



SCHOOL ENROLMENT

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

CONTENTS

1. Introduction.....	4
2. Aims	4
3. Scope	5
4. Enrolment Process	
4.1 Enquiry	5
4.2 Tour of the School	5
4.3 Application	5
4.4 Waiting List	5
4.5 Interview	6
4.6 Offer and Acceptance of a Place	6
4.7 Other Agreed Statements of Enrolment	7
5. Orientation	8
6. Enrolment Process for Students with Educational Needs.....	8
7. Changes in Student's Needs and Circumstances	9
8. Stages of Enrolment with Students with Educational Needs	10
9. Relevant Legislation and Authority	11
10. Other Related School Policies	11
11. Privacy	11
12. Compliance	11
12. Appendix 1 – Student Educational Needs	12
13. Appendix 2 – Application Enrolment Checklist	16
14. Appendix 3 – Student Support Plan	18

1.0 INTRODUCTION

1.1 St Mark's is an Anglican School for girls and boys, Kindergarten to Year 12, providing an education underpinned by Christian values and operating within the policies of the Anglican Schools Commission.

1.2 This policy gives guidance to families within the St Mark's Anglican 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.

1.3 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 parents means that parent.

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

2.0 Aims

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

2.2 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

2.3 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

- ensure thorough identification and reduction of barriers to learning, especially for those who are vulnerable to marginalisation and exclusion
- ensure every student understands and values diversity so that each has knowledge and skills for positive participation in a just, equitable and democratic global society.

3.0 Scope

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

3.2 For Full Fee Paying Overseas students, refer to the ASCI Admission of International Students Policy and the ASCI Student Attendance (Duty of Care) Policy. Applicants must apply through Anglican Schools Commission International. All International students are required to enrol as full time students. <http://www.ascinternational.wa.edu.au/>

3.3 The following criteria are considered for all applications:

- Religious affiliation (optional)
- Children of Clergy, Teaching Staff and Old Scholars
- Siblings of currently enrolled students
- Date order of receiving the application for enrolment.
- Outcome of the Interview
- Principal's discretion

4.0 Enrolment Procedures

4.1 Enquiry: initial enquiries are to be directed to Admissions, ph. (08) 9403 1327 or via the website www.stmarks.wa.edu.au

4.2 Tour of the School: All prospective families are encouraged to arrange for a tour of the School. Contact Admissions (08) 9403 1327 or book online.

4.3 Application: An Enrolment Application should be submitted to Admissions, to secure a position on the School's waiting list. Relevant documentation and the Enrolment Application Fee must accompany the form. (Refer to the website www.stmarks.wa.edu.au). The Application Form will not progress until the School is completely satisfied that all required information has been received and is accurate. The information gathered in the initial application will help with the design of the interview and some clarifying questions. e.g. Does the child require extra learning support? Does the child require Education Assistance? Are there restrictions that may prevent the child from participating in all school activities and events? If the child has a physical, learning or social disability, applicants

are asked to fill in the Student Educational Needs Form and attach to the application. (Refer to Appendix 1)

In order to help parents, provide all the necessary documentation and information, a checklist is added to the Application Form. Parents are to keep this checklist for their records. (Refer to Appendix 2)

4.4 Waiting List: Once the information is received and processed, the child is placed on the waiting list. **The submitted application does not guarantee a place at St Mark's.** If there is a change in circumstances such as change in guardianship, change of address or additional information regarding the needs of the child, the School should be contacted so that these details can be added to the application form.

4.5 Interview: Prospective families and students will be invited to attend an interview with an appropriate Assistant/Head of School or Assistant Principal. During this stage, more detailed information may be collected to support any needs of the child. Depending upon the information already provided, the School will 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.

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.

4.6 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 Conditions of Enrolment.

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

- 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.
- Give notice of intention to leave and agree to pay the reasonable costs for the loss the school will 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).

