



CARNARVON
CHRISTIAN SCHOOL
“Walk as Children of Light”

ENROLMENT POLICY

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1 PREAMBLE

Carnarvon Christian School exists to be a vibrant, caring school community focussing on a quality, Christ centred education.

This Policy covers the criteria and procedures for the enrolment of children at Carnarvon Christian Parent Controlled School Association [Inc].

2 MISSION STATEMENT/ETHOS

In partnership with families, Carnarvon Christian School aims to provide an all-encompassing education, in the light of God's Word. Students will be encouraged to develop positive relationships and their God given talents as they grow towards Christian maturity.

2.1 ELABORATION

Carnarvon Christian School has high expectations of both parents and students. Students are expected to behave in a manner that brings honour to the school and to be fully involved in all areas of school life. Parents are expected to support the school by supporting the school philosophy and ethos, upholding all school policies by adhering to them and speaking well of them at home, including uniform and discipline policies, paying school fees and committing themselves to being involved with school community events and interviews with teachers.

Carnarvon Christian School wants all parents who desire a Christian education for their children, to be able to attend the school.

3 MEMBERSHIP POLICY

The term 'members' is defined in 'Eligibility For Membership', Section 4a of the Constitution: *'Membership shall be open to any person over the age of eighteen (18) years interested in furthering the object of the Association who declares his or her agreement with such objects, accepts and agrees with its Statement of Faith, agrees to abide by the Constitution, indicates clearly that he or she has received Christ personally as Saviour, and evidences to the satisfaction of the Board of Directors or its appointed representatives that he or she is leading a life compatible with Christian principles.'*

It is expected that the majority of parents joining the School community will not be offered Full Association Membership in their first year, unless a Pastor's reference and committed regular Church attendance guarantee that they fit the category of 'Christian.'

The character of the School will, of course, reflect, among other things, the homes that students come from. To assist in analysing the family background, two categories of enrolment are recognised – "C" [Christian] and "NC" [non-Christian.]
Parent Membership Information Sheet; Appendix 1

4 ENROLMENT FRAMEWORK

- That parents fully support the philosophy and ethos of the school.
- The parents agree to allow the student to share fully in the life and program of the school.
- The parents undertake to provide the student with the correct uniform as approved by the school and to ensure that the student wears the uniform correctly and neatly. The student should also travel to and from the school in correct uniform. Where students are given permission to wear clothes other than uniform, the parents undertake to ensure that the student is dressed modestly.
- The parents undertake to provide the student with all necessary equipment, as stated by the school, so they are able to fully participate in the school's educational program.
- The parents accept the right of the school to employ such legal discipline as it deems wise and expedient for the student and to uphold the school's authority and right to administer appropriate discipline in accordance with the CCS rules and Behaviour Management policy of the school.
- Parents of children who are waitlisted understand that priority of enrolment into the school will be given to those students who;
 - are from Christian families actively attending a church fellowship
 - were enrolled at CCS the previous year and have no outstanding fees due
 - who have current [or past] siblings attending the school
 - are children of Christian ministers
 - have transferred from another Christian school
 - are children of CCS staff
- Annual School Fees will be invoiced once only. Statements will be sent monthly. Payments of the Annual School Fees are expected to be paid at the frequency selected in the School Fees Payment Schedule Option form. In cases where this condition would cause hardship alternative arrangements may be discussed with the Bursar
- Parents will give at least one term's notice of termination of enrolment and failure to do so will render them liable for one term's fees, unless the school accepts that there are mitigating circumstances.
- A refund of unutilised fees on termination of enrolment for any reason will be solely at the discretion of the school.
- Students will behave in a manner that does not bring dishonour on the name of Christ or disgrace to the school.
- The student, to the best of their ability, will obey the school rules and conditions of enrolment, as applicable and as they vary from time to time.
- Parents understand that the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school rules.
- The school may, at its discretion, grant a provisional enrolment prior to granting full enrolment.
- Completing and submitting an enrolment application form does not constitute an offer of enrolment at CCS only the notification of an offer of a position

- CCS will not discriminate enrolment but all families and students must support the Christian faith and its traditions in the school's curriculum and day to day life of the school.
- Places are offered solely at the discretion of the Principal in consultation with the respective teacher.

Enrolment in the school can be withheld, suspended or withdrawn by the Principal after careful consideration of what is in the best interest of a particular student, other students or the School community.

5 PROCEDURE FOR ENROLMENT

The following procedure will be implemented for each Application of Student Enrolment received at Carnarvon Christian School.

