

### 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

### Policy Statement

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

- Harrisdale Campus catering for students from Kindergarten to Year 12
- Forrestdale Campus catering for students from Kindergarten to Year 12 in 2024

Carey Baptist College is a Christian College with an open enrolment policy, welcoming applications for registration for students from all faiths and traditions. Our goal is to encourage educational excellence and to equip young people to be of Godly character and influence. We achieve this by challenging and encouraging students to seek personal excellence as lifelong learners in their spiritual, intellectual, emotional, physical and social development.

### Enrolment Procedures:

The process of enrolment includes:

1. An online application including a \$50 non-refundable application fee per student or application by alternative pathways (eg. scholarship).
2. Submission of relevant documents including but not limited to:
  - Birth Certificate
  - Proof of Australian citizenship or acceptable visa status
  - Educational achievements (school reports, NAPLAN etc)
  - Pre-Interview questionnaire
  - Any relevant specialist educational and medical reports;
  - Immunisation History Statement (IHS), available from the Australian Immunisation Register. The IHS is to be provided at the time of enrolment and again no more than 6 weeks prior to commencement of attendance.
  - Photo identification for parents
  - Copies of any Court Orders in place
3. An interview with the relevant Principal or their delegate;

4. Offers are 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 completed Contract of Enrolment and other required forms.

Submission of an application does not guarantee a place. Placements are processed in order of registration. The date of receipt of an application for registration is therefore important, however preferential placement is taken into consideration for:

- siblings of current students
- children of current staff members
- children of Carey Alumni
- the need to appropriately balance a class or year group dynamic.

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 Contract of Enrolment. 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 **will** charge fees in lieu of notice.

### **Contact:**

For queries relating to this policy, please contact

**Compliance:**

- 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)