



School Enrolment Policy and Procedure

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Policy reference	GGFS
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INTENDED USE

All students applying for enrolment will be considered in line with this Policy. This Policy is intended to be flexibly applied to suit the circumstances of each application. The school aims to respond to each child's individual needs and abilities within this Policy. The enrolment process aims to provide information about the school and its culture to parents, enabling them to make informed decisions about the enrolment of their child(ren). It also aims to provide the school information regarding the potential enrolment to enable the school to make informed decisions regarding student enrolment.

Policy

1. GGFS welcomes Aboriginal and/or Torres Strait Islander students and acts in accordance with anti-discrimination legislation.
2. GGFS meets NESA registration requirements while teaching on the school site and on Country.
3. Students are required to take part in all school activities including, school excursions, camps, festivals and extracurricular education and cultural programs.
4. Parents and caregivers are expected to be supportive of and involved in GGFS school community, education policies and programs and to adhere to the Codes of Conduct and school rules.
5. To maintain their enrolment, students are expected to support the School's values, demonstrate satisfactory effort, attitude and behaviour, and adhere to the Codes of Conduct and school rules.

For new Enrolments please Note the following Guidelines:

All applications should be processed within the school's enrolment policy

1. All relevant application paperwork will be provided to the school prior to commencement of the interview process.

2. Each applicant's interview responses will be considered regarding their ability and willingness to support GGFS's values and ethos.
3. Each applicant's educational needs will be thoroughly considered. To do this, the school will need to gather information and consult with the parents/family and other relevant persons.
4. Should the situation arise where, during the interview process it becomes apparent that the child will require additional support, the process for enrollment of students with additional needs will be followed.
5. Identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
6. Inform the applicant of the outcome
7. Should enrollment be accepted, all paperwork and documentation must be provided to the school prior to the commencement of enrollment.

Priority placement will be given to :

1. Aboriginal and Torres Strait Islander Children (affirmative measure under the Racial Discrimination Act 1975)
2. Aboriginal students transitioning from Kulai Aboriginal Preschool (feeder preschool)
3. Children of School Staff
4. Siblings of students already enrolled at GGFS

Affirmative Measures under the Racial Discrimination Act 1975

Enrolment places in the Gumbaynggirr Giingana Freedom School is open to Aboriginal and Torres Strait Islander students, this is intended to constitute an affirmative measure under subsection 8 (1) of the Racial Discrimination Act 1975.

Legal Requirements

All applications for enrolment will be processed as per GGFS Enrolment Procedures & Process. Applications are processed in order of receipt. Consideration is given for siblings already attending GGFS.

Prior to enrolment, parents and guardians must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing information.

An enrolment contract (Enrolment Application Form) must be completed for each student enrolled in the School and signed by both parents or guardians.

Prior to enrolment, parents and guardians will be advised of the responsibilities under the relevant code of conduct and communication pathways policies.

It is the parent's/guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

Student Health and Wellbeing

GGFS provides a managed First Aid area where students who are taken ill or injured are observed and supported while contact is made with parents or guardians as required.

If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorize the School to give authority for such treatment. Parents/guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.

Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

Conduct

1. If the Principal considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to the School or its students or staff, the Principal may remove the student permanently or temporarily at their absolute discretion.
2. Before a child is removed permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.
3. If the School Board upon recommendation from the Principal believes that the relationship of trust and cooperation between a parent or caregiver and the school has significantly broken down, then it may direct a parent/guardian to remove their child from the school.
4. The GGFS Board may alter these conditions of entry at any time providing not less than one terms notice, and which will take effect from 1 January in the following year.

Attendance, Absence, Withdrawal, Exemption

Students must comply with attendance procedures. Parents must notify the school administration of a student's absence in person, through a phone call, note or email, texts are not suitable. The School administration will record all messages as per the Attendance Policy. Unexplained absences are followed up by the Office Staff and/or Principal.

Exemption from Attendance and Enrolment at School: In 2012 the Minister under section 25 of the Education Act 1990 delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances for periods totaling up to 100 days in a 12 month period. Students who are granted exemption from attendance are not included in the absence return.

Exemption from Enrolment at School: The Principal may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances. (refer DEC Guidelines)

Applications for exemption from enrolment must be made in advance to the Principal using the Application for Exemption from Enrolment form and be approved by the Principal. If approved the Principal will grant a Certificate of Exemption from Enrolment at School. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.