- Completed Application of Student Enrolment received at the School, and dated.
- Relevant forms and information submitted to the School to be photocopied and kept in the student's file include;
 - Child's name
 - Date of Birth
 - Residential address of parents or guardian
 - Details of any long term care
 - Welfare and developmental provisions in force at law
 - Name of current or previous school
 - Country of citizenship
 - Details any conditions requiring special steps to take for the benefit or protection of the child.
 - current/recent academic and teacher reports, including recent IEP [individual Education Program] notes - where relevant
 - medical reports; eg doctors, paediatrician, psychologists, allied health etc
 - birth certificate
 - immunization record
 - immigration visas - where relevant
 - Court orders – where relevant
 - Health Care Plans [eg asthma] – where relevant
 - Immunization status of enrollee
 - Child's Medicare number and reference number on card
- Compulsory parent / guardian interview with Principal, who will also answer any questions parents / guardians, may have regarding the School and Christian schooling.
- If the parent/guardian answered 'Yes' to question 4 on page 3 of the enrolment application, regarding if they are a Christian, then a Pastor's Reference [Module P or Q] will be required.
- If the parent/guardian answered 'No' to question 4 on page 3 regarding if that are a Christian, parents/guardians will be given the option to attend a short Christian group study course or an information session on the Christian beliefs upheld and taught by the school.
- Notification of parents/guardians of outcome and commencement date of student/s if accepted into the school;

- It is a requirement that at least one parent/guardian from each family must also qualify for Association Membership or Associate Membership, and have paid up membership for each year during which a child from that family is attending the school.
- Upon notification of a successful enrolment, a non-refundable deposit of \$50.00 will be required, which will be deducted from School fees.

A letter of acceptance of enrolment must be sent with a copy of the Parent/Guardian Contract to the parent/guardian following approval of the Application of Enrolment.

Immunisation Status

At the time of enrolment:

- CCS must sight the current Immunisation History Statement (IHS) which is not older than 2 months when it is sighted. The statement can be obtained from the Australian Immunisation Register (AIR).
- Unless a child who is to be enrolled satisfies one of the exemptions (see appendix xx) then his/her IHS must be up to date - except under the circumstances where the child is on a 'catch up' schedule as described on an AIR Immunisation History Form that is no more than 6 months old and as planned by an immunisation provider or the child has been issued a certificate issued by the Chief Health Officer.
- Upon request from the Chief Health Officer, CCS will report any child who is enrolled whose immunisation status is not up to date.

Note: Should there be a significant delay between acceptance of enrolment and attendance then CCS will require a second sighting of the IHS (not more than 2 months before attendance). Children seeking to enrol in Pre-Kindergarten or Kindergarten must either be up-to date with their immunisations or exempt. If not, the child cannot be enrolled [*Public Health Act 2016*, s. 141D].

Overseas Immunisation Records

All parents/guardians from overseas enrolling their child at CCS are required to provide their child's AIR Immunisation History Statement

NB. Overseas vaccination records are not acceptable and the child must be registered on AI

Enrolment exclusion

A child enrolling in Pre-Kindergarten and Kindergarten whose immunization status is not up to date may be enrolled if they meet one of the following:

- where a 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 that it is sighted by the school and reflect a catch up schedule that is active at the time of enrolment; or
- the child has a valid immunization certificate that has been issued by the Chief Health Officer; or
- the Principal/school is satisfied that the child satisfies one of the exemptions described in the Australian Immunisation Register (AIR) – immunisation medical exemption form (IM011) <https://www.servicesaustralia.gov.au/organisations/health-professionals/forms/im011>
- All parents/guardians of children from overseas enrolling into Carnarvon Christian School are required to provide their child's AIR Immunisation History Statement. *Overseas vaccination records cannot be accepted.* Parents/guardians need to provide their child's overseas vaccinations to a local Immunisation provider who can Register the child on AIR.

- Should there be a delay between sighting the Immunisation History Statement and the child attending school then CCS must sight the documentation not more than two months before the child commences schooling.

Enrolment Register

Once a child is enrolled at CCS the following information is to be placed in the CCS Enrolment Register in electronic form:

- Full Name
- Date of birth
- Date of enrolment
- Date enrolment ceased
- Child's current immunisation status IHS (as described on the child's current Immunisation History Statement)
- Child's Medicare and reference number.

School Curriculum and Standards Authority (SCSA) is informed of an enrolment at CCS and a Western Australian Student Number *WASN) is allocated to that student.

Each child's enrolment record is retained by the school for a minimum of seven years from the day on which the student's enrolment ceases.

6 MINIMUM AGE OF ENROLMENT

Carnarvon Christian School (CCS) does not permit any child to be enrolled at the school before the final year of their early education and the child has turned 3 years of age.

If a child reaches their 3rd birthday before the 30th June in the year of their attendance at Pre-kindergarten, he/she can be enrolled after their 3rd birthday of that year.

Children who reach their 3rd birthday after 30th June cannot attend Pre-Kindergarten until the following year.

7 STUDENTS WITH A DISABILITY/ADDITIONAL NEEDS

Students with a disability/special needs will undergo a two stage enrolment process to ensure CCS has all the relevant information about the child and can cater for his/her needs.

Should it be revealed on the application form that the child has a disability/additional needs then the parent/caregiver will be given a questionnaire which is to be filled out and returned to the school. Once all the relevant information is available a meeting will be held with the following people present: teacher, Principal, Special Needs teacher.

The Principal will then make an assessment as to whether CCS can cater for the child's needs.

The Parents/caregivers will be then advised as whether their enrolment application is successful. Should physical adjustments be needed to be made to the school environment which are essential for the child's safety then he/she will only be allowed to attend school once these are in place.

