



Growing · Building · Caring

Enrolment Policy and Procedure

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Our Vision

Creating an educational community that is being transformed by the truth of God's Word, nurturing and equipping each person for life.

POLICY REVIEW

This policy may be reviewed periodically and republished; as applicable. The principal may issue additional instructions within the policy framework as appropriate. The policy will also be reviewed on a biennial basis.

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Background

The Goldfields Baptist College Mission states that the College is working to create an educational community that is equipping each person for life. It is mandated by The School Education Act 1999, that children of compulsory school age are required to enrol at a school and for parents to ensure that they attend school each day. Compulsory age is from the beginning of the year in which the child reaches the age of 5 years and 6 months, until the end of the year in which the child reaches the age of 17 years and 6 months.

Parents who choose to enrol their child at Goldfields Baptist College (GBC), and subsequently enrol at the College after being offered a place, are meeting the compulsory enrolment requirements of the Act. Parents and the College then both have an obligation under the Act to ensure students attend the College each day unless they have reasonable cause. Goldfields Baptist College is dedicated to academic excellence; attendance at school each day enhances the learning opportunities of each child, allowing them to increase their opportunities for success while pursuing academic excellence.

Scope

This policy aims to:

- Ensure a clear, equitable and transparent enrolment procedure;
- Ensure all legal obligations for enrolment are carried out in full in a timely manner; and
- Develop effective and positive partnerships between the College and families.

The Enrolment Policy applies to all students and families who have enrolled, or who are applying for enrolment, at the College. Enrolment requirements are indiscriminate, as Goldfields Baptist College has an open enrolment policy, which does not require students to have any religious affiliation; however, it is expected of students and families to respect and support the Christian ethos of the College at all material times when at, or representing, Goldfields Baptist College.

Policy

1. Definitions

1.1 Christian ethos

Goldfields Baptist College is a Christian College, as such the College's guiding ethos is built upon a Biblical foundation of Christ-centredness; Imago Dei and the inherent value placed on each and every individual, as an image-bearer of God; inclusivity and belonging; thriving community; and integrity, in accordance with the College's Statement of Faith.

1.2 Disability

The Disability Discrimination Act (1992) legislation defines 'disability' as:

- total or partial loss of a person's bodily or mental functions;
- total or partial loss of a part of a body;
- the presence in the body of organisms causing disease or illness;
- the presence in the body of organisms capable of causing disease or illness;
- the malfunction, malformation or disfigurement of a part of a person's body;
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction;
- a disorder, illness, or disease that affects a person's thought processes, perception of reality, emotions or judgement, or that results in disturbed behaviour;
- and includes a disability that: presently exists; previously existed, but no longer exists; may exist in the future; or is imputed to a person.

This definition includes people with learning, intellectual, physical, sensory disabilities; genetic conditions, mental and physical illnesses and those with AIDS, HIV and ADHD. It also covers carers and associates of people with disabilities who may experience forms of discrimination, resulting from their support role, or may have a disability themselves.

1.3 Discrimination

Treating a person with a protected attribute or personal characteristic less favourably than a person who does not have the attribute or characteristic. Discrimination can be either direct or indirect. It is irrelevant whether individuals involved are aware of the discrimination, or not.

1.3.1 Direct discrimination

Occurs if a person treats, or proposes to treat, a person with a protected attribute covered by an equal opportunity law unfavourably because of that attribute, regardless of whether the person is aware of the discrimination or considers the treatment to be unfavourable.

1.3.2 Indirect discrimination

Occurs where a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging people with a protected attribute, and that is not reasonable.

1.4 Immunisation

A process by which a person becomes protected against a disease through vaccination.

1.5 Religious affiliation

The religious or spiritual beliefs and practices to which a person adheres or the religious group to which a person belongs.

2. Guiding Principles

The College has a non-selective enrolment policy where academic ability and progress are not used as the determining basis of whether an offer of place will be made to an applicant student. Families of students offered a position, following a successful interview, are required to commit to support the distinctively Christian ethos, which is embedded in the education offered, and the Mission of the College.

The College accepts all applications for enrolment, though it should be noted that this does not guarantee the offer of a place of enrolment to every prospective student. At the time of enrolment, families will be required to provide the College with all documentation and evidence, in accordance with the College's requirements, and as outlined below, at [section 3.1.1](#). If a prospective student has been diagnosed with any physical or mental health issues or disabilities, the College will request this information, in order to ensure that the student can and will receive the reasonable adjustments that they require, in order to access a full education, insofar as possible.

Goldfields Baptist College provides an accessible fee structure, enabling families to choose a high-quality, comprehensive Christian education for their children, irrespective of their family's financial position.

3. Enrolment Requirements

3.1 Information required at enrolment

3.1.1 Information required under the School Education Act (1999)

Under the Act, certain basic information must be provided by a parent or carer when enrolling a child to any school, to the extent requested by the Principal. This basic information includes:

- the child's name;
- date of birth;
- name and residential address of parents/carers;
- details of any long-term care, welfare and development provisions in force at law;
- details of any day-to-day care, welfare and development provisions in force at law;
- name of current or previous school (if applicable);
- country of citizenship;
- [right to reside](#) in Australia (if applicable);
- details of any condition requiring special steps to be taken for the benefit or protection of the child, or others in the school;
- the [immunisation status](#) of the child; and

- the child's Medicare and reference number, if they have one (though this may be provided later in the enrolment process).

The Act enables the Principal to request documentary evidence in support of the information requested.

Goldfields Baptist College's electronic enrolment form, accessible through the College website, ensures that the College collects the basic information required. The information required to be provided on the enrolment form includes:

- identifying information for the student, e.g. name, birthdate, nationality;
- family information, including emergency contacts;
- media, excursion and medical permissions;
- academic information, including past school reports and most recent NAPLAN results (if applicable);
- health information, including Medicare number and health insurance.

An image of the enrolment form can be found at [Appendix One](#).

3.2 Immunisation Status

Legislative amendments by the Western Australian Government that came into effect on 1 January 2019, require that, at the time of the most recent application for enrolment, a school is to request, obtain and assess an immunisation certificate for each child applying to enrol. The only acceptable forms of documentation for this purpose are:

- An Australian Immunisation Register (AIR) Immunisation History Statement (IHS) that is no more than two months old (on the day that it is sighted by the College); or
- A valid immunisation certificate issued or declared by the Chief Health Officer.

