ENROLMENT POLICY

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<tr>
<td>August 2006</td>
<td>Principal</td>
<td>2006</td>
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ST. ANDREW'S GRAMMAR

Enrolment Policy

*St. Andrew’s Grammar provides a unique Christian Orthodox and Hellenic co-educational experience with a particular focus on academic excellence, Greek language and culture within a safe and caring learning environment from Kindergarten to Year 12.*

**PRINCIPLES**

All parents who are prepared to support the religious and educational ideals of St. Andrew’s Grammar are eligible to apply to enrol their children.

Enrolment within the School is made on the assumption that the student will complete their education within the School.

To assist parents and the School, the St. Andrew’s Grammar Board has identified qualities that could identify the strength of the application:

- children of families who are involved in the promotion of Hellenism, through participation to a Hellenic-Australian Association of WA or through other appropriate channels;
- children of families who are involved in the broad mission of the Orthodox Church;
- children with siblings at the School;
- children of past students and current and past staff members.

With regards to the enrolment of students with special needs, the School will enrol those students for whom it can make reasonable adjustments that do not impose unjustifiable hardships on the School.

Preference in admission is given to:

- Hellenic families who are able to prove membership to the Hellenic Community of WA;
- Hellenic families who are able to prove membership to any other recognised Hellenic-Australian Association of WA;
- families who are actively associated with the Orthodox Church.

Enrolment is subject to interview. Each student transferring from another school is required to present all past school reports as part of the application process to help ascertain attendance, academic and behavioural standards.

**ENROLMENT POLICY**

The Principal and relevant Head of School are responsible for managing the enrolment of all students at St. Andrew’s Grammar. Enrolment processes are fair, open and transparent. Enrolment is dependent upon each child’s specific needs, fulfilment of the criteria for enrolling and or waitlisted students and the availability of classroom accommodation for the child at the School.
ENROLMENT PROCEDURES

Stage 1 – Application for Admission

Students with Special Needs: All students are welcome at St. Andrew’s Grammar. Along with the completed Application for Admission form, parents and guardians are required to attach all information that is relevant to the student including any special needs such as disabilities, learning difficulties or medical needs, so as to assist the school to identify all that is required to ensure a smooth transition and to enable the school to provide a supportive and inclusive education for all students.

The Principal or relevant Head of School may seek further information about the nature of the special need or medical condition to determine what additional support may be required. Parents may be asked to complete the Supplementary Enrolment Form for Students with Special Needs. Details must be provided of any special needs the child is known to have, any ongoing medical condition the child is known to have and any procedure that is to be followed if the condition needs attention during the school day. Failure to disclose such matters may result in withdrawal of an offer by the School.

International Students: When parents/guardians indicate on the Application for Admission form that a child is an international student, copies of the student’s passport showing the issued Visa subclass are required to determine whether the student is a full-fee paying student (refer to Appendix eCircular).

Enrolment Records

Documents to be provided along with the completed and signed Application for Admission form include:

- a copy of the child’s birth certificate or current passport;
- a copy of the child’s immunisation record for all students under 12 years of age;
- most recent available school reports (if applicable) and copies of certificates of Commonwealth Testing such as NAPLAN;
- for students with special needs the Supplementary Enrolment Form must also be completed and submitted (available on request);
- copies of any custodial documents describing current access arrangements;
Stage 2 – Enrolment Interviews and Offer of Places

The Principal or relevant Head of School will enact the criteria for enrolment in the application of this policy and students will be offered places on the basis of the fulfilment of these criteria soon thereafter or by February of the year proceeding the starting year for the child.

Parents will be informed of the reservation of a place for their child in writing. An Application for Enrolment form will also be sent at this stage. This form is required to be completed and brought to the interview.

Enrolment interviews will then take place with the relevant Head of School between 1st January and 31st March a year in advance of the proposed starting date. Families will be advised of places within 3 business days following the 31st March cut off date.

For enrolments that take place during the course of the year for positions required in that year, or after 31 March for the following year, the Principal or his delegate will apply the criteria and offer a place if a position is available. If there is no position available, the student/s will be added to the waiting list.

