



## **STUDENT ENROLMENT POLICY**

Last reviewed: July 2023

Next review date: July 2024 by Director Marketing and Enrolments

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The purpose of this policy is to establish a framework for St Mary's Anglican Girls' School to meet our statutory and regulatory enrolment obligations, including the WA Registration Standards (Standard 6.1) and the Public Health Act 2016 (WA).

St Mary's aims to provide the best possible educational outcomes for all students. We are committed to an Enrolment Policy consistent with the principles of equal opportunity and anti-discrimination in accordance with our Disability Discrimination Policy.

### **STUDENT INTAKE**

St Mary's enrolls students in Kindergarten, Pre-primary and Years 5, 6 and 7. Enrolment outside of these intakes will be considered on an individual basis.

Acceptance of a place secures the student's place in subsequent years until end of Year 12.

### **ENROLMENT CRITERIA**

St Mary's will base any decision about offering a place to a student on:

1. Requirement for a boarding place.
2. Family relationship with St Mary's:
  - Sibling of a current or ex-student.
  - Mother or grandmother attended the school.
  - Attitudes, values and priorities that are compatible with the School's ethos.
3. The student:
  - The contribution that the student may make to St Mary's, including cocurricular activities and their reports from previous schools.
  - Students for whom English is an additional language/dialect will be required to demonstrate their proficiency in English and meet determined proficiency levels.
4. The School:
  - Ability to meet the special needs or abilities of a student.
5. Other considerations:
  - Order of receipt of an application to enrol by the School.
  - Daughter of Anglican Church clergy member.
  - Daughter of staff.
  - Daughter of families on international or interstate transfer from similar schools.
  - Re-entering students.

The decision to offer a place is at the Principal's absolute discretion and St Mary's reserves the right to offer places outside this list of priorities.

St Mary's is required to only enrol children in Kindergarten or Pre-primary before the compulsory education period if their parents/guardians have provided the appropriate immunisation documentation or are exempt according to the categories set out in the Public Health Act and the Public Health Regulations 2017 (WA).

The compulsory education period is defined in the School Education Act to mean the period from the beginning of the year in which the child reaches the age of five years and six months and until the end of the year in which the child reaches the age of 17 years and six months or the child reaches the age of 18, whichever happens first.

## **ENROLMENT APPLICATION**

The **Application for Enrolment** form is an important document that provides St Mary's with information that will enable it to meet its legal obligations. It is, therefore, important that information on the enrolment form is complete and accurate. This information includes:

1. details of legal provisions for care, welfare and development of the student (including copies of Family Court orders);
2. country of residence of the student and, if applicable, the right to reside in Australia;
3. evidence of the student's parents' country of birth and visa details, if relevant;
4. emergency contact information;
5. details of any disability the student is known to have; and
6. details of any medical condition the student is known to have and any procedure to be followed if the condition requires, or may require, support during the day.

Please note that completing an Application for Enrolment does not automatically guarantee a place at St Mary's.

Our Application for Enrolment form is updated annually.

## **CONDITIONS OF ENROLMENT**

Enrolment at St Mary's will be continuous provided the following conditions are met:

- The regulations and procedures of St Mary's are satisfactorily observed in all respects.
- The student upholds the values, standards and expectations of St Mary's.
- The student gives her best with her academic and cocurricular pursuits.
- St Mary's terms of payment for tuition and other educational fees are met.
- St Mary's is provided with a copy of the student's up to date Australian Immunisation Record as required under the Public Health Act.

## **Boarding Enrolment**

Boarding status can only be changed with the approval of the Principal. The Principal has the absolute discretion to change the status of a boarder to a day student or a day student to a boarder. Not less than one term's notice must be given. If the required notice is not given, one term's boarding fees may be charged.

## **ENROLMENT**

A student is enrolled when the parents/guardians accept St Mary's offer of a place in writing, the endowment fee is paid and full student details are provided. Meeting these requirements is consistent with Section 16 of the Education Act and Regulation 5 of the School Education Regulations 2000 (WA).

On enrolment, St Mary's opens a student record under the School Curriculum and Standards Authority Act 1997 (WA) and notifies School Curriculum and Standards Authority.

The Principal ensures that an Enrolment Register (capable of being made available in hard copy) is kept. Records are kept for seven years from the date enrolment ceases. For more information refer to our Enrolment Register Policy.

## **COMMUNICATION**

Both parents will receive information regarding their daughter's education unless a Court Order is applicable.

St Mary's will use the contact details as provided on the Application for Enrolment or any subsequent updates.

## **NOTICE OF WITHDRAWAL**

For day students, whether the withdrawal is at the parents' or St Mary's instigation, a full term's notice is to be provided in writing to the Principal before the withdrawal of the student from St Mary's. Without a full term's notice, one term's tuition fees will be payable.

For boarding students, whether the withdrawal is at the parents' or St Mary's instigation, boarding fees must be paid for the remainder of the year and tuition fees must be paid for the ensuing term.

## **PERSONAL INFORMATION AND PRIVACY**

An enrolment register is maintained showing the details of each enrolled student and, where applicable, the date on which enrolment ceases. These records are retained for at least seven years from the date enrolment ceases.

It is important that St Mary's has accurate enrolment information for all students. Parents/guardians are required to communicate all updates of their daughter's enrolment information as they become aware of the changes.

To ensure the privacy and confidentiality of a student's personal information, St Mary's has comprehensive record keeping systems and procedures. Our Privacy Policy is available on the School's website, [stmarys.wa.edu.au](http://stmarys.wa.edu.au).

## **Related Documents**

Sex Discrimination Act 1984 (Cth)

Disability Standards for Education 2005 (Cth) as established under the Disability Discrimination Act 1992 (Cth)

Equal Opportunity Act 1984 (WA)

Racial Discrimination Act 1975 (Cth)