



IMMACULATE HEART COLLEGE

Through Mary to Jesus: "The Way, the Truth and the Life"

John 14:6

IHC Enrolment Procedure

PROCEDURE	IHC Enrolment Procedure
Revision No:	A
Date for Review:	October 2023
Document No	PR-SM-02



1. Objective

Immaculate Heart College welcomes families of all faiths and none. Therefore the enrolment process is governed by a prioritised criteria for student selection.

Immaculate Heart College, in compliance with the *Commonwealth Disability Discrimination Act 1992*, welcomes students with disabilities and will make reasonable adjustments to enable them to attend and participate fully in the educational program.

2. Scope

This procedure applies to enrolment activities at Immaculate Heart College.

3. Responsibilities

The **Principal** (or delegate) will

- review enrolment planning at least annually, and whenever school data indicates the need.
- The **Administration Officer** is responsible for ensuring all paperwork associated with student enrolments is filed in accordance with the related procedure.

4. Procedure

Student Selection for Enrolment

The enrolment of students is based on the criteria list specified in order of priority below:

- Catholic children living in the Gingin/Chittering Parish in the order of application
- Catholic children living outside the area in the order of application
- Non-Catholic children in the order of application

The priority order includes consideration and a priority preference for:

- brothers and sisters of students currently enrolled, however no guarantee can be given.
- sons and daughters of College employees, however no guarantee can be given.
- students requiring entry to the Education Support Department for those with varying disabilities and learning difficulties, however no guarantee can be given.

The Enrolment Process

The Letter of Offer of Enrolment is sent when a formal application has been made and an Enrolment Fee paid.

The following documents will be requested as a part of the formal application process:



- Birth Certificate
- Immunisation Record – an immunisation history statement that is no older than 2 months, on the date that it is sighted by the school. (This statement can be obtained from the Australian Immunisation Register. For students who are older than 14 years old, the Register staff will require the student's consent).
- Baptism Certificate
- The two latest Academic Progress Reports
- Latest NAPLAN report
- Individual Education Plans
- If applicable, Clinical Psychologist Reports, Speech Pathologist Reports, Paediatrician Reports, Hearing and Sight testing, Child Development Service Reports etc.

After a formal application has been made, an interview with parents/guardians will take place with the Principal who reserves the right, together with the Chair of the Board of Directors, to offer a place to the student.

Parents who fail to submit the requested documents, particularly the mandated documents of Birth Certificate and Immunisation Records, will be reminded to do so by the letter in Appendix A.

Acceptance of a student's enrolment is on the basis that all relevant information has been provided to the College during the enrolment process. If information has been withheld by the parents/guardians, the College reserves the right to postpone/decline the enrolment.

A student is considered to be enrolled when the College has received the acceptance to the letter of enrolment, offered by the Principal (Appendix B).

Acceptance of student enrolment

Once a student who has been accepted:

- the previous school will be informed that the student is now attending Immaculate Heart College, using the Transfer Letter found in Appendix C.
- a student record in the College's digital enrolment register is created.
- the School Curriculum and Standards Authority is informed of the student enrolment.
- parents will be asked to read and sign the Rights and Responsibilities form attached to this policy (Appendix D).
- parents will be asked to read and sign the IHC Fee Payment Agreement Form (Appendix E).



Enrolment Records

Once a student is enrolled, student information will be entered onto the College's digital enrolment register which for each enrollee will show the following information:

- Their name
- Date of Birth
- Date of Enrolment
- Eventually, date on which enrolment ceases
- Immunisation Status*
- Medicare Number

The enrolment register, while kept in electronic form, is capable of being reproduced in written form.

Immunisation Status

The College records the immunisation status of every new enrollee and the school will not enrol any student into Pre-Kindergarten or Kindergarten unless the student's school immunisation status is up to date or the student is exempt. To be considered exempt, the child must be in one of the following exemption categories:

- an Aboriginal or Torres Strait Islander
- in the care of the CEO of the Department of Communities
- living in crisis or emergency accommodation because of family violence or a risk of family violence or homelessness
- evacuated from their ordinary place of residence because it is in an area of the State to which a declaration made under section 56 of the Emergency Management Act 2005 applies
- in the care of an adult, other than the child's parent or guardian, because of exceptional circumstances
- in the care of a responsible person who holds a valid: – health care card, – pensioner concession card, – Veterans' Affairs white card, – Veterans' Affairs gold card
- first entered Australia not more than 6 months before the time of enrolment and holds, or parent holds, one of the following visa subclasses: 200, 201, 202, 203, 204, 785, 790, or 866 [Public Health Regulations 2017, reg.10AB].