WAITING LISTS

In the event that a class or year group is already at the preferred or optimum number of students, the Principal will advise that that class or year group is unable to accept new enrolments and a waitlist will commence.

In order to have a child’s name registered on a waitlist for a particular class in any given year, the parents/guardians must complete and submit a St. Andrew’s Grammar Application for Enrolment form with the required Application Fee. Incomplete enrolment applications will NOT be waitlisted.

The order of preference for the enrolment and/or for waitlisted students will be as follows:

1. siblings of current children in the School;
2. children of Hellenic families;
3. children of Orthodox families;
4. returning students;
5. children of Staff;

NOTIFICATION OF TRANSFER TO PREVIOUS SCHOOL

The School will provide written or electronic notification of the date the enrolment commences to the school where the student was previously enrolled, as soon as the parent/guardian has completed enrolment procedures and the enrolment has been accepted. If students are enrolling at the School in Years 1 – 12, the School will send a transfer note to the previous school of enrolment.

RETENTION AND TRANSFER OF RECORDS

Enrolment records and other details about individual students will be recorded either in writing or electronically. A student's records must be retained for 25 years from date of birth.
STUDENTS RETURNING TO ST. ANDREW’S GRAMMAR

Students previously enrolled and having attended St. Andrew’s will be subject to the following:

- an update of all student and custodial records.

STUDENT TRACKING SYSTEM

If a student cannot be located after fifteen (15) school days and the School has not received advice that the student is being educated elsewhere, the Principal will follow the protocols noted in the cross-sectoral Student Tracking System through the school Registrar. The Student Attendance Officer at the Department of Education must be contacted on 9264 4988 or fax 9264 4411. They will then indicate the whereabouts of the student in question. If the student is not in the system, the School will be required to complete a Children Whose Whereabouts Are Unknown form (CWU) see page 4 of Appendix Children whose Whereabouts are Unknown List and the Tracking System guide.

The parents will be charged the standard fee for withdrawal without notice. This is currently scheduled at the equivalent of one term of tuition.

NOTIFICATION OF STAFF

Relevant Heads of School and Staff will be advised via email of the enrolment of new students in each respective sub-school at the time of confirmation of enrolment if mid year or at the start of each year. Staff are required to request and read the student file in Administration.
# ST. ANDREW’S GRAMMAR

## Enrolment Checklist

Student Name ___________________________ Enquiry Date ____________

Parent Contact ___________________________ Phone Number ____________

<table>
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<tr>
<th>Address</th>
<th>Yes</th>
<th>Actioned by</th>
<th>Date</th>
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<tbody>
<tr>
<td>Prospectus handed/posted/ emailed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow up contact – Receive Prospectus?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50.00 Fee paid (Stage 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of Birth Certificate</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>[ ] NA</td>
</tr>
<tr>
<td>Immunisation Record</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>[ ] NA</td>
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<tr>
<td>Previous Reports</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>[ ] NA</td>
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<tr>
<td>Letter from Parish Priest</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>[ ] NA</td>
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| International Student? | [ ] No | [ ] Yes | VISA Arrival Date |
| Special Needs Funding? | [ ] No | [ ] Yes | Special Needs Form completed [ ] |

### Principal Approval (as per Enrolment Policy)

| [ ] Yes, please offer interview (Stage 2) | [ ] No | [ ] Waitlisted to 20____ |

1. Application for Admission Acceptance Letter

   Entered into MAZE

   Interview scheduled

2. Confirmation of Interview Letter &

   2. Application for Enrolment sent

   Enrolment package ready for interview

   Confirmed (Stage 3) / Forwarded to ____________ / Waitlisted / Archived

3. Offer of a Place Letter (Stage 4)

   $500 Fee paid - (Stage 5 change Transfer Status to Yes)

4. Post Acceptance Fee Start Next Year Letter

   Uniform

   Booklist

   Email sent to AOA, Accounts & IT

   International Student Fees (Accounts notified)

   House (AOA)

   Student MAZE details updated by AO

   Email sent to all staff
RULES REGULATIONS & CONDITIONS FOR ADMISSION

Compliance with the following regulations of the School is understood to be a condition of the Applicant’s admission to the School. Please read the following carefully and seek explanations where necessary prior to signing the Enrolment Form.

