that the name and image of their child can be used in all forms of school media and marketing. Applicants are to submit written advice to the school if they do not wish to have these details published. Applicants are informed that if they choose not to have their child's name and image used in School media and marketing, the yearly School Magazine, Endeavour, will have these details as a matter of record.

Applicants understand that the school reserves the right to conduct searches of the student's

belongings, including lockers and electronic devices, if there is reasonable cause to do so. Parents will be notified if a search is conducted, outlining the reasons for doing this.

The applicants agree to the School sending, at the applicant's cost, their child to hospital or a medical centre if urgent medical treatment is considered necessary, including transport by Ambulance. A teacher or nurse will accompany the child to the hospital until a parent/guardian is able to be with their child.

The applicants understand that these Terms of Enrolment may change and that they will be required to comply with the changes and that the School will give a reasonable notice period before the changes are implemented.

The School reserves the right, at its sole discretion, to discipline, suspend or expel any student at any time if the Principal considers their breach of rules and guidelines unacceptable.

The applicants agree to not bring the School's name into disrepute and to speak appropriately to all staff and other parents. This also includes the use of social media and networking. If there are any concerns, parents are advised to contact the School to meet with the appropriate person who can assist them.

The applicants agree to:

- Sending their child to all required School events such as Graduation Ceremonies, Camps and Sporting Carnivals.
- Attending parent/carer/guardian interviews as required.
- Enrolling their child in the Old Scholars' Association.

All signatories are jointly and severally liable for payment of all fees and charges associated with attending the school and undertake to meet all the obligations as in the offer of acceptance and place.

5. ORIENTATION EVENTS

Orientation events are held regularly towards the end of each year prior to entry, at the beginning of the new year or when the opportunity allows for mid-year intakes.

6. ENROLMENT PROCESS FOR STUDENTS WITH EDUCATIONAL NEEDS

The parent/guardian applies for enrolment and completes the Application for Enrolment form, which contains questions about the student's educational needs.

When the applicant reaches the interview stage, if differentiated educational needs have been identified, then the Head of Learning Diversity and Inclusion, together with the parent/guardian, jointly discuss the possibility of incorporating a Student Support Plan (refer to Appendix 3) into the student's induction process.

7. CHANGES IN STUDENT'S NEEDS AND/OR CIRCUMSTANCES

A student's needs and/or circumstances may change or become apparent after enrolment. This could occur in several ways:

- There may be a reassessment of the student's learning difficulties and behaviours leading to a new diagnosis of the student's disability.
- The student's condition may deteriorate or improve.
- The student may have been enrolled without a disability but begins to exhibit indicators that a disability may be present.
- The student may acquire a disability – e.g. head injury – resulting in different educational needs.

In each of these cases, the School will respond appropriately to the changed circumstances, which may include:

- Full consultation with parents/guardians and experts to develop strategies.
- Involvement of special education experts.
- Training of teachers and Assistants who are involved with the student.
- Assessment of additional costs for extra support/modifications.
- Assessment of effect upon other students and/or teachers.
- Implementation of the School's Behaviour Management plan.

8. RELEVANT LEGISLATION AND AUTHORITY

Federal

- *Disability Discrimination Act 1992 (DDA)*
- *Including the Disability Standards for Education 2005 (Standards)*
- *Privacy Act (1988)*

State

- *Equal Opportunity Act WA 1984 (EOA)*
- *Occupational Safety and Health Act 1997 (OSH Act)*
- *School Education Act 1999 (Education Act).*

9. OTHER RELATED SCHOOL POLICIES

- *Child-Safe Environment*
- *Duty of Care*
- *Inclusive Education*
- *School Attendance*
- *Student Wellbeing Framework*

10. PRIVACY

The School complies with the requirements of the Privacy Act (1988) and this information is set out in the School Private Policy which is available on the School's website www.stmarks.wa.edu.au or a hard copy can be obtained by contacting the School's Privacy Officer.

11. COMPLIANCE

Standards for Non-Government Schools determined by the Minister for Education and Training in accordance with:

- a) Section 159 of the School Education Act 1999
- b) Standard 8 The Enrolment and Attendance Procedures
- c) Sections 8.1

12. APPENDIX 1 – ANGLICSCHOOLS TERMS OF ENROLMENT

TERMS OF ENROLMENT

By enrolling (*insert child's name*) _____ at St Mark's Anglican Community School, I/we agree to support and abide by the Parent Code of Conduct and to be legally bound by the following terms and conditions:

COMPLYING WITH THE SCHOOL'S REQUIREMENTS OF STUDENTS

I/We agree to uphold the rules and policies of the School and any other requirements as communicated to me/us from time to time and will actively encourage my/our child to uphold the School's values, ethos and standards of behaviour.