For all new students the enrolment register will record the immunisation status as either 'up to date' or 'not up to date'. Recording the immunisation status of students enrolled at the College prior to 1st January, 2019 is not required.



It is the Principal's responsibility to decide whether a child is exempt [Public Health Act, s.141D(2)(e)].

Ceasing Enrolment

Each student's enrolment record will be retained by the College for 7 years from the day when the student's enrolment ceases.

According to the enrolment contract, parents are required to provide adequate notice that their child will cease enrolment. In exceptional circumstances, the Principal has the authority to remove the student's name from the enrolment register in the following circumstances:

- She believes on reasonable grounds that the student is enrolled in another school or is no longer resident in WA;
- the student is being home-schooled; or
- the Director General, as the Minister's delegate, authorises the removal on the ground that inquiries to establish the child's whereabouts have not been successful

Staff Access

A hard copy of all enrolment information will also be kept in the student files which are in a locked cabinet in the Administration building. Staff can access the files upon request but are not to remove them from the Administration Block. Once a student commences schooling at Immaculate Heart College, their status will be updated to "current" and their information will be visible in SEQTA for teaching purposes.



Definitions

The term *Aboriginal* refers to the original inhabitants of Australia and includes the Torres Strait Islander people.

The term *student* will include all students, including children and young people and children enrolled in early learning and care services.

The term *parents* will include parents or guardians or carers.

5. Supporting Documents

- *Western Australian School Education Act 1999*
- *Disability Standards in Education 2005*
- *Commonwealth Disability Discrimination Act 1992*

6. Related Documents

Type	Document	Doc #
Procedure	IHC Enrolment Policy	P-SM02
Form	Appendix A – Missing Documentation From Students Enrolment File	
Form	Appendix B – Letter of Acceptance of Enrolment	
Form	Appendix C – IHC Transfer Note	
Form	Appendix D – Parent Rights and Responsibilities	
Form	Appendix E – IHC School Fees Payment Agreement Form	



7. Review

Rev No.	Date	Prepared by:	Reviewed by:	Reason for amendments or review
rev0.1	2020	KK (revised)	MG	Revise into new IHC procedure template. Added definitions, revised criteria to include reference to <i>Commonwealth Discrimination Act 1992</i>

This procedure will be reviewed at least every three (3) years, or when there are changes to IHC's activities or operating conditions.



APPENDIX A

Missing Documentation from Student's Enrolment File

Dear _____

Re: Missing Documentation from your Child's Enrolment File

The following document/s is/are missing from _____ (Student's Name) Enrolment File. Please supply a copy of the document/s listed below as it is a legal requirement for the College to have these on record:

- Birth Certificate (Full Birth Certificate, not Extract)
- Immunisation Record
- Academic Records
- Medical Records

Your prompt attention to this matter would be greatly appreciated. Thank you.

Yours sincerely

Mrs Meika Gough
Acting Principal

(Date)



APPENDIX B

Letter of Acceptance of Enrolment

Name
Address
ADDRESS

Dear Mr and Mrs _____ (First name of parents in brackets)

Re; Letter of Acceptance of Enrolment

This letter serves to inform you that the enrolment of your child (Child's name) at Immaculate Heart College for (Year level), (Year), has been accepted. Furthermore, because you have paid the Enrolment Fee of \$____, the enrolment has been secured.

During Term Four of (Year), you will receive further information regarding the term dates for (Year), the opening hours of the College's Reception, a booklist (where relevant) for the year level of entry of your child, the Schedule of Fees for (Year), and information regarding the Orientation Morning for new students.

I would like to take this opportunity to thank you for choosing our school for the education of your child.

Kindest Regards

Mrs Meika Gough
Principal

(Date)



APPENDIX C

IHC Transfer Note

The Principal

School:

Address:

Dear Principal

Re: Transfer Note

The following student has enrolled at Immaculate Heart College:

SURNAME:

FIRST NAME:

DATE OF BIRTH:

ADDRESS:

DATE OF ADMISSION:

YEAR:

Where applicable, please forward the following items to:

*The Principal
Immaculate Heart College
PO Box 8
BULLSBROOK WA 6084*

- Academic Records
- School Psychology Records
- IEPs
- Medical Records

Thank you for your assistance with this matter.

