



**Gilmore**  
COLLEGE

## Enrolment Policy and Procedures

### **Gilmore College Moral Purpose**

We transform positive relationships into meeting the unique learning potential of every student.

#### **1. Purpose**

To allow for a smooth transition for newly enrolled students at Gilmore College and allow for maximum support to be provided where required. 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 from Year 7-12.
- Prospective parents or a responsible person are responsible for providing the College with all relevant documentation and complete and accurate enrolment information to the satisfaction of the Principal.

#### **3. Procedures**

##### **3.1 Enrolment Information**

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 or a responsible person are required to maintain up to date enrolment information and notify the College of any change to their child's circumstances.

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

### **3.2 Enrolment**

- An application may be lodged by a parent or responsible person, or on a student's own behalf if they are an independent minor.
- Information on the student's identity, the usual place of residence, special needs and visa status is necessary for enrolment
- The Principal will notify parents or a responsible person in writing of the outcome of their application

### **3.3 Application to Enrol**

Following the submission of an application a decision will be made by the Principal regarding the enrolment.

All applicants will be formally advised of the success or otherwise of their application. If an offer of a place is made, enrolment forms are required to be completed and returned at the time of a scheduled commencement interview.

### **3.4 Commencement Interview**

Before a student commences enrolment at Gilmore College, prospective students and a parent or responsible person may be asked to attend an interview by the Principal or their delegate.

For students entering the College in Year 7 from a local intake primary school, College tours and transition days will take the place of an interview while the student is in Year 6.

A parent or responsible person will be contacted by administration to schedule a commencement appointment and to supply supporting documentation required for the interview.

### **3.5 Students with Disability**

A student with disability can apply to enrol at Gilmore College. Parents or a responsible person should contact the college to discuss the students' needs in order for appropriate teaching and learning adjustments to be made.

A place will be reserved for a student with disability who is eligible to enrol when the teaching and learning adjustments are still to be confirmed.

*Enrolment Framework for a Students with a Disability in Public schools*

### **3.6 Students with a Visa**

Applications for enrolment by a parent or responsible person of a student with a visa must be supported by evidence of their visa status to show whether a student is a permanent or temporary resident.

A parent or responsible person of students with a visa are required to notify the College promptly of any changes to a student or parent's visa status. A copy of this documentation is required for our records.

*Enrolment Framework for a Students with a Visa in Public Schools*

### **3.7 Students of Aboriginal and/or Torres Strait Islander decent**

The College acknowledges Aboriginal families and kinship, therefore consideration will be given to Aboriginal students, in collaboration with local Aboriginal community members, to enable College staff to strengthen enrolments.

### **3.8 Declining an Application for Enrolment**

The Principal will decline an enrolment if the student cannot be enrolled in accordance with the Enrolment in Public School Procedures.

A parent or responsible person of students whose application for enrolment has been declined will be provided with a declined application letter and declined enrolment applications - Parent Information at the earliest opportunity.

### **3.9 Cancelling Enrolments**

The Principal will seek to cancel an enrolment if it was obtained by providing false or misleading information, or if enrolment information is not up to date, or enrolment information is found to be inappropriate.

## 4. Document Control

<p><b>Owner:</b></p> <p><b>Created:</b></p> <p><b>Modified:</b></p> <p><b>Approved:</b></p> <p><b>Next Review:</b></p> <p><b>Policy Location:</b></p> <p><b>Links to Regulatory Framework:</b></p>	<p>Associate Principal</p> <p>26 June 2013</p> <p>23 May 2022</p> <p>26 May 2022</p> <p>May 2024</p> <p>S:\AdminShared\Administration Staff\100 Administration\109 Policy\GILMORE POLICIES</p> <p>Legislation/Authority</p> <ul style="list-style-type: none"> <li>• School Education Act 1999 (WA)</li> <li>• School Education Regulations 2000 (WA)</li> <li>• Enrolment Framework for a Students with a Disability in Public schools</li> <li>• Enrolment Framework for a Students with a Visa in Public schools</li> <li>• Aboriginal Cultural Standards Framework</li> </ul> <p>Department Policies</p> <ul style="list-style-type: none"> <li>• Enrolment in Public Schools Policy</li> </ul>	<p><b>Implementation and Review:</b></p> <p>The Associate Principal is responsible to the College Executive for the continuous monitoring and review of the <i>Enrolment Policy and Procedures</i>.</p>
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