



<b>POLICY</b>	<b>Enrolment</b>
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Policy Owner	Board Chair
Function/Area	School Community

## Policy Statement

Tranby College has an open enrolment policy and seeks to provide opportunities for all potential students to enrol at the College.

All families who are interested in sending their children to Tranby College are welcome to complete the registration form and register interest. Before a place is offered the family must provide the College with all the legislated required information. When places are available we offer positions according to the date on which the application for enrolment was registered with us. The exceptions being preference for siblings and children of members of staff and clergy within the Uniting Church.

The main points of entry to the school are:

- Kindergarten
- Year 1
- Year 7
- Year 11

We will accept students at every year level if space is available.

## Policy Scope

This policy applies to the Admissions Team, Principal, Senior Leaders and all parents seeking enrolment for their children.

## Policy Principles

Policy Principles are categorised into the headings of:

1. **OPEN ENROLMENT**
2. **ENROLMENT PROCESS**
3. **MINIMUM AGE TO ATTEND PRE-KINDERGARTEN**
4. **INFORMATION TO BE COLLECTED AT ENROLMENT**
5. **IMMUNISATION RECORDS**
6. **ENROLMENT EXCLUSION (APPLICABLE TO KINDERGARTEN ONLY)**
7. **OVERSEAS IMMUNISATION RECORDS**
8. **ENROLMENT REGISTER**
9. **FUNDING VERIFICATION**

### 1. OPEN ENROLMENT

Tranby College is an open enrolment school and seeks to be as accessible and inclusive as possible. During the enrolment process the College will outline and explain the programmes and resources of the school available to students to ensure that the learning needs of prospective students can be met by the College.

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The College is a co-education school and seeks to provide a gender balance in each year group.

Tranby College seeks to assist the following groups (in decreasing precedence) to enrol their children at Tranby College

- Category 1      Siblings  
                          Children of Tranby staff  
                          Children of clergy of the Uniting Church in Australia
- Category B      Returning student whose parent have been transferred away from the area by their employer or who have moved away for employment opportunities  
                          Children of past students
- Category C      Students moving from other Independent Schools e.g. because they are moving into the district or because their current school does not offer the appropriate years of schooling or the courses that are required
- Category D      Open enrolment
- Category E      Students from families on a temporary visa such as 437

Places will be offered within each category, in order of the date of registration, whilst acknowledging the need to take the gender of the student into account.

We will accept students at every year level if space is available. If a space is not available for the preferred enrolment year, the applicant's name will be added to the following year.

NOTE: If a child is not eligible for government funding the tuition fee structure will change and be significantly higher.

## 2. ENROLMENT PROCESS

Tranby College has a three-step process for the enrolment of a child to the College:

- Completion of the Application Form and payment of Application fee
- Interview and collection of further information
- Offer of a place and signing of the 'Conditions of Acceptance' and payment of Enrolment deposit

## 3. MINIMUM AGE TO ATTEND PRE-KINDERGARTEN

No child will be allowed to attend Kindergarten before they have reached the age of four and the child's fourth birthday must occur by 30 June in the year of the child's attendance at Kindergarten. A child whose third birthday falls after 30 June will not be able to attend Kindergarten till the following year.

## 4. INFORMATION TO BE COLLECTED AT ENROLMENT

As required by the School Education Act (1999) to complete the enrolment application form, the parent or guardian will be required to provide the following information, but not limited to:

- Child's name and date of birth
- Name and residential address of parents or guardians
- Details of any long-term care, welfare and development provisions in force at law
- Name of current or previous school (if applicable)
- Country of citizenship, and if applicable, the right to reside in Australia
- Details of any condition requiring special steps to be taken for the benefit or protection of the child or others in the school
- Child's Medicare number and reference number (if they have one)
- Record of the school reports and NAPLAN results
- Full disclosure of any information related to learning and wellbeing of the child

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Documentary evidence to support the information above may be requested by the Principal to support the application for enrolment.

## 5. IMMUNISATION RECORDS

The College is required to collect the immunisation status of all new enrolments.

The only acceptable documentation to confirm the immunisation status of an enrollee is:

- an Australian Immunisation Register (AIR) Immunisation History Statement (IHS) that is no more than two months old on the day it is sighted by the school; or
- a valid immunisation certificate issued or declared by the Chief Health Officer

NOTE: an Immunisation History Form is no longer acceptable documentation.

Overseas immunisation records are not acceptable

## 6. ENROLMENT EXCLUSION (APPLICABLE TO KINDERGARTEN ONLY)

Enrolment in the Pre-compulsory years will not be finalised until six weeks prior to commencement of attendance to ensure the IHS is current. If a current IHS is not provided within the timeframe, the enrolment will not proceed.