7 WAIT - LISTED STUDENTS

A wait list will be maintained by the Administrative Staff where there is no immediate position available in the relevant classes. However, students will ONLY be wait listed following the usual Application Procedure has been applied. A non-refundable fee deposit of \$100.00 must be paid.

A letter is to be sent to the parent/guardian advising them of acceptance of the Application for Enrolment, and the Wait List placement of their child/ren at Carnarvon Christian School.

Wait listed students are subject to the same selection criteria regardless of their position on the wait list as described in # 5 'Procedure For Enrolment'.

8 CEASING ENROLMENT AND STUDENT TRANSFERS

Other than cancelling enrolment lawfully under s.20 of the School Education Act, the Principal's authority to remove a student's name from the school's enrolment register is limited to the following circumstances:

- he or she believes on reasonable grounds that the student is enrolled in another school or is no longer resident in WA;
- the student is exempt under s.11 or is being home-schooled; or
- the Director General, as the Minister's delegate, authorises the removal on the ground that inquiries to establish the child's whereabouts have not been successful [s.21].

When enrolling a student transferring from another school in Western Australia, the Principal is required to notify the Principal of the student's previous school [School Education Regulations, reg.11] and SCSA [School Curriculum and Standards Authority Act 1997, s.19F(2)].

9 STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN

According to *Students whose whereabouts are unknown* Guidelines and procedures (2018); a student can be regarded as "missing" when they cannot be located and their parent/guardian cannot be contacted and the school has not received advice that the student is being educated elsewhere. The student will remain on the roll of CCS enrolment register (s.21 of the Act) until confirmation is received from Student Tracking to move the student from the roll..

APPENDIX 1: CCPCSA Inc Membership Information Sheet

CARNARVON CHRISTIAN PARENT CONTROLLED SCHOOL ASSOCIATION *ASSOCIATION MEMBERSHIP INFORMATION SHEET*

CARNARVON CHRISTIAN SCHOOL MEMBERSHIP- Constitution of the Association MEMBERSHIP

- (i) Membership shall be open to any person over the age of eighteen (18) years interested in furthering the object of the Association who declares his or her agreement with such objects, accepts and agrees with the Statement of Faith, agrees to abide by the Constitution, indicates clearly that he or she has received Christ personally as Saviour, and evidences to the satisfaction of the Board of Directors or its appointed representatives that he or she is leading a life compatible with Christian principles.
- (ii) All teachers employed by schools maintained by the Association must qualify for Membership of the Association.
- (iii) Associate Membership - Persons who do not fulfil all the requirements for Membership may, at the sole discretion of the Board, qualify for Associate Membership. (refer 9g)
- (iv) Friends of the Association Membership - Persons who fulfil the requirements for Membership, who do not send their children (if they have children) to the school/s, but wish to support the Association, may, at the sole discretion of the Board, be accepted as Friends of the Association Members. (refer 9h)
- (v) Register of members of Association
- (vi) The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining-
 - (1) in an up to date condition a register of the members of the Association and their postal or residential addresses and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.(refer 14a)
 - (2)The register must be so kept and maintained at the Secretary's place of residence or at such other place as the members at a general meeting decide.(refer 14d)
 - (3)The Secretary must cause the name of a person who dies or who ceases to be a member under rule 16 (g) to be deleted from the register of members referred to in sub-rule (1).

DISCIPLINE OF MEMBERS

- a. Expulsion
The Board may terminate a person's Membership or Associate Membership, after giving that person reasonable opportunity for defence, by passing a resolution to that effect, on the grounds that:
 - (i) Membership fees are more than three (3) months in arrears; or
 - (ii) Tuition fees are more than three (3) months in arrears; or
 - (iii) The person has conducted him/herself in a manner unworthy of a Member of the Association; or
 - (iv) In the case of a Member, the person has ceased to accept the fundamental truths of Christianity as outlined in our Object and Statement of Faith.
- b. Relegation of Status; A Member who for any reason may not be able to attend meetings of the Association regularly, without prior approval of the Board, may be relegated to Associate Membership status by a two-thirds (2/3) majority vote of the Board.
- c. Re-instatement of Status ; Membership or Associate Membership status may be re-instated according to the normal procedures as followed by the Board in determining Membership.
- d. Financial Member ; A Financial Member shall be as defined from time to time by the Association, at a General Meeting.

RESIGNATION

Any Member or Associate Member of the Association may resign from Membership at any time by notice in writing delivered to the Secretary

SUBSCRIPTIONS

The annual subscription fee for Membership and Associate Membership of the Association shall be such amount as is fixed from time to time by the Board. The annual subscription shall be payable in January of each year.

