

LIVING WATERS LUTHERAN COLLEGE



Enrolment

Overview

Living Waters Lutheran College aims to be fair and equitable when considering the enrolment of students. This policy provides the guidelines for enrolment.

Scope

This policy applies to all management and staff at Living Waters Lutheran College as well as families seeking enrolment for students and families of enrolled students.

Definition

In this policy we have used word 'parent' throughout for simplicity. The College however will readily accommodate Applications for Enrolment in which guardians or carers have responsibility for the enrolling student.

1. Philosophy

Living Waters Lutheran College is a school belonging to Lutheran Education Australia. Lutheran Education Australia is committed to the mission and ministry of the Lutheran Church of Australia through supporting quality Christ-centred education. The Mission Statement of the College is, "At Living Waters we share the love of Jesus as we educate those in our care enabling them to realise their God-given potential for a life of service".

Living Waters Lutheran College offers a Christian education to all students regardless of religion, ethnic origin, gender, ability or disability, provided that the College can reasonably meet the educational needs of the student, and that parents seeking enrolment for their child undertake to support willingly and freely the stated purposes of Living Waters Lutheran College. The enrolment policy, procedures and practices of Living Waters Lutheran College are designed to satisfy the requirements of relevant legislation.

The College follows the Western Australian Curriculum for a well-rounded education in all curriculum areas, whilst encouraging each student to develop in all components of life. Central to its mission and ministry Living Waters seeks to nurture individuals, who are aware of their humanity, open to the influence of the Holy Spirit, and growing and living according to a cohesive world-wide view. Students are encouraged to reflect the characteristics of God through the core values of Love, Justice, Compassion, Forgiveness, Service, Humility, Courage, Hope, Quality and Appreciation. Ultimately we want our students to give back to society.

The College also aims to ensure that parents and students understand the philosophy, curriculum, educational objectives, staffing policies and facilities of the College.

2. Enrolment

- 2.1 The College considers each enrolment application individually on the basis of information provided by parents about their child's educational needs. Additional information may be requested to support the application. It should be noted submitting an application for enrolment or being placed on a waiting list may not guarantee enrolment.
- 2.2 Parents seeking enrolment for their child undertake to support the College in its creation of a community which will both nurture and support Christians in their faith and reveal the gospel of Christ to those who do not yet hold that faith.
- 2.3 When children are enrolled, parents undertake to support the mission statement, beliefs and values which underpin the College and support daily Christian worship as part of College life. The College asks parents to sign a three way undertaking for a successful learning partnership in the **Enrolment Partnership Undertaking**. (see appendix C).

3. Criteria for Enrolment

- 3.1 Where applications exceed the number of places available, the following order of preference shall normally apply:
 - 3.1.1 Students whose parents are current members of staff (teaching and non-teaching)
 - 3.1.2 Children with siblings already in attendance at the College
 - 3.1.3 Students whose parents are members of the Rockingham/Mandurah Lutheran Parish
 - 3.1.4 Children transferring from another Lutheran school
 - 3.1.5 Former Students of LWLC or their children
 - 3.1.6 Children from Lutheran families who are willing to accept and support the aims, objectives and philosophy of Living Waters Lutheran College
 - 3.1.7 Children from families who are willing to accept and support the aims, objectives and philosophy of Living Waters Lutheran College taking into account the date of application

The Principal may also consider the need to maintain gender balance when determining enrolment preferences.

- 3.2 At the discretion of the Principal the order of these preferences may be changed where there are extenuating circumstances. The above order of preference will not apply to students who are offered scholarships.
- 3.3 Regardless of the above order of preference, no student shall be regarded as having an automatic right of acceptance.

4. Enrolment Process

- 4.1 Parents may seek enrolment at the College through completion of the application form/s and provision of the necessary information for the Principal to make an informed decision.
- 4.2 Prospective students with disabilities have the right to enrol 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.
- 4.3 If special educational needs are identified a supplementary enrolment form should be completed.
- 4.4 Each application will be considered by the Principal or delegate at an enrolment interview when a place is identified as being available either immediately or in the future.

- 4.5 Documentary evidence may be required to support information supplied by parents.
- 4.6 If special educational needs are identified, parents and staff involved in enrolment will collaboratively gather the information necessary and prepare a summary in the form of a Student Support Plan. The Principal will then make an informed decision about the child's needs and the College's ability to meet them.
- 4.7 The decision regarding enrolment will be made on the basis of the prospective student's ability to meet the essential requirements of the educational programme, taking into account what adjustments are required, then determining if these adjustments are reasonable.
- 4.8 The Principal will discuss the outcome of the application with parents once all necessary information is considered.

