

Title	Enrolment Policy
Document Type	POL - Policy
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Directorate	EET - Employment, Education and Training
Date of Publication	9/07/2025
	Document Number CA-POL-0021

1 Purpose

It is the policy of Communicare Academy that all students are enrolled in a systematic way, with fairness and clear communication. Enrolment records are legal documents and are thus required to be accurate, securely stored, and archived for seven years after the cessation of enrolment. They must be able to be reproduced in written form, from electronic storage and available to the Department of Education.

2 Scope

This policy applies to the enrolments of Communicare Academy only. It does not cover the enrolment process for Academy students into other Communicare Inc. programs or others the school may utilise.

3 Policy

3.1 Prioritising Enrolment

It is understood that demand for places at Communicare Academy may exceed places available. While order of applications and availability of resources will influence places being allocated, the following prioritisation will apply.

From 2015, priority of enrolment will be:

- Siblings of currently enrolled students
- Students referred from other local schools
- Students referred from other local agencies
- Self-referrals living locally

We foster a school environment that includes, values, and celebrates diversity. We actively and positively support Culturally and Linguistically Diverse (CaLD) and LGBTIQ students who will always feel welcomed and respected at Communicare Academy. The Academy will always strive to provide an authentic and inclusive experience for all CaLD and LGBTIQ students where they are free to express themselves in a safe and secure setting free from judgement or ridicule.

3.2 Enrolment Process

Communicare Academy is dedicated to ensuring that we are able to provide the necessary support(s) that our students require, as such, our Enrolment Process is a lengthy process which can take a minimum of 2 weeks. This allow us to better understand the candidate and to determine if the Academy is a good fit for the candidate.

The time taken for the enrolment process is dependent on many factors but not limited to,

- how quickly information is provided by applicants,
- school and public holidays,
- availability of staff,
- time needed for deliberation.

The Enrolment Process written in this section of the policy is a simplified version of the full enrolment process. The full enrolment process can be found in a separate document – Enrolment Procedure, which details and describes every step of the Enrolment Process.

1. Enrolment & Administration Officers (EAO) will make contact to book a tour.
2. 1st Interview Meeting with Wellbeing Manager and EAO.
3. Candidate to supply all relevant documents to school.
4. 2nd Interview Meeting with Principal.
5. Letter of Offer is sent.
6. Student commences at the Academy.

A letter of non-acceptance can be sent at any point of the Enrolment Process if the candidate is unsuccessful.

The Academy is not required to disclose the reason(s) if the candidate is unsuccessful.

3.3 Enrolment Eligibility

3.3.1 Minimum Age of Enrolment

It is stipulated by Legislation that a CaRE school does not permit any child to be enrolled before their eighth year of their compulsory education period.

Communicare Academy will only accept applications for students between Years 7 and Years 12, at the time of commencement for the applicant.

3.3.2 Disengagement

Communicare Academy is a CaRE school and therefore all applicants need to be disengaged from mainstream education for them to be eligible.

Disengagement from school can take form in many ways and can also be due to a multitude of reasons. Therefore, we do not list the eligibility criteria that the Academy uses to determine if the student is disengaged.

The Leadership Team will review all the documents to ensure that all suitable applicants meet the criteria of disengagement before continuing the enrolment process.

3.4 Enrolment Documents and Information

All enrolment documents are legal documents and are treated with high confidentiality. These documents are kept on site securely and then they are sent for archiving.

The School Education Act (1999) s16.1 sets out the basic information that must be provided by a parent/guardian when enrolling a child, to the extent requested by the principal.

All documents and information provided to the Academy strictly adheres to Communicare Inc's Privacy Policy. This information is available upon request.

3.4.1 School Reports

The Academy may at times will contact the candidate's previous school(s) to obtain the school reports if they were not provided by the family. Permission will be sought from the family prior to the EAOs contacting the respective schools.

The school reports are used for determining the candidate's suitability at the Academy and to identify the supports that the candidate might require.

The school reports will not be used to determine the students' educational levels.

3.4.2 Medical Reports including immunisation status

The Academy might request for additional documents if the family has indicated that the candidate has medical condition(s).

The medical reports are used to determine if the Academy can provide the supports required by the candidate.

Permission will be sought from Parents/Guardians/Carers if the school is needed to contact external agencies(CAHS, Counselling Services, Medical Clinics etc) to help request for medical documents.

Due to legislative amendments by the WA Government, as of 1 Jan 2019, the only acceptable documentation that needs to be submitted at enrolment are:

- An Australian Immunisation Register (AIR) Immunisation History Statement (HIS) that is no more than 2 months old (on the day it is sighted by the school); or
- A valid immunisation certificate issued or declared by the Chief Health Officer.