RULES OF ASSOCIATION

The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17,18 and 19 of the Act, which is as follows-

Subject to sub-rule (1)(d) and (1)(e), the Association may alter its rules by special resolution but not otherwise;

Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;

An alteration of the rules of the Association does not take effect until sub-rule (1) (b) is complied with;

An alteration on the rules of the Association having effect to change the name of the association does not take effect until sub-rules (1)(a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;

An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed the rules and agreed to be bound by all their provisions

APPENDIX 2: Enrolling students with visas

ELIGIBILITY

1. To check which students are eligible or not eligible to be reported in the Census, see “ELIGIBILITY FOR INCLUSION” in the [2015 Census Guidelines](#).
2. Non-government schools are able to enrol any school age student with a visa that permits study, but must be aware of circumstances where ineligible students are not reported in the school’s annual census return, and of RESTRICTIONS for School Sector 571 Subclass Visas and Visitor Visas. Please see more information about these below.

STUDENTS ON VISAS

3. A *Student on a Visa* is any student who holds (or is a dependent of persons who hold) a permanent, bridging or temporary visa, including New Zealand citizens. See the definition for “Who is a Student on a Visa?” in the [2015 Census Guidelines](#) for more information, including for students with bridging visas.
4. Non-government schools are required to report on eligible *Students on Visas* in the *age/grade* table and in the *Students on Visas* table in the school’s annual census return. Schools must also keep on file copies of documentation used to assess if students can be included in the census return as a *Student on a Visa*.

OVERSEAS STUDENTS

5. *Students on Visas* include *Overseas Students*, who are defined for funding purposes in Div.2 s6 of the [Australian Education Act 2013](#) and Div.2A s6 of the [Australian Education Regulation 2013](#). Schools are referred to the “Definition of *census day*” in Div.2 s7 of the Act and to information provided by the Australian Government Department of Education at the [SSP Help - Home](#) website.
6. *Overseas Students* are reported in the *age/grade* table and in the *Students on Visas* table and in the *Overseas Students* table in the school’s annual census return.
7. Dependents of *Overseas Students* can be enrolled in any school. The school does not have to be [CRICOS](#) registered.
8. *Overseas Students* or dependents of *Overseas Students*, with a small number of EXCEPTIONS, do not attract recurrent funding, and may be charged full fees. These are students with ineligible 57x subclass visas: [570 Independent ELICOS Sector](#), [571 School Sector](#) (see more information below), [572 Vocational Education and Training Sector](#), [573 Higher Education Sector](#), [574 Post graduate Research Sector](#) and [575 Non-Award Sector](#). However, see the “EXCEPTIONS”, below.

SCHOOL SECTOR 571 SUBCLASS VISAS

9. The [School sector 571 subclass visa](#) enables a student to study in an Australian school either as a full fee paying overseas student or as a participant in an approved and registered secondary school exchange program.
10. Students holding a School sector 571 subclass visa can only enroll in a CRICOS registered course in a CRICOS registered school as a full fee paying overseas student. These students do not attract recurrent funding.
11. On the other hand, students with a School sector 571 secondary exchange visa can enrol in a school under an approved secondary school exchange program- Please refer to: <http://www.eti.wa.edu.au/your-study-options/study-at-school/student-exchange> and do attract recurrent funding if they meet the Australian Government Department of Education census eligibility requirements. These students do not pay tuition fees. Please see Education and Training International (as above) for more details.

VISITOR VISAS

1. Most school age students with [Visitor Visas](#) will have a RESTRICTION of a maximum study period of 3 calendar months.
2. According to the [2015 Census Guidelines](#), students with a *Visitor Visa* who are in Australia for a period of less than 6 months are not eligible to be reported in the census. (Most students on study tours or enrolling in schools for holiday programs will usually have a *Visitor Visa*.)

TUITION FEES

3. Schools may charge full fees or pro-rata full fees for enrolled students who are NOT eligible for recurrent funding.

EXCEPTIONS: OVERSEAS STUDENTS WHO MAY BE ELIGIBLE FOR RECURRENT FUNDING

| DEPENDENTS OF OVERSEAS STUDENTS FULLY FUNDED BY AUSTRALIAN GOVERNMENT / UNIVERSITY | SECONDARY EXCHANGE STUDENTS |
|---|---|
| Dependents of adult higher education students whose studies are fully funded by an Australian university or the Australian government . (Dependents of overseas students funded by foreign governments do <u>not</u> attract recurrent funding.) | Students with a 571 subclass visa who are participating in a registered secondary exchange program attract recurrent funding if they meet census eligibility requirements. See “Who is an Exchange Student” in the 2015 Census Guidelines for more information. |
| These students can be enrolled in any school. (The school does <u>not</u> need to be CRICOS registered.) Check with Department of Education by email: grantsanddata.help@education.gov.au or t: 1800 677 027 (option 1 then option 3) if these students will attract recurrent funding. | These students must be enrolled under a registered secondary exchange program and there is a state government requirement that these students do <u>not</u> pay tuition fees. (See more information below.) |

RESTRICTIONS: SCHOOL SECTOR 571 SUBCLASS VISAS

| FULL FEE PAYING OVERSEAS STUDENTS | SECONDARY EXCHANGE STUDENTS |
|--|--|
| The school and the course must be CRICOS registered. | The Secondary Exchange Program must be registered. |
| The student is <u>not</u> eligible for recurrent or any other funding. | The student is eligible for recurrent funding if census eligibility requirements are met; and does NOT pay tuition fees. |