Mrs Meika Gough
Principal

Date



APPENDIX D

Parents' Rights and Responsibilities

Immaculate Heart College offers an holistic education of academic excellence with a sound formation in Catholic doctrine. The College seeks to develop in its students the competence, conscience and compassion that enable them to strive to fulfil their potential as upstanding citizens of our society and as people of faith. Thus, it assists them to grow in their union with Christ: *Through Mary to Jesus: "The Way, the Truth and the Life"* (John 14:6)

PARENT EXPECTATIONS

- I expect that my child's spiritual and personal formation will be consistent with Catholic values and have as its foundation Christ who is '*The Way, the Truth and the Life*', (John 14:6).
- I expect my child's schooling to help him/her to know the teaching of the Gospel and be able to live it in Truth.
- I expect that my child's education will nurture his/her talents and encourage my child to strive for excellence in acquiring the virtues, and to aspire to excellence in all aspects of his/her education.
- I expect that my child and his/her property, fellow students and their property will be safe.
- I expect that my child will be respected and valued by teachers and peers.

PARENT RESPONSIBILITIES

I have the responsibility to:

- Ensure that my attitudes and behaviour reflect Catholic teaching
- Encourage my child to be respectful and co-operative
- Recognise my child's individual characteristics
- Guide and support his/her decision making
- Encourage my child to accept responsibility
- Encourage my child to live his/her faith using his/her talents in the service of others
- Attend parent talks on aspects of the Faith, parenting skills and academic feedback

I recognise that parents have a major role in the education and development of their children. I have the responsibility to:



- Contribute to the College community
- Encourage my child to meet his/her potential without unreasonable expectation
- Support the development of courses and curriculum
- Be informed about my child's progress, courses, teachers and activities
- Help promote the development of the virtues in my child
- Participate in the Tutorial System

Contribution to College – Parent Commitment Hours

All families are required to provide 8 hours (2 hours per term) of service to the College each year per family (not per child) and is a condition of enrolment. If your family joins part way through the year, your required hours will be calculated on a pro rata basis. The College and the P&F provide a wide a range of opportunities for parents including sports carnivals, coaching teams, canteen and P&F events. In the Primary School, particularly in the Early Learning Centre, teaching staff may request parent volunteers for rostered activities in the classroom, or to assist with an excursion.

While contributing to the College, I have the responsibility to :

- Acknowledge the dignity of all people
- Value the uniqueness of each person, respecting the ideas of others
- Teach my child care for their property and to respect the property of others
- Understand and respect the College rules, supporting their implementation
- Become informed about developments in the College and use the processes available in the College

I agree to accept and abide by the principles given above.

Parent _____

Date _____



APPENDIX E

IHC School Fees Payment Agreement Form



Immaculate Heart College

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I, _____ (Parent/Guardian) of student/s _____ in Year/s _____, understand that it is a condition of enrolment that the payment of fees (Enrolment Fee, Tuition Fee, Amenities Fee and Building Levy) takes place during the course of the academic year. This is also inclusive of fees for online programs such as **Reading Eggs** and **Mathletics**, etc., and excursion and incursion fees, In-term Swimming lessons, and other similar fees relating to the education of my child/children at Immaculate Heart College.

I understand that the College prefers an upfront payment of all fees, attracting thus a discount (as per the 'Schedule of Fees' form). However, where I cannot pay the fees upfront, I also know that I can pay them term-by-term or in fortnightly instalments (as per the 'Schedule of Fees' form).

Having already paid the one-off Enrolment Fee, I hereby state that I will be paying the school Tuition Fees, as well as the Amenities Fee, Building Levy, and all other related fees outlined above (please circle the chosen option listed below):

- Annually
- Per term
- Fortnightly

The method of payment will be (please circle the chosen method of payment from those listed below):

- Cash
- Cheque
- Direct Debit/Electronic Transfer to the College's Bank Account: BankWest, Ellenbrook;

Account Name: Immaculate Heart College

BSB: 306089

Account Number: 2860486

In the event that I am not able to meet the above-stated payment of the College Fees, I will make an appointment as soon as possible to meet with the Principal to discuss alternative options.

Signature of Parent/Guardian: _____

Date: _____

Signature of Principal: _____

Date: _____