



ENROLMENT POLICY

Thank you for choosing Joseph Banks Secondary College as your preferred secondary school for your child.

Our Enrolment Policy follows the Department of Education Enrolment Policy and Procedures. Please find below a summary of the policy, and a timeline of college procedures.

Enrolment Policy

Students are enrolled at Joseph Banks Secondary College according to the Department of Education Enrolment Policy and Procedures. Enrolment decisions in public schools are made according to criteria based on age, residential location, visa status and educational needs.

Joseph Banks Secondary College is a new school and growing school. As such student enrolments will be based upon the following schedule, and students will be placed into appropriate cohorts according to student age. The only exception to this will be when a student enrolls to join the Year 7 cohort direct from a primary school.

- 2015 Years 7 & 8
- 2016 Years 7, 8 & 9
- 2017 Years 7, 8, 9 & 10
- 2018 Years 7, 8, 9, 10 & 11
- 2019 Years 7, 8, 9, 10, 11 & 12

Enrolment Procedure

1. Complete and submit an Application for Enrolment (either in hardcopy or via directions for online application) and submit to the College with all relevant documents.
2. Upon receipt of the application, the application will be assessed using the local intake area procedures of the Department of Education. Unsuccessful applicants will be notified in writing in a timely manner (usually within 3 days). If the enrolment is declined a letter will be sent to the applicant, indicating the reason/s for it being declined and information about the process to dispute the decision including a Request for Review of Application for Enrolment Decision Form.

Please note:

Year 7 Enrolment for following year

If the application is for Year 7 in the following calendar year, notification will be provided in writing of the outcome of enrolment decisions within three weeks of the published closing date for applications.

Enrolment Policy	Effective Date: 1/06/2016	
	Version: 1	Page 1

3. Enrolment applications under consideration for the current school year or enrolments for the following school year in cohorts other than Year 7 will be scheduled an interview with the Associate Principal.
4. After the interview a decision will be made to accept or decline the enrolment. If the enrolment is declined a letter will be sent to the applicant, indicating the reason/s for it being declined and information about the process to dispute the decision including a Request for Review of Application for Enrolment Decision Form.
5. Following acceptance of the enrolment, Parent/s or Guardian/s will be contacted with details about a start date, which will take into account time for obtaining a uniform, and provision of the relevant year group information.
6. The student profile will be created on the Joseph Banks Secondary College information system and a timetable generated for the student. The student's previous school will be notified of a change in enrolment via a Transfer Notification.
7. Relevant and appropriate staff will be notified of the enrolment and on the student's first day a teacher will meet the student and provide an orientation to the college.
8. Students enrolling from Year 6 into Year 7 from primary school will be included in transition program undertaken by the college. This will include an Orientation Day at the college held during Term 4 the year before the student enters Year 7.

Department of Education Enrolment Policy and Procedures:

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies/framework/policies/enrolment-policy.en?cat-id=3457117>

Enrolment Policy	Effective Date: 1/06/2016	
	Version: 1	Page 2