PARENTS'/GUARDIANS' SUPPORT FOR THE SCHOOL'S POLICIES, RULES AND CODES OF BEHAVIOUR

I/We agree to support all School policies and to cooperate fully with teachers and administrators in this regard, and to support the values, principles, ethics and aims of the School, including the Parent Code of Conduct. Where possible, I/we will participate in School activities for parents.

DAMAGE OR LOSS OF PROPERTY

Parents will be required to make good any damage or loss of School property, other than for fair wear and tear, caused by their child. All possessions brought to School by students must be clearly named. The School will accept no responsibility for loss or damage of a student's property.

PARENTAL CONTRIBUTION

St Mark's has been founded on the concept of parental contribution toward a wide range of tasks necessary for the proper functioning of the School. Active involvement in the life of the School is both a precondition and a continuing condition of enrolment, and all families are required to provide a minimum of 10 hours of volunteer service per year through supporting community activities or by providing practical help to the School. Each family is responsible for logging their own hours using the link provided on the School website. The School requires a minimum of 10 hours commitment per family, per annum, but many families provide well in excess of this requirement. The Parent Commitment Hours program is administered by St Mark's Parents & Friends' Association (P&F), but the program is a policy of the School. If the 10 hours commitment is not completed, a fee of \$330 (GST does not apply) will be levied by the School and donated in full to the P&F as a contribution toward financing community aspects of the School.

VEHICLES ON THE SCHOOL GROUNDS

All parents are required to adhere to the Principal's directives concerning vehicle traffic on the School grounds and the depositing and collecting of children.

APPEARANCE AND SCHOOL UNIFORM

I/We agree to support the St Mark's Anglican Community School Uniform Policy and ensure that my/our child's uniform is kept in a clean and neat condition and is worn appropriately.

ATTENDING SCHOOL ACTIVITIES, SCHOOL CAMPS AND TOURS

I/We agree to ensure that my/our child attends all the activities of the School as required, including but not limited to attending classes, compulsory Year Level and Outdoor Education camps, co-curricular activities and special School functions such as Chapel Services, end of year celebrations and sporting carnivals.

I/We authorise that my/our child/children attend/s all approved School excursions, including transport to and from the venue.

ALCOHOL AND OTHER DRUGS

I/We are aware that the School has a clear policy on the use of illegal drugs and agree to support the School's policies with respect to student drug and alcohol use.

PERMISSION TO PUBLISH PHOTOGRAPHS AND SAMPLES OF WORK

The School produces a variety of print and online materials that members of the School community and the wider community will view and interact with over the course of any given school year. The ASC, Anglican Schools Australia (ASA), and St Mark's Anglican Community School requests your permission to use your child's image and schoolwork in print and online media. Please note ALL students will have their photograph published in the School yearbook.

- I/We give permission to publish photographs containing my/our child and their schoolwork.
- I/We do not give permission to publish photographs containing my/our child and their schoolwork.

PRIVACY AND USE OF PERSONAL INFORMATION

I/We agree that the School can use the personal information and sensitive information it holds about my/our child and my/our family for any lawful activity and in keeping with the School's Privacy Policy as updated from time to time.

The School's Privacy Policy can be accessed on our website www.stmarks.wa.edu.au.

SCHOOL COMMUNICATIONS

I/We agree that, unless a Court has ordered otherwise, both parents will receive information and be involved in decision-making about their child's education.

I/We agree that the School will communicate with me/us using current contact details supplied on the Registration of Interest in Enrolment form and as modified from time to time on the Student Information Update form.

ADVISING THE SCHOOL OF CHANGES

I/We agree to inform the School as soon as possible about any matters that could affect my/our child's participation in the School's programme and activities, including health issues, family circumstances or any Family Court orders in place.

I/We agree to advise the School immediately of any matter which affects my/our child attending the School including my/our child's absence from the School for any reason, including illness or accident. I/we agree to contact the School on these occasions in keeping with the School's Enrolment and Attendance Policy(s).

I/We agree to advise the School of any changes to my/our contact details, including residential addresses.

PERMISSION TO CONTACT PREVIOUS SCHOOL ATTENDED

I/We agree to the School contacting my/our child's previous school for the purpose of collecting information regarding academic, pastoral, and administrative matters.

