



PC007	Enrolment of Students Policy
Purpose	To detail the criteria and arrangements for student enrolments.
Authority	AFRCEA constitution Article 5, 9(a); Rule 1(b) School Education Act 1999 Non-Government Schools Registration Standards Public Health Act 2016 (WA) Disability Discrimination Act 1992
National Principles for Child Safe Organisations	Principles: 1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture. 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Policy	Student enrolment in the JCSA is subject to the Constitution and rules and to an Application for Enrolment which meets the school's criteria. Parents who are members of the Free Reformed Churches of Australia and of the Albany Free Reformed Church Education Association (Inc) are eligible to enrol their children.
Delegation	Management
Related Policies	Health Records Management (H004). Communicable Diseases & Immunisation (H010); Disability Criteria (R004)
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VERSION MANAGEMENT

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1	Nov 2011		
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3	Nov 2017		
4	Apr 2019		
5	July 2021	Added requirements re: immunisation and visas. Some additional information re: enrolment procedures and ceasing enrolment. Moved certain sections around to make the procedure flow better. Added Version Management table and Table of Contents	J. Mulder
6	Sept 2024	Add NPCSO, update authority section for association rule and relevant legislation. Hyperlink table of contents. Minimum age requirements. Create enrolment register heading for registration requirements: student information required to be recorded and records retention. Amend flowchart Appendix 1. Update Appendix 2 enrolment form for consent to publish student photograph, and parent/guardian confirmation section.	C Brearley



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PC007

Enrolment of Students Procedure

1. ENROLMENT ELIGIBILITY

Membership of the FRCA and AFRCEA

Parents who are communicant members of the Free Reformed Churches of Australia (FRC) or one of their sister churches and of the Albany Free Reformed Church Education Association Inc. (AFRCEA) are eligible to enrol their children at the John Calvin School Albany.

“Children” in this procedure includes a child or children who:

- a) Are in the custody of an Association member; or
- b) Are in the care of an Association member; or
- c) Although not under the custody or care of an Association member, are biological children of an Association member.

The School Committee may only admit a child to the school in circumstances set out in (b) and (c) where supportive written advice from the relevant Consistory has been received.

The School Committee may admit to the school, subsequent to approval by the Association at a General Meeting, children of parents who are not communicant members of one of the FRC but who desire their children to receive a Christian education. In such cases:

- a) The School Committee must obtain written advice from the relevant Consistory that the parents and their children regularly attend church services in one of the FRC with the aim of becoming members; and
- b) Their children, when eligible, must attend the catechism classes; and
- c) The appropriate school fees and any education fees must be paid; and
- d) This admission must be specifically authorised by a resolution of a General Meeting

Minimum age

The following cut-off dates apply:

- Children who reach the age of 4 before 1st July (year) **may** attend Kindergarten.
- Children who reach the age of 5 before 1st July (year) **must** attend Pre-primary.

Disability and Enrolment

Children who are born and baptised in the Free Reformed Church are children of the covenant the LORD has made with His people. The John Calvin Schools have been established for the children of the covenant. This is regardless of ability or disability. The Psalmist David’s words of praise to God that “I am fearfully and wonderfully made” apply to *all* children.

In addition to this, the Disability Discrimination Act (1992) and the Disability Standards for Education 2005 (DSE) ensure that prospective students with disabilities have the right to enrol in an educational institution on the same basis as prospective students without disabilities, including the right to reasonable adjustments that



are necessary to ensure that they are able to enrol on the same basis as prospective students without disabilities.

Reasonable adjustments are a measure or action taken by an education provider that assists a student with a disability to participate on the same basis as other students.

- It supports students with a disability to have access to the curriculum to learn along with other students
- Takes into account the student's learning needs
- Balances the interests of all parties affected, including those of the student with disability, the education provider, staff and other students.

There are four exceptions to the DSE as described in the DSE Part 10:

- Unjustifiable hardship – where an education provider cannot carry out their obligation due to difficulty, risk to people's safety or expense
- Acts done under statutory authority
- Protection of public health – if the disability is an infectious disease or other condition, it is reasonably necessary to isolate or discriminate to protect the health and welfare of the student with a disability for the health and welfare of others
- Special measures – the standards do not render it unlawful for an education provider to provide special measures intended specifically for the benefit of students with disabilities.

