

Student Recruitment and Enrolment Policy

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Student Recruitment and Enrolment Policy

Policy Intent

To provide a supportive and transparent pathway for at-risk secondary students (Years 7-12) to access Alta-1 College's trauma-informed alternative education program, fostering their social-emotional wellbeing, re-engagement with learning, and successful transition to future pathways.

Policy Statement

Alta-1 College offers a trauma-informed alternative education program for at-risk secondary students (Years 7-12) in Western Australia. The College prioritises a relational approach, recognising the impact of adverse childhood experiences, and empowering students to achieve their individual goals and transition successfully to future pathways.

Policy Purpose

This policy outlines the principles and procedures for student recruitment and enrolment at Alta-1 College. It aims to:

- Define eligibility criteria and the enrolment process, ensuring alignment with the College's mission and specialised program delivery.
- Promote a transparent and equitable enrolment process that considers individual student needs and the College's capacity.
- Facilitate collaborative partnerships with students, families, and referring agencies to support successful student transitions and outcomes.
- Ensure compliance with the W.A. School Education Act 1999 and relevant departmental guidelines.
- Uphold the College's commitment to student safety, including cultural safety.
- Recognise and provide enrolment flexibility in cases where a parent or legal guardian is unable or unfit to act, ensuring equitable access to education through the involvement of responsible adults.

Policy Coverage

This policy applies to all prospective and current students of Alta-1 College, their parents/guardians, and all staff involved in the recruitment and enrolment process. This includes staff working in all Alta-1 programs.

Legislation

Federal Legislation:

- Disability Discrimination Act 1992 (Cth): www.legislation.gov.au/Details/C2023C00410
- Privacy Act 1988 (Cth): www.legislation.gov.au/Details/C2023C00085

Western Australian Legislation:

- School Education Act 1999 (WA): [WALW - School Education Act 1999 - Home Page](#)
- Children and Community Services Act 2004 (WA): www.legislation.wa.gov.au/legislation/statutes.nsf/main_homepage.html
- Equal Opportunity Act 1984 (WA): www.legislation.wa.gov.au/legislation/statutes.nsf/main_homepage.html
- School Curriculum and Standards Authority Act 1997 (WA): www.legislation.wa.gov.au/legislation/statutes.nsf/main_homepage.html

Other Relevant Supporting Documentation

- Disability Standards for Education 2005
- Registered Schools Standards 2012
- Guide to the Registration Standards and Other Requirements for Non-Government Schools
- Students Whose Whereabouts are Unknown Guidelines and Procedures
- Western Australian Immunisation Requirements

Related Alta-1 Policies

- Attendance and Engagement Policy
- Student Code of Conduct Policy
- Student Incident and Illness Policy
- Child Safe Policy
- Privacy Policy

Definitions

Educational Risk

A student is considered at educational risk if they are of compulsory school age and due to one or more factors, experience significant challenges engaging with mainstream schooling. These factors **may** include:

- **Disengagement:** Demonstrated by persistent non-attendance, refusal to enrol, or disengagement from learning while attending school.
- **Learning Needs:** Experiences learning difficulties or disabilities that cannot be reasonably or effectively addressed within a mainstream school setting, despite reasonable adjustments and supports being provided.
- **Psychosocial Factors:** Affected by life circumstances such as family violence, abuse or neglect, homelessness or housing instability, parental substance misuse, parental mental health challenges, chronic illness, or young parenthood/pregnancy. These factors significantly impact a student's capacity to engage in education.
- **Legal Involvement:** Subject to a Children's Court order or a Responsible Parenting Agreement that addresses school attendance.
- **Offending Behaviour:** Involvement in persistent or serious offending behaviour that disrupts their education and/or the learning of others.

Enrolment

The formal process of registering a student at Alta-1 College. Enrolment follows the recruitment and application process and is confirmed by a formal offer of enrolment from the College and acceptance by the guardian and student.

A student is enrolled when enrolment is complete in accordance with this policy and procedures.

Submitting an Expression of Interest form or submitting an Application for Enrolment form does not mean the student is enrolled at the College. A student is not considered to be enrolled at the College until they have formally accepted an offer of enrolment.

Enrolment Register

For the purpose of this policy, the term **Enrolment Register** is used in two distinct contexts:

1. **Operational Enrolment Register (Live Register):**

Refers to the current, dynamic list of all students enrolled at the school at any given time. This register must be updated in real time as enrolments commence or cease and is used for day-to-day administrative and reporting functions.