5. Contract of Enrolment

- 5.1 If the application is successful the signed enrolment form, enrolment partnership undertaking and payment of enrolment fee establishes the agreement of parents to support the College's rules and policies, to pay College fees and accept the terms of enrolment, and consequences of suspension or termination of enrolment. The College will send a letter of acceptance confirming the enrolment.
- 5.2 If special educational needs have been identified the Principal will outline the support to be offered to the student by the school in the letter of acceptance.
- 5.3 If a parent knowingly withholds information relevant to the enrolment process the College reserves the right to terminate the enrolment on these grounds.

6. Privacy

All enrolment information supplied by parents will be kept confidential and accessed only by those staff involved in the enrolment process.

References

AISWA Policies and Procedure Guidelines for Schools – Disability and Enrolment

Federal

- *Human Rights and Equal Opportunity Commission Act 1986 (HREOC Act)*
- *Disability Discrimination Act 1992 (DDA) including the Disability Standards for Education 2005 (Standards)*
- *Workplace Relations Act 1996 (WR Act)*

State

- *Equal Opportunity Act WA 1984 (EOA)*
- *Occupational Safety and Health Act 1997 (OSH Act)*

Name of policy – Enrolment		
Version	Action	Date
V1	Ratified by College Board	30 Mar 15
V2	Minor changes	10 Dec 15
V3	Minor change	28 Feb 18
V4	Minor change	22 Aug 18
V5	Addition of Enrolment Partnership Undertaking and minor word changes	24 Jun 19
	Review	24 Jun 2022

ENROLMENT STAGES

**Stage 1
Enrolment Application**

- Initial parent enquiry
Send application for enrolment form
- Interview parent and student, according to the
school’s enrolment policy criteria
- Does the student have a disability?

**Stage 2
Information about
Student’s Educational
needs**

Written permission from parents allowing the school to
investigate the student’s educational needs
SUPPLEMENTARY ENROLMENT INFORMATION

- Parents and school collect information to determine the student’s educational needs regarding:
- Physical access, equipment, building modifications
 - Health issues
 - Personal care needs
 - Communication needs
 - Curriculum needs

Summary of information by school personnel. Consideration of
how the school can meet the student’s needs
STUDENT SUPPORT PLAN

**Stage 3
Negotiating the
Student’s Curriculum**

Principal meets with parents and other relevant
professionals to discuss the educational programme the
school can offer

**Stage 4
Action
following
the decision**

ENROLMENT PROCEEDS

Letter to parents stating what the school can offer accepting the enrolment, signed by parents.

Transition orientation programme proceeds if required.

Enrolment is reviewed regularly to ensure school continues to meet the student’s educational needs.

ENROLMENT DOES NOT PROCEED

This may occur because:
Parents choose not to continue with the enrolment if they believe an alternative setting is better able to meet their child’s needs.
OR
The school can demonstrate that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the school.

Appendix B - Enrolment Procedures

The procedure that the College follows in the enrolling of new students is as follows:

1. Upon request, a prospectus will be given or sent out to each family who wishes to apply for a position in the College. Other informative documents enclosed include Fees and Charges and Uniform Costs. The prospectus, Application for Enrolment and other information are also available at the College website www.livingwaters.wa.edu.au
2. When completed, the Application for Enrolment form is lodged with the Enrolments Officer, with the application fee (one fee per family payable on enrolment of the first student) and any documentation requested (documents required are listed on the Application for Enrolment). Consideration will only be given to the enrolment of the student following the provision of the required documents. The non-refundable application fee (currently \$50.00) covers the costs associated with processing the Application for Enrolment (i.e. postage, phone calls, staff time and other sundry items). **The application fee is only applicable when enrolling the first child from a family.**
3. Parent(s) and/or guardian(s) are expected to complete the Application for Enrolment including all information necessary for the College to understand the needs of the student being enrolled. This includes making full declaration of all medical conditions, learning needs and disabilities which might impact on the College's ability to provide adequate educational services for the student.
4. On receipt of the completed Application for Enrolment, the Enrolments Officer will enter the student's name and year level into the College's database for the year of enrolment applied for. Lodging an Application for Enrolment form and the payment of the application fee does not guarantee acceptance into the College. A Supplementary Enrolment Information form should be sent to families with identified special educational needs prior to interview.
5. Prior to enrolment being offered, parent(s) and/or guardian(s), along with the prospective student are expected to attend an interview with the Principal and/or the appropriate Head of School. Parent(s) and/or guardian(s) will be contacted by the Enrolments Officer to arrange a mutually agreeable interview time. Part of this process may occur in a group information session where pertinent information is shared by the College Leadership Staff, tours are conducted and interviews arranged (this is most likely to occur when entry is sought for the larger intake groups i.e. Kindergarten, Year 6 and Year 8 at the Warnbro Campus).
6. The College Principal and appropriate Head of School will assess the application through the interview process and decide whether to make an offer of enrolment or investigate special educational needs further. Financial or other issues may also need to be clarified and may need to be resolved before a recommendation can be made by the Principal.
At the interview the Principal shall ensure parent(s) and/or guardian(s) receive all information appropriate to enrolling in the College (which may include appropriate sub-school/s Parent Handbooks, College Guide, current Fees and Charges booklet, booklist prices (if available), uniform

