



ENROLMENT AND ATTENDANCE PROCEDURES

ENROLMENT PROCEDURES

The College will enrol students based on the Enrolment Policy (section 8.1 of the Kingsway Christian Education Association Inc. Constitution) and in accordance with the following procedures.

The Enrolment Process

The normal entry points are in Kindergarten, Year 7 and Year 11 however entry into other years is considered if places are available. Due to the high demand for places, parents/guardians are advised to apply well before the desired year of entry. There are limited places to offer. After all places are offered a waiting list will be established which will be used if an existing family/guardian no longer requires their position at the College.

Criteria for Selection

Families/guardians are required to accept the Christian aims and objectives of the College and support the College discipline, uniform and assessment policies. Preference is given to families/guardians who can demonstrate active Christian practice and regular church attendance. A minimum of 90% of students will come from families/guardians who are practicing Christians.

Association membership: Parents/guardians who are practicing Christians can apply for membership of the Kingsway Christian College Association, and after a qualifying period, be eligible to attend and vote at the Association meetings each year and are invited to participate in the Parents & Friends Association.

Enrolled Families: Parents/guardians who support the ethos of the College are invited to apply to enrol their child in the College and if successful will be encouraged to participate in the Parents & Friends Association.

Fees during the enrolment process

The College will charge:

- An Application Fee to be paid by the parents/guardians, which is a payment per family, and forwarded with the Application Register form. This amount is non-refundable and does not guarantee a place at the College.
- An Enrolment Acceptance Fee to be paid by the parents/guardians on acceptance of an offer of a place. The fee is per student being accepted into the College, and is non-refundable.

Annual Fees & Charges upon enrolment

Families/guardians who are Association Members will have the following charges:

- Annual tuition fees
- Uniform
- Stationery and books
- Annual Association membership fees (per family)

Families/guardians who are Enrolled Families will have the following charges:

- Annual tuition fees
- Uniform
- Stationery and books
- Annual administrative fee (per family)

Role of the Marketing and Enrolments Manager

The Marketing and Enrolments Manager may refer any application to the Principal as considered necessary, to seek advice or an opinion of the potential eligibility or to assess any other matter or issue that may arise from the consideration of an application, prior to arranging and convening the enrolment interview.

The Marketing and Enrolments Manager shall determine whether all the necessary, sufficient and appropriate information and documentation has been provided by the applicant before an interview is arranged or before any admission to Membership of the Association and Enrolment of a Student into the College is confirmed, actioned and undertaken.

International Student Enrolment Application Requirements

To establish that the criteria is met, the enrolment process must be completed as follows:

- Provide a duly completed application form and enrolment documentation necessary to enrol;
- Pay the application fee as it stands from time to time;
- International Students should provide evidence of English competency through an independent and recognised test accepted by the College, i.e. IELTS or AEAS. Students are required to have a level of English proficiency which is assessed by the Principal to be of a standard which will enable the student to successfully undertake a specified secondary school course;
- International Students should complete an approved ELICOS course if required by DIAC Assessment Level expectations;
- International Students should provide a copy of their passport valid until at least 6 months beyond the completion date of the course and a valid copy of their student visa with a copy of entry date stamped in the passport;
- Provide evidence of academic ability by submitting certified copies of the last 2 years school reports in English;
- Provide evidence of immunization/health certificate;
- Provide a certified copy of all supporting documents and/or of English translations of the

supporting documents;

- The parent /guardian who is a Member of the Association may appoint a local carer who is also a relative, if that relative has been approved by DIAC, provided the Local Carer Nomination Form is completed and signed by both parties, and attached to the application; and
- The application will be acknowledged upon receipt of the above.