2. **Archival Enrolment Records (Permanent Record):**

Refers to the historical record of enrolment information for each individual student. These records, required under the *School Education Regulations 2000*, must be retained for a minimum of seven years after enrolment ceases and, if practicable, permanently by the college. If not practical, then advise needs to be sent from the Director General. This archival function ensures legal and regulatory compliance, accountability, and supports historical or legal reference if needed.

Individual Education Plan ("IEP")

At Alta-1 the IEP is referred to as a **Documented Plan ("DP")**. Throughout this policy an IEP will therefore be referred to as a DP

A collaboratively developed plan that outlines a student's individual learning goals, support needs, and the services to be provided. The DP:

- Is developed in consultation with the student, their guardian(s), and relevant staff.
- Contains clear information, milestones, and details to guide all staff working with the student.
- Addresses academic, social-emotional, behavioural, and wellbeing goals.
- Includes regular monitoring, assessment, and evaluation of student progress.
- Specifies commencement, monitoring, and review dates.
- Is reviewed and revised at least twice per school year.

Orientation Program

A structured program designed to welcome newly enrolled students to Alta-1 College. Orientation provides opportunities for enrolled students to:

- Familiarise themselves with the College environment and staff.
- Learn about the College's programs, values, and expectations.
- Connect with their peers and build relationships that foster a sense of belonging.
- Begin developing skills for successful engagement in the College community.

Recovery

A student-centred, strengths-based process focusing on personal growth, healing, and developing strategies for managing the impacts of adversity. A recovery journey at Alta-1 involves:

- **Self-Directed Growth:** Building self-awareness, self-regulation, and resilience.
- **Support and Connection:** Accessing individualised support and developing positive relationships with staff and peers.
- **Skill Development:** Enhancing social-emotional skills, academic skills, and vocational pathways planning.
- **Empowerment:** Building agency and achieving personally meaningful goals.

Recruitment

The process preceding an offer of enrolment at Alta-1 College. Recruitment includes marketing, inquiries, applications, and information gathering to:

- a. Understand the prospective student's educational, social, emotional, and support needs.
- b. Determine if the College possesses the appropriate resources and expertise to meet these needs.
- c. Ensure parents/carers/guardians (referred to as "guardians" in this policy) fully understand the College's role, programs, and the student's responsibilities.

Responsible Adult

A person who is not a parent or legal guardian but has an established caregiving relationship with the child (e.g., relative, kinship carer, or adult recognised under Aboriginal or Torres Strait Islander custom) and is permitted to complete enrolment in accordance with College policy and legislative requirements.

Enrolment Criteria and Process

The Regional Principal (RP) has the final responsibility (and discretion) for managing the enrolment of all students. The RP will make the final decision regarding offers of enrolment and must give due consideration to recommendations made by other staff involved in the enrolment process.

Enrolment Criteria

Enrolment at the College is open to all students regardless of the parent's or the student's: race, gender, religion, national or ethnic origin. Enrolment applications will be reviewed, and offers of enrolment made, in the sole discretion of the RP and giving consideration to the following criteria:

1. **Eligibility:** Students may enrol at Alta-1 College if they are in Years 7-12 of their schooling.
2. **Educational Risk:** The College will document and retain records of the basis for each enrolment decision, including evidence of educational risk at the time of application. Continued enrolment does not require ongoing demonstration of educational risk.
3. **Disengagement from Mainstream Education:** Applicants are to provide documented evidence of disengagement from mainstream schooling, demonstrated by one or more of the following:

- a. Lack of demonstrable improvement despite receiving behavioural, social, and/or emotional interventions and supports in a mainstream setting.
 - b. Social and/or emotional difficulties that have significantly impacted their ability to engage with mainstream education.
 - c. A documented history of disrupted learning and sustained school absence, including but not limited to school refusal, suspension, and/or expulsion.
4. **College Capacity:** Enrolment decisions consider both the student's identified needs and the College's capacity to meet those needs through available programs, staffing, resources, and facilities. A comprehensive assessment of needs is undertaken as part of the application process. Placement decisions are made holistically, considering individual circumstances, and are aligned with the College's legal obligations under the *Disability Standards for Education 2005 (Cth)* and the *School Education Act 1999 (WA)*.

For indicative guidance on aligning student needs with available pathways, refer to **Procedure 3 – Student Suitability Profiles**.

