



ST. ANDREW'S GRAMMAR

ENROLMENT POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
August 2006	Principal	2006	2007
September 2006	Principal	2006	2007
March 2007	Principal & Board	2007	2008
January 2009	Principal & Board	2009	2010
March 2010	Principal & Board	2010	2011
March 2014	Principal & Board	2014	2015
January 2017	Principal	2017	2018
July 2018	Principal	Board July 2018	2019
September 2018	Principal and Lavan	Board July 2018	2019
May 2020	Principal & SLT	2020	2022



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 leaning 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 and/or who are of the Greek Orthodox faith;
- 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. This is at the discretion of the Principal and his judgement is final.

Preference in admission is given to:

- Hellenic families who are able to prove membership to the Hellenic Community of WA;
- Families who are of the Greek Orthodox faith;
- Hellenic families who are able to prove membership to any other recognised Hellenic-Australian Association of WA;
- Families who are actively associated with an Orthodox Church.
- Academically Strong Students

These priorities will come into effect when denied from places are limited.

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.

St. Andrew's Grammar complies with all requirements of the following legislation when enrolling students: Commonwealth's Sex Discrimination Act 1984, Racial Discrimination Act 1975 and Disability Discrimination Act 1992; and the Western Australian Equal Opportunity Act 1984.

ENROLMENT POLICY

The Principal and the respective Heads 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

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 a birth extract or passport and visa, any custodial documents, immunisation record, special needs such as disabilities and 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 [Rules and Regulations](#) are provided to the parents at the time of this application.

Students with Special Needs: If a student is identified as having a special need, the Principal or Heads 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 or if established after they have started cancellation of the tuition offered 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 and access to VEVO is required, showing the Visa sub class in order to determine if the student is a full-fee paying overseas student.

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 Head of Primary 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

Enrolment interviews will then take place with the Principal or Heads of School. Families will be advised of places within 3 business days. After the interview.

Parents will be informed of the reservation of a place for their child in writing. An [Application for Admission form](#) will also be sent at this stage.

If there is no position available, the student/s will be added to the waiting list.

Interview sheets:

- KG – Year 2
- Year 3 – Year 6
- Year 7 – Year 12

WAITING LISTS

In the event that a class or year group is already at the preferred or optimum number of students, the Principal or Head of school 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 Greek Orthodox families;
4. children of Orthodox families;
5. returning students;
6. children of staff;
7. Academically or Sporting talented students

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 were 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 will be retained permanently.

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 Enrolment Officer.

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.

Please read the information included in [Hyperlink 5](#)

NOTIFICATION OF STAFF

Relevant 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 midyear or at the start of each year. Staff are required to request and read the student file in Administration.

RULES REGULATIONS & CONDITIONS FOR ADMISSION

Parent Copy *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. Failure to provide true particulars on the application form or failure to disclose matters that relate to the educational needs of the prospective student may result in the cancellation of the enrolment.
- xiii. 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 (3) 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 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 all legal directions 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 Student Code of Conduct, Behaviour Management Policy 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 Principal may exclude any non-immunised child in the event of an infectious or contagious illness being identified at the School.
- iii. 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 illness or 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. This notice period is NOT inclusive of vacation breaks.
- 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 Head of Primary, Head of Secondary 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 telephone or by email.
- 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 nonattendance.
- 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. Any payment over and above this amount, having been received, will be refunded by the School within two (2) weeks.
- vi. Enforced Departure- 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 meeting course requirements. If a student has not achieved satisfactory academic course progress or has poor attendance, the School must notify the Department of Education and the Department of Immigration and Border Protection (DIBP) that the student has breached this visa condition. **This may have serious implications for the 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 - Deferment, 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 DIBP via the Provider Registration and International Student Management System PRISMS, 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 – ACCOMODATION

Please note that St. Andrews Grammar School does not provide boarding or other on-campus accommodation facilities and all international students may only attend the School if they reside in a home-stay arrangement or 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 Border Protection (DIBP) must be satisfied that appropriate welfare arrangements are in place for under-18 students before a visa is granted,
- ii. An approved and suitably screened home stay 'guardian' or 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 may be able to reside with a relative who is:
 - ✓ A grandparent, brother, sister, aunt, uncle, niece or nephew,
 - ✓ Nominated by a parent of the applicant or person who has custody of the applicant
 - ✓ Aged at least 21; and
 - ✓ Of good character.
 - ✓ NOTE that DIBP and the Department of Education have the final say regarding who is considered to be a 'relative'.
- iv. Should neither a home stay arrangement, 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 that families must notify the School immediately if there is a change 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 DIBP 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 in Years K-10 and all prospective students are expected to have acquired an English level appropriate to learning in an English medium.