International Student Enrolment Application Approval Process for International Students

Approval for enrolment into Kingsway Christian College, by an International Student, will follow the following process:

- Applicant to attend interviews either directly or through an approved agent;
- If approved a formal Conditional Letter of Offer will be posted to the applicant, outlining
 - Student name and date of birth
 - The course code and title
 - The period of enrolment
 - The fees and charges to be paid to secure the enrolment place
 - Expiry date of the offer;
- The applicant is to:
 - Accept the formal offer of enrolment before the expiry date
 - Fulfil any conditions of the enrolment, i.e. provide proof of Overseas Student Health Cover insurance
 - Pay all fees and charges quoted invoiced with the Conditional Letter of Offer;
- Upon acceptance of the place offered to International Students a Letter of Offer is sent with the electronic Confirmation of Enrolment (eCoE) and Welfare Letter (if not boarding with parents) after being processed through PRISMS, to the applicant for their Student Visa application;
- The passport with visa must be made available prior to commencement in the course;

Enrolment Application forms can be collected from the Enrolments Officer

ATTENDANCE

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The Education Act 1999 requires all compulsory school aged children, as defined by the Act, to attend school, or participate in an educational program of a school, on the days which the school is open for instruction unless an arrangement in writing has been entered into for the student. Students at Kingsway Christian College are required to attend school for the days stated, and arrive on time ready for instruction.

Students who arrive late for class will be recorded as late, with possible consequences incurred as outlined in the College discipline policy.

Each day students who are absent from the College will be marked as absent and a txt message sent to the parents requesting a reason for the absence.

Families are strongly encouraged to have holidays outside of term dates, with discussion occurring with the principal as required. Secondary students who miss assessments due to family holidays will incur academic consequences as according to the assessment policy.

At the conclusion of each term, an analysis of the attendance of each child will be taken, and where necessary the Head of Primary or relevant Head of Students, will make a phone call seeking clarification and offering pastoral support.

If a child continues to be absent on a regular basis the following steps will occur:

- i) Phone calls to the parents seeking clarification and encouraging attendance.
- ii) Case conference meetings will be set up to be attended by a parent, Head of Primary / Head of Students and Chaplain. (up to 3 if needed).
- iii) Home visit by the Chaplain to determine the reason from the child for the non-attendance
- iv) Letters requesting case conference with parents, and notifying imminent referral to the District Attendance Officer sent as required.

Notification of Illness or Absence

Parents are requested to notify the College Office of any known absence or illness by 8:50 am in the morning of each school day. On their return to the College, students must supply a parental note explaining their absence.

Parents/Caregivers are advised that the school uses mobile phone Short Message Service (SMS) to send text messages to notify them of unexplained absences.

Parents will be informed by mobile phone Short Message System (SMS) when their child is marked absent from school. At Kingsway Christian College, student attendance is a high priority as we know that students who attend regularly are more likely to be successful. To improve our attendance procedures, we will be informing parents/caregiver to contact the school in advance if they know their child is to be absent.

An SMS text message will be sent to the mobile phones of parents explaining that our records show that your child is absent from school. The message will read as follows:

KCC records show (student name) is absent Mon 26/09/11. Pls reply SMS or Ph 08 93028777, stu name/reason/abs date

The message will arrive on the phone displaying the number, "0427 016 629". Parents should store this number in their mobile phone under "Kingsway Christian College" so that when the message arrives, the parent is aware the message has come from the school. Parents can then reply, preferably using SMS, or by phoning the College Administration office or by sending a diary note with their child on return, or by sending an email to absentee@kcc.wa.edu.au.

Alternatively simply press the reply option on your mobile phone when you receive a message from the school and add your son or daughter's name, year, date of absence and the reason they are absent or late.

If your child is absent and a reason has been provided beforehand you will not receive an SMS.

Serious Illness

Arrangements can be made with the appropriate head of Students to provide learning support or assistance for students who are facing long-term absences due to illness.

Arriving/Departing Early or Late

All students arriving late or departing early are required to be signed in or out by a parent/guardian at the Student Services office. A signed note allowing students to be signed out by alternative family or friends must be provided to the school. A signature is required and therefore a fax or a hand written note must be provided. Duty of Care for our students is paramount.