Alta-1 College is committed to providing an inclusive educational environment and upholding the rights of prospective students with disability. The College adheres to its legislative obligations, including (without limitation) the *Disability Discrimination Act 1992 (Cth)* (DDA) and the *Disability Standards for Education 2005 (Cth)* (DSE), ensuring that prospective and enrolled students with disability are treated fairly and equitably.

As stated in the DSE: "Prospective students with disabilities have the right to enrol in a school on the same basis as prospective students without disabilities, including the right to reasonable adjustments that are necessary to ensure that they are able to enrol on the same basis as prospective students without disabilities."

Alta-1 College recognises this right and is committed to making reasonable adjustments to its policies, practices, and environment to accommodate the diverse learning needs of students with disability. This may include adjustments to teaching practices, curriculum delivery, assessment methods, physical access, and the provision of appropriate support services.

The College will engage in a collaborative process with the student, their guardian(s), and relevant professionals to identify and implement appropriate adjustments. This may occur during the enrolment process or after enrolment has commenced.

While the College strives to be inclusive, enrolment is not automatic or guaranteed. The College may lawfully decline or defer enrolment where it is assessed that the adjustments required would not be reasonable, or would impose an unjustifiable hardship, as defined under the *Disability Discrimination Act 1992 (Cth)*. Any such decisions will be made transparently, documented appropriately, and communicated in accordance with the principles of procedural fairness.

Applications for Enrolment

All documents requested in the enrolment Application must be provided prior to the application progressing. Parents/guardians who do not follow the enrolment application process may have their enrolment application refused by the RP.

The College asks the enrolling adult (parent, guardian, or responsible adult) to provide accurate, truthful, up-to-date information in respect of the prospective student's social, emotional, behavioural, medical or learning support needs to have the necessary understanding of the adjustments/ accommodations, aids, facilities, or services required to meet the needs of the prospective student.

It is important that parents provide accurate, truthful, up-to-date, and fulsome information. If full and frank disclosure is not provided, then an application for enrolment may be refused or any contract arising out of the enrolment application process will be invalid. Enrolment may be terminated if this information is not provided. The College requires all relevant information for the purposes of:

- a. Meeting their duty of care for the student.
- b. Assessing the student's needs.
- c. Ensuring that staff can monitor any issues once the student commences at the College.
- d. Determining the adjustments, accommodations, aids, facilities, services required by the student for their educational needs both now and in the future.
- e. Assessing whether the College has the capacity to provide the level of support and/or facilities to meet the educational needs of the student.

Information requested will be used and stored in compliance with this policy and the College's Privacy Policy.

The residency status and/or country of birth of a potential student or their parent/s will not be used in the decision-making process for enrolment, except to the extent that it is relevant to immigration laws or the learning needs of the child (e.g. if non-English speaking).

Applications for enrolment will be acknowledged and assessed to discern whether the College has the resources, programs and personnel to support the student.

Full and Frank Disclosure

All applications for enrolment are to include a full and frank disclosure by the parents of all information about the student in relation to enrolment history at previous schools including any suspensions, expulsions or bullying investigations/reports, family issues and/or arrangements, medical or mental health conditions and any other educational needs.

Non-disclosure of details as outlined above may result in termination of the student's enrolment at any time.

Proof of Identity

All Applications for enrolment must include a copy of the student's birth certificate and if applicable passport and visa details. A student born in Australia applying for enrolment whose parents were both born overseas must supply a copy of the parent's current Australian Citizenship/Passport/Visa documents. A student born overseas, with both parents born overseas, must also provide a certified copy of current passports and visa documents, including visa number and expiry date. These documents must be renewed as required by law when a visa expires, and a copy provided to the College.

Name used for Enrolment and Name Changes

The College requires a student's birth certificate to be lodged with an enrolment Application. The name appearing on the birth certificate is the one under which the student will be enrolled.

Students may be referred to in class by a preferred name (which is a shortened variation of their first name), however, the student management system, student ID card, College photo, awards, legal documentation including but not limited to College reports *etc* will bear the student's legal name.

A child's name can only be changed on College records by Court Order, or once parents have had the name officially changed with the Registrar-General of Births, Deaths and Marriages and a new birth certificate has been presented to the College.

Information Updates

Parents/Guardians must update student information twice a year and notify the College of any significant changes in circumstances that may affect the student's engagement or wellbeing. Alta-1 College Regional Administrators will be responsible for this process.