Upon successful enrolment, the child's immunisation status, Medicare number (and reference number), the date of the IHS, the date that it was sighted by the College, and a copy of the IHS will be retained in the student's file.

If families are having difficulty obtaining an IHS, they can find detailed information in section 2 of the WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of childcare services, community kindergartens and schools.

In order to enrol children at Goldfields Baptist College, parents/carers must meet the following requirements:

- to be enrolled in the pre-compulsory years (education prior to Pre-Primary level), prospective students must have an immunisation status that is 'up to date', or be on an approved 'catch-up schedule', reflected on their IHS, or satisfy other acceptable criteria (see [section 3.2.1 Enrolment Exclusion](#));
- on application, provide the College with a copy of the child's IHS, which must be no older than two months, on the day that it is sighted by the College;
- if the prospective student is accepted to the College more than six weeks prior to commencement, they must provide an up to date IHS no more than six weeks prior to their first day of attendance; and
- all information listed at [3.1.1](#).

If the child's IHS does not reflect that immunisation is 'up to date,' or that the child is on an approved 'catch-up schedule', the child's enrolment will not proceed, unless the child satisfies one of the other acceptable criteria (see [section 3.2.1 Enrolment Exclusion](#)).

3.2.1 Enrolment exclusion (applicable to Kindergarten only)

Legislation came into effect, from 22 July 2019, that prohibits the enrolment of a child in the pre-compulsory years (Pre-Kindergarten and Kindergarten), if that child's immunisation status is not recorded on their IHS as being 'up to date', or they do not satisfy other acceptable criteria, unless:

- where a child is following an approved 'catch up schedule', as described on the IHS. The IHS must be no more than two months old on the date that it is sighted by the College, and reflect a catch up schedule that is active at the time of enrolment; or
- the child has a valid immunisation certificate that has been issued by the Chief Health Officer; or
- the Principal/College is satisfied that the child satisfies one of the exemptions described in the Exemption Eligibility Form (family circumstances).

More detailed advice can be found in the WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of childcare services, community kindergartens and schools.

3.2.2 Reporting Immunisation Status

On request from the Chief Health Officer, Goldfields Baptist College will be required to report any child enrolled in the College's Kindergarten class/es whose immunisation status is 'not up to date'. The Chief Health Officer is also able to request that the College report students in other years whose immunisation is 'not up to date'.

3.2.3 Overseas immunisation records

It is a legal requirement that all parents/carers of children from overseas enrolling into the College also provide their child's AIR Immunisation History Statement. This includes:

- children who may only be in Western Australia on a temporary basis; and
- children who have moved to Western Australia and are permanent residents of Australia.

For these children:

- overseas vaccination records cannot be accepted;
- parents/carers need to provide any information about their child's overseas vaccination to a local immunisation provider;
- the local immunisation provider can:
 - register the child on AIR;
 - upload any previous vaccinations to the AIR;
 - provide any overdue vaccinations to the child.
- following updates to AIR, parents/carers can then access their child's AIR Immunisation History Statement;
- College staff will take all reasonable steps to ensure that the parent/carer of the child provides the child's AIR Immunisation History Statement at enrolment, or their offer of a place at the College may be cancelled.

3.3 'Right to reside' – visa information

Students who are not eligible for government funding are still able and welcome to enrol at Goldfields Baptist College. However, parents/carers must be aware that students in this category will be enrolled on the understanding that they will be a full-fee paying student and the fee structure on the website will not be applicable to their situation. This will be made clear to the parent/carer or the person responsible for paying the fees, both on application, and during the enrolment interview. The full-fee paying amount can be obtained from the Finance Officer on request by the parent/carer, or the person responsible for paying the fees.

Both the Commonwealth and State Non-Government Schools' funding guidelines place particular conditions on funding eligibility for students. Information on a child's birth certificate will be closely examined as just one step in identifying the eligibility of the child to attract government funding. It needs to be noted that children born in Australia after 20th 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 birth, the child is a temporary resident. The child will hold the same visa subclass as the parent's temporary resident visa.

3.3.1 Visa assessment

When enrolling a child who is a dependant of a primary visa holder, Goldfields Baptist College will, at the initial stages of enrolment, ascertain if the child is eligible to attract government funding. Parents/carers will be informed of any impact that the citizenship/residency/visa status of the child will have on the College's consideration of fees that will be charged. Specific evidence, relating to the (adult) visa holder and the basis on which they are resident/studying/working in Australia that supports the eligibility for funding, must be identified, collected and retained, for verification on request by the Commonwealth and/or State funding body.

In the event that students do not meet the criteria to attract funding, parents/carers will be informed, and enrolment will proceed, with the understanding that students will be full-fee paying students.

The documentation collected and retained by the College to determine a child's eligibility for funding includes, but is not limited to:

3.3.1.1 Student not an Australian citizen but verified on VEVO (Visa Entitlement Verification Online) to be a permanent resident

- A copy of their Visa Grant Notice;
- A copy of their VEVO report.

3.3.1.2 Student born in Australia and at least one parent also born in Australia

- Australian Birth Certificate.

3.3.1.3 Student born in Australia and both parents born overseas

- If an Australian Citizen, any one of the following:
 - Australian Birth Certificate and one parent's Australian Citizenship Certificate granted prior to the child's birth;
 - Australian Birth Certificate and one parent's Permanent Residency (e.g. VEVO or Visa Grant Notice) granted prior to the child's birth;
 - Australian Passport;
 - Australian Citizenship Certificate.
- If not an Australian Citizen (i.e. Temporary/Permanent Resident):
 - Copy of Visa Grant Notice;
 - Copy of VEVO report.

3.3.1.4 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.

3.3.1.5 Bridging Visa

- VEVO is not sufficient for students on Bridging Visas;
- A Visa Grant Notice is required.

3.3.1.6 Visitor Visa

- Students who are in Australia for a period of less than six months are NOT eligible to attract government funding;
- Students on a Visitor Visa cannot be enrolled for longer than three calendar months.