EDUCATIONAL SERVICES

The School offers an extensive range of academic, cocurricular and pastoral programs. Students are expected to fully participate in all aspects of school life, including compulsory sport, excursions and camps, unless otherwise agreed by the Principal. The School is Anglican and welcomes students of all faiths or none. Students are expected to participate in the religious life of the School. The School reserves the right to vary its curricular, cocurricular and pastoral programs and teaching methods as it considers necessary and/or appropriate.

I/We agree that the School does not guarantee or represent any particular or specific student outcome or level of achievement for the Student in relation to any of its Services.

EDUCATIONAL MATTERS

I/We agree that, to the best of our knowledge, I/we have provided the School with all current and past information relating to my/our child's learning and wellbeing, including but not limited to any learning issues and educational and/or psychological testing or reporting. I/We understand that if I/we withhold information that is relevant to the enrolment process, then the School reserves the right to refuse or terminate the enrolment process on these grounds.

MEDICAL MATTERS

When necessary, and when the School requests, I/we agree to provide current health and medical information that is relevant to my/our child participating in and attending the School and School related activities. This includes both medical and psychological issues/concerns.

I/We agree that the School reserves the right to send my/our child home or require that my/our child is collected from the School if the School considers my/our child is too ill to remain at the School.

In the event that my/our child needs urgent hospital or medical treatment of any nature and the School is unable to contact either of us after making reasonable efforts, I/we authorise the School to obtain ambulance and other emergency assistance. I/We indemnify the School and AngliSchools, its employees and agents in respect of such action.

In certain circumstances I/we recognise that the emergency may be such that the School has to take immediate action without contacting us. I/We indemnify the School and AngliSchools, its employees and agents in respect of such action.

If my/our child is in care arrangements, I/we authorise the Guardian to act for us in an emergency, accident or illness during the period of time.

SCHOOL FEES

PAYING FEES

I/We agree that in enrolling my/our child at the School, we commit to paying School fees, tuition and other ancillary charges (**School Fees**) for the period of my/our child's education at the School and that I/we have carefully considered the financial commitment involved.

I/We have read and retained a copy of the current Tuition Fees and Charges brochure and have agreed to support and cooperate with the School in all matter contained therein.

I/We agree that the School Fees as stated in the Tuition Fees and Charges brochure may be varied or amended each year at the sole discretion of the School.

I/We acknowledge and agree the I/we are jointly and severally liable for all School Fees and interest associated with my/our child's attendance at the School and as set out in the prevailing Fees and Charges brochure as varied from time to time.

I/We agree to pay the School Fees in accordance with the timetable set out in the prevailing Fees and Charges brochure.

I/We agree that if the School Fees are not paid within the period specified then a late payment fee will be charged and reversal of any concessions on accounts will occur. Direct debits returned unpaid may also incur the late payment fee.

I/We agree we are jointly and severally liable for costs incurred by the School in recovering outstanding amounts, including debt collection and any legal fees.

I/We agree that if the School Fees are not paid at the end of any term to which those School Fees apply, the Principal has the right to suspend or terminate my/our child's enrolment.

I/We agree that if we experience difficulty in paying School Fees by the due date I/we will contact the School via email familyaccounts@stmarks.wa.edu.au to discuss alternative arrangements for payment.

In the event of hardship, the School is committed to enabling continued access to a School education by providing financial support to eligible families/parents/guardians through fee remission via the application for a bursary based on financial need. Please email the Business Manager (businessmanager@stmarks.wa.edu.au) for further information.

I/We acknowledge and understand that the School, unless specifically named, is not bound by any Court Orders or Child Support Assessments, Orders or Agreements as between enrolling signatories. Where more than one person signs the Enrolment Agreement but payment is made by either of the enrolling signatories, or by any other party, the enrolling signatories acknowledge that they remain throughout the attendance of my/our child at the School jointly and severally responsible for all School Fees.

Only local students who have been in attendance at the School for at least 12 months are eligible to apply for fee remission. Parents seeking fee remission are required to supply information to the Business Manager (businessmanager@stmarks.wa.edu.au) establish financial need and the change in circumstances since enrolling.

ABSENCE FROM THE SCHOOL FOR AN EXTENDED PERIOD

I/We agree that School Fees will not be refunded if my/our child is absent from the School for extended periods such as due to sickness or injury.

I/We agree that if I/we wish our child's place to be held open, I/we will be liable to continue to pay the School fees.

