



ENROLMENT POLICY

OVERVIEW:

Pioneer Village School's enrolment and attendance procedures and practices comply with all legal requirements. Pioneer Village School (PVS) offers places where vacancies occur to support multi-aged groupings. PVS has a responsibility to School Staff and to the community to fill any vacancies with suitable new students. This Policy has been formulated to clearly define the process to be taken by both the prospective family and the School staff.

PRINCIPLES: GUIDELINES:

1. **Class Placements** - Each year the Principal will review the movement between classes to determine how many enrolment places are available for the following year. Places may become available during the year and students may be placed at the Principal's discretion. Children can be placed on the Waitlist, but please note that this does not create any legal obligation upon the school to make a place available.
2. **Little Pioneers ELC Placement Age** - Children are eligible to enter Little Pioneers ELC once they have turned 3 years old. Families are able to claim Child Care Subsidy through Little Pioneers ELC. Enrolments are at the discretion of the Centre Director and Principal where required and subject to the Little Pioneers terms and conditions (see handbook).
3. **Little Pioneers – Year 6 Placement Age**- Children are eligible for admission into Pioneer Village School once they have turned 3.
4. **Selection Criteria and Prioritising Enrollments** -

We contact families from our waitlist based on their original application date, siblings of existing students having priority followed by students from our 3 year old Kindergarten, provided that an application has been received and approved.
5. **Children with a Disability** - PVS does not discriminate against children with a disability but through the interview process the school will need be assured that it is able to make any reasonable adjustments for a student with a disability. The school will ensure that all decisions made are in the best interest of the child.

6. **Enrolment timings** - PVS is able to take enrollments throughout any given year. All placements will be subject to availability.
7. **Transfers** - Once children have commenced in a class at the School, they will not be transferred to another class. Only exceptional circumstances may be considered at the discretion of the Principal.
8. **Deferrals and Accelerations** - Requests by parents for deferred or accelerated entry are generally not granted, but each case will be considered on its merits. Requests for deferred or accelerated entry must be made in writing to the Principal.
9. **Immunisations**- As per legislative requirements we will request an immunisation certificate for each child enrolling. The only acceptable documentation is a current statement obtained from the Australian Immunisation Register on the MyGov. Children enrolling in 3 and 4 year old Kindergarten (Pre-Compulsory years) must either be up to date with their immunisations, or have satisfied the exemption criteria according to the Public Health Act, s.141D(2)(e).
10. **Enrolment Process** - The enrolment of a student takes place in three distinct stages:

STAGE 1- Application and initial information collection.

Complete the application form on our website. Fill in your child's details, submit with the associated documentation. With this application families are requested to view our school policies on our website and acknowledge before submitting.

STAGE 2- Interview and further information collection.

Once the school is satisfied that it has received all the required information, the applicants move to Stage 2 of the enrolment process. This step involves an interview with the child present.

Depending upon the information already provided the School may also need to collect the written permission of the applicant to allow the school to investigate the student's educational needs through consultation with external parties (ie previous school)

At the interview any worries or concerns will be discussed. If the school feels that all relevant information or documentation has not been provided then another meeting may be organised for a later time to give the applicant(s) time to supply the missing information. The application will be put on hold until the extra information is provided.

STAGE 3- Offer of a place and signing of the 'Contract of Enrolment.'

Once the school is completely satisfied that it has all the information it requires and that the applicant(s) understand all that they are committing to, the applicant(s) will be sent the 'Offer of a Place' documentation for reading and signing.

RESPONSIBILITIES

1. The Principal is responsible for:

- Reviewing class movements to determine number of places available each year
- Determining which children will be offered places in line with the policy selection criteria
- Inviting a prospective family to attend an enrolment interview and liaising with class teacher

2. The Class Teacher is responsible for:

- Partnering new children with a buddy
- Ensuring the buddy gives a 'school tour' (toilets, playground etc)

3. The Administration Officer is responsible for:

- Receiving Enrolment Applications
- Sending Offer of Placement letters to successful children's families
- Receiving the Enrolment Acceptance Form
- Entering child's admission information into school management system
- Maintaining the waiting list
- Welcoming 'drop by' enquiries to the School
- Compile child's file on acceptance to the School
- Notifying class teachers when a child's enrolment is in school management system

APPENDICES

1. Application – Online Enrolment Form – to be completed on our website
2. Fee Schedule for current year – can be viewed on our website
3. Acceptance Letter
4. Enrolment Acceptance Form
5. Fee Agreement for current year – can be viewed on our website
6. Waiting List Letter to Families

Document Group	Enrolment
Document Owner	Principal
Last Review	2023
Next Review	2024
Distribution	Internal/ External
Endorsed by the Governing Body on 15.02.2023	



Date

Dear XXXX

Congratulations!

I am pleased to offer XXXX a place in XXXX, in XXXX. I look forward to working together with you in the future.

To complete the enrolment process and confirm the place for XXXX, please forward the following:

- Completed Enrolment Acceptance Form
- \$395 Enrolment Fee

The offer of this enrolment place is subject to the receipt of the above-mentioned documentation.

