1. Purpose

This Policy outlines the conditions under which students will be considered for enrolment at Gilmore College.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of enrolment at the College.

- Gilmore College enrolls students at all Year levels.

- Prospective parents/caregivers are responsible for providing the College with all relevant documentation and information relating to the prospective student.

- Gilmore College is a local intake area school.

3. Procedures

3.1 Managing Enrolments

The College provides places for students whose families are residing within the boundaries of the Gilmore College local intake area at the time that their enrolment commences. The boundaries are determined by the Department of Education.

Siblings are not assured enrolment at the College where the family is residing outside the boundary of the local intake area at the time of the sibling’s enrolment.

Applications for enrolment into Year 7 from the local intake primary schools are administered with the assistance of these schools. All other applications are made directly through the College.

Parents/caregivers are required to notify the College of any other changes to contact details, including the child’s Emergency Contact Name and Telephone Number.

The College will notify the previous school by notice of transfer when the enrolment procedure is completed.
3.2 Enrolment Records

The following particulars are to be recorded as part of the enrolment:

- the application has been lodged by a parent/caregiver;
- evidence of a child’s legal name, age, proof of address and any relevant current papers such as Family Court Order(s), parenting plans, country of residence and right to reside in Australia have been sighted;
- contacts provided are appropriate for emergency situations;
- details of any disability are included on the enrolment form; and
- the Student Health Care Summary and any relevant health care authorisation(s) are attached to the enrolment form.

The child’s details are placed in the student file and on the enrolment register.

A birth certificate or extract of a birth certificate or passport must accompany the Application for Enrolment.

3.3 Special Needs

Parents/caregivers of students with special needs are required to inform the College to discuss these needs when lodging an Application for Enrolment.

The child’s needs will be shared with the relevant teaching staff. Staff will continually monitor students’ progress. Where there is cause for concern academically, emotionally and/or socially, reviews are conducted to identify the possible cause(s) and strategies/programs to address the area of need.

Parents/caregivers are asked to contact the appropriate Year Coordinator or Year Manager as soon as possible if they are aware of a problem with their child.

3.4 Declining an Application for Enrolment

The Principal may decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the College to provide an appropriate program.

The Principal may directly decline an enrolment if the child is already enrolled at a school and the application is for an attendance period likely to be less than four weeks.

3.5 Cancelling Enrolments

The Principal will seek to cancel an enrolment if it was obtained by providing false or misleading information, or is out of date.
## 4. Document Control

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<th>Associate Principal (Student Services)</th>
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<tr>
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<td>26 June 2013</td>
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<tr>
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<td>25 July 2013</td>
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<td>13 August 2013</td>
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### Links to Regulatory Framework:
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Department Policies
  - Enrolment
  - Student Attendance
  - Student Health Care

### Implementation and Review:

The Associate Principal (Student Services) is responsible to the College Executive for the continuous monitoring and review of the *Enrolment Policy and Procedures*. 