3.4.3 School Enrolment Contract

The Academy's Enrolment Contract comprises of various consent forms, Terms and Policies, Agreement Letters and Banking Information.

The Enrolment Contract is a legal document and if found to have inaccurate or incomplete information, the principal may choose to withdraw the student's enrolment.

Parents/Guardians/Carers are required to sign an acknowledgement form found in the Enrolment Contract that states this term of agreement.

The Enrolment Contract is between the signed parties and Communicare Academy.

3.5 Anti-Discrimination Legislation

In Accordance with the WA Equal Opportunity Act 1984, Communicare Academy accepts all applications for enrolments and present an open and welcoming attitude that does not suggest discrimination.

As the Academy is a CaRE school, we do have set parameters around the eligibility of a student's application.

Communicare Academy will look at the adjustments and supports required so that the student with a disability is treated on the same basis as a student without a disability.

3.6 Enrolment Register

The School Education Act 1999 (WA) requires a school to record certain information in its enrolment register at the time of enrolling a child. The required information comprises of the child's name, date of birth, date of enrolment, date enrolment ceased, immunisation status, and the child's Medicare (and reference) number.

The Academy maintain these records electronically through the school's management system (SEQTA).

The Academy is required to retain each student's enrolment record for seven years from the day which the student's enrolment ceases and may not be disposed of without the authority of the Director General of the Department of Education.

In the event of school closure voluntarily or otherwise, all student records including SCSA records for current students are to be retained under the instructions of the CEO of Communicare Group Ltd.

3.7 Ceasing enrolment and student transfers

Under Section 20 of School Education Act 1999 (WA), the principal may cancel the enrolment of an applicant/student if the principal is satisfied that -

- the enrolment was obtained by the giving of false or misleading information; or
- school was not informed of the changes of the names and usual place of residence of the applicant/student and their carer, and their immunisation status.

In addition, the principal is also authorised to remove a student's name from the school's enrolment register in the following circumstances –

- he or she believes on reasonable grounds that the student is enrolled in another school or is no longer resident in WA;
- the student is exempt under s.11 or 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.

When enrolling a student transferring from another school in Western Australia, the Principal is required to notify the Principal of the student's previous school and SCSA.

At the Academy, this is done via a transfer note that is authorised by the Principal and is sent to the student's previous school.

4 Responsibilities

Enrolments and Administration Officers	• Provide school tour • Interview and gather required information for enrolment • Ensure all paperwork is completed • Create student profiles • Ensure data entry into SEQTA is accurate • Store information and documents in the manner required by legislation or registration requirements
Head of Student Support & Compliance	• Review documentation and allocate a learning group. • Provide information to all staff.
Principal	• Interview and assess suitability of student for school against social dynamics, resources reasonably available, and prioritisation outlined in policy.
Wellbeing Team	• Assist in enrolment process • Review medical and wellbeing information prior to start date and plan accordingly • Create safety plans or risk management plans prior to start date • Provide induction

5 Related Documents/Legislation

	<i>The Equal Opportunity Act 1984</i>
	<i>School Education Act 1999</i>
	<i>Registration Standards and other Requirements for Non-Government Schools 2020</i>
CA-POL-0053	Pastoral Care Policy
CA-POL-0004	Attendance Policy
CA-PRO-0001	Removal of Student Procedure
CA-POL-0010	CPFS Documented Plan Policy
CA-POL-0012	Concerns, Complaints, and Disputes Policy
CA-POL-0027	Family Law Policy
CA-POL-0032	Mobile Phone Policy
CA-POL-0074	Parent/Guardian Code of Conduct
CA-GUD-0002	Enrolment Handbook
CA-FRM-0001	School Psychologist Consent Form
CA-FRM-0003	New Student Profile
CA-FRM-0006	Medication Authorisation Form
CA-FRM-0007	Enrolment Forms
CA-FRM-0011	Enrolment Checklist
CA-PRO-0006	Enrolment Procedure
RC-POL-0004	Privacy Policy

6 Document Governance

Prepared by:	Sharmain Tang	Head of Student Support & Compliance	31/01/2022
Approved for use by:	Sanchia Hall	Principal	9/07/2025
Date endorsed by the Board (only applicable to certain policies):			

Summary of change from last revision (n/a if first time issued):	Major Updates to the Policy. 3.2 Enrolment Process has been summarised. Full enrolment process is a separate document. Added Section 3.3 Enrolment Eligibility Added Section 3.4 Enrolment Documents and Information Added Section 3.5 Anti-Discrimination Legislation Added Section 3.6 Enrolment Register Added Section 3.7 Ceasing Enrolment and student transfer Updated Related Documents
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