3.3.1.7 Subclass 500 Visa

- The child who is a dependant of a person who is in Australia on a subclass 500 visa, in the majority of cases, would not be eligible to attract government funding;
- Specific advice must be sought for each case.

The documentation used by Goldfields Baptist College to determine a student's eligibility to attract government funding will be retained in the student's confidential student file, and may be required to be submitted to validate the College's census submission.

Should parents/carers query the College's findings, or the conditions of their visa, they should be directed to contact registered Migration Agents and staff at the Department of Home Affairs, as they are the only entities who are legally allowed to provide advice on visas.

4. The Enrolment Process

The enrolment process at Goldfields Baptist College takes place in three distinct stages:

- application and initial information collection;
- interview and further information collection;
- offer of a place, and signed acceptance of the Enrolment Contract.

4.1 Application and initial information collection

The first stage of enrolment at Goldfield Baptist College is the completion and submission of an application for enrolment. This form is available on the College website, or from College Administration, and may be completed online, or in paper form. On receiving the application form, parents are contacted by the Enrolment Officer, who will confirm that the application has been received, and inform them of any [documentation](#) that still needs to be submitted. Parents will also be given information on the booklists, uniform, school fees and Secondary students' device specifications. Parents/carers will be informed that the enrolment process will only proceed on the receipt of all documentation.

If any additional needs are mentioned in the enrolment application, the Enrolment Officer (or their delegate) will contact the family to source any relevant/necessary diagnosis information prior to interview. The information required can be found in the GET Evidence Requirements outline ([Appendix Two](#)).

Examination of the documents at this stage of the enrolment process needs to be made to determine whether the student is eligible for government funding. If the student is not eligible for government funding, the enrolment process can continue, however the parents/carers must be made aware that the student will be enrolled on the basis of being a full-fee paying student.

The completion of an Application for Enrolment form does not guarantee a place at the College.

4.2 Interview and further information collection

Once the College is satisfied that all the required information has been received, the applicants then move to interview. This step involves the collection of more detailed information and an interview between a member of the College Leadership Team, the parents/carers and the child/ren.

Students' enrolment interviews are conducted to allow a representative of the College Leadership Team to engage with prospective families on a personal level. It is essential that through these interviews, families are given multiple opportunities to ask any questions, that the College ethos and Christian culture are made very clear, the College Mission is explained, behavioural expectations are outlined, with an accompanying summary of the Blessings and Grace Systems, and any additional/specific student needs are discussed. Prospective students should also be given a colour copy of the simplified [Student Code of Conduct](#) (see Appendix Four).

It is the responsibility of the staff member conducting the student enrolment interview to take notes on any relevant information garnered through this process, which will be included in each student's enrolment information, to be entered into the College's Learning Management System (LMS). A guideline of how to approach a student enrolment interview is attached at [Appendix Three](#).

At the interview, any reasonable adjustments that the College may need to make to meet the student's requirements are discussed. This includes reasonable adjustments to be made on the basis of disability/specific needs; mental health concerns; or physical health concerns. If the College feels that new information was offered in the interview that requires documentation, or that all relevant documentation has not been provided, then another meeting can be organised for a later time, to give the applicant time to supply the missing information. The application will be put on hold until all extra information and documentation is provided.

As part of the interview, key policies and procedures, including but not limited to, the Uniform Policy, Behaviour Management Policy (Grace and Blessing System), homework expectations and Compass LMS will be briefly discussed. Parents/carers will be reminded that, in deciding to enrol their child at Goldfields Baptist College, they will be agreeing to support and comply with all of the College's

policies and procedures, including any changes thereto, and will support the College in its educating their child if they are offered a place and sign an Enrolment Contract.

At the conclusion of the enrolment interview, a student may be immediately offered enrolment at the College, or may be advised that their enrolment will be confirmed at a later date.

4.3 Offer of a place and signing the Enrolment Contract

The offer of a place may be made to the applicant at the end of the enrolment interview, if the College Leadership Team member conducting the interview feels that all the information required has been submitted and assessed, and the applicant understands all that they are committing to.

Alternatively, if the Leadership Team Member feels that time is needed to make the decision, other Leadership members need to be consulted with, or further investigation is needed, the applicant may be advised that their enrolment will be decided over the next few days. After further consultation, the applicant will be informed if the enrolment has been accepted or denied in **no more than three working days following interview**.

When making the determination of whether to offer a place at the College, the Leadership Team Member will consider:

- the College's capacity to meet the needs of the student;
- the student's progress in previous school/s with an emphasis on behaviour and attitude if applicable;
- the parents' and student's willingness to commit to the expectations of the College and the College's Christian ethos;
- current enrolments in the year level to which the child is applying for entry;
- preferentially where there are siblings of students already enrolled or previously enrolled;
- preferentially for children of Christian families;
- whether any adjustments required to accommodate a student with specific needs are considered 'reasonable'. The College may consult with AISWA for advice in making this determination.

If it is so decided by the Leadership Team member, an offer of place will be made to the student and their family.

If the applicant accepts an offer of place at Goldfields Baptist College, they will then be asked to sign an Enrolment Contract. This document will represent the agreement between the parents/carers and Goldfields Baptist College, to partner in the education of the child, and the acceptance of the parents/carers to follow the policies and procedures of Goldfields Baptist College, and to be responsible for the payment of agreed fees and charges. A copy of this document is found at [Appendix Five](#).

If Goldfields Baptist College is unable to offer a placement to an applicant, they may be placed on a waiting list. Placing an applicant on a waiting list does not guarantee that a place will become available, or create any legal obligation upon Goldfields Baptist College to make a place available or any warranties in relation to the order in which any names are placed on that list.

4.4 Student commencement

Upon acceptance, a student's completed Enrolment Application is given to the Enrolments Officer, who issues the student's family an Enrolment Welcome Pack containing information on relevant policies, a hard copy of the book list, a uniform order form, Secondary student device specifications, and other relevant information/welcome gifts. The family will be provided with information regarding the student's starting date, and any Orientation or Induction events prior to that date.