I/We also agree that if I/we do not wish to continue to pay the School Fees, my/our child will be placed in the Waiting Pool and a new offer will be issued if a place becomes available. If a subsequent offer is made, the difference between the current year's enrolment fee less the sum of all previous enrolment fees is payable for the acceptance of that place.

WITHDRAWAL FROM THE SCHOOL AFTER ENROLLING AT THE SCHOOL BUT BEFORE COMMENCING AT THE SCHOOL

I/We agree that if, after paying the Enrolment Fee but prior to starting at the School, I/we withdraw my/our child from the School and do not notify the School of my/our intention at least one full term in advance, a fee of one full term of the annual tuition fee. Examples:

- For students due to commence at the beginning of Term 1, notice must be provided by the end of Term 3 of the previous year.
- For students due to commence at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.

WITHDRAWAL FROM THE SCHOOL AFTER COMMENCING AT THE SCHOOL

I/We agree that if I/we withdraw our child after they have commenced at the School, whether the withdrawal is at my/our or the School's instigation, I/we will need to provide notice by completing the Withdrawal of Enrolment form at least one full term in advance. The Withdrawal of Enrolment form is available from the School Enrolments office. If I/we do not provide this notice, a fee of one full term of the annual tuition fee. Examples:

- For students due to leave at the beginning of Term 1, notice must have been provided by the end of Term 3 of the previous year.
- For students due to leave at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.

SUSPENSION FROM SCHOOL

I/We agree that the Principal may, at their sole discretion, at any time suspend my/our child from attending the School and that I/we will continue to pay all School Fees and other charges during any period when my/our child is suspended.

CANCELLATION OF ENROLMENT BY THE SCHOOL

The School may cancel the Term of Enrolment permitting a student's enrolment at any time, if the Principal determines that the student has not upheld the Student Code of Conduct. If the School does so, I/We acknowledge that I/We will not be entitled to any refund of School Fees or charges by the School and will remain liable to pay any School Fees and charges due to the School.

CANCELLATION OF ENROLMENT

If my/our child is excluded from the School I/we agree that I/we remain liable to pay all School Fees and charges up to the end of the term in which my/our child is excluded.

SPECIAL CIRCUMSTANCES FOR TERMINATION OF ENROLMENT

I/We agree that the School reserves the right to terminate the enrolment of my/our child in any of the following circumstances:

- My/Our child fails to attend the School, or any School activity, without authorisation.
- Non-payment of fees and ancillary charges.

IF THE SCHOOL ENDS ITS RELATIONSHIP

I/We acknowledge and agree the School has the right to require me/us to remove my/our child/children from the School if, in the Principal's absolute discretion, being exercised reasonably:

- the relationship between the parents/guardians and the School has deteriorated to the extent that the mutual trust and confidence needed for a cooperative and respectful working relationship has been irreparably broken; or
- the behaviour of the parents/guardians towards the School, staff, students or other parents of a School student is not aligned with or is in conflict with the School's values and ethos; or
- the parents/guardians engage in activity or the threat of activity that places the School's reputation in disrepute, including making comments on social media or some other form of digital communication and/or other forms of publication.

I/We agree that in these circumstances, the School Fees already paid for the term in which my/our child is required to leave will not be refunded. If any School Fees remain outstanding at the time I/we remove our child/children, including those for the term during which removal takes place, I/we agree that these School Fees will remain payable.

JOINT AND SEVERAL LIABILITY

I/We agree that both parents/guardians, in signing the Enrolment Agreement, accept joint and several liability for paying all School Fees.

We agree that joint and several liability for payment means that both parents/guardians are liable to pay School Fees. Accordingly, if one parent/guardian fails to pay the School Fees, the other parent/guardian can be held liable, irrespective of any court orders, any arrangement between the parents/guardians or with another person (for example, a grandparent) as to who is to pay.

I/We accept that the School will not enter into disputes arising from disagreements between parents/guardians over liability for paying School Fees.

We agree to be liable for the cost of any damage/loss our child causes to School property.

INDEMNIFYING THE SCHOOL

I/We agree to indemnify the School against any claim, cost, damage or suit which another party brings against the School arising out of our child failing to comply with the School's rules and policies or any reasonable direction of a School employee while at the School or travelling to or from the School.

ACKNOWLEDGEMENT

I/We acknowledge that I/we have read and understood the complete Enrolment Agreement and that I/we have completed all sections of the Enrolment Agreement as required and returned all required documentation which is a fundamental condition of my/our child's enrolment.