Student Safety and Wellbeing

The College will implement appropriate policies and procedures to ensure student safety (including cultural safety) in the recruitment and enrolment process, to support recovery journeys, facilitate re-engagement with education, and promote active learning.

Information Sharing

Upon enrolment, relevant information about the student and their learning needs will be shared with their teachers, respecting student privacy and adhering to relevant privacy legislation. This ensures appropriate support is in place upon commencement at Alta-1.

Enrolment Register

The Network Principal, in collaboration with the College Registrar and/or their delegate, will maintain an enrolment register following all legal and regulatory requirements. Student enrolment records, including documented evidence used to support enrolment decisions, must be retained for seven years following the cessation of enrolment. The register will be maintained in a format that can be reproduced in written form. After the 7-year period, Non-Government schools must retain enrolment records permanently, where practicable. If not practicable, they must not be destroyed without written authority from the CEO of the Department of Education.

Authority to Enrol

In the absence of any Court Orders to the contrary, the College does not require that both parents sign the Enrolment Contract. The College will accept an enrolment contract signed by one parent only where that person is legitimately exercising Parental Responsibility. The College will also accept enrolments from a person who otherwise has authority to enrol the child, for example, a person who has been granted guardianship of a child or a person who is regarded as a parent under Aboriginal tradition or under Torres Strait Islander custom.

The College will not involve itself in any family law disputes. If one parent does not wish their child to be enrolled, they must advise the College and provide court orders which clearly set out who has the legal right to make the decision regarding whether the child attends the College.

Enrolling parents/ guardians and Independent Minors are required to comply with College policies. Where the College is aware that an enrolling parent/ guardian is not complying with College policies or otherwise presents a safety risk to the student, the College will consider developing an action plan for the protection of staff and student wellbeing and safety. With the right understanding and safeguards in place, the College can effectively manage complex needs in the College environment.

Responsible Adult Enrolment Provision:

In situations where a parent or legal guardian is unable or unfit to complete the enrolment process, and no legal guardian is available, another responsible adult—such as a family

member or carer—may act on their behalf. The College acknowledges that some families face complex circumstances and will respond with compassion and flexibility while ensuring compliance with the School Education Act 1999 (WA) and Non-Government Schools Registration Standards. In these cases, the staff member facilitating the enrolment must document the reason the parent or legal guardian could not complete the process. This provision ensures that all children have equitable access to education, even when their primary carer is unable to fulfil this responsibility due to incapacity or other valid reasons.

Enrolment Procedure

There are a number of 'phases' in the enrolment process at Alta-1 College:

Phase	Title	Description
1	Enquiry	Initial exploration by family, including website, contact, or referrals.
2	Recruitment	Submission of Expression of Interest (EOI), and student/family interview to assess suitability and readiness.
3	Enrolment Offer & Acceptance	Decision made by RP, offer provided, and enrolment finalised upon acceptance. Waitlist procedures enacted where needed.
4	Post-Enrolment (Orientation)	Onboarding, documentation, orientation schedule, and allocation of student supports.

Phase 1. Enquiry Phase

Purpose

To provide families and prospective students with clear and accessible information to assist them in making an informed decision about whether to proceed with an enrolment application.

Process Overview

The enquiry phase may be initiated by the prospective student, a parent or guardian, or a referring agency. Families are encouraged to engage with Alta-1 College through the following avenues:

- **Website Review:**
Families may visit the Alta-1 College website to explore information about the College's educational philosophy, trauma-informed approach, available programs, student support services, fee schedules, enrolment criteria and procedures, and frequently asked questions. An online Expression of Interest (EOI) form is available to begin the application process.
- **Direct Contact:**
Families can contact the College directly via phone or email to request additional information, clarify any queries, or arrange a preliminary conversation with College staff.
- **Community and Professional Networks:**
Families may also be introduced to Alta-1 College through other families, community contacts, or external professionals who are familiar with the College's programs and mission.

Phase 2. Recruitment Phase

Purpose

The Recruitment Phase initiates formal engagement between Alta-1 College and prospective families following an enquiry. This phase supports informed decision-making, accurate assessment of student needs, and ensures compliance with relevant education legislation and registration standards. The phase involves multiple coordinated steps, all of which aim to assess whether the College can provide a safe, appropriate, and supportive educational environment for the prospective student.