- School fees will not be reimbursed in part if a student is absent due to illness, leave or suspension.
- 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.
- Support values of the school.
- Provide all items of the school uniform and support the child wearing it as required.
- Support School Behaviour Management Policy.
- Reinforce the school's requirement for the student to abide by the IT Acceptable Use Policy and support the school in enforcing this policy.
- Support the policies of school including any changes made to them.
- Send the child to school when it is open for instruction, unless exempt, in accordance with the School's Attendance Policy.
- Participate appropriately in their child's education and school activities.
- Provide all equipment required by the school for the student.
- Tell the school in writing of any changes to contact or family relationship details.
- Tell the school in writing about any changes to the medical status of the child.
- The student participating in all school curriculum activities unless medically unfit to do so.
- Support the school's Complaints and Disputes Policy and Procedure.
- Provide any updates of all Court issued documents (including Orders) and/or Parenting Plans.

4.7 Other Agreed Statements of Enrolment

4.71 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.

4.72 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.

4.73 Applicants understand that the school reserves the right to conduct searches of the student's belongings, including 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.

4.74 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.

4.75 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.

4.76 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.

4.77 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.

4.78 The applicants agree to:

- Sending their child to all required School events such as graduation ceremonies, Speech Night
- Attending parent/carer/guardian interviews as required.
- Enrolling their child in the Old Scholars' Association.

4.79 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.

5.0 Orientation: 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.

6.0 Enrolment Process for Students with Educational Needs

6.1 The parent/guardian applies for enrolment and completes the Application for Enrolment form, which contains questions about the student's educational needs. Refer to Enrolment Form on the school's website www.stmarks.wa.edu.au

6.2 When the applicant reaches the Interview Stage, if Educational Needs have been identified, then the school and parent/guardian jointly and cooperatively engage in an

information gathering and summarising process through a Student Support Plan. (Refer to Appendix 3). This will provide a comprehensive examination of the student's needs to determine whether the School has the resources to meet the needs of a student with a disability. It is important that specific and detailed information is documented regarding a child's development, medical and academic history, and physical and support needs.

6.3 Following the collection of this information about the student, the program of support that the School can offer is discussed with the parents/guardians. If the enrolment is to proceed, the support offered by the School is outlined in the letter of offer of a place and acceptance and may include the following details:

size of class	therapy support
agency support	equipment modifications
school assistance support	behaviour management plan.
teacher support	Education Assistance

7.0 CHANGES IN STUDENT'S NEEDS AND/OR CIRCUMSTANCES

7.1 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.
- The student may have been enrolled without a disability but begins displaying inappropriate behaviour due to a learning difficulty.
- The student may acquire a disability – e.g. head injury – resulting in different educational needs.

7.2 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.

8.0 STAGES OF ENROLMENT WITH STUDENTS WITH EDUCATIONAL NEEDS

Stage 1

Initial parent/guardian enquiry
Send application for Enrolment Form

Enrolment Application

Interview parent and student, according to the School's Enrolment Policy Criteria.

Does the student have a disability?

Stage 2

Written permission from parents allowing the School to investigate the student's educational needs.

Information about Student's Educational Needs

Parents and School collect information to determine the student's educational needs regarding:

- Physical access, equipment, building modifications
- Health issues
- Personal care needs
- Communication needs
- Curriculum Needs

Summary of Information by School personnel.
Consideration of how the School can meet the student's needs.

Stage 3

Negotiating the Student's Curriculum

Principal or Delegate meets with parents and other relevant professionals to discuss the educational program the School can offer.

Stage 4

Action following the decision

Enrolment Proceeds

Letter to parents stating what the School can offer accepting the enrolment, signed by the parents.

Transition orientation program proceeds if required.
Enrolment is reviewed to ensure the School continues to meet the student's educational needs.

Enrolment does not proceed

Parents choose not to continue with the enrolment, as they believe an alternative setting is better able to meet their child's needs.

Or

The School has demonstrated that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the School.

9.0 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).*

10.0 OTHER RELATED SCHOOL POLICIES

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

11.0 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.

12.0 COMPLIANCE

Standards for Non-Government Schools determined by the Minister for Education and Training in accordance with Section 159 of the School Education Act 1999
Standard 8 The Enrolment and Attendance Procedures
Sections 8.1

Appendix 1 Student Educational Needs

Upon application, if a parent has identified a child with special needs that require extra support, they are asked to fill in the following document.