ADMISSION
i. Students commencing Kindergarten must be 4 years of age or turn 4 years of age by 30 June of the same year they begin Kindergarten. Accordingly, the School reserves the right to determine the commencement year on an individual basis.
ii. Application for enrolment must be made on the attached form only.
iii. A preliminary interview with the parents and student is required prior to enrolment.
iv. The Application Form must be completed and signed by the Parents/Guardians.
v. Criteria for selection will include amongst other items, the time of the original application, previous school reports, the enrolments of other siblings at the School, willingness of parents to become an active part in the education of their child and the parent’s full support of the School’s faith, philosophy and objectives.
vi. A NON-REFUNDABLE Enrolment Fee of $50.00 will be paid with each application for enrolment to cover administrative costs. This payment does not guarantee a placement.
vii. Once an offer is made for a position, a NON-REFUNDABLE Acceptance Fee of $500.00 will be paid to the School as confirmation and acceptance of the offer. This fee is a one-off payment that is not linked in any way to tuition fees, which are paid when the student commences at the School.
viii. All fees must be paid according to the rules relating to fees on the fee schedule. Failure to do so will jeopardise enrolment.
ix. Parents wishing to change the date of entry of a student to the School must give notice to the Principal at least 10 weeks prior to the originally accepted date otherwise the Enrolment Fee will be forfeited. This change may only occur if a vacancy for the altered date exists.
x. The Board retains the right to refuse enrolment and its decision in this respect shall be final.
xi. It is the duty of the parents to advise the School of any change of particulars shown on the original Application for Enrolment Form.
 xii. Parents and guardians of international students are advised of their obligation to notify the School of a change of address whilst their child is enrolled at the School. This notification must be in writing to the School Administration and must take place within seven (7) days of the change of address. Failure to advise the School may place the child’s visa at risk.

ARRIVAL AND SUPERVISION
i. All students must arrive punctually in the morning but no earlier than 8.30am.
ii. Morning supervision will commence 15 minutes prior to the commencement of form. No adequate supervision is available prior to this time. Students should not arrive any earlier and no responsibility can be taken by the School at these times for any mishaps. All students must be collected or leave the School’s premises within 30 minutes of the dismissal siren unless attending recognised after school activities.

ATTENDANCE
i. Students are to attend the School on all designated school days and compulsory school events.
ii. A medical certificate will be required for absences exceeding three days, unless approved leave has been granted by the Principal.
iii. The School is not responsible for a student’s failure to attend school. Parents must forward a written explanation on the student’s return.
iv. Special leave may be granted only if a written request is presented to the Principal in advance.
v. Students will not be permitted to leave school prior to the final day of each term except in exceptional circumstances.
vi. An early break-up for holiday travel is not acceptable.
vii. All school fees are valid regardless of extended holiday breaks taken by the student.

CONDUCT
i. Students behaviour and discipline are required to abide by rules and regulations of behaviour and discipline as well as special rules specified by the Principal in certain circumstances.
ii. Respect for clergy, staff, parents, visitors and fellow-pupils is an important requirement of all students.
iii. Students must act in accordance with direction issued by school staff during lessons or related activities.
iv. Unlawful and/or immoral activities including gambling, smoking, consumption or distribution of drugs or alcohol will not be tolerated.

CURRICULUM
i. The School reserves the right to amend its academic or other programmes at any time. This may include the discontinuation of teaching subjects or set activities.
ii. The School reserves the right to make final decisions on courses and level of studies.
iii. Students must participate in the academic, religious, sporting, cultural and other programmes determined by the School.
iv. Greek language lessons are compulsory for all students up to and including Year 10.
v. All school based excursion and camps are compulsory K – 12.