TIPS

COLLECTING INFORMATION AT TIME OF ENQUIRY

1. *Keep on file a copy of any information used to determine the visa status and subclass of the parent or child at time of enrolment. This may be required as evidence for validation of funding claims in a post-enumeration exercise. Documentation might include evidence of citizenship or a valid passport and visa at time of enrolment, along with DOB and other details.*
2. *Note passport and visa expiry dates, if applicable.*
 - *To search for information about a visa, enter the subclass number into the search facility at the top right of the Department of Immigration and Border Protection website www.border.gov.au.*
3. *Register on [VEVO](#) to be able to check visa details and entitlements of applicants/students online.*
 - *Request permission to access visa details for the duration of a student’s enrolment as part of the enrolment process.*
4. *Keep in mind any restrictions there may be on enrolment when collecting initial details e.g.,*
 - *For visitor visas – the enrolment period is not longer than the max length of the study period (usually 3 calendar months).*

- For student visas – the enrolment period is for at least 3 months or longer, and the school must be CRICOS registered if the student is paying full fees and holds / is applying for a [571 subclass student visa](#).
- Exchange students must be enrolled under a registered secondary exchange program and do not pay fees.

DETERMINING TUITION FEES

5. First decide if a student is eligible to be reported in the school's annual census return. Then decide if the student will or will not be eligible for recurrent grant funding. Schools may charge full fees for students who are not eligible to be reported or who hold ineligible visa subclasses.
6. If a child is the dependent of someone with a student visa where the primary visa holder pays full fees, or is funded by a foreign government to study a course in Australia, schools may charge full fees for the child's enrolment.
7. If a child is a dependent of someone with a higher education visa who is sponsored or who has a scholarship that is funded by an Australian university or the Australian Government, contact the Department of Education to check if the child would attract recurrent funding, in which case domestic fees would apply. (Be able to provide details of the primary visa holder's sponsorship or scholarship when contacting the Department of Education).
8. If a student holds a [Visitor Visa](#), schools may charge pro-rata full fees. Schools are advised to ensure visiting students hold appropriate insurance cover, including medical insurance, and the period of enrolment is not longer than 3 calendar months.

ADDITIONAL STEPS FOR [SCHOOL SECTOR 571 SUBCLASS VISAS](#)

9. If a student asks a CRICOS registered school for a Letter of Offer or Confirmation of Enrolment (CoE) for enrolment as a full fee paying overseas student, check if the student is already enrolled with another school or is applying for a [571 subclass visa](#). If the student is still enrolled with another CRICOS registered school, conditions for transfer may apply. Request permission to check the student's visa details in [VEVO](#).
10. If the student holds a current visa for a secondary exchange program, but is applying for enrolment at your school, contact Education and Training International – who is responsible for registration of approved Secondary Exchange Organisations - to find out details of the approved arrangements for this student. Secondary exchange students participating in approved exchange programs are not required to pay tuition fees. This is an important consideration if a registered exchange organisation asks your school to host a student and to complete the Acceptance Advice for Secondary Exchange Students (AASES) form. You may wish to determine eligibility for recurrent funding in this case.

SEEK ADVICE

11. In all cases, check Census requirements that apply, and contact the Australian Government Department of Education for further advice if necessary.

NOTES

1. Only the [Department of Immigration and Border Protection](#) (DIBP) or a registered Migration Agent can give advice about visas. The following is advice for schools wishing to enrol students who have a visa already, or if a full fee paying overseas student requests a CoE for a 571 subclass visa.
2. Please check (and refresh) the following links for information in relation to enrolling students on visas: <http://aeaguide.education.gov.au/content/f10-overseas-students> and <https://ssp.education.gov.au/ssp/help/>.
3. If wishing to seek further advice from the Australian Government Department of Education, contacts are e: grantsanddata.help@education.gov.au or t: 1800 677 027 (Option 1, then Option 3). It is recommended schools make file notes of advice received.

LINKS

| | |
|---|---|
| Australian Education Act 2013 | https://www.comlaw.gov.au/Details/C2015C00112/Html/Text#_Toc415557306 |
| Australian Education Regulation 2013 | https://www.comlaw.gov.au/Details/F2013L01476/Html/Text |
| SSP Help - Home | https://ssp.education.gov.au/ssp/help/ |
| CRICOS | http://cricos.education.gov.au/ |
| 57x subclass visas | http://www.border.gov.au/Trav/Stud |
| SCHOOL SECTOR 571 SUBCLASS VISA | http://www.border.gov.au/Trav/Visa-1/571- |
| Visitor Visa | http://www.border.gov.au/Trav/Visi/Visi |
| VEVO | http://www.border.gov.au/Busi/Visa |
| Department of Immigration and Border Protection | http://www.border.gov.au |
| | |

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Appendix 3: Disability/additional needs questionnaire

Please complete all sections of this form honestly and accurately. Information provided is for the purpose of determining the adjustments your child may need at school. Please write N/A (Not Applicable) in sections that do not apply to your child.