INFORMATION COMMUNICATION 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 carry a passenger 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) to 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.

PHOTOGRAPH AND VIDEO (IMAGE) DISCLAIMER

Parents acknowledge and accept that the School and its agents and employees may use photographs and/or audio-visuals 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 audio-visual 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.

PRIVACY STATEMENT

Under the Privacy Act (the Act) St. Andrew's Grammar is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on our public website (www.sag.wa.edu.au) and also available upon request in hard copy from the School Administration.

Our Privacy Policy describes:

- Who we collect information from;
- The types of personal information collected and held by us;
- How this information is collected and held;
- The purposes for which your personal information is collected, held, used and disclosed;
- How you can gain access to your personal information and seek its correction;
- How you may complain or enquire out about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled;
- Whether we are likely to disclose your personal information to any overseas recipients; and
- Permission to use VEVO to check Visa entitlements during period of enrolment.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Principal's Personal Assistant at enrolments@sag.wa.edu.au.

AGREEMENT AND ACCEPTANCE OF SCHOOL ETHOS

I/We accept and agree to support the School's Greek Orthodox values, philosophy and objectives and agree to be bound by the Rules of the School as detailed in the School Behaviour Management Policy and other policies of the school including any changes made to them.

I/We agree to send our child/children to all required prescribed school events including camps and excursions, religious activities such as worship and liturgical services, extra-curricular activities and graduation ceremonies and to attend parent/carer/guardian interviews as required.

I/We agree that our child/children will participate fully in all facets of the School’s curriculum program and all School events and activities, including all School religious ceremonies, cultural and sporting events.

I/We agree not bring the School’s name into disrepute and to speak appropriately to all staff and other parents and to participate appropriately in our child’s education and school activities.

I/We acknowledge that we have provided all information requested by the School to the best of my/our knowledge and that a failure to disclose all information requested may result in this application or enrolment being refused or cancelled.

I/We agree to pay all school fees and charges (as determined each year by the school), other costs (excursions, camps etc.) on time as required and any reasonable costs incurred by the School on behalf of our child/children and acknowledge that all signatories to this document are jointly and severally liable for the payment of all school fees and charges and other costs associated with our child attending the school.

I/We understand and agree that **I/We** must provide a full term’s notice in writing to the Principal of the intention to withdraw our child/children from the School and that failure to do so requires the payment of one term’s fees per child. This payment is a genuine pre-estimate by the School of the loss it would suffer if the parents have not provided a full term’s notice of the withdrawal of the child/children.

I/We agree to pay all amounts due in school fees within the School's agreed timeframe in any given year by periodic payments (due by end of February, May & August) or direct debit arrangements (of 10 monthly or 20 fortnightly due end of October).

I/We agree that if **I/We** fail to pay in accordance with this clause, the School may:

- a) Charge a late payment fee of 5% on all amounts paid after the due date;
- b) Charge interest on debts at 20% per annum from time to time;
- c) Charge a dishonour handling fee in the amount of \$95.00;
- d) Recover all collections costs and expenses incurred in collecting overdue accounts on an indemnity basis;
- e) Refuse re-entry of my/our child/children into the School if any fee or charges remains unpaid for a period over 30 days from when it is due and there is no agreement, in writing, in place with the School to repay the outstanding fees and charges by instalments;

I/We are cognisant of and agree to all of the school rules and conditions listed above.

Student’s Name _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____



ST. ANDREW'S GRAMMAR

New Student/Parent Interview – Kindergarten to Year 2

EAP:	Special Needs:	Other:
------	----------------	--------

STUDENT DETAILS

Student's Surname _____ First Name _____ Preferred Name _____

Date of Birth _____ Religion _____ Language Spoken at Home _____

Current School _____ Years Attended _____ Current Year _____

Mother's Name _____ Father's Name _____

Contact Number: _____

Siblings (and relatives at the School) _____

GENERAL INFORMATION

	Yes		No
International Student	<input type="checkbox"/>	Visa Code <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Copy of Birth Certificate / Certificate of Australian Citizenship	<input type="checkbox"/>		<input type="checkbox"/>
Copy of Immunisation Records	<input type="checkbox"/>		<input type="checkbox"/>
Copies of previous school report (Pre-primary to Year 2 only)	<input type="checkbox"/>		<input type="checkbox"/>

