

Title	Enrolment Procedure		
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1 Purpose

These procedures outline the enrolment process for new students at Communicare Academy.

2 Scope

The procedures cover enrolment of students at the Academy, not students in other programs within Communicare. They are to be applied by all staff, but mainly by the Enrolments and Administration Officers.

3 Procedure

3.1 Enrolments and Administration Officers

1. A parent/guardian/carer enquires about enrolling at the Academy. This enquiry can be via the phone, email, in person or via online form. Enrolments and Administration Officers (EOs) will place the student's contact details on the Inquiry List.
2. EOs will acknowledge the enquiry and inform them that no further contact will be made until a place becomes available.
3. When a place becomes available, EOs will refer to the Inquiry List to schedule a tour. The student, along with their parents/guardian/carer, will be booked for a visit to the Academy.
4. Once the tour and information session has completed, the EOs will confirm with the parents/guardian/carer if they wish to proceed with Enrolment. If they do, they will be placed on the Expression of Interest List.
5. EOs will provide the "Collection of Information Form" for parents/guardian/carer to sign. This form is for parents to provide permission for the Academy to contact the prospective student's previous school(s) to obtain additional information, if necessary.
6. EOs will also provide parents with an application form and a list of documents that needs to be submitted prior to scheduling their 1st interview. The documents need to be submitted within 14 days of issuance for the Enrolment Process to continue.
7. EOs will contact the parents/guardian/carer to schedule the 1st interview or send them a letter of non-acceptance.
8. Once the 1st interview is completed, the prospective student is placed on the Waitlist.
9. EOs will send a letter to confirm the next stage of the process and to remind the parents/guardian/carer that any missing document(s) needs to be submitted within 14 days.
10. EOs will communicate with the parents/guardian/carer regarding the missing documents.
11. A member of the Leadership Team will review all documents.
12. EOs will contact the parents/guardian/carer to schedule the 2nd interview or send them a letter of non-acceptance.
13. Under certain circumstances, Leadership Team may approve for a 2nd interview to be scheduled while waiting for documents to be submitted.
14. Once the 2nd interview is completed, the parents/guardian/carer will receive an Enrolment Outcome.

15. If it was a successful outcome, EAOs will contact the parents/guardian/carer and inform them. The prospective student is placed on the Enrolment List.
16. EAOs will send the Enrolment Letter of Offer and the Enrolment Contract which needs to be signed and returned within 5 business days.
17. Once all paperwork is submitted, EAOs will contact the parents/guardian/carer to inform them of a start date.
18. If it was an unsuccessful outcome, a member of Leadership or Enrolment Team will notify the parents/guardian/carer by sending them a letter of non-acceptance.
19. EAOs will create student file.
20. EAOs will create a student SEQTA profile and input all relevant information into SEQTA, including general notes, emergency contacts, medical information and student groups.
21. Head of Student Support & Compliance will send a short summary of student to all staff, including the Year Group and Faction House.
22. EAOs will provide the student file to the Behaviour Support Advisor (BSA) or the Cultural Engagement Support (CES) to prepare for Induction. Induction is conducted on the first day of school by the BSA.
23. EAO will then create a Transfer Note for the student's old school.
24. Upon cessation of enrolment, EAOs will electronically archive the enrolment details and archive physical documentation through our archiving company.
25. Should a student leave the school without the receipt of a transfer notice, the student will be deemed 'missing' and will be reported, by the EAO with Principal's permission, to the Participation Officer.

3.2 Responsibilities

3.2.1 Enrolments and Administration Officers

1. Respond to and manage all inquiries about places at the Academy.
2. Maintain Inquiry List, Expression of Interest List, Waitlist, and Enrolments List.
3. Provide the appropriate paperwork to parents/guardian/carer.
4. Maintain correspondence with parents/guardian/carer.
5. Input SEQTA information.

3.2.2 Head of Student Support and Compliance

1. Review New Student's paperwork and place student accordingly.
2. Assign learning group, connect group, and house.
3. Send student's information to all staff.
4. Review documents.

3.2.3 Wellbeing Team

1. Conduct 1st interview.
2. Review student information and meeting notes.
3. Assess the application for whether the student moves to the Waitlist or not.
4. When student is offered a place, Wellbeing Team will create any risk management/safety plans as needed.
5. Wellbeing Team will ensure any relevant information/training is provided to staff.
6. Discuss supports and adjustments required with student and parents/guardian/carer before start date.
7. Review documents.

3.3 List Information

3.3.1 Inquiry List

This list is used to record any student who inquires about a place at the Academy.
The list can be as long as needed.

3.3.2 Expression of Interest List

When a suitable place has become available for a prospective student on the Inquiry List, EAOs to contact the parent/guardian/carer to arrange a tour of the school.

Upon completion of the tour, if the student and their family wish to proceed with Enrolment, they will now be moved to the Expression of Interest (EOI) List. This list can be as long as needed.

3.3.3 Waitlist

After a student completes the 1st interview, they will be placed on the Waitlist. The Waitlist is limited to five prospective students per year group.

3.3.4 Enrolment List

After a student completes the 2nd interview (with the principal), the parent, guardian, or carer will receive an enrolment outcome. If the student is offered a place, they will be added to the Enrolment List.

4 Related Documents/Legislation

CA-FRM-0010	Annual Medical Update Form
CA-FRM-0011	Enrolment Checklist
CA-FRM-0007	Enrolment Forms
CA-GUD-0002	Enrolment Handbook
CA-POL-0021	Enrolment Policy
CA-FRM-0006	Medication Authorisation Form
CA-FRM-0003	New Student Profile
CA-FRM-0001	School Psychologist Consent Form
	WA Equal Opportunity Act 1984
	Commonwealth Disability Discrimination Act 1992
	Disability Standards for Education 2005

5 Document Governance

Prepared by:	Sharmain Tang	Head of Student Support & Compliance	09/09/2024
Approved for use by:	Sanchia Hall	Principal	7/07/2025
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Summary of change from last revision (n/a if first time issued):	Major update to the Enrolment Process. Added Section 3.2 – Responsibilities Added Section 3.3 – List Information Updated Related Documents Updated new flowchart in Appendix A		

6 Appendix A

Enrolment flowchart

Enrolment Process

1	Parent/Guardian enquires about a place at the Academy. EOs place contact on the Inquiry List for follow up.
2	When there is a suitable/available place for a prospective student, EOs will arrange for a tour and information session. After the tour, if student is still interested, they will then be placed on the Expression of Interest (EOI) List and need to give signed permission for us to obtain information from previous school(s).
3	EOs obtain information from prospective students' previous school(s). EOs provide application form to parent/guardian. Form and all accompanying documents must be returned within 2 weeks. EOs to organise the 1st interview with the Wellbeing Manager and Enrolment Team.
4	After the 1st interview, prospective student is placed on the Waitlist. Leadership will review all submitted documents. EOs to contact parent/guardian if documents are missing.
5	EOs will organise the 2nd interview with the Principal. After the interview, parents/guardian will be notified of an enrolment outcome.
6	If student is offered a place, they will be added to the Enrolment List. EOs to issue Letter of Offer and Enrolment Contract which must be accepted, signed and returned within 5 business days. EOs will provide a start date once all paperwork is submitted.