Should you have any queries or require further assistance, please contact us on 9399 6999.

Yours sincerely,

Louise Lont

Louise Lont
Principal

Enrolment Acceptance Form

Student

First Name

Surname

Calendar Year of Entry

Academic Year of Entry

All sections must be fully completed and the following documents (if applicable) included:

- \$60 Application Fee Paid (including GST)
- Copy of your child's last two years school reports and NAPLAN results as applicable by age
- Copy of your child's full Birth Certificate (not an extract)
- Australian Immunisation Register History Statement and any relevant medical documents

Please read and complete all pages

Office use only

Acceptance Fee paid Yes/No Date.....

Enrolment Fee paid Yes/No Date

House allocation Prinicpal InterviewYES/NO.....

Student's details

First Name

Middle Name

Surname

Date of Birth

Gender Male

Female

Previous School

Current Year Level

Place of Birth

Country of Birth

Nationality

Religious Denomination

Country of
Citizenship

First Language

Australian Permanent Resident **Yes / No**
please circle

Aboriginal Torres Strait Islander

Neither

Born Outside of Australia

Date of Arrival

Passport Number

Visa Number

Expiry Date

Current Visa
Subclass

Nationality

Citizenship/Visa must be sighted

Residential Address

Address

Suburb

State

Postcode

Present School

If applicable

Current Year
Level

Additional Information

Fully Immunised **Yes / No** *please circle*

Please attach full Immunisation record (No older than 2 months)

If not immunised – a copy of the Australian Immunisation Register (ACIR) Exemption Form

Medical and Additional Information

This record is to be completed by parents/guardians in order that the school is equipped with all the information required relating to any specific health symptoms, triggers, medications and emergency treatments.

Child's Condition

Child's symptoms (E.g. cough)

.....

Triggers (E.g. pollens, exercise, bee stings)

.....

Drugs for administration should be delivered to the school Reception staff. The school will prepare a student medication record and store the drugs in a secure place. All drugs should be contained in properly labelled containers, showing the name of the drug, the name of the students and the appropriate dose and frequency.

NOTE: A written letter of authorisation from the parent to the school is required before any medication can be administered by a staff member.

Children with ASTHMA or ANAPHALAXIS must provide a medical management plan signed by the doctor. Parents must ensure medication is in date and readily available - *Additional Information should be attached to this document for school records.*

Doctor

Name of Surgery Ph

Address of Surgery

.....

Medicare Number

Ambulance Cover YES/NO

Health Insurance Provider and Number:

Parent/Guardian 1

Relationship to child Date of Birth

Title and Surname

First Name Middle Name

Address Suburb

State Postcode Country

Billing address please tick

Occupation Employer

Nationality Religious Denomination

Country of Birth First Language

Home Telephone Work Telephone

Mobile Email

What is the highest year of primary or secondary school the parent/Guardian have completed?

What is the level of the highest qualification the parent/guardian have completed?

What is the occupation group of the parent/guardian? (please select the appropriate parental occupations group from the last page.)

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 month the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

*

Parent/Guardian 2

Relationship to child Date of Birth

Title and Surname

First Name Middle Name

Address

State Postcode Country

Billing address please tick

Occupation Employer

Nationality Religious Denomination

Country of Birth First Language

Home Telephone Work Telephone

Mobile Email

What is the highest year of primary or secondary school the parent/guardian have completed?

What is the level of the highest qualification the parent/guardian have completed?

What is the occupation group of the parent/guardian?
(please select the appropriate parental occupations group from the last page.)

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

*

If a third party is covering fees, please advise Administration

Please circle who will be the fee payer.

Parent/Guardian 1 2 please circle

Are there any court orders pertaining to this child? Yes / No *please circle*

If yes, please provide details and copies of court documentation

.....

.....

.....

.....

Emergency Contact Details (other than Parent/Guardian) Authorisation to Collect

Name	<input type="text"/>	Relationship to Child	<input type="text"/>
Home Telephone	<input type="text"/>	Work Telephone	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

Emergency Contact Details (other than Parent/Guardian) Authorisation to Collect

Name	<input type="text"/>	Relationship to Child	<input type="text"/>
Home Telephone	<input type="text"/>	Work Telephone	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

ENROLMENT AGREEMENT - SIGNATURE PAGE

Enrolment and Enrolment Application

- I/we have read, understood and accept the full contents outlined in the attached document entitled *Enrolment Application and have committed to upholding all school policies of Pioneer Village School.*
- I/we understand that we are jointly and severally liable for all fees.
- I/we understand that I/we will be invoiced annually for school fees as per *school fee schedule* and will pay fees in a timely manner/ set up a payment plan if necessary.
- I/we will be liable for any fees incurred if I/we fail to pay our school fees in the school year.
- I/we acknowledge that notice of withdrawal must be forwarded in writing to the Principal at least one full term in advance (10 weeks in advance of term of leaving). Failure to provide such notice will result in an additional full term's tuition fee being charged. A Letter of Acknowledgement will be issued to confirm your Notice of Withdrawal.
- I/we understand that our child is not legally permitted to partake in a Kindergarten Four-Year-Old program in more than one school/educational institution at the same time.
- I/we acknowledge that Pioneer Village School may forward information to parents in a variety of ways including SMS, Skoolbag, Email, text, telephone, mobile and other forms of electronic and written communication.
- I/we acknowledge that it is our responsibility to advise the school of any changes to contact detail as per legal requirement.
- I/we have completed this application form fully and the information is true and correct to the best of my/our knowledge.
- I/we acknowledge and accept that if it can be demonstrated that I/we have withheld or falsified information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements or legal concerns, then the enrolment may be refused or terminated.
- I/we understand that the school's enrolment practices comply with the School Education Act 1999, the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