ACADEMIC INFORMATION

	Challenge	Below Average	Average	Above Average	Well Above Average		Below Expected	Expected	Above Expectation
Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fine Motor Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gross Motor Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Colours _____ Counting _____ Alphabet _____

Shapes _____ Drawing _____

Interests/Talents/Skills/Awards _____

DEVELOPMENT

Normal physical development [] Yes [] No Variation _____

Crawled at _____ Walked at _____ Spoke at _____

Toilet Independent [] Yes [] No Able to dress self [] Yes [] No Variation _____

MEDICAL INFORMATION

Disability [] Yes [] No *If yes, parents to complete the Supplementary Enrolment form*

The following Assessments have been conducted and copies have been provided.

Paediatric
 Psychologist
 O.T.
 Optom.
 Hearing
 Physiol.
 Lang. Clinic
 Psychiatric

Conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate yes (Y) or no (N) for each box

Other _____

General Health _____

Health Issues/Concerns the School needs to be aware of (including allergies to nuts, eggs, bee stings etc)

Emergency Action Plan - Need for an epi pen? [] Yes [] No

SPECIAL CONCERNS/NEEDS

THE STUDENT

	Yes	No	Indifferent
Wants to attend St. Andrew's Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Likes the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why did you choose to come to St. Andrews's Grammar? _____

COURT ORDERS / FAMILY ISSUES [] Yes – custodial documents attached [] No

MY COMMENTS _____

INTERVIEW OUTCOME

PREFERRED OUTCOME (Kindergarten only)

A	<input type="checkbox"/>	Full Time	B	<input type="checkbox"/>	Part Time
----------	--------------------------	-----------	----------	--------------------------	-----------

OFFER OF A PLACE AT THE SCHOOL

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------

Head of Primary School Signature _____

Format of interview

- Brief overview of School – type, size, age, facilities.
- My philosophy – “Whole School Vision and Mission”, the well rounded child, close communication between home and school.
- Standards and Expectations

(a) Drugs	(e) Getting to know the child – interests, talents, awards
(b) School Rules – Behaviour/Discipline	(f) Curriculum – environment and practice
(c) Uniform	(g) Values and beliefs
(d) Hair, make-up, jewellery	(h) statement of inclusive practice.

Topics to be covered:

- Enrolment Fee/Building Levy
- P&F Association
- Bullying
- Early Learning Centre

- Sport
- Camps
- Discipline
- Religion

- Specialist Areas
- Art, Greek, Music, IT, Library
- Support Programmes
- Private school Music Tuition]



- How many in class
- Transport/Bicycles/Parking
- Parental Involvement

- Self Esteem
- Involvement

- Computers (Internet Agreement)
- Programmes for gifted and talented

ST. ANDREW'S GRAMMAR

New Student/Parent Interview – Year 3 to Year 6

EAP:	Special Needs:	Other:
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STUDENT DETAILS

Student's Surname _____ First Name _____ Preferred Name _____

Date of Birth _____ Religion _____ Language Spoken at Home _____

Current School _____ Years Attended _____ Current Year _____

Mother's Name _____ Father's Name _____

Contact Number: _____

Siblings (and relatives at the School) _____

GENERAL INFORMATION

	Yes		No
International Student	<input type="checkbox"/>	Visa Code <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Copy of Birth Certificate / Certificate of Australian Citizenship	<input type="checkbox"/>		<input type="checkbox"/>
Copy of Immunisation Records	<input type="checkbox"/>		<input type="checkbox"/>
Copies of previous school report	<input type="checkbox"/>		<input type="checkbox"/>
Copies of Years 3 and/or 5 NAPLAN Testing	<input type="checkbox"/>		<input type="checkbox"/>

ACADEMIC INFORMATION

	Challenge	Below Average	Average	Above Average	Well Above Average
Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Interests/Talents/Skills/Awards _____

MEDICAL INFORMATION

Disability [] Yes [] No *If yes, parents to complete the Supplementary Enrolment form*

The following Assessments have been conducted and copies have been provided.