Respect. Knowledge. Confidence. Responsibility. Community

Student Educational Needs

- The collation of this information will help ascertain the student's need for:
 - Physical access – equipment, building modifications
 - Personal care
 - Health care management – medication, emergency procedures
 - Communication
 - Specific teaching strategies

Name of Child: _____ Date of Birth: _____

Educational Needs

Does your child have a known disability e.g. intellectual, physical, hearing, vision or emotional? _____

Nature of disability _____

Diagnosed by _____

Date of diagnosis _____ Report for school Yes/No

Hearing and Vision

Have your child's eyes been tested? _____

By whom? _____ Date _____

Is there written information to assist the School? _____

Any history of sight problems? _____

Does your child need to wear glasses, have vision aids, scribes, tutors etc.?

Has your child had a hearing test? _____

By whom? _____ Date _____

Is there written information to assist the School? _____

Is there a history of hearing or ear problems? _____

Does your child need aids, acoustic considerations in the classroom?

Independence

Can your child manage personal care needs independently (toilet, dressing, eating)?

Are there any requirements?

Support

Does your child receive support from others, e.g. tutoring, psychologist, physiotherapist, occupational therapist, speech pathologist, access assistants?

Which services are involved, e.g. Princess Margaret Hospital, Cerebral Palsy Association, Therapy Focus, Autism Association, Family and Youth Services, WA Institute for Deaf Education, Vision Impairment Service, Disability Services Commission, community health services, private practitioners?

What is the type and amount of support?

Will this support continue in this school?

Will these agencies provide consultancy support in the School?

Are reports from these agencies available to the School?

Curriculum

What support did your child receive in their previous setting?

Does your child require supervision or management?

- To and from school? _____
- In the classroom? _____
- Moving between classrooms? _____
- In the playground? _____
- For participation in sport? _____

Will your child require arrangements to participate in sports, games, camps and excursions?

What are the patterns of school attendance? _____

Medical/Health Issues

Name of child's doctor? _____

Does your child have any health issues? _____

Does your child require a Health Support Plan and/or Emergency Action Plan?

Is your child on any regular prescribed medication e.g. epilepsy, ADD, ADHD asthma?

Name of medication _____

Does your child have any allergies e.g. nuts? _____

Mobility

How will your child get to school? _____

Are there are issues that need to be addressed by the school?

- Access to the classroom e.g. ramps _____
- Access to the playground _____
- Access to toilet facilities _____
- Access to general school facilities e.g. library _____

Communication

Is your child from a Culturally and Linguistically Diverse Background?

Can your child communicate effectively? _____

Can your child communicate basic desires? e.g. toilet, drink? _____

Does your child need any assistance to enhance communication? _____

- Sign language _____
- Makaton _____
- Message boards _____
- Auslan _____
- F.M. _____

Does your child require devices for effective communication e.g. hearing aids, acoustic considerations, glasses, vision aids, scribes, tutors?

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 _____

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?	
Does the child have an impairment that may affect their learning?	
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	

Appendix 3 Student Support Plan



Respect. Knowledge. Confidence. Responsibility. Community

The Student Support Plan provides a basis for the comprehensive collection of information about the needs of a student with disabilities. The collection and documentation of this information is crucial in meeting the social and educational needs of the student as outlined in the Disability Standards for Education.

Student Information

Student Name _____ Date of Birth _____

Address _____

Gender - Male/Female _____ 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	<input type="checkbox"/>	Community Health	<input type="checkbox"/>
Department of Community Services	<input type="checkbox"/>	Paediatrician	<input type="checkbox"/>
Riding for the Disabled Association	<input type="checkbox"/>	Speech Therapy	<input type="checkbox"/>
Child Adolescent Mental Health Services	<input type="checkbox"/>	Psychologist	<input type="checkbox"/>
Independent Psychology Service	<input type="checkbox"/>	Occupational Therapy	<input type="checkbox"/>
WA Institute for Deaf Education	<input type="checkbox"/>	Autism Association	<input type="checkbox"/>
Vision Impairment Services	<input type="checkbox"/>	Bentley Health Service	<input type="checkbox"/>
Princess Margaret Hospital	<input type="checkbox"/>	Therapy Focus	<input type="checkbox"/>
Down Syndrome Association	<input type="checkbox"/>	Cerebral Palsy Association	<input type="checkbox"/>
Other	<input type="checkbox"/>	_____	

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 _____