DISCIPLINE
i. Disciplinary measures will be taken for misconduct or breach of rules.
ii. Breaches of discipline within the classroom may be met with appropriate action by the teacher or Principal as outlined in the School’s Behaviour Management Policy and Procedures and School Rules.
iii. Detention and other means for discipline may be set by the class teacher or by the Principal.
EXCLUSION DUE TO ILLNESS
i. The Principal may exclude from school any student suffering from an infectious or contagious disease.
ii. The student may be re-admitted upon recovery accompanied by a medical certificate.

FEES
i. Each payment of fees are payable in advance.
ii. In addition to school fees, there will be a necessity for other fees being charged for items such as the P&F Levy, Capital Levy, Year Book and School Diary.
iii. Permission to commence a new term may be refused until outstanding fees have been paid to date. An administration fee may be charged for late payments.
iv. No reduction will be made in respect of a student’s absence from school for extended holidays.
v. Withdrawal of a student from the School requires at least one term’s notice to be given in writing to the Principal. Failure to do so will result in one term’s tuition fees being invoiced.
vi. Students withdrawing from the School will be refunded tuition fees paid in advance provided that at least one term’s notice is given in writing to the Principal.
vii. School Fees are set by the Board and are subject to variation without notice.

GENERAL PROGRESS
i. Promotion to the next class will be determined at the end of each year and will be dependent upon suitable progress (academic, social and behavioural) having been made.
ii. Parents are encouraged to discuss their child’s progress regularly by contacting the teacher responsible for their child.
iii. Subsequent to discussions with the class teacher, parents may arrange to meet with the relevant Head of School, Vice Principal or the Principal in relation to their child’s progress.
iv. If custody situations arise, the School will not be responsible to either party and must not be involved by either party for their personal gain regarding custody issues. The School will remain impartial with its priority being the welfare of the student in its care. The School will only be bound via documented court orders or parenting plans.

HOMEWORK
i. All students are expected to complete homework set by the class teacher.
ii. If circumstances prevent a student from completing homework, their parent must provide written explanation to the teacher.

ILLNESS AND INJURY
i. In the event of an acute illness or injury to a student during school hours, the School will attempt to contact the parents, or nominated person by phone.
ii. Students at school, will, under no circumstances, be allowed to leave during school hours to go to an unattended home.
iii. If no contact can be made with the student’s parents (or guardian) then the School will immediately arrange for medical treatment.
iv. The School takes no responsibility for payment of medical, hospital, transport or any other expenses that may be incurred.

INTERNATIONAL STUDENTS REFUND POLICY
i. Non-Attendance- The Enrolment and Acceptance Fees are non-refundable and will not be refunded regardless of the reason for non attendance.
ii. Notice of Intention to Withdraw- A full term’s (10 weeks) notice in writing to the Principal is required of the intention to withdraw a student from the School. Failure to do so will necessitate the charge of one quarter of the annual tuition fee.
iii. School fees paid at interview are non-refundable (in lieu of one term’s notice) if the student does not attend after interview.
iv. Withdrawal of Student- Should a student be withdrawn prior to the conclusion of the course no penalty fee will be charged providing the requirement of a term’s notice has been met.
v. Should this notice not be provided a charge of one term’s fees, being one quarter of the annual tuition fee will be imposed.
vi. Should a student be required to withdraw from the School due to a breach of international student visa conditions, a full term’s fees, being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.
vii. Should a student be required to withdraw from the School due to a breach of the School’s rules a full term’s fees being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.
viii. Refunds by the School- The School will refund to the student’s family within two weeks, any pre-paid course money that is above and beyond the equivalent of one quarter of the annual tuition fee in the event of a withdrawal without notice.
ix. The School will refund to the student’s family within two (2) weeks all pre-paid course money that was required to be paid less the amount to be withdrawn under the Regulations, as a minimum refund if:
   • the course offered by the School does not start on the agreed starting date; or
   • the School ceases to provide the course during its term; and
   • the student has not withdrawn before the default date.
x. Refunds are to be claimed by the parents/guardians in writing to the Principal within two (2) weeks if any one of the above three points has occurred. The School will, regardless of receipt of a written request, forward a refund as noted within the conditions listed above.
xi. Please note that this agreement, and the availability of complaints and appeals processes, does not remove the right of the parents/guardians to take action under Australia’s consumer protection laws.

