



Rationale

At Carey we value courage, respect and humility; and we are committed to acting with integrity and kindness. Our community is built around the chords of hope, compassion, family and learning.

Scope

This policy applies to all Carey Baptist College Campuses, all students, staff and visitors.

Policy Statement

Carey Baptist College is a co-educational day school with two campuses:

Harrisdale Campus catering for students from Pre-Kindergarten to Year 12.

Forrestdale Campus catering for students from Pre-Kindergarten to Year 9 (intending to increase to Year 12 over the coming years)

The College has an "Open Enrolment" Policy, welcoming applications for registration from students regardless of race, gender, religion or ability.

Our Enrolment Policy complies with the following:

- Commonwealth *Disability Discrimination Act 1992* and the Disability Standards for Education 2005. Western Australian *Equal Opportunity Act 1984* in the enrolment of a student with a disability, where enrolment at Carey Baptist College is sought.
- Commonwealth *Sex Discrimination Act 1984* and Western Australian *Equal Opportunity Act 1984* in the enrolment of a student of either sex where enrolment at Carey Baptist College is sought.
- Commonwealth *Racial Discrimination Act 1975* and Western Australian *Equal Opportunity Act 1984* in the enrolment of a student of any race where enrolment at Carey Baptist College is sought.
- Western Australian *Equal Opportunity Act 1984* in the enrolment of any student of any religion where enrolment at Carey Baptist College is sought.
- The School Education Act 1999
- The Public Health Act 2016 (Western Australia)

Process of Enrolment

The process of enrolment includes:

1. An online application including a \$50 non-refundable application fee per family; or application by alternative pathways (eg. scholarship).
2. Submission of relevant documents including but not limited to:
 - Birth Certificate or Birth Extract;
 - Visa Status;
 - Permission to view VISA documents (through VEVO);

- “Up-to-date” Immunisation History Statement available from the Australian Immunisation Register - note an updated statement may be required in the two months before the student commences at the College;
 - Educational achievements;
 - Pre-Interview questionnaire;
 - Specialist Educational and Medical reports;
 - Copies of Residency Orders, Parenting Plans, Contact or Court Orders;
3. An interview with the relevant principal or their delegate;
 4. Offers made with consideration given to the educational and support requirements of the student as well as to pastoral care and demographic requirements.
 5. Confirmation of enrolment will occur subsequent to payment of confirmation fees and return of all forms. When classes are full, students are waitlisted based on their original date of application, with siblings of existing students having priority.

Note: Further information/meetings/external assessments may be requested to support any special needs or additional requirements.

Conditions of Enrolment

Any person who enrolls a child at Carey Baptist College acknowledges that the enrolment of any child will at all times remain subject to the *General Conditions and Privacy Policy* included with the *Enrolment Form*.

The General Conditions include an agreement to adhere to all College Codes of Conduct and other policies, rules and regulations issued by the respective Principal from time to time.

This information is given with the letter of offer at the time of interview.

Contract Of Enrolment

By virtue of payment of fees at the Confirmation of Enrolment stage, there is a contractual relationship brought into existence between Carey Baptist College (Ltd) and the applicant(s) regarding the provision of education services to their child or children.

Ending Enrolment

To end enrolments the parent/guardian must notify the relevant Principal in writing giving a minimum notice period of 10 weeks (1 term). For a lesser notice period, the College may charge fees in lieu of notice.

Contact

For queries relating to this policy, please contact
Policy Development Officer 08 9394 9111

Related Policies and Documents

Handbooks

Codes of Conduct

Uniform Policy

Duty of Care Policies

Occupational Safety and Health

References

Version Management					
Version	Date Published	Changes made	Approved by	Next Review	Author of version
2	2016				
3	March 2020	Updated to new guidelines Reformatted to College Wide Format	HCLT	2021	MCINAN
4	June 2021	Updates to align with recommendations from AISWA			