Phase 3. Enrolment Offer & Acceptance

3.1 Enrolment Considerations

The RP has the responsibility (and discretion) for managing the enrolment of all students, including making the final decision regarding offers of enrolment. RP may consult with Network Principal who has the final responsibility for enrolment.

Where enrolment is declined or deferred, the decision must be supported by documented rationale and communicated sensitively to families in accordance with the principles of procedural fairness.

The date of receipt of enrolment applications may be used as a determining criterion if all other priorities and factors prove equal.

Enrolling students with disabilities

"Prospective students with disabilities have the right to enrol in a school on the same basis as prospective students without disabilities, including the right to reasonable adjustments that are necessary to ensure that they are able to enrol on the same basis as prospective students without disabilities." (Disability Standards for Education 2005)

A prospective student with a disability may require that adjustments be made to assist their access to learning, services or facilities 'on the same basis as students who do not have a disability'. An adjustment to the College educational program, services, or facilities will be considered reasonable if it balances the interests of all parties affected.

In assessing whether a particular adjustment is reasonable, the College will consider all the relevant circumstances, including (without limitation):

- the prospective student's disability,
- the views of the prospective student and/ or other relevant people such as parents,
- the effect of the proposed adjustment on the student, including on their ability to achieve learning outcomes, their ability to participate, and their independence,
- the effect of the proposed adjustment on anyone else involved, including staff and other students,
- the costs and benefits of making the adjustment,
- whether there is any other reasonable adjustment that would be less disruptive/ intrusive and no less beneficial to the prospective student, and,
- whether the adjustment may need to be changed over the period of the student's education.

The school will consider all requests for adjustments. The school is not required to accommodate a prospective student where to do so would require more than reasonable adjustments.

Where requested adjustments are assessed by the school as reasonable, the adjustments may still impose an unjustifiable hardship on the school. In those cases, the enrolment will not be accepted.

Expense and inconvenience do not necessarily demonstrate unjustifiable hardship. What is 'unjustifiable hardship' is determined on a case-by-case basis within the limits set by case law and legislation. All relevant circumstances must be considered by the school, including:

- The benefits or detriment to any persons involved.
- The effect of the disability on the prospective student.
- The financial circumstances of the school and the estimated amount of expenditure required to be made by the school (including whether the cost of making expensive adjustments would compromise the school's ability to deliver its services equitably to all students.
- The availability of financial and other assistance to the school.

In circumstances where the College is not equipped to meet a student's specific needs, it is in the best interests of the student and the wider school community to acknowledge these limitations and engage in supported referral to a more appropriate educational setting.

If unsure about the capacity of the College to meet student needs when enrolling a student with disability:

- Contact Therapeutic Service to discuss individual students' needs, and
- In consultation with the Director of Student Services, contact the AISWA Inclusive Education Consultant to help determine the needs of the student.
- Contact Network Principal to discuss recommendation.

A potential student will not be refused enrolment based on their medical or social background and learning support requirements, unless:

- a. They have a disability as defined in the *Disability Discrimination Act 1992* (Cth) as amended from time to time; and
- b. In consultation with the potential student and their parents/ families/ guardians/ associates as appropriate, and in accordance with the Disability Standards in Education, there has been a thorough and documented evaluation of the following:
 - (i) What aids, facilities, services, equipment or devices are required by the potential student to meet their educational needs both now and in the future during their education at the College.
 - (ii) What reasonable adjustments and accommodations are required to meet the potential student's educational needs both now and in the future during their education at the College.
 - (iii) The effects of any proposed adjustments on the student's ability to achieve learning outcomes, participate in courses or programs, and be independent at College.
 - (iv) The impact of any proposed adjustments on anyone else effected by the adjustment/ accommodation, including the College, staff and other students.

- (v) The costs and benefits of making the adjustments/ accommodations, both financially and non-financially in terms of impacts on other staff and students (including on their safety) and disruption to the learning environment; and
- c. It has been concluded that the aids, facilities or services or other adjustments/ accommodations required by the potential student are unreasonable or would otherwise cause the College unjustifiable hardship.
- d. The reasons for the refusal to accept an application has been communicated to the potential student and their parents.

3.2 Enrolment Offer:

The RP makes a formal offer of enrolment, outlining the terms and conditions, including fee schedules, proposed start dates, required documentation, dress code requirements, and any other relevant details.