I/We acknowledge and agree that the terms of this Enrolment Agreement remain in place and current for the full duration of my/our child's enrolment at the School unless varied in writing and signed by all parties. Provided that the School Fees, as stated in the Tuition Fees and Charges brochure, may be varied or amended each year at the sole discretion of the School.

I/We acknowledge that this Enrolment Agreement does not terminate simply because of my/our child reaching the age of 18 years and shall continue until either my/our child completes their schooling at the School or one of the parties chooses to terminate this Enrolment Agreement pursuant to the termination provisions.

I/We acknowledge and understand that a failure to comply with our obligation, including the requirement to complete the information in this Enrolment Agreement and attached documents honestly and completely and make full disclosure may result in the termination of my child's enrolment by the School at the sole discretion of the School.

SPECIAL CONDITIONS

In some instances, special conditions may apply to a student’s enrolment. These special conditions will be outlined in the Enrolment Agreement and will remain in force for the term of enrolment unless agreed otherwise.

CHANGES TO THE ENROLMENT AGREEMENT

The School reserves the right to amend or vary the Enrolment Agreement from time to time, and that any changes will be communicated to the School community and will apply from the date on which they are communicated.

SIGNATURES

- Parent/Guardian 1 - Full name: *(Please print)* _____
- Signed: _____ Date: ____/____/____
- Parent/Guardian 2 - Full name: *(Please print)* _____
- Signed: _____ Date: ____/____/____

13. APPENDIX 2 - ENROLMENT CHECKLIST

Name _____

Applicants are to use this as a guide to ensure that all relevant information has been provided and all relevant documentation has been attached to the Application Form.

APPLICATION		✓
	Birth Certificate or Birth Extract – must be sighted by Admin Assistant	
	Visa status (if applicable) and if a secondary visa holder, relevant details of the primary visa holder (parent or guardian) to ascertain eligibility for government funding.	
	Permission to view VISA documents (through VEVO)	
	Immunisation records	
	NAPLAN results (if applicable)	
	Specialist educational and medical reports (if applicable)	
	Copies of Residency Orders, Parent Responsibility Orders, Contact Orders, Parenting Plans or Court Orders (such as Violence Restraining Order)	
	Fee payment forms	
	Medical assessments	
	Previous educational plans (if applicable)	
	Citizenship/visa details	
CHILD’S DETAILS		
	Name	
	Address	
	Proposed year of entry	
	Male or female	
	Date of birth	
	Country of citizenship	
	Who does the child live with?	
	Did the child have any behaviour issues at their previous school (if applicable)?	
	Does the child have a diagnosed learning issue, so we may help shape their educational programs?	
	Does the child have an impairment that may affect their learning, so we may prepare to assist them attain their learning goals?	

Has the child been involved in:	
a remedial education program?	
a gifted and talented program?	
Does the child have any health conditions that we should know about so we can provide the best educational experience for your child?	
Has the child ever had an Individual Health Action Plan to help manage a health issue (e.g. asthma, allergy/anaphylaxis)?	
Is the child toilet independent? If not, how can the school assist?	
Does the child need to take any prescribed medicines at school?	
Has the child been held back or advanced a year?	
Identification with Aboriginal or Torres Strait Islander culture	
Identification with a non-English speaking culture	
Evidence of proficiency in English suitable for the proposed year of entry	
Languages spoken at home by the student	
Has the child ever been suspended or had their enrolment terminated at a school?	
Church affiliation (if applicable)	
OTHER DETAILS	
Names of birth family	
Addresses of all parties to the application	
Contact details of all parties to the application	
Living arrangements for the child	
Relationship to child, (particularly important if not a parent).	
Details of the current or previous school the child is/was enrolled in	
Emergency Contact Details	
Details of usual medical practitioner	
Private Health insurance details – including ambulance cover	
Does the child have any hobbies or interests?	
Does the child attend a childcare facility now? Will the child attend a child care facility either before or after school hours?	
Have other siblings attended or are they attending the school?	
Have the parents attended the school?	
Country of birth of all parties to the application	
Nationality of all parties to the application	
VISA/residential details (if applicable) to all parties to the application	
Employment details of all parties to the application	
Languages spoken by all parties to the application	
Language spoken at home if other than English.	
Religious affiliation (if applicable) of parties to the application	

14. APPENDIX 3 - STUDENT INFORMATION FOR HEAD OF LDI

This Student Information Sheet provides a basis for the collection of information about the needs of a student with learning needs for the purpose of shaping educational plans.