**Please feel free to ask for a copy of our Grievance Resolution policy (also in the International Student’s Guide Booklet) or our Complaints and Disputes policy brochure.***
INTERNATIONAL STUDENTS – COMPLYING WITH VISA CONDITIONS

Full fee overseas students are required to have a current student visa which requires students to comply with a number of visa conditions including:

i. Maintaining satisfactory attendance
ii. Achieving satisfactory academic results
iii. Notifying the school of any change of address; and
iv. Maintaining medical cover.

Student visa holders must comply with a number of visa conditions, including Condition 8202 - Meeting Course Requirements. If you have not achieved satisfactory academic course progress or have poor attendance, the School must notify the Department of Education, Employment and Workplace Relations (DEEWR) and Department of Immigration (DIAC) that you have breached this visa condition. This may have serious implications for your student visa and future study options in Australia.

INTERNATIONAL STUDENTS – OVERSEAS HEALTH COVER

All international students studying on student visas must have Overseas Health Cover (OSHC). OSHC is an insurance that provides cover of the costs for medical and hospital care which International students may need while in Australia. OSHC will also pay for most prescription drugs and emergency ambulance transport. OSHC provides a safety net for International students, similar to that provided to Australians through Medicare and includes some access to private hospitals, day surgeries, ambulance cover and benefits for pharmaceuticals.

INTERNATIONAL STUDENTS – DERMEN, SUSPENSION OR CANCELLATION OF A STUDENT’S ENROLMENT

Deferment or suspension can occur due to either compassionate or compelling circumstances such as where a medical certificate states that the student is unable to attend classes or the misbehaviour of a student. The student will be advised that deferring, suspending or cancelling his/her enrolment may affect his/her student visa and the secretary of DEST via PRISMS, as required under section 19 of the ESOS Act, will be notified of the deferment, suspension or cancellation. The School, through the Principal, will inform the student of the School’s intention to suspend or cancel the student’s enrolment.

INTERNATIONAL STUDENTS – ACCOMMODATION

Please note that St. Andrews Grammar School does not provide home-stay, boarding or other accommodation facilities and all international students may only attend the School if they reside in the full time care of a legal guardian or family member whilst completing their education in Australia.

Key requirements include:

i. The Department of Immigration and Citizenship (DIAC) must be satisfied that appropriate welfare arrangements are in place for under-18 students before a visa is granted,

ii. A parent or nominated suitable relative must be responsible for the welfare of younger international students while studying at St. Andrews Grammar School

iii. If the student is not residing with a parent or legal custodian the student can reside with a relative who is:

   - A grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew
   - Nominated by a parent of the applicant or person who has custody of the applicant
   - Aged at least 21; and
   - Of good character.

iv. Should neither a parent nor a suitable relative be in Australia to directly provide for the welfare of a student, then the School will be unable to accept the student. The School will be able to indicate non-approval of a student’s arrangements for accommodation, support and welfare by using a pro-forma on the Provider Registration and International Student Management System (PRISMS): ‘Non-approval of Accommodation Welfare Arrangements’

v. Note that it is a requirement under National Standard Code 3 that families must notify the School immediately if there is in their child’s residential address or living circumstances. Failure to advise the School of such changes within 20 days of the change taking place will result in the School contacting PRISMS and DEEWR and the child’s visa may be placed at risk.

INTERNATIONAL STUDENTS – ENGLISH LEVEL REQUIRED

Students from non-English speaking countries should submit a copy of a current AEAS (Australian Education Assessment Services) assessment so that the School is able to determine the student’s English language ability and the appropriate academic entry point. To find out further details about AEAS testing, visit the website www.aeas.com.au

St. Andrews Grammar School does not offer English as a Second Language (ESL) classes and all prospective students are expected to have acquired an English level appropriate to learning in an English medium.