pricelists, informative pamphlets regarding the Lutheran Church of Australia & Lutheran Education Australia).

7. Parents are expected to inform the Principal of any outstanding Court Order restrictions in relation to custody or access of the student during this interview process and provide any relevant documentation.
8. After the interview, and if a place is offered, all the appropriate paperwork must be completed by the parent(s) and/or guardian(s). This will include the following forms;
 - Application for Enrolment and Enrolment Partnership Undertaking
 - Enrolment Acceptance/Payment of Family Enrolment Fee (payable on enrolment of the first student of a family)
 - Data Collection (MCEETYA)
 - Transfer of Student Information

9. **ENROLMENT FEE**

An enrolment fee (currently \$500 per family) is applicable when your first child is offered a place at the College.

- The Enrolment Fee is a commitment to the College that the student will take up the position stated in the formal letter of offer.
- The Enrolment Fee is a one-time fee per family and is not refundable.

It is important to note that should you accept a place for your child by payment of the Enrolment Fee and subsequently your child does not commence at Living Waters, the Enrolment Fee will be retained in full to cover the costs associated with enrolment.

10. The Enrolment Agreement is legally binding and can only be terminated by the withdrawal of the student(s) from the College in accordance with College policy. The Application for Enrolment contains an Agreement to accept the policies and procedures of the College. The College reserves the right to terminate the enrolment when the disclosure of a student's needs has not been provided or if there is a serious or persistent breach of the College's Behaviour Policy on the part of the student. Specific College policies are available in the College diary or on request. Where significant changes are made to policies and procedures, these will be conveyed to parents in writing through the fortnightly newsletter or via special mailing.
11. Once steps 1-10 have been completed, a place for the applicable year level becomes available and the relevant calendar year commences (i.e. at 1 January of that year or another applicable date), the student will be added to the College's student database and will be considered an enrolled student of the College.
12. This enrolment policy should be read in conjunction with the Agreement especially in regards to the clauses that deal with the payment of school fees and conditions regarding the withdrawal of students from the College.
13. There will be a departure from the above procedure when the student being enrolled is a student external to the College who has been offered a scholarship.

Notes to the Above and Other Considerations:

(a) *It is important to note that Living Waters may have waiting lists for acceptances across particular year levels.*

(b) *The CONTINUED enrolment of all students of Living Waters Lutheran College will depend on compliance with all the terms and conditions as detailed in the Agreement. (This will include but not be limited to the payment of fees in a timely manner, compliance with College policies, full disclosure of infectious diseases, learning needs, disabilities etc.)*

(c) *Part-time Enrolment: Enrolment in the College may be on a part time or a full time basis. If part-time, fees and charges are those charged for full time enrolment, unless prior arrangements are made with the Business Manager and approved by the Principal for a pro rata fee arrangement.*

(d) *Enrolment Deferral: If a family wishes to defer enrolment, a place can be held but charges and fees must be paid, unless another arrangement is agreed to by the Principal. If a family does not accept an offer of enrolment for a particular date but chooses to defer enrolment for a period of time and not pay the appropriate fees required to hold a place, the student joins the end of the appropriate waiting list, if applicable;*

(e) *Exchange Student Enrolment: Enrolment Living Waters Lutheran College - Enrolment of an exchange student is subject to special conditions (e.g. acceptable Visa provisions) and dependent upon special application to the Principal. Enquiries should be made to the Enrolments Officer.*