Student Name _____ Date of Birth _____

Address _____

Gender - Male/Female/Neutral Year Level _____

Culturally and Linguistically Diverse Background _____

Language(s) spoken at home _____

Foster Care _____

Other information _____

Parent Information

Name of Mother _____ Name of Father _____

Phone No (h) _____ (h) _____

(mobile) _____ (mobile) _____

Disability Details

Has this student been previously funded in a school for a disability and/or impairment?

Yes No

Details: _____

Commonwealth Disability Category _____

Disability level Mild Moderate Severe

Disability	Details
Intellectual	
Physical	
Autism Spectrum Disorder	
Vision Impairment	
Deaf or Hard of Hearing	
Emotional Behaviour Disorder	
Speech or Language Impairment	
Medical or Health Condition	

Personal Care Assistance

Dressing Toilet Positioning

Eating/Meal management Other _____

Health Care/Risk Management Plan

Health Care Plan

Regular Medication

Emergency Action Plan

Other

Communication

Alternative Communication e.g. Makaton, symbol systems

Devices e.g. hearing aids, glasses, acoustic considerations

Limited verbal communication

Culturally and Linguistically Diverse Background

Speech Pathology

Physiotherapy

Other

Behaviour/Supervision

Transition supervision

Emotional Issues

Behaviour Management Plan

Safety Issues

Psychologist/Psychiatrist

Autism

School Attendance Patterns

Other

Mobility

Access to school

Access to classrooms, library, canteen, sports grounds etc.

Access to toilets _____

Access to playground/school campus _____

Support Information Resource Requirements

Building Modifications

Ramps Taps Rails

Doors Toilets Other

Equipment

Word processor Chair lift Slope desk

Switches FM unit Communication devices

Toilet aids Chair Walking frame

Wheel chair Hoists Standing frame

Other _____

Minor Capital Grant Required?

Yes/No _____

Other information _____

Specialist Agencies Involved:

Disability Services Commission Community Health

Department of Community Services Paediatrician

Riding for the Disabled Association Speech Therapy

Child Adolescent Mental Health Services Psychologist

Independent Psychology Service Occupational Therapy

WA Institute for Deaf Education Autism Association

Vision Impairment Services Bentley Health Service

Princess Margaret Hospital Therapy Focus

Down Syndrome Association Cerebral Palsy Association

Other _____

Curriculum Modification Required

Special Education

Learning Support

Teacher Assistant

Volunteer Tutor

Camp/Excursion support

Other

Agency Information and Access

Recent Assessments (medical, psychological, speech, etc)

Date	Conducted by	Type	Copy of Report available	
			Yes/No	Location

History of Student's Previous Support

Year/Date	Agency/School	Contact Details	Support Offered

As the parent/guardian of _____(name), I authorise _____ (name of Principal or delegate) to access information that may be of benefit to the education of my child from the relevant persons/organisations.

In granting this authority, I understand that it will remain current for the period of consideration of my child's Application for Admission and for such periods as, and if, my child is enrolled at St Mark's Anglican Community School.

Signature _____ Date _____

Name _____

Optional Information from Parents

Optional section for parents/guardians to record expectations for their child's academic, social, spiritual, and vocational goals, including strengths and weaknesses.

15. Version Management

Version	Date Published	Changes Made	Author of Changes
1	May 2018	Formatting updated	EA
2	May 2020	Small changes to fit ASC Policy	Business Manager
3	May 2023	Major changes, with Students with Educational Needs sections changed to “for information only” as part of shaping programs and induction	Head of T&L
4	August 2024	<p>Major Changes:</p> <ul style="list-style-type: none"> • Amendments to Enrolment Criteria • Amendments to Enrolment Procedure • Wording amendments to align with Anglican identity and Inclusion • Addition of a point under 4.8 – Offer and Acceptance of a Place • Additional wording under point 4.9.8 <p>Minor Changes</p> <ul style="list-style-type: none"> • Grammatical Tidy Up 	Principal / Head of Advancement
5	May 2025	<p>Amendments to the wording of ‘Tour of the School’ under the heading ‘Enrolment Procedures’ amended.</p> <p>All references to the Anglican Schools Commission or Anglican Schools Commission International have been changed to AngliSchools and AngliSchools International respectively.</p>	Head of Advancement

Authorised By:	Principal
Effective Date:	May 2018
Last Amendment Date:	May 2025
Review Date:	May 2027
Policy Custodian: (Contact for queries about this policy)	Principal/Business Manager/Head of Advancement