The offer to enrol includes the Memorandum of Agreement (MOA), the Parent and Guardian Code of Conduct, the Student Code of Conduct, and the Student Information Communication and Technology (ICT) Agreement. The offer to enrol is valid for 15 working days from the date it is emailed.

The mere offer of enrolment does not automatically mean a child is a student of the College. The offer must be accepted in writing in accordance with this policy. All offers of enrolment are made at the discretion of the RP and/or Network Principal.

Where an offer to enrol is not accepted within the nominated period, that offer is withdrawn without further notice to you and the vacant position offered to the next student on the waiting list. The 'offer to enrol' will therefore be placed on the wait list.

3.3 Enrolment Acceptance:

The enrolling adult (parent, legal guardian, or responsible adult) and the student formally accept the offer of enrolment by signing and returning the Parent and Guardian Code of Conduct, the MOA, the Student Code of Conduct, and the Student ICT Agreement. Once all documentation has been signed and returned, a confirmation commencement date will be confirmed with families.

3.4 Waiting List

If the College is at capacity or unable to accommodate a student's support needs at the time of application due to unavailable resources, the family are notified of this after consultation with them. If the family wish, their details can be placed on a waiting list.

The Regional Administrator keeps parents regularly updated, of the status of the child's waitlist, including advising parents/guardians of expected timeframes, however, parents will not be advised as to which "number on the list" they are. All applications on the waitlist are re-evaluated based on updated information provided by families and the College's capacity at the time a vacancy becomes available.

Phase 4. Preparing for and commencing school

Formal Enrolment and Record-Keeping: The College collects the following information, ensuring compliance with the School Education Act 1999 (WA) and other relevant legislation:

- **Student Information:** Full legal name, date of birth, address, contact details, emergency contacts, medical information (including allergies, health conditions, medications), immunisation status¹, Medicare details.
- **Guardian Information:** Full legal names, addresses, contact details, legal guardianship arrangements (if applicable), including Centrelink CRN numbers for funding requirements.
- **Educational Information:** Previous school details (including attendance records and any support received), Individual Education Plans (IEPs), learning needs assessments, and other relevant educational documentation. supporting evidence for educational risk categorisation.
- **Legal Information:** Any relevant court orders or legal documents pertaining to the student's care, welfare, or educational arrangements.
- **Citizenship and residency documentation.** This information will be stored securely and confidentially in accordance with privacy legislation. A dedicated electronic database is used for this purpose, with access limited to authorised personnel.

4.1 Orientation

All newly enrolled students attend an orientation program before commencing classes. This is to occur as soon as possible on submission of all documentation and offer of enrolment accepted.

Orientation sessions are tailored appropriately to support students to transition into the College. Orientation activities may include:

- Welcome and introductions.
- Campus tour and familiarisation with facilities.
- Overview of the College's educational philosophy, programs, and routines.
- Introduction to student support services.
- Information about policies and procedures, including code of conduct, bullying prevention, attendance expectations, dress code, internet and device usage protocols and addressing the College's commitment to student safety and wellbeing.
- Opportunities to connect with other students and build relationships with staff.
- Goal-setting and individual learning planning sessions.

4.2 Information Sharing

Upon enrolment, information about students is communicated with all relevant staff on a strictly need-to-know basis including:

- **Teachers:** Student learning needs, DPs, support strategies, medical information relevant to classroom management, preferred name (if different from legal name), cultural background, and any other information necessary to support their learning and wellbeing.
- **Student Support Staff:** Specific needs, support plans, risk assessments, and any relevant external agency involvement.

¹ If a guardian refuses to provide the vaccination certificate, the school is not required to refuse enrolment. Instead, on the enrolment register the student's vaccination status should be recorded as 'not up to date' or 'under vaccinated'. A current immunisation history statement is one which was issued no earlier than two months prior to the application for enrolment (or at the time at which a school requests this information from the child's parent/guardian). The school must record whether the statement indicates that the child's vaccination is 'up to date' or 'not up to date' in the School's Enrolment Register. Schools are advised to record a) the date of issue of the certificate, and b) the date on which the Vaccination Status Certificate was sighted. They should also retain a copy of the certificate on the student's record.

- **School Leadership:** Overview of student needs and support arrangements to ensure appropriate resource allocation and monitoring.

Any information disseminated is done respectfully, adhering to privacy legislation, and prioritising student safety and confidentiality.

4.3 Documented Plan (DP) Development

The DP is developed in line with the requirements of the *Disability Standards for Education 2005*, and where applicable, considers advice from external professionals and the College's Therapeutic Services team.