LEARNING TECHNOLOGIES

i. As a member of the School community, students must use the School’s Computer Network resources in a manner that supports the educational goals and objectives of the School.

ii. The School provides each student (Years 2-12) with a user name, password and an individual folder on the student’s S-Drive to save material that is for educational purposes. A shared student drive is also available to the students to facilitate group work and other collaborative activities.

iii. When using the School’s Computer Network, students:

   - must not, under any circumstances, disclose their user name or password or allow another student to work on their logon.
   - must not visit unauthorised web sites when using the Internet. If an inappropriate web site is accidentally visited, then students must immediately report this to their teacher.
   - are forbidden, unless directed by their teacher, to enter details into any online application form while using the Internet at school. This ban applies to use of their own name or personal details, names and personal details of other students, teachers, family or friends and fictitious names and details.
- are forbidden, unless directed by their teacher, from accessing and using web mail, email accounts, newsgroups or chat rooms while using the Internet at school.
- are forbidden to save text, games, music, media clips and/or images to the School Network or on to memory sticks that do not support the educational goals and objectives of the School.
- are forbidden to bring to school, personal computers, laptops, iPods, MP3 Players, Palm Tops, PDA’s and other electronic storage devices (other than memory sticks/thumb drives) at any time without the express permission of the Principal.

iv. When saving information from web sites to student folders students:
- must include the URL and author/copyright owner when saving information/images etc.
- must appropriately acknowledge the source used in an assignment/investigation in order to avoid plagiarism.

v. When printing text documents students:
- must cut and paste the information into a Word document for editing to avoid paper wastage.
- must transfer the URL and author/copyright owner to the Word document to ensure acknowledgement and avoid possible plagiarism.

vi. Breaches of these Appropriate Use guidelines will result in sanctions that include:
- a total ban on using computers for a specified period of time, or
- for severe breaches suspension; expulsion and/or police notification.

SCHOOL RULES
i. Upon signing of this Application for Enrolment, parents agree to abide by and support the School Ethos and School Rules as set by the School Board and printed in the School Handbook.

ii. The School has the right to add, amend, delete or update the School Rules at any time and will advise parents of the change/changes through written publications and/or by electronic means.

SCHOOL UNIFORM AND GENERAL APPEARANCE
i. All students are required to wear the School uniform as prescribed by the School.

ii. Each item of the uniform must be kept clean, pressed and in good repair.

iii. Full School Uniform must be worn at times to and from the School and at all sporting functions, unless otherwise stated.

iv. The School Rules regarding uniform are clearly stated in the School Diary and School Handbook.

SPORT
i. All students are required to participate in sport unless a medical certificate is produced justifying exemption.

ii. Parental consent may be required when participating in certain contact sports.

iii. Although all care is taken, no responsibility is accepted by the School for accidents during sport.

iv. Although School Insurance cover exists, parents are advised to insure students appropriately.

STUDENT TRANSFER
i. Parents/Guardians must complete the attached transfer note and sign this upon acceptance of enrolment at St. Andrew’s Grammar. The School will post the document to the previous school for the collection of student records.

ii. Upon signing of this Application for Enrolment, Parents/Guardians agree to collect copies of all Academic Records, Medical Records and Curriculum Council Data from St. Andrew’s Grammar and will forward personally to a new school in the event that the child leaves St. Andrew’s Grammar to attend another school.

SUSPENSION AND EXCLUSION
i. Serious offences will be dealt with by suspension or exclusion from the School as deemed appropriate by the Principal.

ii. Grounds for suspension or exclusion include, but are not limited to, persistent disobedience, violence, immoral conduct or serious breaches of the rules of conduct.

iii. Similar measures may be taken when the presence of a student becomes prejudicial to the health or moral welfare of other students or when a student becomes a danger to him or herself or to other students.

iv. Students whose parents do not comply with the conditions set by the School may be excluded from enrolment.

v. The Board may discontinue enrolment and its decision in this respect shall be final.

TRAFFIC
i. Parents are expected to obey the State Traffic Laws and specific traffic directions issued by the School while in the vicinity of the School.

ii. Students driving themselves to school must follow the School rules pertaining to student drivers.

iii. Students driving themselves must have written parental permission, and the Principal’s approval and will not be permitted to travel with a student-driver without prior consent from the Principal and both parties’ parents.