International Student attendance

For International Students, satisfactory course attendance is deemed as meeting the requirements below:

- A minimum of 80% attendance of scheduled course contact hours.
- Student attendance is checked and recorded daily and assessed regularly by the Head of Students.
- Attendance will be recorded and calculated over each semester.
- Late arrival to school will be recorded and will be included in attendance calculations.
- All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.
- Any absences longer than 5 consecutive days without approval will be investigated by the Head of Students.
- Students at risk of breaching Kingsway Christian College's attendance requirements will be counselled and offered any necessary support when they have 3 unexplained absences during any assessment period.

WITHDRAWAL OF ENROLMENT

One Term's Notice

All parents/guardians are required to sign an agreement when they enrol their children that at least one term's notice in writing will be given when deciding to withdraw their child/children from enrolment at Kingsway Christian College. Failure to do so requires payment of one term's fees. This payment is a genuine pre-estimate by the College of the loss that it would suffer if parents have not provided a full term's notice of withdrawal. A parent of an International student must give notice of withdrawal in accordance with the International Student Refund Policy as it stands from time to time.

Leaving Age for Students

There are various pathways other than full-time school for students in the year in which they turn 16 or 17. A pathway refers to the education training course or employment options – or combination – chosen by the student. All pathways must be full-time. Depending on the pathway chosen parents/carers may need to complete one of three forms (Notice of Arrangements).

No Notice of Arrangements is required for students who will remain at school studying full-time.

Age of Compulsory Leaving Age

The Acts Amendment (Higher School Leaving Age and Related Provisions) Bill 2005 was enacted in November 2005. Consequently as of January 2006 the leaving age in Western Australia was raised to the end of the year in which a student turns 16 or 17 years of age. As of January 2008 it was further raised to the end of the year in which a student turns 17 years of age. There are three forms which are applicable to students in the 16th and 17th years who wish to choose an option other than full-time schooling.

Approved Options

The options that are available to a young person in their 16th and 17th years are:

1. Full-time school
2. Full-time home-based schooling
3. Full-time enrolment in a training institution, e.g. TAFEWA, College or private RTOs
4. An apprenticeship or a traineeship
5. A Community based course
6. A combination program involving part-time school/training/and/or part-time work
7. Full-time employment

- 1) **Notice of Arrangements (form A):** This form is used by a parent/carer of young people in the 16th and 17th years to notify the Minister for Education and Training that instead of going to school the young person will be participating in a full-time training program

delivered by a TAFEWA College or private RTO, apprenticeship or traineeship, or a Community based course.

If an apprenticeship/traineeship or TAFEWA enrolment form and signed parent consent form have been completed a Notice of Arrangements form is not required.

- 2) **Application to Participate in a Combination of Options (form B):** This form is used by a parent/carer of young people in their 16th and 17th years to seek approval from the Minister for the young person to participate in a full-time combination of education, training and/or employment rather than full-time schooling (e.g. part-time schooling and part-time training)
- 3) **Application to Participate in Full-time Employment (form C):** This form is used by a parent/carer of young people in the 16th and 17th years to seek approval from the Minister for the young person to participate in employment (other than an apprenticeship or traineeship) rather than full-time schooling.

To access these forms, please use the below link:

[http://.det.wa.edu.au/schoolleavingage/detcms/participation/school-leaving-age/forms/forms.en?oid=\[com.arsdigita.cms.contenttypes.Article:fid=326519\]](http://.det.wa.edu.au/schoolleavingage/detcms/participation/school-leaving-age/forms/forms.en?oid=[com.arsdigita.cms.contenttypes.Article:fid=326519])

Exemption from School Enrolment

In 2014, parents of any young person with birth date from 1/7/1998 onwards (Year 10 and under) is required to apply, through their current school, for approval for an 'Exemption from school'. In the private schools, these exemption applications are processed through the private school and forwarded to Department of Education Services (DES) for approval. If this approval is granted, an approval letter will be sent by DES to the parent and a copy of this letter sent to the school. This letter gives the school approval to remove this young person from the schools current school role and place them on the schools former role. This form can be downloaded using the following link:

<http://www.des.wa.gov.au/Documents/Searchable/NGS%20Application%20Exemption%20from%20School%20Enrolment.pdf>