	Paediatric	Psychologist	O.T.	Optom.	Hearing	Physiol.	Lang. Clinic	Psychiatric
Conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate yes (Y) or no (N) for each box

Other _____

General Health _____

Health Issues/Concerns the School needs to be aware of (including allergies to nuts, eggs, bee stings etc)

Emergency Action Plan - Need for an epi pen? [] Yes [] No

SPECIAL CONCERNS/NEEDS

THE STUDENT

	Yes	No	Indifferent
Wants to attend St. Andrew's Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Likes the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why did you choose to come to St. Andrews's Grammar? _____

COURT ORDERS / FAMILY ISSUES [] Yes – custodial documents attached [] No

MY COMMENTS _____

INTERVIEW OUTCOME

OFFER OF A PLACE AT THE SCHOOL Yes No

Head of Primary School Signature _____

Format of interview

- Brief overview of School – type, size, age, facilities.
- My philosophy – “Whole School Vision and Mission”, the well rounded child, close communication between home and school.
- Standards and Expectations

(a) Drugs	(e) Getting to know the child – interests, talents, awards
(b) School Rules – Behaviour/Discipline	(f) Curriculum – environment and practice
(c) Uniform	(g) Values and beliefs
(d) Hair, make-up, jewellery	(h) statement of inclusive practice.

Topics to be covered:

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Enrolment Fee/Building Levy | <input type="checkbox"/> Sport | <input type="checkbox"/> Specialist Areas |
| <input type="checkbox"/> P&F Association | <input type="checkbox"/> Camps | <input type="checkbox"/> Art, Greek, Music, IT, Library |
| <input type="checkbox"/> Bullying | <input type="checkbox"/> Discipline | <input type="checkbox"/> Support Programmes |
| <input type="checkbox"/> Early Learning Centre | <input type="checkbox"/> Religion | <input type="checkbox"/> Private school Music Tuition] |



- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> How many in class | <input type="checkbox"/> Self Esteem | <input type="checkbox"/> Computers (Internet Agreement) |
| <input type="checkbox"/> Transport/Bicycles/Parking | <input type="checkbox"/> Involvement | <input type="checkbox"/> Programmes for gifted and talented |
| <input type="checkbox"/> Parental Involvement | | |

ST. ANDREW'S GRAMMAR

New Student/Parent Interview – Year 7 to Year 12

EAP:	Special Needs:	Other:
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STUDENT DETAILS

Student's Surname _____ First Name _____ Preferred Name _____

Date of Birth _____ Religion _____ Language Spoken at Home _____

Current School _____ Years Attended _____ Current Year _____

Mother's Name _____ Father's Name _____

Contact Number: _____ Siblings (and relatives at the School) _____

GENERAL INFORMATION

	Yes		No
International Student	<input type="checkbox"/>	Visa Code <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
Copy of Birth Certificate / Certificate of Australian Citizenship	<input type="checkbox"/>		<input type="checkbox"/>
Copy of Immunisation Records	<input type="checkbox"/>		<input type="checkbox"/>
Copies of previous school report	<input type="checkbox"/>		<input type="checkbox"/>
Copies of Years 7 and/or 9 NAPLAN Testing Years 7 to 9)	<input type="checkbox"/>		<input type="checkbox"/>

ACADEMIC INFORMATION

	Challenge	Below Average	Average	Above Average	Well Above Average
Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Interests/Talents/Skills/Awards _____

MEDICAL INFORMATION

Disability [] Yes [] No *If yes, parents to complete the Supplementary Enrolment form*

The following Assessments have been conducted and copies have been provided.

	Paediatric	Psychologist	O.T.	Optom.	Hearing	Physiol.	Lang. Clinic	Psychiatric
Conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate yes (Y) or no (N) for each box

Other _____

General Health _____

Health Issues/Concerns the School needs to be aware of (including allergies to nuts, eggs, bee stings etc)

Emergency Action Plan - Need for an epi pen? [] Yes [] No

SPECIAL CONCERNS/NEEDS

THE STUDENT

	Yes	No	Indifferent
Wants to attend St. Andrew's Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Likes the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why did you choose to come to St. Andrews's Grammar? _____

COURT ORDERS / FAMILY ISSUES [] Yes – custodial documents attached [] No

MY COMMENTS _____

INTERVIEW OUTCOME**OFFER OF A PLACE AT THE SCHOOL**Yes No

Principal's Signature _____

Format of interview

- Brief overview of School – type, size, age, facilities.
- My philosophy – “Whole School Vision and Mission”, the well rounded child, close communication between home and school.
- Standards and Expectations

(a) Drugs	(e) Getting to know the child – interests, talents, awards
(b) School Rules – Behaviour/Discipline	(f) Curriculum – environment and practice
(c) Uniform	(g) Values and beliefs
(d) Hair, make-up, jewellery	(h) statement of inclusive practice.