Immunisation

Children whose immunisation status is not "up to date" according to their Immunisation History Statement or they do not satisfy other acceptable immunisation criteria MAY NOT be enrolled in the pre-compulsory years (Pre-Kindergarten and Kindergarten). The following are acceptable criteria:

- The child is following an approved "catch up schedule" as indicated on the child's current (not more than 2 months old) AIR immunisation history statement.
- The child has a valid immunisation certificate issued or declared by the Chief Health Officer.
- The Principal is satisfied that the child satisfies one of the exemptions described in the Exemption Eligibility Form (Family Circumstances) - [Enrolling an exempt child \(family circumstances\) \(health.wa.gov.au\)](http://health.wa.gov.au)

The school must sight a current AIR Immunisation History Statement close to the date of the actual attendance of the child at school, and not more than 6 weeks in advance.

Students on Visas

Government funding eligibility for students is determined by approved citizenship, residency or visa status. Children born in Australia after 20 August 1986 are not automatically granted Australian citizenship.

- In order to be an Australian citizen, at least one parent must be an Australian citizen or permanent resident of Australia at the time of the child's birth.
- If neither parent is an Australian citizen or a permanent resident of Australia at the time of the child's birth, the child is a temporary resident. The child will hold the same visa subclass as the parent's temporary resident visa.



Specific evidence, relating to the (adult) primary visa hold and the basis on which they are residing in Australia, that supports the eligibility for government funding must be identified, collected and retained, for verification on request by the Commonwealth and/or State funding body. Schools can check visa conditions using the Visa Entitlement Verification Online (VEVO) or by searching the Department of Home Affairs website.

Suggested evidence:

- Student not an Australian citizen but verified on VEVO to be a Permanent Resident:
 - If a student is a Permanent Resident, either a copy of their Visa Grant Notice or VEVO
- Student born in Australia and at least one parent also born in Australia:
 - Australian birth certificate is sufficient
- 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 (e.g. Temporary/Permanent Resident):
 - Copy of Visa Grant Notice or VEVO
- 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
- Bridging Visa:
 - VEVO is not sufficient for students on Bridging Visas. Instead, the Visa Grant Notice is required.

If the School does not have documentation that confirms a student's visa status or citizenship at Census day, the student is to be excluded from the school's census count.

Further information about enrolling students on visas can be found on the AISWA website:

[Students on Visas | AISWA](#)



2. ENROLMENT APPLICATIONS WHERE THE APPLICANT IS NOT ELIGIBLE

If parents are not eligible (not a member of the FRC and/or AFRCEA) then the following steps must be adhered to: (The numbering in this procedure refers to the flow chart in Appendix 1.)

1. Not a communicant FRC church member

If the applicant is seeking membership of a local FRC, the School Committee will seek further information regarding the applicant's progress to Church membership from the local FRC consistory using the forms in Appendix 3. The School Committee is to forward the AFRCEA membership application form to the applicant for completion, but membership of the AFRCEA will be pending on confirmation of FRC membership.

Based on the information received the School Committee is to make a decision regarding the enrolment of the applicant's children, the approval of which decision will be sought at a General Meeting.

The School Committee is to advise the parents of the decision in writing. It must be stated that:

- Advice from the FRC is considered prior to granting special enrolment approval.
- Temporary enrolment may be granted for the time pending membership of an FRC.
- The applicant is **not eligible** to be a member of the AFRCEA whilst they are **not** a member of an FRC.
- The applicant is required to pay the normal **contribution fees** (equivalent to membership fees) in advance.
- The applicant is also required to pay the educational fees charged by the school.
- The special enrolment request is dependent on the approval of the Association at a General Meeting.
- Should the local FRC not grant church membership to the applicant, or if the applicant leaves the FRC, or if the Association does not approve the enrolment request, the membership application of the AFRCEA will be refused or cancelled and the child(ren) will not attend the school.

The FRC is to advise the School Committee in writing (using the forms in Appendix 3) regarding the process that the FRC will follow in regard to the church application of the applicant and will provide confirmation once church membership has been granted.