The Enrolments Officer will lodge a student record with SCSA, and ensure that a Western Australian Student Number (WASN) has been allocated to the student, then enter all student information into the College database (Compass) and assign the student's classes. This includes their allocation to a Pastoral Care Class and House. If the student is commencing during the school year, an email is issued to the Leadership Team, relevant teachers and administration staff, informing them of the

newly enrolled student. The student will have a hard copy file established in the 'Current Student' records file, and information obtained on forms issued in the enrolment pack will be updated in Compass, as soon as the completed forms are received by the Enrolments Officer.

A flow chart detailing the enrolment process from initial application through to student enrolment and attendance is found at [Appendix Six](#).

4.4.1 Enrolment into LMS – Compass

All relevant student information (including any notes from their enrolment interview) must be entered into Compass prior to the student's commencement at the College. This includes:

- the student's personal, emergency and family contact information, which is to be entered into their student profile;
- any risk management information/strategies/requirements, which is to be entered into the relevant field, and made visible to all stakeholders, as required;
- any additional needs entered into Chronicle as pinned entries (without expiry), and a notification to the GET Co-Ordinator included;
- all relevant flags assigned to the student's profile;
- the student's timetable should be activated/updated (including electives, for Secondary students);
- parents' Compass activation letters must be sent out.

Except under extenuating circumstances, students should not attend any classes until all relevant data has been entered into Compass, and Pastoral Care Teachers notified of the student's intended first day.

4.4.1.1 Enrolment Register

When a student has been enrolled at the College, they are also entered onto the College's Enrolments Register. This is maintained at all times, accurately reflecting current enrolment data.

The minimum data maintained for each student includes:

- their name, age and residential address;
- the name and contact details of the parents/carers of the student;
- the student's immunisation status;
- the student's Medicare number and reference number (if they have one);
- the date of enrolment;
- where applicable, the date the student ceased to be enrolled.

The Enrolments Officer undertakes an audit of the Enrolment Register at least once each term to validate currency of the information being maintained.

4.4.1.2 Student Transfers

When an enrolling student is transferring from another school in Western Australia, Goldfields Baptist College will notify the Principal of the student's previous school and will negotiate the transfer of the student's school files within five school days.

4.4.2 Student Induction Day

The following stipulations apply only to students commencing at Goldfields Baptist College outside of the first two weeks of any academic year.

Prior to a new student's commencement, their assigned Pastoral Care Teacher should request and allocate a volunteer support peer from their Pastoral Care Class, as well as a relevant Student Leader, to offer additional support to the new student. On their first day, the support peer and Student Leader will attend Administration to escort the new student to their Pastoral Care Class. A locker and lock should be issued by the Pastoral Care Teacher (Secondary). The new student, support peer and Student Leader should be permitted time to look at and explain timetables, conduct a tour of relevant buildings to show where facilities and classes will be held, discuss requirements/expectations within classes and the greater College, and acquaint the new student with the use of the locks and lockers. The new student's Pastoral Care Teacher will schedule a time for the new student to meet with IT to

establish their device (Secondary). This should not be scheduled during the usual recess time, as new students should be given the opportunity to engage with their peers and build friendships.

The student's Pastoral Care Teacher should schedule a time for the student to work through and sign the full Student Code of Conduct (they may choose to take this home, after explanation, and return it, signed, at a later date). Pastoral Care Teachers must also liaise with the GET Co-Ordinator/EA staff to schedule times for the student to complete all relevant testing required. The GET Co-Ordinator/EA staff will then be required to enter relevant data into the student's Compass profile as soon as practicable. It is important to note that all student testing should be conducted throughout the duration of the student's first week, it must not all be conducted on a single day.

4.4.3 Parent Contact

The Pastoral Care Teachers must schedule, and make, a follow-up phone call to a new student's parents to check in on the student's transition to the College at the conclusion of their first week. Pastoral Care Teachers should ask if there are any concerns, or any need for further assistance, answer any questions, and remind parents of their availability, if there are any concerns.

4.5 Withdrawal from the College

If a student is withdrawn from Goldfields Baptist College, a written notification at least 6 weeks prior to the withdrawal date must be given to the Principal. Upon written notification from the parent/carer of a student's withdrawal, and the cessation of the student's enrolment, the College database is updated to change the student status to 'past' by the Enrolments Officer. The student should be removed from class lists and the Pastoral Care Class for accurate attendance recording, and the student's academic records should be retrieved from teaching staff and added to the former student's hard copy file, which should be relocated to the "Past Students" cabinet.

If a withdrawal notice is not received and all reasonable attempts by the College to contact parents/carers to request a withdrawal notice are unsuccessful, the parent/carer will remain liable for the payment of College fees and charges.

4.5.1 Retention of student enrolment information

Successful enrolment applications will be retained by the College for five years after the last action, and will then be destroyed. Unsuccessful enrolment applications will be retained for two years after the last action, and will then be destroyed. The College's Enrolment Register will have information retained for seven years following their last action, and will then be archived.

5. Other Relevant College Policies and Guiding Documents

Behaviour Management Policy
Uniform and Appearance Policy
Grow, Enrich, Thrive Policy
Goldfields Baptist College Attendance Policy
Staff Handbook
Staff Code of Conduct
Student Code of Conduct
Families and Community Code of Conduct
Goldfields Baptist College Privacy Policy
AISWA Policies and Procedures Guidelines for Schools Enrolment
AISWA Funding Guidelines for Non-Government Schools 2020
WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of childcare services, community kindergartens and schools.

Enrolment Policy

Appendices

Enrolment Form

Information about the Student

* Indicates Required Fields.

Legal Surname*:

Legal First Given Name*:

Legal Second Given Name(s)*:

Preferred First Name (if different):

Has the Student been known by any other names? ☐ Yes ☐ No

Date of Birth (including year)*:

Year in which the Student is enrolling*:

Calendar Year and Term of Enrolment: Year Term

Is the Student an Australian Citizen?

- ☐ Yes, by birth
- ☐ Yes, by Naturalisation.
- ☐ No

Is the Student of Aboriginal or Torres Strait Islander origin?

- ☐ No
- ☐ Yes, Aboriginal
- ☐ Yes, Torres Strait Islander
- ☐ Yes, Aboriginal and Torres Strait Islander

Does the Student Speak another language at home?