Topics to be covered:

- | | | |
|---------------------------------|-----------------|--|
| [] Enrolment Fee/Building Levy | [] Sport | [] Specialist Areas |
| [] P&F Association | [] Camps | [] Art, Greek, Music, IT, Library |
| [] Bullying | [] Discipline | [] Support Programmes |
| [] Early Learning Centre | [] Religion | [] Private school Music Tuition] |
| [] How many in class | [] Self Esteem | [] Computers (Internet Agreement) |
| [] Transport/Bicycles/Parking | [] Involvement | [] Programmes for gifted and talented |
| [] Parental Involvement | | |

D13/0019403



Department of Education

CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIAASSOCIATION OF
INDEPENDENT SCHOOLS OF
WESTERN AUSTRALIA (INC)

THE STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN LIST

Guidelines and Procedures

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

Background

The procedures and guidelines outlined in this document apply to all Western Australian schools.

The Students Whose Whereabouts are Unknown List (SWU) is produced by the Department of Education (the Department) and details students who have been reported as missing from:

- all schools (public, catholic and independent);
- Home Education;
- Participation;
- Notice of Arrangement; and
- Exemptions.

A student can be regarded as missing when they cannot be located and their parent/s cannot be contacted and the school has not received advice that the student is being educated elsewhere.

The Department manages the day to day operations of the SWU on behalf of all three education sectors.

The term 'parent/s' is used in this document in accordance with the *School Education Act (1999)*; "parent, in relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child, or for the day to day care, welfare and development of the child".

The Students Whose Whereabouts are Unknown List

Over the course of the school year the Student Tracking Coordinator (STC) receives requests to place students considered missing on the SWU.

Before listing these students on SWU the STC searches available databases to see if a new enrolment record for the student has been created. If no new enrolment record is found the student is placed on the SWU List.

The STC generates the SWU List monthly and distributes it to nominated agency representatives from the:

- Association of Independent Schools of Western Australia;
- Catholic Education Office of Western Australia;
- Department of Education Regional Offices;
- School Curriculum and Standards Authority;
- Department of Education Services;
- Department for Child Protection;
- Department of Corrective Services; and
- Western Australia Police.

This SWU List contains the:

- student's name;
- student's date of birth;
- student's gender;
- student's year level;
- sector missing from;
- last school enrolled;
- last date of attendance;
- missing status; and
- Aboriginality.

Non-Attending Students

Where a student is not attending school and either their location is known or contact with the student's parent/s is still possible they are not regarded as 'missing'. A non-attending student includes one whose:

- location is known but they are not actively engaged in an education program;
- contact is still possible with themselves or their parent/s but they are not engaged in an education program.

Where a student discontinues attending school and a notice of transfer (or letter of withdrawal from parent/s) is not received, the school is to take all reasonable steps to locate the student and restore attendance by using school, Education Regional Office and interagency resources such as Juvenile Justice, Department for Child Protection or the Western Australia Police.

The *School Education Act (1999)* requires that non-attending students remain on the current roll of the school's enrolment register and have their non-attendance recorded. These students should not to be moved to the former roll.

Missing Students

A student can be regarded as 'missing' when they cannot be located and their parent/s cannot be contacted (using the strategies listed below) and the school has not received advice that the student is being educated elsewhere.

The *SWU Request Form* provided as Appendix 1 should be completed for missing students within 15 school days of their last date of attendance.

A missing student is to remain on the current roll of the school's enrolment register until confirmation is received from the STC to move the student to the former roll.

Schools are encouraged to use the following strategies in attempts to locate missing students:

- written communication to parent/s (social media is not an appropriate medium);
- telephone parent/s;
- conduct a home visit;
- telephone emergency contacts;
- check previous school;
- query relatives and peers attending the school;
- contact relevant agencies (if involved) e.g. Department of Child Protection;
- consultation with staff at the Education Regional Office;
- consultation with STC.

Reporting a missing student?

The *SWU Request Form* (Appendix 1) should be completed and emailed to the STC.