2. Church Membership Approval

The relevant FRC is requested to inform the School Committee once church membership has been approved. The Income Treasurer is to change contributor status to member status and inform the Applicant accordingly. The School Committee Chair will monitor the progress of the applicant until they receive full church membership.

3. Not a AFRCEA Member

If the applicant is not a member of the AFRCEA, the School Committee is to advise the applicant that the enrolment of their child/ren is subject to membership of the AFRCEA and a membership application form is to be provided to them. The enrolment is pending until the applicant is a member of the AFRCEA.



3. ENROLMENT PROCEDURE

The enrolment procedure follows a three-part process:

1. Application and initial information collection
 - See enrolment form in Appendix 2
 - Includes signing off on the requirements detailed in the enrolment form
2. Interview and further information collection
 - Conducted with Principal/Deputy, relevant classroom teacher and child (if possible)
 - To gain more information about the child including strengths, weaknesses, interests, medical concerns, behavioural concerns
 - If the child has a disability, to gain more information about the nature of the disability and the potential adjustments required
3. Written confirmation (or otherwise) of enrolment by the School Committee

Information to be collected at enrolment

See the enrolment form (Appendix 2) for information which is to be collected at enrolment.

Documents to be supplied at enrolment along with the information on the enrolment form include:

- Current (no older than 2 months) AIR Immunisation History Statement
- Birth Certificate
- Visa (if applicable)
- Medical action plan/s (if applicable)
- Diagnosis of disability (if applicable)

Enrolment Register

According to the School Education Act and Regulations the school will record in the enrolment register a student's:

- Name
- date of birth
- date of enrolment
- date enrolment ceased
- Medicare (and reference) number if the student has one.
- Immunisation status as described on the child's 'current' Immunisation History Statement, (i.e. 'up to date' or 'not up to date').

The enrolment register information is recorded electronically in Sentral as well as paper copies of the completed enrolment forms kept. To comply with reg. 7 of the School Education Regulations, student's enrolment records are retained by the school for seven years from the day on which the student's enrolment ceases and may not be disposed of without the authority of the Director General of the Department of Education. In the event of school closure, either voluntarily or otherwise, student records, including SCSA



records for current students, are to be transferred to the Director General of the Department of Education for permanent retention.

Procedures following enrolment

On enrolment, a student record must be opened for the student and SCSA (School Curriculum and Standards Authority) must be informed. SCSA will then issue a Western Australian Student Number (WASN) that is allocated to the student. (Contact SCSA for any questions on this matter.)