At the beginning of each semester, a DP is created for each student, outlining their individual learning goals and the strategies and resources that will be put into place. This document includes specific, measurable, achievable, relevant, and time-bound (SMART) goals for academic, social/emotional, and behavioural progress, tailored to the student's specific learning and support requirements.

The DP is a working document reviewed and modified throughout the semester as needed, involving an ongoing discussion between the student, guardian(s), teachers and support staff. It is reviewed and updated at least twice per school year or as needed with changes in the student's circumstances, learning needs or progression. The student's progress against the goals is recorded and communicated to guardians each term, along with feedback on strengths, challenges, and areas for further development.

4.4 Fee Information

At enrolment, guardians are provided with detailed information about the College's fee structure, payment options, and any applicable scholarship or financial assistance programs available.

4.5 Preferred Name

The College acknowledges a student's right to use a preferred name different from their legal name, and this preferred name can be used in all educational communications upon a request from guardian/family, except in formal legal documents which will reflect the student's registered legal name. This is not deemed to be a 'legal name change' by Alta-1 College, but an accommodation for student self-identification. Guardians can provide a written request to notify the College of a student's preferred name.

4.6 Maintaining the Enrolment Register:

As mandated by the School Education Act 1999 (WA) (Section 19) and the School Education Regulations 2000 (WA), the Network Principal is responsible for maintaining an accurate and up-to-date enrolment register.

- The enrolment register may be maintained electronically, but it must be capable of being reproduced in a written format upon request.
- The enrolment register must contain the following information for each student:
 - Student's full legal name
 - Date of birth
 - Date of enrolment
 - Date enrolment ceased (if applicable)
 - Immunisation status (as recorded on the AIR Immunisation History Statement)
 - Medicare number (if applicable)
 - Parent/guardian names and contact details
 - Address

- Any other information deemed necessary by the RP or required by the Department of Education

Retention: All student enrolment records, including supporting documentation for enrolment decisions, must be securely retained for seven years from the date the student's enrolment ceases, as per the School Education Regulations 2000 (WA). After the 7-year period, Non-Government schools must retain enrolment records permanently, where practicable. If not practicable, they must not be destroyed without written authority from the CEO of the Department of Education.

4.7 Removing a Student from the Enrolment Register:

A student's name may only be removed from the enrolment register under the following circumstances, as outlined in Section 21 of the School Education Act 1999 (WA):

- **Transfer to Another School:** When the RP has reasonable grounds to believe the student has transferred to or enrolled at another school. Supportive documentation of transfer/enrolment from the receiving school and parent/guardian must be received.
- **Non-Residency:** When the RP has reasonable grounds to believe the student is no longer residing in Western Australia. Supportive documentation of relocation and parent/guardian must be provided. Written notification to the family's new school (if known), must be provided. (Notification requirements to other bodies outlined in section 3 below.)
- **Exemption from Compulsory Schooling:** When the student has been granted an exemption from compulsory schooling under Section 11 of the School Education Act 1999 (WA). Supportive documentation of exemption approval must be received and maintained on the student file. Written notification to the student's guardian must be produced (Notification requirements to other bodies outlined in section below.)
- **Notice of Arrangement (NOA):** A Notice of Arrangement (NOA) is applicable to students in the final years of compulsory education, typically Years 11 and 12, who are undertaking an approved alternative to full-time schooling. This may include participation in education, training, employment, or a combination of these activities, provided the total engagement is equivalent to full-time participation.
- Once an NOA has been approved by the School Curriculum and Standards Authority (SCSA) or the Participation Team, the student's enrolment status must then be updated to "LEFT" in the school system. If the student continues to attend school while also participating in training or employment, the College Registrar is responsible for adjusting the student's Full-Time Equivalent (FTE) status to accurately reflect their level of school participation.
- **Home-Schooling (HS):** When the student commences home-schooling, which requires registration and approval in accordance with requirements under the School Education Act 1999 (WA). Supportive documentation of HS registration and approval documentation. Written notification to the child's parent/guardian required.
- **Director General Authorisation:** When the Director General of the Department of Education (or their delegate) authorises removal, typically in cases where a student's whereabouts are unknown and all reasonable inquiries have been unsuccessful as detailed in the Students Whose Whereabouts are Unknown Guidelines and Procedures.