Health Agreement

- I/we authorize school staff to seek medical treatment for my child should he/she require. I understand in an emergency an ambulance may be called to assist my child and the cost will be borne by the parent/guardian. I will comply with school policy in regard to addressing the medical needs of my child and will notify the school in writing if there are any changes to instructions.
- I/we give permission for school staff to administer requested medication with written instructions.
- I/We will supply a Health Management Plan signed by my GP for diagnosed health conditions.
- I will inform the school of any changes to health management plans as soon as possible.

Media Images Agreement

This Permission Slip extends for the full period your child/children is enrolled at Pioneer Village School. If you wish to change your preferences your instruction must be received in writing.

- I/we give permission for my child's image to be used for school purposes, utilising communication mediums including but not limited to: School website, CD-ROMS, DVD's, videos, photographs, Skoolbag, apps, email, SMS or any other digital mediums. School newsletters, school magazines, Year Book, Articles for the "West Australian" and community newspapers or other commercial or community-based papers and magazines and other promotional or communication material associated with Pioneer Village School.
- I/we acknowledge that as parents attending an excursion, incursion or any school event are to ensure that no photos, videos, other images of students, student names, or any way of identifying the student such as shirt names are placed on any shared sites – electronic or otherwise – without the explicit agreement of all the parents of students in the photos/videos/images concerned.
- I/we give permission for my child's first name only or initials (where deemed appropriate by the school) to be used for school purposes utilising commercial and community-based mediums including those listed above. The exceptions to this are commercial and community magazines, commercial and community newspapers and our school Year Book where full names are likely to be required.

Digital Media Agreement

- I/we give permission for my child/children to access the internet, email, mobile phone, tablets or other digital media whilst in the presence of a supervising teacher or teacher assistant for educational purposes.
- I/we acknowledge that unless permission is given by the supervising teacher or school administration a mobile phone is not to be used by my child/children between the hours of 8:10am and 3:15pm or at any other times and locations where my child is attending a school-related activity or function.
- I/we acknowledge that student work that is authorised by the teacher or administration may be published with the student's first name, within the school community or externally via hard copy, media, internet, email or other electronic medium.
- I/we acknowledge and accept that Pioneer Village School and its agents and employees may use photographs and/or audio-visuals of the students and/or their work involved in school - based activities for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I/we fully understand the contents, meaning and impact of this release.
- I/we hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses are known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio-visual images.
- I/we hereby agree to release, defend, and hold harmless Pioneer Village School and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Volunteer Agreement

- I/we declare that I/we do not have any circumstances, reasons or convictions that might preclude my working with or near children. If our circumstances change that affects this declaration, I/we will inform you immediately.
- I/we agree to be bound by the School's Volunteering Policy and to act in accordance with the School's values and Code of Conduct.
- I/we have read all school policies and would like to give permissions for the school to implement the following programs and procedures, Enrolment Application, Health Agreement, Media Images Agreement, Digital Media Agreement and Volunteer Agreement, as outlined above.

- I/we have itemised below any special circumstances that pertain to our child in which I/we do not endorse the implementation of specifics in the above agreements.

Parental Agreement to Pioneer Village School - TERMS AND CONDITIONS

I/We agree to the terms and conditions and wish to accept a place at Pioneer Village School.

I/We understand that by signing this Acceptance Form, I/We am/are agreeing to and will abide by The terms and conditions for the full term of this child's enrolment at Pioneer Village School

Signature of Parent/Guardian 1

Date

Signature of Parent/Guardian 2

Date

Payment Details

Pay the amount **\$395.00** **Cash** **Cheque** **Credit Card** **Direct Deposit**

Credit Card Details **Card Type:** **Mastercard** **Visa**

Name on card

Card Number

Expiry Date

Signature

Direct Deposit Details

Account Village School Association **Bank** NAB **BSB** 086116 **Account** 620436403

Payment Reference [Student Name, Academic Year of Entry, Calendar Year of Entry]
e.g. David Citizen, Year 1, 2020

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



Date

Mr & Mrs XXXXXX
Address XXXXXXX
XXXXXXXXXXXX

Dear XXXXXXXXXXX

Thank you for your child's application to attend Pioneer Village School. Your child has now been placed on our waitlist. You will be contacted should a potential place becomes available.

Please ensure we are kept up to date with your contact details including address, phone number and emails.

If you have any questions regarding your child's place on our waitlist, or the enrolment procedure, please do not hesitate to contact us at the school.

Yours sincerely,

Lisa Shaw
Administration Officer