4. CEASING ENROLMENT AND ENROLMENT 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:

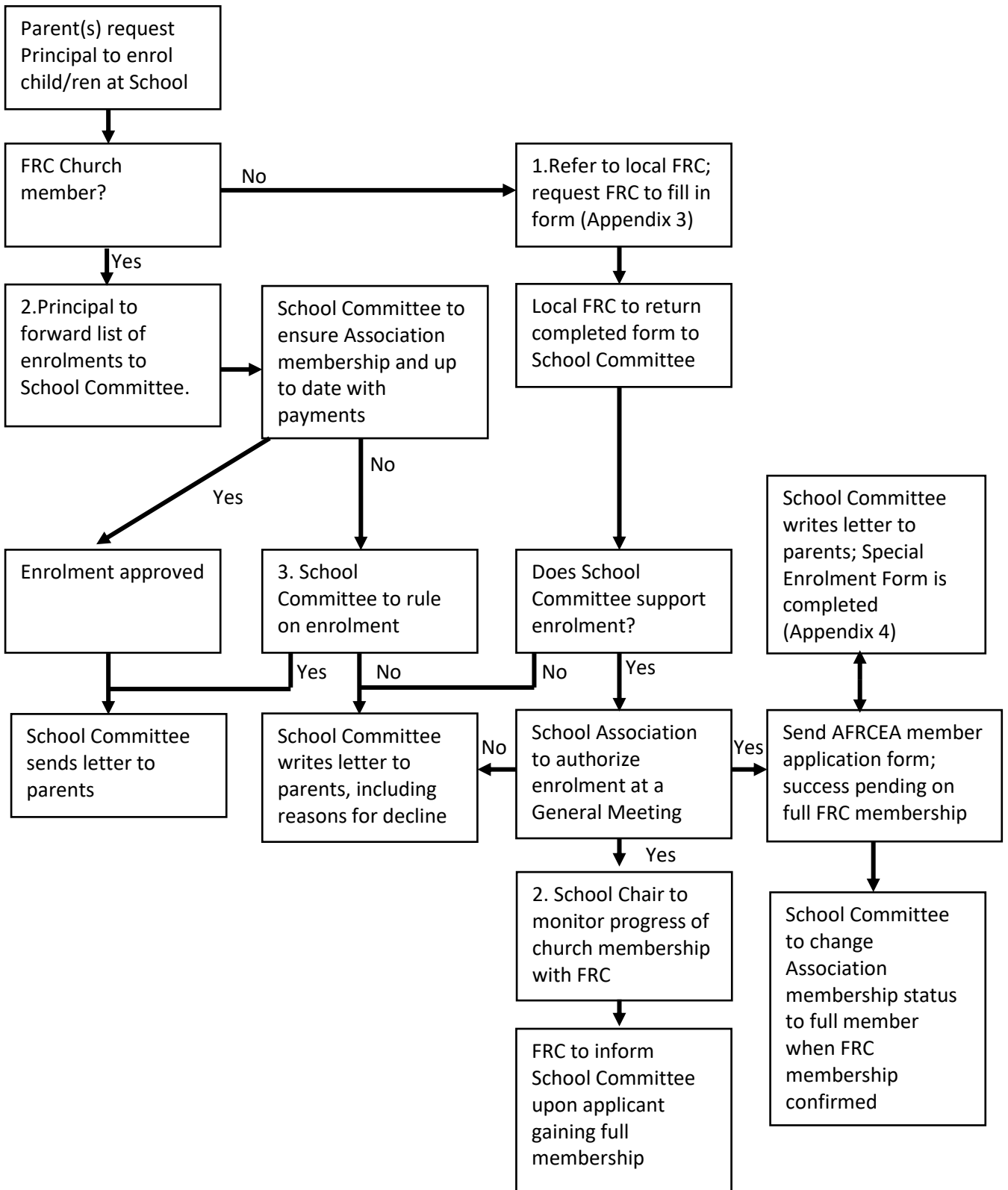
- He/she believes on reasonable grounds that the student is enrolled in another school or is no longer resident in WA.
- The student is exempt under s.11 or is being home-schooled; or
- The Director General, as the Minister's delegate, authorises the removal on the ground that inquiries to establish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

When students are transferred from another school in Western Australia, a transfer note to that school is to be submitted by the Principal. (See Appendix 6). SCSA must also be notified.



Appendix 1 Flow Chart

ENROLMENT OF CHILDREN AT SCHOOL / APPLICATION AFRCEA MEMBERSHIP





John Calvin School Albany
A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

Appendix 2

Application for Enrolment Form

Attached separately



Appendix 3 Consistory Application Form Special Enrolments



Enrolments within the John Calvin School is tied to FRCA Church membership. The norm is that only children of parents who are confessing members of the Church may enrol in and attend the John Calvin School.

There are some exceptions, which allow the School Committee to recommend that the School Association permit children from families who are not FRCA Church members to enrol in the John Calvin School. Requests to do so will be positively viewed only where the applicants are seeking Church membership, are actively working towards it, and where there is every reason to expect that Church membership will be attained within a reasonable timeframe.

The School Committee recognises that, while enrolment at school is its responsibility, Church membership is a matter for the Consistory. It is for this reason that the School Committee seeks Consistory's assistance in this matter and requests that it provides the School Committee with the information it needs.

The enrolment procedure adopted by the School Committee states:

The School Committee may admit to the school, subsequent to approval by the Association at a General Meeting, children of parents who are not members of one of the FRC but who desire their children to receive a Christian education. In such cases:

- a) The School Committee must obtain written advice from the relevant Consistory that the parents and their children regularly attend church services in one of the FRC with the aim of becoming members; and
- b) Their children, when eligible, must attend the catechism classes; and
- c) The appropriate school fees and any education fees must be paid; and
- d) This admission must be specifically authorised by a resolution of a General Meeting

Application for enrolment has been submitted by *(Principal to enter names of parents/guardians)*

for the enrolment of their child/ren *(Principal to enter names and ages of children)*

The consistory of the Free Reformed Church of

supports/does not support this application and provides the following information:



Please provide explanatory details in the boxes below. The complete form is then to be returned to the School Committee.