- ☐ No, English only
- ☐ Yes, Other

Religious Information

- ☐ Yes
- ☐ None

Enrolment Form

Publications and Media Consent

Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and enable parents and others to be informed about the school's work.

- I give consent for photographs that include the student to be published in school print publications. ☐ Yes ☐ No
 - I give consent for photographs that include the student to be published on the school internet site and in other electronic publications. ☐ Yes ☐ No
 - I give consent for samples of work by the student to be published in print publications within school programs. ☐ Yes ☐ No
 - I give consent for the student to be included when photographs are being taken for the Kalgoorlie Miner and/or other media outlets. ☐ Yes ☐ No
-

Excursion Consent

From time to time, the students will take part in excursions outside the College as part of their studies. You will be informed prior to the excursion through the school newsletter, student diary or other notice. If you do not want your child to participate, you will need to give written notice and state the reasons for withdrawing your child. Overnight excursions and activities that have an inherent risk will require a separate permission form.

- I give consent for the student to attend all activities that are part of the school's curriculum, such as visits to museums and parks. ☐ Yes ☐ No
-

Emergency Permissions

- In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the Parent or Guardian of the student, I give permission for the Principal to act as deemed necessary. ☐ Yes ☐ No
 - In the event of a medical emergency, I give permission for the College to call an ambulance for my child. ☐ Yes ☐ No
 - I give permission for my child to visit the Chaplain if deemed necessary by the Pastoral Care Team. ☐ Yes ☐ No
-

Parent/Guardian Name*:

Enrolment Form

Academic Information

* Indicates Required Fields.

Last School Attended in WA, Interstate or Overseas*:

State or Country:

Has the Student Ever Been*:

Suspended ☐ No ☐ Yes

Expelled ☐ No ☐ Yes

Have there been any behavioural issues at a previous school?

☐ No ☐ Yes

Academic Grade of Student*:

A-B ▼

Is the student receiving academic assistance or speech therapy?

☐ No ☐ Yes

Does the student require any extra support or facilities other than those already provided for in a general classroom and school environment?

☐ No ☐ Yes

Are there any previous/current/future assessments of the student by outside agencies?

☐ No ☐ Yes

Are there any Court parenting orders concerning residence, contact, child maintenance, education, health or other specific issues relating to this student?

☐ No ☐ Yes

Enrolment Form

Health Information

* Indicates Required Fields.

The College has a legal duty of care for the student whilst he/she is at college or participating in College activities. To fulfil that duty the College needs to be made aware of any special care or other needs your child may have. Please disclose all relevant information.

Medical conditions that we should know about.

Please list any medical conditions, such as asthma, diabetes and any allergies

Medical Condition

1.
2.
3.

Is there any other Health Information that would affect your child's learning?

For example, does the student have a diagnosis of ADHD, Autism, Dyslexia?

☐ No ☐ Yes

Does the child take any regular medication?

☐ No ☐ Yes

Doctor's Information

Doctor's Name*	<input type="text"/>
Clinic Name*	<input type="text"/>
Clinic Address	<input type="text"/>
Phone Number	<input type="text"/>

Medicare and Health Insurance

Medicare Number*	<input type="text"/>
Expiry*	<input type="text"/>
Private Health Provider	<input type="text"/>
Insurance Number	<input type="text"/>

Vaccinations

Has the student been immunised? ☐ Yes ☐ No

If 'Yes', evidence of vaccination can be:

- The child's health record book
- Signed document on doctor's letterhead
- Signed document on council letterhead
- Medicare Letter
- A printout from the Health Insurance commission's Immunisation register.

Please bring a copy of one of the above types of evidence along to your Enrolment Interview.

Enrolment Form

Information About the Family

* Indicates Required Fields.

Please Indicate the Status of this Enrolment

- ☐ New Family (Never been to GBC before)
☐ Existing Family (Have siblings currently at the College)
☐ Returning Family (Left GBC and are now returning)
-

Family Make Up

Who does the student live with?

- ☐ Both parents
☐ Mother
☐ Father
☐ Other

Number of children in family*

Student's position in the family *

Siblings also attending GBC

Family Residential Address

(This must not be a post office box)

Mailing title eg. Mr & Mrs D Smith*

Address*

Suburb or Town*

Postcode*

Family Mailing Address

☐ As Above

Address*

Suburb or Town

Postcode

Email Addresses

(for newsletters etc)

Email 1*

Email 2

Email 3

Telephone Numbers

Phone 1*

Silent? ☐ Yes ☐ No

Phone 2

Silent? ☐ Yes ☐ No

Parents or Guardians not living with the child who are to receive correspondence

Mailing title eg. Mr & Mrs D Smith

Address

Suburb or Town

Postcode

Enrolment Form

Guardian 1

Relationship to Student

- ☐ Father
- ☐ Mother
- ☐ Stepfather
- ☐ Stepmother
- ☐ Other

Surname*

Given Name(s)*

Title (e.g. Mr, Mrs, Ms, Dr)

Occupation

Name of workplace for contact during College hours:

Work Telephone*

Mobile Telephone*

Country of Birth*

Nationality*

What is the highest year of primary or secondary school the parent or guardian has completed?
(For persons who have never attended school, tick 'Year 9 or equivalent or below')

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

What is the level of the highest qualification the parent or guardian has completed?

- ☐ Bachelor Degree or Above
- ☐ Advanced diploma/Diploma
- ☐ Certificate I to IV
- ☐ No Non-School Qualification

Emergency Contact

This parent/guardian is an emergency contact ☐ Yes ☐ No

This parent/guardian is authorised to pick up the student ☐ Yes ☐ No

Responsibility for Fees

This parent/guardian is responsible for the payment of fees ☐ Yes ☐ No

Enrolment Form

Guardian 2

[Skip this page](#) (if there is only one legal Guardian)

Relationship to Student

- ☐ Father
- ☐ Mother
- ☐ Stepfather
- ☐ Stepmother
- ☐ Other

Surname*

Given Name(s)*

Title (e.g. Mr, Mrs, Ms, Dr)

Please fill out this field.