DIAGNOSIS

Does your child have a known disability, learning difficulty, medical condition or diagnosis that may impact upon their safety, participation or learning? *Includes physical, cognitive/intellectual, learning, sensory (hearing, vision), speech & language, Autism Spectrum Disorder, social/emotional/behavioural, illness/disorder, medical (anaphylaxis, diabetes, asthma etc), mental health or other.*

- Yes Unsure
 No Currently pursuing diagnosis

Nature/Name of disability/condition/diagnosis

Diagnosed by _____
(Name of professional/Dr/specialist)

(Position/Role/Speciality/Area of expertise. e.g. Psychologist, Neurologist etc)

Date of diagnosis _____ Copy of report attached? Yes
 No

Is your child currently eligible for any services or funding? (e.g. Disability Services Commission, Centrelink, National Disability Insurance Scheme, Insurance Compensation, Therapy Focus etc) Yes
 No

Please give details _____

Name of Disability Services Commission LAC (Local Area Coordinator) if known

LEARNING/ACADEMIC

Describe your child's learning strengths _____

Describe your child's learning weaknesses _____

Describe any adjustments, accommodations, allowances, considerations or specialised equipment your child needs to participate in learning in all or specific classes

Are you aware that your child is achieving below expected grade level in any areas of the curriculum? (e.g. literacy, numeracy etc). Please give details.

- Yes
 No
-
-

Has your child had a Documented Plan of any sort? (e.g. Individual Education Plan, Curriculum Adjustment Plan or similar) related to learning, curriculum or academic goals?
Copy of previous Documented Plans attached?

- Yes
 No
 Yes
 No

HEARING AND VISION

Has your child's vision been tested in the past?

- Yes
 No

Does your child need to wear/use vision aids? (e.g. Glasses, assistive technology, specialised equipment, low vision aids, large print, specific font, magnifiers etc)

- Yes
 No

Please describe _____

Has your child's hearing been tested in the past?

- Yes
 No

Does your child need to wear/use hearing aids? (e.g. Hearing aid, hearing cap, FM system, amplifier, acoustic considerations, sit at front of classroom etc)

- Yes
 No

Please describe _____

Has your child accessed (now or in the past) specialist hearing or vision services? (e.g. Vision Education Service, WA Institute for Deaf Education (WAIDE), other)

- Yes
 No

Please describe _____

SPEECH & LANGUAGE (COMMUNICATION)

Has your child's speech and/or language skills been tested in the past? Yes
 No

Has your child accessed (now or the past) specialist speech or language services?
(e.g. Telethon Speech & Hearing, Speech & Language Centre (LDC), Speech
Therapist/Pathologist, other) Yes
 No

Please describe _____

Explain the extent to which your child can communicate?

Explain the extent to which your child can communicate basic needs/wants. (e.g. toilet, drink, help)

Does your child need/use adjustments, strategies, considerations as a result of speech
or language concerns? (e.g. Auslan interpreter, Key Word Sign Australia, message
board, electronic device) Yes
 No

Please describe _____

INDEPENDENCE

Can your child manage personal care needs independently? (e.g. toilet, dressing, eating,
mobility) Yes
 No

Please describe _____

Does your child need adjustments, strategies, considerations to support their
independence?

Please describe _____ Yes

Does your child require additional supervision or support in particular situations? If yes,
please give details. No

- To and from school? _____
- Moving between classrooms? _____
- In the playground? At recess/lunch? _____
- Participation in sport? _____
- Dressing/getting changed? _____
- When eating? _____
 - Administering medication? _____
 - Toileting? _____
 - Camps/excursions? _____
 - Other? _____

MEDICAL/HEALTH

Does your child see a GP regularly for a medical/health condition?

Yes
 No

Name of condition/s _____

Does your child access a medical specialist/therapist/treatment regularly for the ongoing management of this medical/health condition?

Yes
 No

(Name of professional/Dr/specialist)

(Position/Role/Specialty/Area of expertise. e.g. Psychologist, Neurologist etc)

Does your child require a Health Support Plan and/or Emergency Medical Plan?
for support to manage/administer medication, pain, fatigue, equipment, EpiPen,
sugar/insulin levels etc)

Yes
 No

Please give details _____

Is your child on any regular prescribed medication?

Yes
 No

Name of medication _____

Please list any allergies _____

MOBILITY

Please describe any mobility issues experienced by your child (including balance, fine motor, gross motor, use of mobility equipment etc)

Will your child require adjustments/support to manage mobility issues while at school? If yes, please give details.

Yes
 No

- Access to classrooms _____
- Buildings and structures (e.g. ramps, lift, handrails, low vision contrast, tactile surfaces)
- Access to specific school facilities/areas (e.g. library, oval, playground)

- Access to toilet facilities

- Supports for specific activities (e.g. writing, playing sport)

- Other _____

Does your child access a medical specialist/therapist/treatment regularly for the ongoing management of their mobility?

Yes
 No

(Name of professional/Dr/specialist/Agency/Service provider)

(Position/Role/Specialty/Area of expertise. e.g. Psychologist, Neurologist etc)

Describe any mobility equipment/devices that you child currently uses

Will your child be bringing this equipment/device with them to this school?

Yes
 No

SOCIAL/EMOTIONAL/BEHAVIOUR

Please describe any issues related to your child's ability to manage social interactions, emotional regulation and/or behaviour.