(f) *The College is unable to accept applications from overseas students.*

(g) *Medical Insurance for Students: Included in the College fees is a 24 hour student accident insurance cover, as well as school ambulance cover for the first conveyance trip while on school activities. The College holds Public Liability Insurance in the case of injury involving negligence by the College.*

(h) *School Community: Enrolment at Living Waters Lutheran College assumes a commitment by parents to the life of the College. This commitment may include, but is not limited to:*

- *Support for the Christian ethos of the College and compliance with College rules and policies*
- *Support for the teachers and staff of the College in a positive manner and encourage our child in matters pertaining to College life*
- *Agreement to support the correct wearing of the College uniform by the applicant in accordance with College uniform and associated policies*
- *Attendance at parent/teacher nights and information evenings held by the College*
- *Service to the College on a College committee (e.g. Parents and Friends, College Care committee) where able*
- *Attendance at special celebrations/events held by the College including the College supported church services, and participation at Community Fun Day, End of year service and awards evenings, where able*
- *Assisting in classroom activities (e.g.; listening to reading etc.) where able*

(i) *Disciplinary Matters*

Enrolment at Living Waters Lutheran College also assumes a commitment by the student in the life of the College. This commitment includes, but is not limited to:

- *Supporting the Christian ethos of the College*
- *Adhering to the College's Behaviour standards*
- *Respect for self, others and the community*
- *Applying him/herself to the best of his/her ability*

- Attendance and participation in events including the College supported church services, end of year services and award evenings, sporting activities held during term, Community Fun Day etc

(j) Breaches of Discipline

Serious breaches of the College's Code of Behaviour may result in suspension or expulsion of the student. Such breaches may include, but are not limited to:

- *The possession, use or supply of illegal substances at school or on school based activities (as is covered by the College Drug Policy)*
- *Major property damage or theft*
- *Sustained or serious harassment or victimisation (as is covered by the College's Policy on Harassment)*
- *Sustained refusal to cooperate with College requirements for student behaviour (as is covered by the College's Behaviour Management Policy)*

(k) Uniform: Each student is required to wear full school uniform as per the Uniform Policy. A copy of this Policy is available by contacting the College or can be found in the Parent Handbook, College Guide and Student Diary.

(l) Camps/Excursions: Are considered an integral part of a student's education at Living Waters Lutheran College and are compulsory. Parents will be informed of the camps and excursions that are included in their child's schedule as they arise. Activity specific permission forms, including the extra costs involved in such activities may require completion from time to time.

(m) Curriculum Matters/Subject choices: Any matters concerning curriculum, courses, electives, and pathways will be addressed by the relevant Head of School at the time of interview with the prospective applicant. There may be elective limitations and this will be the responsibility of the Head of School to inform the parents of these. Places in specific courses cannot be guaranteed and courses are subject to change from year to year because of demand and hence, viability.

(n) Cultural Enrichment Activities: From time to time there are activities after hours with tutors who are not paid or engaged by the College. Parents contract privately with these tutors regarding payment of fees and the tuition offered. The College does not take any responsibility for students at these activities, but allows these tutors to use the facilities of the College for a nominal rental charge. Contact details for these tutors are available from the College Office.

(o) Parental Access Restrictions: Some students have custody orders concerning access by a parent. It is the responsibility of the parent to inform the Principal in writing of these arrangements, and to provide evidence of these when required. Enrolling parents are required to disclose this information at enrolment.

(p) Privacy: Living Waters Lutheran College will comply with Privacy legislation requirements and its Privacy Policy which is outlined on the Application for Enrolment form. Where there are special family / child circumstances that require additional privacy measures on the part of the College, the parent(s)/guardian(s) are required to communicate these in writing to the Principal.

(q) Termination of Enrolment: Parents/Guardians may terminate enrolment at any time. However, one full term's notice is required in writing to the Principal. When less than one full term's notice is given, one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable. The principal has discretion to waive/vary this fee should exceptional circumstances prevent a term's notice being given.



LIVING WATERS LUTHERAN COLLEGE ENROLMENT PARTNERSHIP UNDERTAKING

Living Waters Lutheran College values the partnership it has with parents.
THIS AGREEMENT IS ONLY TO BE SIGNED AT THE ENROLMENT INTERVIEW.

To emphasise the importance of the school/parent partnership it is essential that you and your child (if able) read, understand and sign this agreement.

We ask you to also read the other information provided in the enrolment documents prior to submitting an application for consideration.