GENERAL
i. Reference to the decision of the Board of the School in these Rules, Regulations and Conditions is a reference to the decision making bodies of the School.

ii. The School reserves the right to vary these rules from time to time as it deems necessary.

SCHOOL EXCURSION & ACTIVITIES
i. St. Andrew’s Grammar students are involved in various excursions and school activities throughout the year that require transport. When such an event arises, the School will inform you through a Parent Note.

ii. By signing this document, you give permission for your child to travel by bus (or similar form of transport) and from the excursion/school activity.

iii. If after receiving information on the activity (parent note), you wish to exclude your child from participating in a particular excursion/activity, please advise the School in writing.
Parents acknowledge and accept that the School and its agents and employees may use photographs and/or audiovisuals of the students and/or their work involved in school-based activities for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audiovisual images.

Parents hereby agree to release, defend, and hold harmless St. Andrew’s Grammar and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Signature of Parent/Guardian ___________________________ Date ________________

Signature of Parent/Guardian ___________________________ Date ________________
Visa sub class information on student registration and demographic file

Contact
Lynn Galbraith (08) 9273 6702
lynn.galbraith@curriculum.wa.edu.au

Students studying in Western Australia under the visa sub classes listed below are classed as full-fee paying students under the Education Act. The Curriculum Council is required to collect all visa data and to ensure the accuracy of this data. Two new fields have been added to the student registration and demographic (SRGDG) file to record student visa sub class information. Refer WACE Procedures File 2010.

If a school records that a student has a visa sub class, they must also record the date of that visa otherwise the SRGDG upload will produce an error. If a student was on a visa and has subsequently become a citizen or permanent resident, the school may be required to amend that student’s record to remove the visa details, especially if no date was originally recorded.


Fee-paying temporary and bridging visa holders
- 417 working holiday
- 420 entertainment
- 421 sport
- 423 media and film staff
- 425 family relationship
- 456 business short stay
- 459 sponsored business visitor
- 462 working and holiday temporary (if cannot show evidence of current work)
- 470 Professional development
- 499 Olympic support
- 570 independent ELICOS sector
- 572 Vocation, education and training sector
- 573 higher education sector (undergraduate)
- 574 Postgraduate – only if a King Abdullah Scholarship holder from Saudi Arabia
- 575 non-award foundation studies
- 675 medical treatment (short stay)
- 676 tourist (short stay)
- 679 sponsored family visitor (short stay)
- 682 business (long stay)
- 685 medical treatment (long stay)
- 686 tourist (long stay)
- 695 return pending
- 956/976/977 electronic travel authority (visitor and business)
- Bridging visas
THE CHILDREN WHOSE WHEREABOUTS ARE UNKNOWN LIST

and the Student Tracking System.

A cross sectoral initiative between the Department of Education, the Association of Independent Schools and the Catholic Education Office, designed to support the needs of transient and mobile students.

January 2011
Background

The Children Whose Whereabouts are Unknown List (CWU) is produced by the Department of Education and lists the name and last school attended of students who have been reported as missing. These students may be missing from schools, both public and private, educational programs including home education and Notices of Arrangements (for 16 and 17 year olds).

The names of these missing students are recorded in the Student Tracking System (STS) database. The STS searches an enrolment database for a new enrolment record for missing students, alerting key stakeholders when a student is located.

The Department administers the day to day operations of STS on behalf of all three education sectors. This project forms part of the Attendance portfolio of the Department.

This package contains information relevant to public and private schools and the Department’s regional education offices.

The Student Tracking System

When students are reported as missing, the Student Tracking Coordinator uses a case management approach and searches the STS and other available databases. This often results in the student being located quickly.

The Student Tracking Coordinator generates the list of students who remain missing which is known as the Children Whose Whereabouts are Unknown (CWU) List. The CWU list is distributed twice each term to nominated agency representatives including:

- Association of Independent Schools WA (AISWA)
- Catholic Education Office WA
- Department of Education regional officers
- participation coordinators and managers participation;
- the Curriculum Council;
- home education contacts in each region; and
- Department for Child Protection.

How do I report a missing student?