Tranby College will not accept the enrolment of a child if the child's immunisation status is not recorded on the HIS as being 'up to date' or they do not satisfy other acceptable criteria. A child may be enrolled if:

- the child is following an approved 'catch up schedule' as described on their IHS. The HIS must be no more than two months old on the date it is sighted by the school and reflect a 'catch up' schedule that is active at the time of enrolment;
- the child has a valid immunisation certificate that has been issued by the Chief Health Officer; or
- the Principal is satisfied that the child satisfies one of the exemptions in the [WA Department of Health Exemption Eligibility Form](#)

## 7. OVERSEAS IMMUNISATION RECORDS

Parents or guardians who provide an overseas immunisation record on enrolment will be required to contact a local immunisation provider who will be able to register the child on AIR; upload any previous vaccination to the AIR; provide any overdue vaccinations to the child. Once the child is registered the parents will be able to access their child's AIR Immunisation History Statement.

## 8. ENROLMENT REGISTER

The enrolment register must include the following information about the child:

- Name
- Date of birth
- Date of enrolment
- Date enrolment ceased
- Immunisation status

All enrolment records will be retained by the College for seven years from the day on which the student's enrolment ceases.

## 9. FUNDING VERIFICATION

Tranby College will check visa conditions for the primary Visa holder using the Visa Entitlement Verification Online (VEVO). Tranby College will collect and retain for six years after the calendar year of the applicable census the following information:

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**9.1 Student not an Australian citizen but verified on VEVO to be a Permanent Resident:**  
Either a copy of their Visa Grant Notice or VEVO will be retained on file as evidence of this

**9.2 Student born in Australia and at least one parent also born in Australia**  
Australian Birth Certificate

**9.3 Student born in Australia and both parents born overseas**

- If an Australian Citizen - any of the following:
  - Australian Birth Certificate and one parent's Australian Citizenship Certificate granted prior to child's birth
  - Australian Birth Certificate and one parent's Australian Passport granted prior to child's birth
  - Australian Birth Certificate and one parent's Permanent Residency (e.g. VEVO or Visa Grant Notice) granted prior to child's birth
  - Australian Passport
  - Australian Citizenship Certificate
- If not an Australian Citizen (i.e. Temporary / Permanent Resident)
  - copy of Visa Grant Notice or VEVO

**9.4 Student born overseas:**

- If a Temporary Resident - copy of Visa Grant Notice or VEVO
- If a Permanent Resident - copy of Visa Grant Notice or VEVO
- If an Australian Citizen - copy of Australian Citizenship Certificate or Australian Passport

**9.5 Bridging Visa:**

VEVO is not sufficient for students on Bridging Visas. Instead the Visa Grant Notice is required as this provides more information on the student's previous visa, as well as the visa being applied for.

## Related Policy and Procedures

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Policy	Diversity and Inclusion
Policy	Privacy
Procedure	Enrolment
Form	Application for Enrolment
Document	Covering Letter for New Admissions
Document	Tranby College Acceptance Pack
Fees Schedule	

## Applicable Legislation

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Australian Privacy Principles (APP) 2014  
 Disability Discrimination Act (1992)  
 Disability Standards for Education (2005)  
 Public Health Act (2016)  
 Privacy Act 1988 (Cth)  
 School Education Act (1999)  
 School Curriculum and Standards Authority Act (1997)

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## Responsibilities

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### Registrar Responsibility

The Registrar or nominee has the responsibility to:

- Know and understand the Enrolment Policy
- Enact the policy
- Inform the Principal if there are any anomalies in the enrolment process for a child
- Collect and retain information required under legislation

### Manager's Responsibility

The Principal and the College Leadership has responsibility to:

- Know and understand the Enrolment Policy
- Apply the open enrolment policy across the College

### College's Responsibility

Tranby College has a responsibility to:

- ensure that all staff have access to and understand the policy
- ensure that all parents have access to and understand the policy
- ensure that the policy is fairly and justly applied across Tranby College
- respond to the needs of a particular individual as appropriate within the values of Tranby College
- comply with legislated requirements

## Definitions

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**AIR:** *Australian Immunisation Register*

**HIS:** *Immunisation History Statement*

**VEVO:** *Visa Entitlement Verification Online*

## Further Information

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Further information concerning any aspect of this policy may be directed to the College Registrar.

## Policy Sign off & Acceptance

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Sign off is required by:

**Board Chair**

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**Revision History** (*filled out Board or Principal*)
 

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Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
2.1	Approved	June 2021	Board	21.18	Reformatted and updated

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