1. The applicant(s) requesting special enrolment has regularly and faithfully attended the Church services for *(Please indicate for how long)*

2. The applicant(s) are in the process of obtaining Church membership?

Yes No

3. The Consistory is reasonably assured that with God's blessing the present process will result in Church membership?

Yes No

4. If eligible, do the children attend Catechism classes?

Yes No

5. Is there any additional relevant information?

Signed:

Consistory Chairman:

Name:

Signature:

Date:

Consistory Secretary:

Name:

Signature:

Date:



Appendix 4 | Special Enrolment Form



To be completed by School Committee Chair, Principal and Applicants

1) Detail of Applicant(s)

a) Names:

b) Address:

c) Phone number(s):

d) Names and ages of children for whom the application to enrol is being made:

2) Have the following conditions been met?

- a) Has an AFRCEA membership pack been provided to the family?
- b) Has an AFRCEA membership form been completed and returned to the School Committee?
- c) Has the "Special Enrolment" request been authorised by the Association at a General Meeting?
- d) Are the applicants aware that even though special enrolment for their children is possible, their "pending membership" status cannot change to full membership until they have become a member of the Free Reformed Church?
- e) Has there been a discussion with the applicants on the lifelong covenantal responsibility of the church community toward Reformed Education?
- f) Have the applicants been advised that the school year technically runs from 1st January to 31st December and that this means they are expected to pay membership fees during holiday periods as well?
- g) Are the applicants aware that if church membership is not attained their child(ren) will not be able to continue to attend school?
- h) Has consistory supplied the required information by completing the relevant form? Yes No

Signed:

School Committee Chairman:

Name: _____ Signature: _____ Date: ____/____/____

Principal:

Name: _____ Signature: _____ Date: ____/____/____

Applicant(s):

Name: _____ Signature: _____ Date: ____/____/____



John Calvin School Albany
A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

Appendix 5

Template for letters for confirmation or rejection of enrolment



John Calvin School Albany
A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

Confirmation of Enrolment Letter:

Date

J&J Jones
PO Box XX
SUBURB WA POSTCODE

Dear Parent Name,

We are pleased to confirm your child, Child Name, is enrolled at John Calvin School Albany.

An information session for parents will be held in the first week of term 1, 201x, DV. Information for this session will be provided to you at a later date.

Kind regards,

Name
Title



John Calvin School Albany
A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

(Use school letterhead)

Rejection of Enrolment Letter:

Date

J & J Jones
PO Box XX
SUBURB WA POSTCODE

Dear Parent Name,

We regret we are unable to enrol your child Child Name.

As explained in our initial conversation, according to our Constitution, all members of our Association are to be a member of the local Free Reformed Church.

Information received from the Free Reformed Church at XX indicates that the Consistory of this church is not convinced at this stage that a Church membership is expected in the coming months. This means that we cannot accept your membership of the Albany Free Reformed Church Education Association and the enrolment of your child.

If you would like to have further clarification, please contact me.

Kind regards,

Name
Title



Appendix 6

Transfer Note



Date

To: Principal
School
Address Line 1
Address Line 2

Re: **TRANSFER OF STUDENT**

The student named below has been enrolled at our school and we would like to request the below records for him/her.

SURNAME:
FIRST NAME:
DATE OF BIRTH:
NEW ADDRESS:

DATE OF ADMISSION:
YEAR/CLASS:

Where applicable please forward the following items to:

John Calvin School Albany
9 Beaufort Road
Albany WA 6330
Ph. 9841 3840
E: jcsa@jcsa.wa.edu.au

- Academic Records
- Medical Records
- Guidance Reports
- Balance of Fees
- Curriculum Council Number
- Community Service Hours Accrued

Mr Andrew van der Heide
Principal