PERIOD OF VALIDITY

This agreement is valid from the date of commencement of attendance at the College to the date of formal graduation, withdrawal or dismissal from the College.

STAFF UNDERTAKING

1. The Principal undertakes, on behalf of College staff, to provide quality teaching and pastoral care to each student.
2. The Principal undertakes, on behalf of the College staff, to work to provide a safe and supportive learning environment.
3. Given the goodwill, good behaviour and co-operation of the student, the Principal further guarantees that College staff will work, within the resource limitations of the College, to assist them to reach their highest possible level of achievement in all courses undertaken.

Signature (Principal or delegate): Date :

PARENTS/ GUARDIANS UNDERTAKING

I/We _____ undertake :

1. to show an active interest in my child's schooling and progress.
2. to cooperate with the school to achieve the best outcomes for my child.
3. to support school staff in maintaining a safe and respectful learning environment for all students.
4. to initiate and maintain constructive communication and relationships with school staff regarding my child's learning, wellbeing and behaviour.
5. to contribute positively to behaviour support plans that concern my child.
6. to encourage my/our son or daughter to support and abide by all College regulations and policies.
7. to abide by the enrolment agreement as laid out in the enrolment documents including support for College policies, payment of fees within 14 days and payment of the fee in lieu of adequate notice. *(Full details of this agreement are within the enrolment form which must be signed. Please ensure this is read and understood).*
8. to accept the Principal's ruling in relation to my son/daughter's breach of this Enrolment Partnership Undertaking.

Signature Date
(Mother/Guardian 1)

Signature Date
(Father/Guardian 2)

Continued overleaf

STUDENT UNDERTAKING

For Secondary Students

I

Insert name

shall do my part to build a safe and respectful learning community:

I will strive to:

1. take responsibility for my own behaviour and learning and develop appropriate work ethic and study habits;
2. participate actively in the school's education program and try to achieve my personal best in my studies;
3. demonstrate respect for myself, other members of the school community and the school environment
4. behave in a manner that respects the rights of others, including the right to learn
5. cooperate with staff and others in authority
6. behave in public in such a way as to uphold the good name of the College;
7. observe the classroom rules and codes of behaviour for travel;
8. make myself available to represent the College in sporting and cultural activities and to attend training sessions/rehearsals;
9. Wear my uniform, including hair and jewellery to the standards of the College; and
10. comply with College regulations and policies as laid out in the College diary (or any other place)

I shall refrain from the following actions at school, at school functions and while travelling to and from any venues :

1. the sale, purchase or possession and/or use of illicit drugs;
2. the sale, purchase or possession and/or use of alcohol, tobacco, or unauthorised prescription drugs;
3. the possession or use of a weapon or implement that may inflict harm;
4. bullying, fighting or verbal intimidation (including the misuse of social media);
5. vandalism or theft;
6. use of offensive language or possession of offensive matter;
7. disruption of lessons through inappropriate behaviour; and
8. unauthorised absence from class or school.

I understand that I must follow the College rules and regulations. If I do not do so, the Principal may suspend or end my enrolment at the College without notice.

Signature (Student): Date :.....

STUDENT UNDERTAKING

For Primary Students

Parents you are asked to sign on behalf of your son or daughter after the rules are explained. It is understood that you as their parents and College staff will need to help them to understand and abide by this undertaking by actively promoting it to you child.

I shall do my part to build a safe and happy school for everyone to share

I will do my best to

- ✓ listen and learn
- ✓ try all the different learning activities
- ✓ care for myself, others and the things around me
- ✓ do what my teacher and other staff members ask of me
- ✓ behave in a kind and responsible way
- ✓ follow the rules
- ✓ be responsible
- ✓ wear my uniform properly
- ✓ be at school on time and ready to learn

I won't

- × bring anything dangerous to school;
- × be mean, bully or fight with others and will let the teacher know if I see this happening;
- × break my things, other peoples things or school things
- × say mean or rude words;
- × behave in a way that causes other students not to learn

I/we will continue to encourage my/our child to follow the College rules and regulations.

It is essential that parents work with their young child to build on their ability to understand and follow the rules that make the College a safe and happy learning community.

I understand the Principal may suspend or end my child's enrolment at the College without notice if this undertaking is not actively promoted.

Signature (Parent/s): Date :.....

On behalf of my child (insert name)

EXAMPLE ONLY
TO BE SIGNED AT
ENROLMENT INTERVIEW