Occupation

Name of workplace for contact during College hours:

Work Telephone*

Mobile Telephone*

Country of Birth*

Nationality*

What is the highest year of primary or secondary school the parent or guardian has completed?
(For persons who have never attended school, tick 'Year 9 or equivalent or below')

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

What is the level of the highest qualification the parent or guardian has completed?

- ☐ Bachelor Degree or Above
- ☐ Advanced diploma/Diploma
- ☐ Certificate I to IV
- ☐ No Non-School Qualification

Emergency Contact

This parent/guardian is an emergency contact ☐ Yes ☐ No

This parent/guardian is authorised to pick up the student ☐ Yes ☐ No

Responsibility for Fees

This parent/guardian is responsible for the payment of fees ☐ Yes ☐ No

Enrolment Form

Conditions of Enrolment

As part of this Enrolment Application, we accept that:

1. Goldfields Baptist College is an independent Christian School. We are prepared to support the Christian ethos of the College.
2. A condition of entry to the school is that parents and guardians agree to accept the authority of the Board and the Principal to run the College. They will be bound by and duly observe any rules and regulations and all policies of the College which the Principal and Board may adopt from time to time.
3. The purpose of the College is to provide a balanced quality education in which spiritual, moral, intellectual, cultural, social and physical development takes place.
4. Students are required to attend camps and/or excursions organised for their classes.
5. Students are required to wear the correct College Uniform to encourage them to take pride in their personal appearance, as well as developing a sense of belonging and responsibility. Parents will supply the Uniform and other equipment needed by the student, including textbooks.
6. Students are to care for the buildings, furniture and equipment of the College with families being responsible financially, for any damage caused through a deliberate act, carelessness or neglect.
7. Students may not leave the College property during school hours without the permission of appropriate College authorities.
8. Parents are encouraged to take an active part in the activities of the school and cooperate with the College in providing their children's education.
9. Parents are required to pay the College fees and any other charges in the timescale given, unless arrangements have been made with the Principal.
10. The Principal reserves the right to suspend or to dismiss any student from the College on the grounds of unsatisfactory conduct or performance, or failure to abide by the ethos and rules of the school.
11. The College does not insure or accept liability for the student's property of any description.
12. Students and Parents are expected to abide by all College policies regarding acceptable use of computers including the internet. A specific computer use agreement must be signed by both the parent and the student for admission to the Secondary College.

Account Responsibility

Fees, as set by the Board, must be paid in full by 31 October each year, or by direct debit transfer arrangements or by specific agreement confirmed in writing.

1. In relation to costs:
 - Where dishonour of cheques or direct debits, (where the School is not at fault) incur a charge, this will be added to the family account for payment.
 - Failure to pay overdue fees or to make suitable payment arrangements may result in referral to a collection agency, costs including debt collection agency fees and solicitors cost shall be paid by me.
2. If the student is to leave school, I/we will:
 - Agree to provide, in writing, six school weeks notice of our intention to leave the school (withdrawal forms available to download from our website).
 - Agree to make payment in full for all fees or monies outstanding and owed to the school.
3. If I/we fail to comply with the requirements of paragraph 2, the school reserves the right to invoice me/us for one term's fees in lieu of notice.

☐ We have read these statements and conditions of enrolment and request that our child be admitted as a student to Goldfields Baptist College. We recognise that this is not a guarantee of enrolment but an Application for Enrolment.

☐ We understand that when enrolment is accepted a non-refundable fee of \$150.00 is payable in addition to the \$50 per student application fee, on receipt of which the enrolment will be confirmed.

☐ We declare that to the best of our knowledge, all the information provided on this application is true and correct.

NOTE: Any misleading or inaccurate information may render this application null and void.

Appendix Two – GET Evidence Requirements

Autism

- Documented Agreement of Diagnosis from 3 professionals: Paediatrician, Psychologist and Speech Therapist (if diagnosed under 12yrs)
OR
- Separate Reports from the 3 professionals each stating the Autism Diagnosis
OR

Deaf/Hard of Hearing

- Report from Audiologist that states:
 - *Current level of hearing in each ear as a 3 frequency average measured at 0.5, 1 and 2 kHz*
 - *Current Level of hearing in each ear as a 3 high frequency average measured at 2, 3 and 4 kHz*
 - *Report stating that the hearing loss is permanent, chronic or intermittent*
 - *A statement as to if the student has Auditory Neuropathy and the degree of impact with the assigned level of 1-3*

Global Developmental Delay

- Standardised developmental assessment completed/verified by a paediatrician/psychologist

Intellectual Disability

- WISC-IV or equivalent completed by a psychologist. Student younger than 6yrs may have a 'Griffiths Assessment' that states a Global Developmental Delay.
- Adaptive Behaviour Scale completed by a psychologist

Language Disorder

- Report from a Speech Therapist within the last 2 years or Psychologist that includes
 - *CELF-4 or CELF-P2 stating core language score*
 - *Index scores for Receptive and Expressive language*

Medical/Health Condition

- Report from a Paediatrician/Specialist stating diagnosis and current symptoms
- Diabetes/Epilepsy: letter from a specialist/nurse educator stating diagnosis, current symptoms and management

Physical Disability

- Report from a Paediatrician/Specialist/Neurologist stating diagnosis and current symptoms

Severe Mental Health/Behaviour Disorder

- Report from a Clinical Psychologist or Psychiatrist stating diagnosis and current symptoms (must be in the last 12 months)
- Evidence of ongoing treatment

Vision Impairment

- Report from an Ophthalmologist or Orthoptist stating current level of vision in both eyes after correction (within the last 12 months)
- Report from an Ophthalmologist or Orthoptist stating diagnosis and measurement of the visual field after correction (within the last 12 months)

Begin by asking what has brought family to GBC.

- What do you know about the College?

Explain the Christian ethos of the College

- Not tokenistic, it is inherent and a part of all that we do.
- There will be prayers, there will be compulsory CE classes (these are not indoctrination periods, but safe opportunities for discussion, challenge, questions, etc.).
- Early Childhood students will learn worship songs, do grace before eating, etc.
- Discuss the relevance of the Christian culture of the College to the WA Curriculum/EYLF.
- Make clear that these are an inherent and uncompromised part of the GBC culture. While we have an open enrolment policy, and families/students are welcome to their own beliefs, the respect must run both ways. No misapprehensions – this is who we are, and we will not compromise on that.