Does your child access a medical specialist/therapist/treatment regularly for the ongoing management of their social/emotional/behavioral needs?

Yes
 No

(Name of professional/Dr/specialist/Agency/Service provider)

_____(Position/Role/Specialty/Area of expertise. e.g. Psychologist, Neurologist etc)

Has your child had a Documented Plan related to social, emotional or behavioral goals?
(e.g. Individual Behaviour Plan or similar)

Yes
 No

Copy of previous Documented Plans attached?

OTHER SUPPORT/INTERVENTION

Does your child receive support and/or intervention services from any services not previously mentioned on this form? (e.g. tutoring, psychologist, physiotherapist, occupational therapist, speech pathologist, education assistant, mentor etc)

Please give details

Yes
 No

Will this support or intervention continue in this school?

Yes Unsure
 No

Will these agencies be able to provide consultancy support to the School?

Yes Unsure
 No

Name of contact person at relevant agency/ies _____

Are reports from these agencies attached?

Yes

No

ADDITIONAL INFORMATION

Please use this space to provide any additional information related to your child's disability or additional needs in order to give the school a more complete picture of how we can support your child. If you run out of space on this form, please attach additional pages of notes or documents from specialists, therapists, previous school or other sources.

OPTIONAL INFORMATION

Optional section for parents/guardians to record expectations for their child's academic, social, spiritual and vocational goals. Including strengths and weaknesses.

APPENDIX 4:



CARNARVON CHRISTIAN SCHOOL; STUDENT ENROLMENT PROCEDURES

| Enrolment Procedure | Parents' Responsibilities | CCS's Responsibilities |
|--|---|--|
| Apply with Expression of Interest to enrol a student [in person or online]. Application pack will be forwarded to parents. | Apply with Expression of Interest to enrol a student [in person or online]. | Application pack will be forwarded to parents |
| Read & complete Application of Student Enrolment pack [from office or online], ensuring all documents are collected ready to be photocopied by CCS. | Read & complete Application of Student Enrolment pack [from office or online], ensuring all documents are collected ready to be photocopied by CCS | |
| Deliver ' <i>Application of Student Enrolment</i> ' booklet to school accompanied by; <ul style="list-style-type: none"> • *copy of the child's birth certificate, • *current Medicare and ref number for child • *current immunizations record • *the most current school report/s, NAPLAN documents and include any IEPs where relevant. • *current immigration visa certificates [if student not born in Australia] • *all relevant medical reports • non-refundable enrolment fee. *These forms are to be photocopied and originals given back to parent. | Deliver to the school ' <i>Application of Student Enrolment</i> ' booklet accompanied by; <ul style="list-style-type: none"> • *copy of the child's birth certificate, • *current Medicare and ref number for child • *current immunizations record • *the most current school report/s, NAPLAN documents and include any IEPs where relevant. • *current immigration visa certificates [if student not born in Australia] • *all relevant medical reports • non-refundable enrolment fee. * Please ensure you receive your original forms back from office staff once they have been copied for school records. | Check all sections are completed fully by parent before accepting the ' <i>Application of Student Enrolment</i> ' Booklet *These forms to be photocopied and originals given back to parent. <ul style="list-style-type: none"> • *copy of the child's birth certificate, • *current Medicare and ref number for child • *current immunizations record • *the most current school report/s, NAPLAN documents and include any IEPs where relevant. • *current immigration visa certificates [if student not born in Australia] • *all relevant medical reports Receipt for the non-refundable enrolment fee given to parent. |
| There will be a compulsory Parent / Guardian interview with Principal who will give the opportunity for raising questions about Christian Education. *Parents/ Guardians are asked to bring along any medical reports | Attend the compulsory interview with the CCS Principal and ensure all documents required of you have been either already handed in or take along to the meeting [to be photocopied and originals returned to parents]. | An interview time is to be made and parents & Principal notified. Reminder call made in the case of an appointment made into the future. |