Exemption from Attendance at School: Application for part-day and full-day exemption from

school attendance must be made in advance to the Principal using the Application for Exemption from Attendance at School Form, and be approved by the Principal. The Principal will grant a Certificate of Exemption from Attendance at School.

An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Principal not less than 4 weeks before the anticipated date of departure. As the student is still enrolled at the school, in usual circumstances the school will request that Tuition Fees continue to be during the period the child is exempt, which reserves the child's place in the class. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled. In some situations, parents may prefer to end their enrolment contract, in which case, re-entry of the student into the school will be subject to the usual administrative Enrolment Procedure and Process.

Withdrawal of students: For a student to be withdrawn from school once he/she has commenced at GGFS, i.e. for parents to end the enrolment contract, the School requires a minimum of one term's notice. Parents and guardians must inform the school in writing, one term in advance if they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a Withdrawal of one terms fees will be charged.

The School shall not be obliged to continue the enrolment of any student who does not observe all the listed conditions or whose parents or caregivers do not observe all of the listed conditions of enrolment.

For Parents contacting the school regarding possible enrolment:

Steps to Enrolment Procedure

1. Office Administration will arrange an initial visit and tour of the school. The Principal (or delegate) will seek to better understand the needs of the families seeking enrolment and give further information about the school. The Principal (or delegate) will also gain detailed information about the child (ren) and their family.
2. Enrolment Application form given. The family will be informed that making an application for enrolment does not guarantee acceptance into the school.
3. If a position is available, continue to Step 4. Alternatively Student placed on waiting List.
4. Principal will arrange an interview with the relevant teacher(s) and the family. At this interview it should be established if the expectations of the parents, and the needs of the student can be met.
5. Teacher and/or Principal and Parents/caregivers have enrolment interview.
6. If the student has additional needs, the Students with Additional Needs Process must be followed before a decision is made.
7. If a family seeks enrolment for more than one child into the school, all interviews and processes for all children must be completed before the family is informed of any decisions.
8. If both parties agree, a letter of offer of enrolment will be given to the parents, which contains the conditions of entry to the school.
9. The parents accept the offer, agreeing to the terms.

10. The Principal (or delegate) ensures the following has been completed and advises teacher of the date the student will enrol into their class - Arrange for explanation and the completion of the relevant paperwork including enrolment form, fee agreement, birth certificates, immunisation status, permission forms (privacy policies, code of conduct and grievance procedure given to Parent/Caregiver. Ensure payment of enrolment fee is made prior to start.
11. Notify teacher and Parents/Caregivers when this process is complete.
12. Enrolment Information filed by office and student details uploaded into School systems.

The school may accept children for enrolment after it thoroughly considers that:

1. It is in the best interest of the child
2. The school is able to meet the educational needs of the child (including children with special needs) within resources available
3. The family understands and is prepared to actively support the ethos of the school, including signing a letter of offer of enrolment which contains the conditions of entry into the school.
4. The teacher considers they are able to develop a working relationship with the parents and the child
5. There is a vacancy in the class in accordance with waiting list practice

The school may not accept children for enrolment when it considers that:

1. The school is not able to meet the educational needs of the child. This decision can only be made after guidelines have been followed for students with additional needs.
2. Families do not support and/or embrace the school values, ethos and policies.
3. The enrolment is short-term or part-time
4. The class is closers or considered full

Enrollment Guidelines for Students with Additional Needs

GGFS is committed to providing equal access opportunities for all students, where this is practically possible. The following process will be followed where an enrolment enquiry is made for a child or children with Additional needs:

1. All application paperwork and supporting documentation will be provided to the school by the applicant's parents/carers.
2. An initial interview with the child/children's parents will be conducted with the Principal and teacher. This interview will ascertain the child's needs.

3. Determine how the School can/will meet the needs presented by the particular child/children.
4. Clarify for the parents the scope of the school's resources and support mechanisms.
5. The parents/carers will facilitate a channel of communication between the school and any external professionals working with the child.
6. Begin to develop an Individual Education Program which supports the child's education at GGFS.
7. Should the enrollment be accepted, all requested paperwork and documentation must be provided to the school prior to the commencement of enrollment.

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