



ENROLMENT POLICY

PURPOSE

ISWA is open for admission to Australian citizens, residents with a valid visa and to CRICOS International students (Commonwealth Register of Institutions and Courses for Overseas Students). This policy outlines the School's pre-admission rules and processes to those considering an application.

OBJECTIVES & PRINCIPLES OF POLICY

- Non-discrimination

No person shall be discriminated against on the basis of race, national or ethnic origin, colour, religion, sex or age. This policy of non-discrimination shall prevail in all matters of instructional delivery and course selection, in the provision of career guidance and counselling, and in all matters pertaining to race and community relations.

- Inclusive Education

ISWA is committed to identifying, nurturing and promoting the abilities and aptitudes of all students. This includes students with disabilities, learning difficulties, social, behavioural or emotional difficulties, and the gifted and talented. ISWA maintains an inclusive environment.

- Legislative requirements

- **Visa requirements:** International students attending ISWA must hold valid residence visas. Applications will only be processed upon receipt of current VISA.
- **Immunisation records:** Effective 1 July 2019, all new enrolling students must provide an Australian Immunisation Register (AIR) Immunisation History Statement (IHS) no more than two months old or a valid immunisation certificate issued or declared by the Department of Health.
- **Minimum age:** All students must be at least 3 years and 6 months before they can be considered for enrolment.
- **Change of Address:** The school will request written confirmation of current address and contact details at least every six months.
- **School Policies:** Students, staff and parents of the ISWA community are held to comply by the School Policies. These are listed on the ISWA website and communicated to students and parents when there are changes or new Policies.

- English Language Proficiency

The School's rigorous academic program is delivered in English. CRICOS International students must demonstrate proficiency in English from Year 9 and may be required to undertake formal testing. ISWA offers English and additional language sessions but does not offer intensive English language courses. Prior to Year 9, ISWA will enrol CRICOS International students if they show evidence of being able to adapt to the language and program within a reasonable transition period.

- Student Welfare and Accommodation

The International School of Western Australia does not accept responsibility for the welfare arrangements of a student (i.e., boarding). The Australian Department of Home Affairs (www.homeaffairs.gov.au) must be satisfied that appropriate welfare arrangements are in place for under-18 students before a visa is granted to CRICOS International students.

- Education Recruitment Agents

Education Agents can approach the International School of Western Australia, on behalf of the parent/guardian and students, regarding student enrolment.

- Toileting

There is an expectation that children are toilet trained prior to starting school. In the case of an unexpected toileting incident, parents will be contacted by the teacher to be informed or asked to collect as appropriate.

ENROLMENT PROCESS

- a) The admission process is based on review and receipt of the following:
 1. A completed Enrolment Package and the Registration Fee, which includes the following forms and supporting documents;
 - Enrolment Application
 - Education, Health and Immunisation Application
 - Immunisation Records (translated in English language)
 - Passport (preferred) or Birth Certificate and Certificate of Citizenship
 - Priority Placement Application
 - School Reference
 - School Reports (two semesters) or official school transcript
 - Visa
 2. A personal interview and/or diagnostic testing may be requested. Additional information such as languages, medical conditions and learning conditions must be advised at the time of enrolment. Other information may be requested from teachers, administrators, counsellors and/or other specialists.
- b) Year level Placement – Guidelines for the placement of students
 1. Upon enrolment, students are tentatively placed in a year level based upon their previous academic history and their chronological age. Final acceptance and year level placement will be determined following an interview and placement evaluation.
 2. In some cases, students may be considered for placement ahead of their chronological peers. Social, developmental and academic progress will be taken into consideration.
 3. On rare occasions ISWA staff might recommend that a student be retained at a year level for the next school year. Teachers make this recommendation only when they feel it is in the best overall academic and social interests of the student.
- c) Fees
 1. Registration fee (non-refundable) must accompany each Priority Placement application.
 2. A Confirming fee is payable upon the offer and acceptance of a place. This payment guarantees the student's place and completes the admission process. This fee is non-refundable and non-tax deductible.

d) Notice of Withdrawal

1. Advance notice in writing, of **one full term** as per the school calendar, must be given prior to removal of a student. Failure to give such notice will result in one term of the student's annual tuition fee being charged to the student's account.

ROLES AND RESPONSIBILITIES

Designated role	Responsibilities of role	Other information
Registrar	<ul style="list-style-type: none">• Collect all enrolment documentation and registration fee• Submit applications to Head of Primary or Secondary for review• Host family interview to assess eligibility and suitability• Deliver documentation confirming student enrolment to the Department of Education• Maintain confidentiality of applications• Focal point for parents prior to student placement	<ul style="list-style-type: none">• Additional information may be required to complete the enrolment process.
Business Manager	<ul style="list-style-type: none">• Accounting for confirming fee• Issuance of tuition fee statement	<ul style="list-style-type: none">• Deviations from the Fee Schedule require approval from Principal.

POLICY BREACHES

Training have been be provided to equip staff with the appropriate skills to understand their compliance obligations.

RECORD KEEPING

Name of document	File Location	Security Level
Student Application and associated documentation	MAZE	Restricted
Student File	Registrar Drive	Restricted

Parent Membership

ISWA is operated by the Australian Association for International Education Incorporated (the **Association**). The Association's Constitution provides that each Parent and legal Guardian of an ISWA student are Members of the Association. The Constitution can be viewed on SEQTA – the educational intranet used by ISWA.

The law requires the Association to keep a Register of Members, recording the name and contact details for each Member. It also provides that any Member may view the Register of Members and/or, in certain circumstances, be provided with a copy of the Register of Members.

Your email contact details, as provided in the enrolment application form, will be included in the Register of Members, unless you advise the Association otherwise. If you would prefer to provide different contact details for the Register of Members, please contact ISWA's executive assistant ExecutiveAssistant@iswa.wa.edu.au and provide the alternative details you wish to be included in the Register of Members.

Policy Category	Operational
Date Approved	June 2015
Frequency for review	Every two years (or as required)
Policy Owner	Registrar/Principal
Amendment History	
Date	Amendment
April 2020	Updated to include immunisation requirement
August 2020	Updated to include parent membership clause
October 2020	Amendments to enrolment process
November 2020	Updated to include toileting
December 2020	Amendments to notice of withdrawal