When a student discontinues attendance at school but a transfer note has not been received and the school is no longer able to locate or contact the student (or their parent/caregiver), this student is regarded as ‘missing’. A missing student should remain on the enrolment register, have their attendance recorded and be actively case managed using school, interagency and regional education office resources.

The proforma at Appendix 1 should be completed. It is recommended that consultation with a regional officer occurs prior to completion of this form. This consultation assists with prompt processing of requests and alerts them to students of interest that they may already be case managing. On completion of processing a CWU request, the Student Tracking coordinator will inform the school by email to remove the student from the Current roll.
Where a student is not attending school but their location is known, they are not ‘missing’ and cannot be removed from the enrolment register.

Moving a student to the Former Roll
The School Education Act 1999, Section 21 outlines the circumstances under which a student may be removed from the enrolment register. Where enquiries to establish the whereabouts of the student have not been successful, the Student Tracking Coordinator will authorise the principal (or delegate) to move the child’s name to the Former roll. The advice sent to the school from STS will notify the leave date for the student.

Location Advice Emails
When a missing student is located, either by the STS database or enquiries made by the Student Tracking Coordinator, an email will be sent to key stakeholders. A Location Advice will be sent to the school that originally reported the student as missing and the school who has newly enrolled the student. A copy of the Location Advice will also be sent to the relevant Department of Education regional officer.

Transfer Notes within West Australian Schools
All schools (both private and public) are required to send transfer notes under the Department’s Enrolment policy and the School Education Regulations 2000. Schools should pay particular attention to times of transition (e.g. Years 7 to 8) and students moving between sectors.

Children of Pre Compulsory Age
Schools may report Kindergarten and Pre-Primary aged children to the Student Tracking Coordinator if all efforts to locate the child have been unsuccessful. Engagement in the early years of schooling provides a strong foundation for life long learning and schools are encouraged to follow up these students and their families.
Appendix 1:

REQUEST TO PLACE A STUDENT ONTO THE CHILDREN WHOSE WHEREABOUTS ARE UNKNOWN (CWU) LIST

- Please complete all required information.
- Schools should consult with the local Department of Education regional officer (or participation coordinator for 16 and 17 year olds).
- This template is available electronically at http://bsyb.det.wa.edu.au
- For additional enquiries please telephone the Student Tracking Coordinator on 9264 4988.
- Consultation with the Regional Education Office is advised as they may be aware of, or case managing this family with other agencies.
- This form can be emailed to the Student Tracking Coordinator Student.Tracking@det.wa.edu.au, or alternatively fax to 9264 4411.

### Student Information

<table>
<thead>
<tr>
<th>Student surname:</th>
<th>First name:</th>
<th>Middle name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>/ /</td>
<td>Gender:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Male [ ]</td>
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<tr>
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<td></td>
<td></td>
<td>Year level:</td>
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<tr>
<td></td>
<td></td>
<td>Indigeneous:</td>
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<td></td>
<td></td>
<td>Yes [ ]</td>
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<tr>
<td></td>
<td></td>
<td>No [ ]</td>
</tr>
<tr>
<td>Date of enrolment:</td>
<td>/ /</td>
<td>Last date of attendance:</td>
</tr>
<tr>
<td>Curric. Council ID:</td>
<td>(Secondary Students)</td>
<td>Parent/Guardian name:</td>
</tr>
</tbody>
</table>

### School Information

Name of person making request: 
Position: 
Email address: 
School name: 
Date of request: / /

### Attempts made to locate student

<table>
<thead>
<tr>
<th>Letters home</th>
<th>Emergency telephone numbers contacted</th>
<th>Relatives or peer group queried</th>
<th>Phone calls home</th>
<th>Transfer documentation checked</th>
<th>Relevant agencies (if involved) contacted</th>
<th>Home visit</th>
<th>Previous school information checked</th>
<th>Other</th>
</tr>
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<tbody>
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</table>

Consulted with Regional Attendance Officer: Yes [ ] No [ ]
Name of Regional Attendance Officer authorising request: 

### Case management notes

Please record enquiries already made and any anecdotal information which may aid in locating this student.