



## **ALL SAINTS' COLLEGE ENROLMENT POLICY**

All Saints' College is a coeducational, independent College in the Anglican tradition, offering education from Kindergarten to Year 12. We are committed to providing an inclusive and nurturing environment that values academic excellence, personal growth, and service to the community.

This policy outlines the enrolment principles and procedures of All Saints' College and is developed in accordance with the School Education Act 1999 (WA), School Education Regulations 2000 (WA), and the Guide to the Registration Standards and Other Requirements for Non-Government Schools in Western Australia.

### **1) Enrolment Framework and Legislative Compliance**

All Saints' College is committed to ensuring an open, transparent, and inclusive enrolment process that complies with:

- Registration Standard 6: Enrolment and Attendance Procedures
- Registration Standard 13: Minimum Age of Enrolment
- The Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005
- The Public Health Act 2016 (WA) – immunisation requirements
- Applicable visa status and Commonwealth funding eligibility requirements
- The Privacy Act 1988 (Cth) and the College's Privacy Policy
- CRICOS and ESOS

### **2) Enrolment Process: Application to Enrolment Offer**

2.1 Applications must be submitted with a completed form, birth certificate and payment of the non-refundable Application Fee. Submission of an application does not guarantee an interview for enrolment.

2.2 Applications will be acknowledged once submitted and the student placed in the College's waiting pool.

2.3 Interviews are conducted by a senior member of College staff with the student and at least one parent/guardian. Interviews do not guarantee enrolment at the College.

2.4 The College will request additional or updated documentation to assist with the enrolment process. This may include, but is not limited to, school reports, medical documentation and specialist assessments, passport or visa documents, current court orders, and other relevant information. Provision of this information is required for the student's application to progress.

2.5 At interview stage, the College must receive the student's Immunisation History Statement (IHS) from the Australian Immunisation Register (AIR) that is no more than two months old. The IHS must indicate that the student is 'up to date' or qualifies for an exemption under s.141D(2) of the Public Health Act 2016 (WA).

2.6 Upon successful interview and offer of a place, the student's enrolment is confirmed when the College receives:

- Signed Enrolment Contract

- Payment of the non-refundable and non-transferrable Confirming Fee

### **3) Eligibility Criteria**

3.1 All applicants must provide a copy of the student's birth certificate at the application stage. The College may also request evidence of a student's Australian citizenship, permanent residency, or visa status.

3.2 Students enrolling in Kindergarten must have turned four years of age on or before 30 June in the year of commencement, in accordance with the Western Australian Department of Education requirements.

3.3 Students who hold a temporary or bridging visa may be enrolled subject to Commonwealth and State funding eligibility.

3.4 International students on a Subclass 500 visa may be considered for enrolment, subject to availability. These students must be enrolled under the College's CRICOS registration (Provider Code 02029D) and meet the requirements set out in the Education Services for Overseas Students (ESOS) Act 2000.

3.5 International students must follow the College's International Student Application process, including submission of academic records, proof of English language proficiency (AEAS or equivalent), and compliance with visa requirements.

3.6 Overseas immunisation records are not accepted. These must be translated and submitted to a recognised Australian immunisation provider to be uploaded to the AIR.

### **4) Prioritisation and Waiting Pool**

4.1 Priority of enrolment is granted as follows:

- Siblings of currently enrolled All Saints' College, Little Saints Childcare or The Studio School students
- Children of Old Saints (former students of All Saints' College)
- Children of current All Saints' College, Little Saints Childcare or The Studio School staff
- Children who have been enrolled at Little Saints Childcare
- Children who have been enrolled at The Studio School
- Families who demonstrate alignment with the College's mission, values, and Anglican ethos
- All other applicants in the waiting pool

4.2 The College reserves the right to prioritise applicants in the waiting pool based on the educational priorities and circumstances of the College, which may change from time to time. This may include decisions that support the gender balance and curriculum objectives of the student cohort.

4.3 The Principal retains discretion to select applicants for interview within the waiting pool where special circumstances apply.

### **5) Acceptance of Offer**

5.1 To accept an enrolment offer, parents/guardians must:

- Return the signed Enrolment Contract
- Pay the Confirming Fee within the time prescribed in the offer

5.2 Enrolment at All Saints' College is conditional upon ongoing compliance with the College's policies, codes and procedures, including the Community Charter, Student Code of Conduct, attendance expectations, and behaviour standards. The College reserves the right to review, suspend or cancel enrolment where these conditions are not met.

## 6) Fees

6.1 Parents/guardians are jointly and severally liable for all tuition and associated fees unless otherwise legally arranged.

6.2 The College may recover outstanding fees and withhold or cancel offers or enrolment commencement if fees remain unpaid.

6.3 Families wishing to split accounts must provide signed, written authorisation from both parties.

## 7) Students with Additional Needs

7.1 Parent/guardians must disclose, at application, interview and prior to commencement, any disability, diagnosed learning need or medical condition relevant to the child's participation in College life.

7.2 The College will consult with families to assess reasonable adjustments, consistent with the Disability Standards for Education 2005.

7.3 Failure to disclose known needs may result in the withdrawal of an enrolment offer or enrolment.

## 8) Commencement

8.1 Enrolment may be deferred by the College if legislative or documentation requirements are not met.

## 9) Record-Keeping

9.1 The College maintains an enrolment register and will retain each student's enrolment record for a minimum of seven years from the date enrolment ceases, in accordance with the School Education Regulations 2000 (WA).

## 10) Non-Discrimination

10.1 The College is committed to inclusive education and does not discriminate against students on the basis of disability, race, gender identity, religion or other protected attributes. All applications are assessed fairly in line with legal obligations and College values.

<b>Authorised By:</b>	This policy was approved by the Leadership Team on 26 August 2025
<b>Effective Date:</b>	26 August 2025
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<b>Policy Custodian:</b>	Director of Marketing and Community Relations