While a student's name may be removed from the operational enrolment register (Section 4.7) for the above reasons, the archival enrolment record must still be retained in accordance

with retention obligations. The removal from the live register does not mean deletion or destruction of enrolment records.

The RP and where applicable, Regional Administrator, will ensure compliance with all legal and regulatory requirements when removing a student's name from the enrolment register. Written notification to the student's guardian will be provided as evidence of this process.

Transferring Students: When enrolling a student transferring from another school in WA, the RP must notify the Principal of the student's previous school and the School Curriculum and Standards Authority (SCSA), as required by the School Education Regulations 2000 (WA) and the School Curriculum and Standards Authority Act 1997 (WA).

Student Movements Form: A 'Student Movements Form' form will be created and completed for all students ceasing enrolment in the school, regardless of reason for cessation of enrolment, including transfer to another school, moving interstate or overseas, approved exemption or home-schooling commencement. The form will include information confirming completion of 'exit interview' (where applicable), confirmation of information shared between relevant parties (e.g., between RP and parent; College and transferring school; etc.), final attendance date, forwarding address details for academic records, and reason for cessation. The record should be maintained on the student's file and a copy kept with the enrolment register.

4.8 Enrolment Review

If a guardian disagrees with an enrolment decision, they can request a review by contacting the RP to obtain a 'Request for Review' form. The RP then reviews the application and meets, if deemed necessary, the Guardian and student again to clarify the relevant information and concerns, following the principles of natural justice and procedural fairness. Students may only be enrolled once the RP confirms the student meets the enrolment criteria, and the guardian (or appropriate parent/carer) and student agree to all terms and conditions associated with student enrolment.

Online Student Information (OSI) Reports

Alta-1 College requests an Online Student Information (OSI) Report for all prospective students who have attended a Western Australian Government school, as part of the enrolment application process. The OSI provides an official summary of a student's prior educational history, enabling the College to make informed decisions about educational planning, learning adjustments, and wellbeing supports in accordance with the School Education Act 1999 (WA), the Disability Standards for Education 2005, and the Non-Government Schools Registration Standards.

Process

1. At the time of Expression of Interest or enrolment interview, parents/carers will be informed of the College's OSI request and provided with an **OSI Request Form**.
2. Parents/carers are responsible for lodging the request with the student's current or last attended WA Government school. Where applicable, this may be made via the Department of Education's Freedom of Information process.
3. Parents/carers may authorise Alta-1 College to lodge the request on their behalf by completing the College's Consent to Release Student Records form.
4. The OSI will be stored in the student's confidential enrolment file and used only for the purpose of:
 - o Determining appropriate curriculum placement and learning pathways

- Identifying and continuing existing learning support and adjustments
- Meeting compliance requirements under legislation and registration standards

Privacy and Records Management

The OSI will be managed in line with Alta-1 College’s Privacy Policy. Access is restricted to authorised staff involved in enrolment, student support, and compliance functions.

Implementation

This policy is implemented through a combination of:
<ul style="list-style-type: none"> • Induction and Staff training; • Implementation of strategies to address specific needs of each individual student; • Effective communication procedures; • Effective record keeping procedures.

Complaints

Any concerns, complaints, or expressions of dissatisfaction about:

- This policy and procedures
- Enrolment decisions
- The College’ compliance with this policy or procedures, its services, decisions, actions or those of its staff,

Should be dealt with in accordance with the College Complaints Handling Policy. That policy can be found here: Student and Parent Grievances and Complaints Policy.

Contact Person

- Network Principal
- College Registrar
- Regional Principal

Policy Details and Document Management

Recruitment and Enrolment Policy

Author: Network Principal

Approved by: College Board

Published: XX

Review Date: 01 08 2026

Policy Level		Dissemination	For Application	For Information
College Board	<input checked="" type="checkbox"/>	College Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Executive Officer	<input checked="" type="checkbox"/>	Chief Executive Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Executive Team	<input checked="" type="checkbox"/>	Executive Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Senior Leadership Team	<input type="checkbox"/>	Senior Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Central Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Regional Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Teaching Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Campus Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Therapeutic Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Community (Parents/Students)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Access

Open

Restricted

Revision History

Published	Version	Approved by	File Name
26 June 2020	1.0	College Board	Enrolment Policy
1 October 2023	2.0	College Board	Enrolment Policy Reviewed and New Structure implemented
XX	3.0	College Board	

Genealogy

This Policy replaces: Enrolment Policy

This Policy was cancelled and suspended by: