



ENROLMENT POLICY

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Empowering students' unique development in an inclusive, inquiry-focused environment, to thrive in the world.

Purpose

The Enrolment Policy at the International School of Western Australia is consistent with our Statement of Purpose and Commitments. We are an International Baccalaureate World School and champion the attributes of the IB Learner Profile. Our caring community embraces diversity and inclusion. We expect every student and family to be open-minded, contributing members of our school community.

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 requirements and procedures for applying to ISWA.

We expect families to work in partnership with our school and actively support our purpose, policies and procedures. On the rare occasions when we believe that families are displaying behaviour that is contrary to our purpose and commitments, do not publicly support the school or who are unable to work in partnership with us, we reserve the right to refuse admission, discontinue enrollment for the following academic year or suggest withdrawal to the individuals concerned.

Principles

Anti-discrimination

We aim to promote equity and champion diversity through practising inclusion, affirming the identity of individuals and groups, and seeking the elimination of discrimination.

We are an intentionally diverse community. We are committed to international-mindedness and see anti-discriminatory education as inherent to this. Our community appreciates a richness and diversity of cultural perspectives, ethnicities, languages, sexual orientation and different family blends.

Inclusive Education

ISWA is committed to identifying, nurturing, and promoting the abilities and aptitudes of all students. We seek to provide a rich learning environment through enrolling students with diverse learning and language needs. This includes students with disabilities, learning difficulties, social, behavioural or emotional difficulties, and the gifted and talented.

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 six weeks old or a valid immunisation certificate issued or declared by the Department of Health.

In order to be enrolled into the Pre-compulsory years (Pre-Kindergarten or Kindergarten), a child must satisfy the requirements of s.141D(2) of the Public Health Act 2016 (WA) in regard to immunisation status, i.e. have an immunisation status that is 'up to date', or be on an approved catch

up schedule, as reflected on their IHS or satisfy other acceptable criteria. If the child's IHS does not reflect an immunisation status of '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.

The IHS is to be provided to the school no more than 6 weeks prior to commencement of attendance.

Parents/guardians must also supply the child's Medicare number (and reference number) if they have one.

Overseas immunisation statements do not meet WA legislative requirements. Parents/guardians need to provide any information about their child's overseas vaccinations to a local immunisation provider; for parents/guardians located overseas, they are advised to contact the relevant [Public Health Unit](#). Offshore parents can contact the relevant PHU by email and send through scanned copies/photos of overseas vaccination records, in order for an AIR record to be created for the child.

[WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of childcare services, community kindergartens and schools](#) details requirements in relation to enrolling children who have overseas immunisation records.

Minimum age

All students must be at least 3 years and 6 months before they can be considered for enrolment.

Change of Address

Parents/guardians must notify the school of any change of address or contact details immediately, as well as those of an emergency contact. Parents/guardians must be contactable during the school day.

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 internally on SEQTA.

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 is always a contract between the parent/guardian and the school.

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

ISWA's enrolment practices comply with the School Education Act 1999, the Public Health Act 2016 (WA), the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

The admission process is based on review and receipt of a completed [Online Enrollment Application](#) and the Registration Fee. The application includes the following forms and supporting documents:

- Enrolment Application
- Education, Health and Immunisation Application
- Australian Immunisation Record
- Passport (preferred) or Birth Certificate and Certificate of Citizenship
- Priority Placement Application
- School Reference
- School Reports (two semesters) or official school transcript
- Visa
- Specialist educational and medical reports (if applicable)
- Copies of Residency Orders, Parent Responsibility Orders, Contact Orders, Parenting Plans or Court Orders
- NAPLAN, MAPS or other recognised standardised tests (if applicable)

ISWA will not progress an application until completely satisfied that all the required information has been received, that it is accurate and legally compliant. Failure to disclose information, including around visa status, medical conditions or learning needs may result in the withdrawal of enrolment.

Applicant families must agree to support and comply with the school's policies and procedures, including any changes thereto, and to support the school in the education of their child if they are offered a place at ISWA.

A personal interview, further information from the current school or medical professionals, 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.

Year level Placement

Typically, new students are placed in a year level according to their birth date (December cut-off). The school will determine year placement and all other program options in the best interest of the student.

For Secondary students coming from a different system or calendar year, for placement we will use previous school records, educational attainment, language and learning profiles and other assessment tools to determine the most appropriate grade level placement for a new student.

Enrollment decisions

Receipt of application does not guarantee a place. Enrollment decisions are informed by a set of factors or criteria that addresses the diverse characteristics and capacity of the particular grade for which a student is applying. These factors would include, in no particular order:

- Gender balance
- International Diversity
- Language proficiency
- Company Sponsorship
- Learning differences
- Wellbeing
- Current schooling situation
- Family links with the school
- Date the application is complete
- Family alignment with our Purpose and Commitments

Waiting Lists

The placement of a name on a waiting list does not create any legal obligation upon the school to make a place available or take applicants in a particular order.

Fees

1. Registration fee (non-refundable) must accompany each 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.

Notice of Withdrawal

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.

Application Validity

Applications are valid for two academic years. It is the responsibility of the parent to ensure that information on the application remains up to date (new school progress reports are submitted, etc.). If we are unable to enroll a child within two academic years and parents are still wishing to pursue enrollment, a new application must be submitted.

Privacy

Under the Privacy Act (the Act) ISWA is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on our school website [here](#).

Our Privacy Policy describes

- who we collect information from
- the types of personal information collected and held by us
- how this information is collected and held
- the purposes for which your personal information is collected, held, used and disclosed
- how you can gain access to your personal information and seek its correction
- how you may complain or enquire out about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled
- whether we are likely to disclose your personal information to any overseas recipients; and
- permission to use VEVO to check Visa entitlements during period of enrolment.

Record Keeping

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

Association 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.

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

November 2022	Review and update
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