



POLICY	Enrolment
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Policy Owner	Board
Function/Area	College 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 Application 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, children of members of staff and clergy within the Uniting Church.

We will accept students at every year level if space is available, subject to the policy principles outlined below.

Policy Scope

This policy applies to the Admissions Team, Principal, Senior Leaders and all parents/guardians 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. **Commitment to Inclusion**
6. **Reasonable Adjustments**
7. **Immunisation Records**
8. **Enrolment Exclusion (Applicable to Kindergarten Only)**
9. **Overseas Immunisation Records**
10. **Enrolment Register**
11. **Funding Verification**
12. **Privacy**

1. OPEN ENROLMENT

- 1.1 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 programs and resources of the school available to students to ensure that the learning needs of prospective students can be met by the College.
- 1.2 The College is a co-education school.
- 1.3 Tranby College seeks to assist the following groups (in decreasing precedence) to enrol their children at Tranby College.

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- Category 1 Siblings
 Children of Tranby College staff
 Children of clergy of the Uniting Church in Australia
- Category B Returning student whose parent/guardian 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

Places will be offered within each category, in order of the date of registration.

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.

- 1.4 Applicants are expected to support the mission, vision and values of the College, in addition to abiding by all College policies and procedures including the relevant Code of Conduct.
- 1.5 An enrolment may be withdrawn regardless of the availability of places, in situations where:
 - relevant information is withheld or information provided is found to be inaccurate.
 - there is a significant change in the circumstances of the student that cannot be reasonably accommodated by the College. In these circumstances, all due consideration will take place including consultation with the student and family concerned.
 - Student puts the safety of others at risk.
 - Parent/guardian puts the safety of others at risk.
 - Student or parent/guardian behaves in a manner contrary to the relevant College Code of Conduct.

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. This may involve multiple meetings between the College and family of the applicant to ensure appropriate support is implemented.
- Offer of a place and signing of the 'Conditions of Acceptance' and payment of Enrolment Fee.

3. MINIMUM AGE TO ATTEND 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 until 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

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- Name and residential address of parents/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 current school reports and NAPLAN results
- Full disclosure of any information related to learning and wellbeing of the child

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

5. COMMITMENT TO INCLUSION

Tranby College does not discriminate against children with a disability but through the interview process, the College will need to be assured that it is able to make any reasonable adjustments for a student with a disability. The College will ensure that all decisions made are in the best interests of the child.

Decisions regarding reasonable adjustments will consider:

- The student's ability to participate
- The benefits and detriments to all parties
- Financial implications
- Available support and resources
- Impact on the educational program

6. REASONABLE ADJUSTMENTS

6.1 Where information obtained by the College indicates that a Student has a disability, the Principal will consult with the Student and the Applicant to determine whether the disability would affect the Student's ability to participate in, or derive substantial benefit from, the educational program at the College. Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

6.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- (a) the nature of the Student's disability;
- (b) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
- (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
- (d) information provided by, or on behalf of, the Student about their preferred adjustments;
- (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programs and achieve learning outcomes and independence;
- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- (g) the costs and benefits of making the adjustment.

6.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the College

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to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

- 6.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will consider the relevant circumstances of the case, including:
- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the Student). This includes (without limitation): (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers; (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - (b) the effect of the disability of the Student;
 - (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (d) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (e) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
 - (f) the nature of the Student's disability, preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

6.5 The Principal or delegate will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

- 6.6 If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate) and:
- (a) adjustments required are not reasonable;
 - (b) adjustments required would cause unjustifiable hardship; or
 - (c) where the student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made,
- the College may decline to offer the Student a position or may defer the offer.

7. 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 and Overseas immunisation records are not acceptable.

8. 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.

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Tranby College will not accept the enrolment of a child if the child's immunisation status is not recorded on the IHS 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 IHS 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.

9. OVERSEAS IMMUNISATION RECORDS

Parents/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/guardians will be able to access their child's AIR Immunisation History Statement.

10. 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.

11. 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:

11.1 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.

11.2 Student born in Australia and at least one parent also born in Australia:

Australian Birth Certificate.

11.3 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.

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11.4 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.

11.5 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.

12. PRIVACY

Tranby College collects personal information, including sensitive information regarding parents/guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment, to provide for the best interests of students. All data submitted is stored in secure facilities and all due care is taken to ensure that it remains safe and confidential. Please see the College Privacy Policy for more information.

Related Policy and Procedures

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

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)
 WA Equal Opportunity Act (1984)

Responsibilities

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:

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- 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/guardians 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

AIR: *Australian Immunisation Register*

IHS: *Immunisation History Statement*

VEVO: *Visa Entitlement Verification Online*

Further Information

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

Policy Sign off & Acceptance

Sign off is required by:

Board

Revision History *(filled out Board or Principal)*

Version	Approved/ Amended/ Rescinded	Date	Board/ Principal	Approval/ Resolution Number	Key Changes & Notes
2.1	Approved	June 2021	Board	21.18	Reformatted and updated
2.2		March 2022	Principal	-	Updated job titles
2.3	Approved	May 2025	Board	25.14	Review

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