Explain the College Vision

- GBC approach is to emphasise nurturing, which means we step in and wrap around students.
- If behaviour is unacceptable, this will generally result in a conversation to foremost check on the wellbeing of the student.
- Nurturing approach sometimes leads to conversations that might not be expected, as students feel safe to open up. If there are any concerns, we will contact you (parents). At GBC, we acknowledge and believe that parents are the most important teachers in any child's life, so we want to work in positive partnership with you to care for your family.

Explain the strengths of GBC as a small school

- The relevance and impact of this, primarily is that students won't 'slip through the gaps'; if you drop off, it will be noticed, and we will be stepping in/contacting parents.
- Focus is on growth not grades – student support is tailored individually, and we are highly invested in seeing students grow in the life-skills (six keys) that lead to long-term success.

Give students and parents an opportunity to ask any questions.

Discuss any student needs, based on their Enrolment Application/discussion so far

- Check application/reports/other accompanying information to speak to specific needs.
- Explain that 1:1 cannot be offered, GBC's approach to support is one of differentiation and some small group work to focus on the development of skills, by necessity. IEPs are available to students with specific needs.
- Take notes on any needs/allowances/accommodations that may be required, including Support Plans for anxiety (or similar). Discuss Behaviour/Support Plans as relevant and discuss EA availability as relevant.
- Ask student about areas of interest and passion. Discuss any options in these fields at GBC.
- If any concerns have been flagged on student's report(s), discuss these with the student and parent. Ask them what strategies they have to ensure that they are not bringing any behaviour problems/disruption to GBC. If necessary, discuss any agreements/probationary periods that may need to be put in place for the student's enrolment.

Offer a summary of the Student Code of Conduct/Six Keys

- Students should each be given a colour copy of the Student Code of Conduct from the Student Diary.
- Discuss the need for the student to read, sign and return the full Student Code of Conduct, once enrolment is granted. This will be carried out with their Pastoral Care Teacher.

Grace and Blessings Systems summary

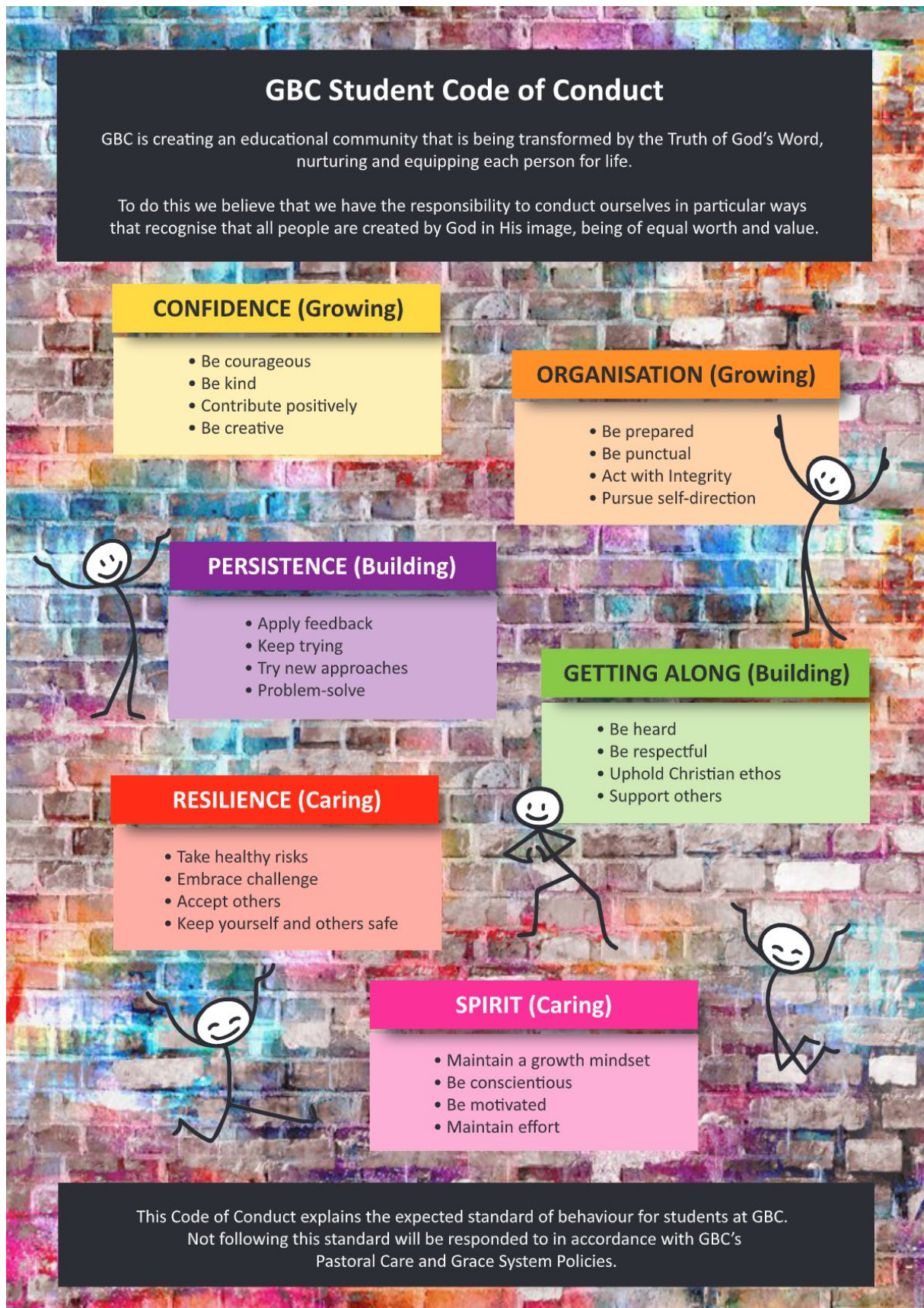
- Summarise the basics of the Grace System, explaining parent contact through the LMS, use of phone calls and the importance of swift parent communication in the event of any significant concerns.
- Summarise the basics of the Blessings System, explaining that this data is collected on our LMS to track student wellbeing, as well as inherently creating opportunity to honour students for their strengths (not necessarily academic performance).