| | | |
|--|--|--|
| [including Emergency Health Care Plans eg Asthma] pertaining to their child's development or need for special interventions or assistance when at school. If child has a disability then the 2 stage enrolment procedure will apply. | Note down any questions prior to the meeting you may wish to ask the Principal. <i>*Parents/ Guardians are asked to bring along any medical reports [including Emergency Health Care Plans eg Asthma] pertaining to their child's development or need for special interventions or assistance when at school. This will be discussed with the Principal.</i> | Papers and documents presented at the interview by parents etc to be photocopied and originals returned to parents. All documents kept together with students file in Pending Enrolments. . If child has a disability then the 2 stage enrolment procedure will apply. |
| Enrolment Procedure | Parents' Responsibilities | CCS's Responsibilities |
| Parent information packs to include as a minimum; Fee payment policy; Parent & Student Handbook; Data Collection Form; Complaints and Disputes Resolution Flowchart; Membership Info sheet. | Parents to ensure all CCS documents are read and understood. | |
| If parents are regular church goers, they are asked to bring a Pastor's acknowledgement of such in order to receive full membership standing. | Christian parents to have 'Module P' completed by their minister/Pastor to ensure full membership rights. | Christian Parents [*marked in Application Bklet page3 question # 4] to be given 'Module P'. This is to be filed into student file on its return. Once completed parents to receive full association membership status. |
| If Parents are not Christians they are encouraged to attend an information session on the Christian beliefs upheld and taught by the school or a Christianity Explained course. | Non-Christian parents are encouraged to attend either A] an information session on the Christian beliefs upheld and taught by CCS or B] to attend a short group series of the Christianity Explained course. | Liaise with local minister running the courses as to when these are held and notify and book parents in when appropriate. Send reminder to parents near the start date. |
| Parents/ Guardians to be notified by the school of enrolment status; start date or wait listed or declined - with the reasons. | Parents/ guardians will be informed of the enrolment status of their child/ren after the interview with the Principal. | Notify parents after the interview of the outcome for the children [start date or wait listed or declined – with the reasons.] |
| One parent [minimum] must sign up for full membership or associate membership and be up to date with membership fees. | On acceptance of a student's enrolment at least one parent must sign up for full or associate membership and be up to date with membership fees. | Give membership information sheet and receipt the fees paid as either Full or Associate Member. |
| Upon notification of successful enrolment the non-refundable deposit fee of \$50 must be receipted before admission. This is deducted from school fees for the term. | Upon notification of successful enrolment the non-refundable deposit fee of \$50 is due. Please note this must be paid and receipted before admission. This is deducted from the student's school fees for the current term. | Receive and receipt non-refundable enrolment fee if not already paid. Notify the bursar to deduct from school fees. |
| Full correct CCS uniform must be purchased and worn | Full correct CCS uniform must be purchased and worn | Advise on when uniforms may be purchased and |

| | | |
|--|---|--|
| every school day by each enrolled student. | by every student from PP to year 7. There are second hand options available. | provide a price list. |
| Current Year's Book List for each child. | Please collect the booklist and purchase the items ASAP for your child. Some items may be available through the office but it is the parent's responsibility to provide all essential items on the booklist regardless of the starting point during the year. | Provide the correct year level booklist to parents. <i>[Some teachers may still have prepaid texts available to purchase, but parents must check with class teacher and pay up front. No credit will be extended - as often these texts have been paid for by class teacher's personally to help in the transition of new students.]</i> |

SCHOOL ONLY PROCEDURAL CHECKLIST FOR STUDENT ENROLMENT

SCHOOL BASED OFFICE PROCEDURE ONCE ENROLMENT IS CONFIRMED

A copy of each accepted and enrolled student's details are given to;

A. Administration team –

1. Send letter of acceptance to parents/carer of child.
2. Distribute information required to class teacher, Bursar, Librarian, Principal & Deputy Principal.
3. Student's name and contact details etc entered into emergency phone contact box in alphabetical order.
4. Student's photo and allergy/emergency details added to the First Aid Cabinet (this is done by Vanessa Schaefer)
5. Emergency Health Care Plans added to the First aid file. (this is done by Vanessa Schaefer)
6. Folder and files created and copies filed in a new student's file of all documents pertaining to student enrolment [birth certificates, visa certificates, DCP & legal documents, and academic and medical records etc. Please refer to above list].
7. New student entered into GradeXpert.
8. Name & Birth date onto the birthday list and eldest child distribution list.
9. Information to be entered into SIRS spreadsheet, School Hub address spreadsheet and ongoing student register.

B. Class teacher –

1. Copies of Pages 1, 2, 4, 5 of completed application pack.

Copies of All reports, including academic, NAPLAN, IEPs. Medical, Physio, Speech, Psych etc reports.

2. Note stating Specific allergies or special needs documents & Emergency Health Care Plans if required.

C. Principal

1. Copy of the Application Booklet [all pg] front cover marked 'Principal's Copy'
2. Note stating any immigration issues or anomalies in paperwork to be followed up.

D. Deputy Principal

1. Student name, DOB, class level, siblings at school [for entry onto school faction teams & class lists for bus checklist].

NOTES;

Carnarvon Christian Parent Controlled School Association (Inc)

REVISIONS AND AGENDA

| Revision Date | Clauses Affected | Page Number | Operative Date |
|----------------------|--|---------------------|-----------------------|
| NOV 2005 | New document drafted [DM] | all | December 2005 |
| FEB 2010 | Procedure for Enrolment & Wait Listed Students | 2, 3 | Feb 2010 |
| Sept 2013 | Vision updated, Updates to Enrolment Framework, Procedures for Enrolment & Wait listed students [WJS] | 1, 2, 3, 4 | October 2013 |
| January 2016 | Added new clause for students with disability/additional needs | 5-6 | |
| January 2016 | Added Appendix 3 | 12-17 | |
| May 2020 | Amendment to enrolment framework Addition of information overseas students Enrolment register requirements updated Appendix 4 added | 4, pg6 Pg 17 | May 2020 |
| May 2020 | Student enrolment procedures | Added | May 2020 |
| October 2023 | Students whose whereabouts are unknown added, enrolment procedure update | Pg 5, 6, 8 | October 2023 |