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POLICY

Enrolment

Effective: 27 February 2019

Version: 2

Last updated: 27 February 2019

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CONTENTS

1	POLICY	1
2	PROCEDURE	1
3	RELATED DOCUMENTS	2
4	CONTACT INFORMATION.....	2
5	HISTORY OF CHANGES.....	2

Policy Enrolment	Effective Date: 27/02/2019	
	Version: 2	Page ii

1 POLICY

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.

Students are enrolled from Year 7 through to 12 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.

2 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 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

Policy Enrolment	Effective Date: 27/02/2019	
	Version: 1	Page 1

3 RELATED DOCUMENTS

Category	Document title
Related Department Policies	Enrolment in public school's policy
	Enrolment in public schools procedures

4 CONTACT INFORMATION

Title	Contact
Policy Owner	Eleanor Hughes Foundation Principal 9303 7400

5 HISTORY OF CHANGES

Effective date	Last updated	Policy Version	Notes
1/06/2016	1/06/2016	1	First Version
27/02/2019	27/02/2019	2	Second Version

Policy Enrolment	Effective Date: 27/02/2019	
	Version: 1	Page 2