Uniform policy summary

- Brief explanation of expectations (particularly important to mention hair/piercing expectations, while parents are present).
- Explain that compliance with the uniform policy is a requirement of enrolment.
- Full policy can be found on the College website.

Give students and parents an opportunity to ask any questions.

Place can be offered immediately, or will be confirmed in future. Student's first day will be confirmed by the Enrolments Officer.





Offer of Enrolment Contract

I/We _____ the parent/carer of _____ accept the offer of enrolment at Goldfields Baptist College beginning _____.

In accepting enrolment we agree to;

- Pay school fees (as determined each year by Goldfields Baptist College), and other costs (excursions, camps etc.) on time as required, and any reasonable costs incurred by Goldfields Baptist College on behalf of the student and acknowledge that all signatories are jointly and severally liable for the payment of all fees and charges associated with attending Goldfields Baptist College.
- Support the values and Christian ethos of Goldfields Baptist College
- Provide all items of the Goldfields Baptist College uniform, both formal and sport, and support the child in wearing it as required
- Support Goldfields Baptist College's Student Code of Conduct and behaviour management policy
- Support Goldfields Baptist College's Concerns, Complaints and Disputes Policy
- Reinforce Goldfields Baptist College's requirement for the student to abide by the IT acceptable use policy and support the College in enforcing the IT policy
- Support the policies of Goldfields Baptist College and any changes made to them
- Ensure that the child attends school when it is open for instruction, unless exempt, in accordance with the Goldfields Baptist College Attendance Policy
- Provide all equipment required by the College for the student
- Support the student's participation in all College curriculum activities unless medically unfit to do so
- Inform Goldfields Baptist College promptly in writing of any changes to contact details, family relationship details, medical status of the student and provide any updates of all Court issued documents and/or Parenting Plans

I/We have read and understand all that we have agreed to. I/We understand that failure to hold to the agreed statements may result in the enrolment of the student at Goldfields Baptist College being reconsidered.

Principal
On Behalf of Goldfields Baptist College Inc

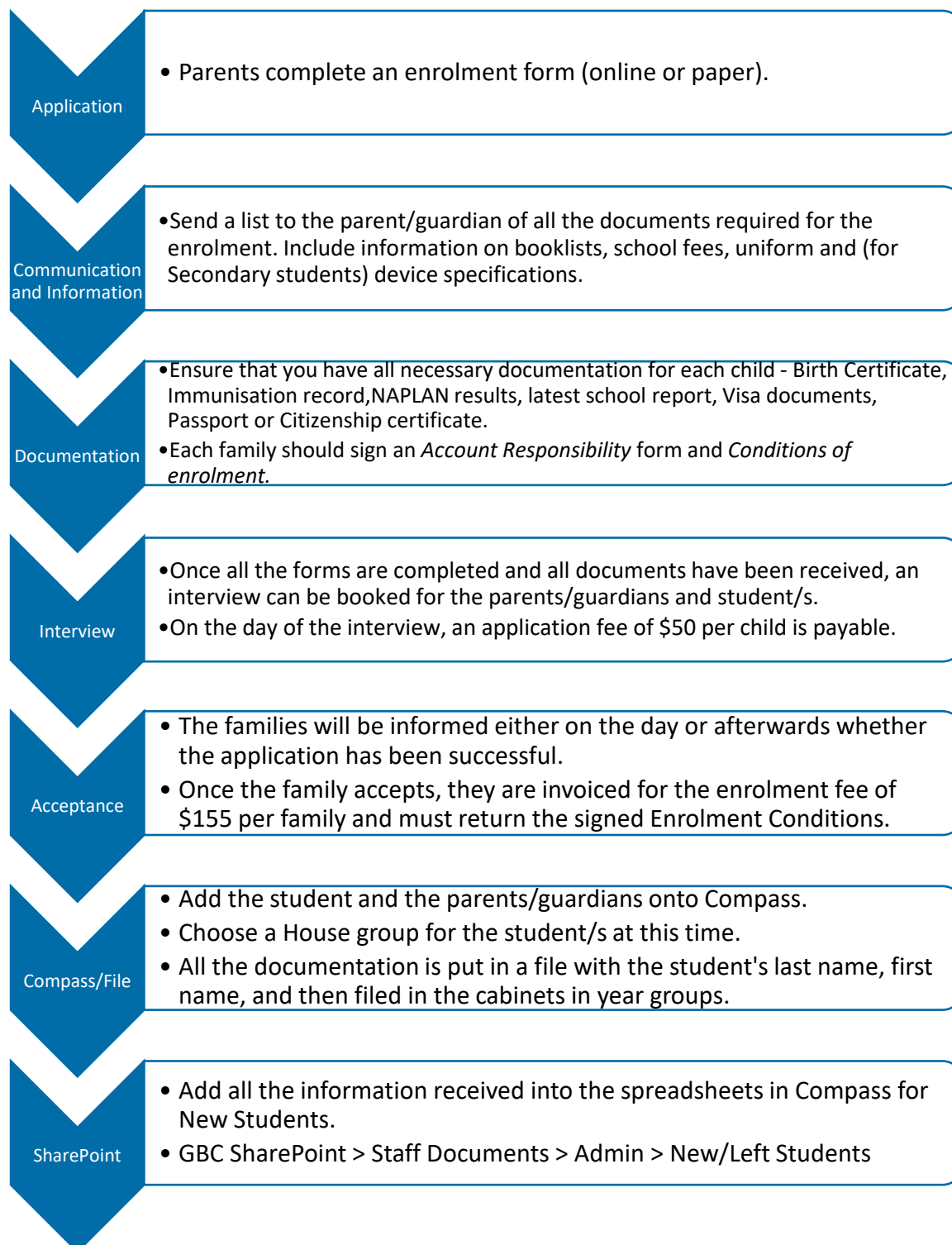
Parent/Carer 1

Parent/Carer 2

Person Responsible for Fees (if not Parent/Carer)

Enrolment Procedure

Application-Acceptance



Starting school during Term

