



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 Chief Health Officer.
- 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.

ENROLMENT PROCESS

- a) The admission process is based on review and receipt of the following:
 1. A completed, signed Application of Enrolment together with all required documentation and the Registration Fee.
 2. A complete official transcript of the student's school record including the results of any standardised testing or other assessments. Parents should request an official transcript from each school attended during the last 12 months.
 3. Students entering Years 9 – 12 must demonstrate a proficiency in English. Students whose first language is not English may be required to undertake formal testing prior to being considered for admission.
 4. A personal interview and/or additional diagnostic testing may be requested. Additionally, further personal information such as medical conditions, allergies and any learning issues will need to 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 the interview and placement evaluation.
 2. In some cases, students will be considered for placement ahead of their chronological peers. Social, developmental and academic progress will be taken into consideration in these cases.
 3. On rare occasions ISWA staff might recommend that a student be retained at a year level for the next school year. Teachers are fully cognisant of the various social and psychological ramifications of retention and 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 enrolment application form.
 2. A Confirming fee is payable upon your 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.

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 final review Conduct interviews to assess students for eligibility and suitability Deliver documentation confirming acceptance of enrolment for families and to the Department of Education Maintain and protect 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 will 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

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