The STC will process the request and inform the school by email within 15 school days if the student has enrolled elsewhere (if at a public school) or is to be placed on the SWU List.

Schools are advised to consult with Education Regional Office staff before submitting a SWU request as these staff may know the student's whereabouts through their connections with other agencies.

New School Location Advice

When a missing student is located, either by the Student Tracking System (STS) or enquiries made by the STC, a *New School Location Advice* email will be sent to:

- the school which reported the student as missing;
- the principal of the school where the student has newly enrolled; and
- the appropriate Education Regional Office.

This email notifies the requesting school to contact the new school at their earliest convenience to arrange a notice of transfer. It also serves as a reminder to the new school to forward a notice of transfer and request any further information from the former school.

A *New School Location Advice* email is also sent to the above parties when a student listed on the SWU enrolls in another public school. In this case the email notifies the new school that the student may not have attended school for some time and serves as an alert that the student could require additional educational planning.

Moving a student to the Former Roll

The *School Education Act (1999)*, Section 21 outlines the circumstances by which a student may be removed from the enrolment register.

Where enquiries to establish the whereabouts of the student have not been successful, the STC will notify the principal (or delegate) via an *Entry Notification* email to move the student to the former roll as of the students' last date of attendance.

Under the provisions in the School Education Act 1999 s.21;

(1) The principal is not to remove a student's name from the register unless:

- (a) the principal believes on reasonable grounds that the child has enrolled in another school in this State or elsewhere;
- (b) the principal believes on reasonable grounds that the child is no longer resident in this State;
- (c) an exemption is granted under section 11 in respect of the child;
- (d) a parent of the child is registered under section 48 as the child's home educator;
- (e) the enrolment is cancelled under section 20 or 83; or
- (f) the Minister has authorised the removal on the ground that inquiries to establish the whereabouts of the child have not been successful.

(2) In the case of children enrolled at non-government schools, the Minister may by instrument delegate the power of authorisation conferred by subsection (1)(f) to the chief executive officer referred to in section 151.

(3) A person who exercises a power of authorisation conferred by subsection (1)(f) in relation to a particular child is to take reasonably practicable steps to establish the child's whereabouts in each year of the child's compulsory education period.

Guidance

- Reasonable grounds for the above instances are:
 - a) transfer notes, email from another school (interstate or intrastate);
 - b) verbal confirmation from parent/s that student is leaving the state, letter or electronic notification from parent, interstate transfer note;
 - c) Exemption notification from either Education Regional Office or IPS Principal as per Delegations;
 - d) Home Education notification from Education Regional Office;
 - e) Principal's application of Section 20; Director General's application of Section 83; and
 - f) Email confirmation from STC.

The date a student is removed from the current enrolment register should be recorded as the date the student last attended the school. Details of the reason for removing the student from the current enrolment register should be recorded in the student's file and in the school's student database in accordance with section 21 of the *School Education Act (1999)*.

Primary schools should not remove Year 7 students from the current enrolment register until a notice of transfer has been received from the secondary school. Primary schools should contact the Education Regional Office by Week 3 Term 1 of the new school year with any concerns relating to these students.

Notice of Transfer

All Western Australian schools are required to notify the former principal of a student's transfer as per the *School Education Regulations (2000)* Regulation 11. Transfer notes are the recommended form for such communication.

A notification of transfer should be completed and sent to the student's former principal within five school days of the student's new enrolment in a public school. It is highly recommended that catholic and independent schools notify the student's former school principal within this five school day period as well.

It is important that the STC is informed if a school receives a notice of transfer for a student they have previously reported as missing so they can be removed from the SWU List.

Notices of transfer for students moving between education sectors should also be reported to the STC to enable removal from the SWU List.

Procedures for requesting to place a student on the Students Whose Whereabouts are Unknown List

If a student has been absent from school for three days without a reasonable explanation from their parent/s all steps listed under the Missing Students section of this document should be utilised to locate the student and restore their attendance.

Once all attempts to locate or contact a student have been conducted, download the *SWU Request Form* located at <http://bswb.det.wa.edu.au> and complete all details including:

- school name and code
- student's surname
- student's first name
- student's date of birth
- student's gender
- student's School Curriculum and Standards Authority ID (Secondary students only)
- student's Aboriginality status
- student's Year level
- student's date of enrolment
- student's last date of attendance
- student's parent/s name
- student's parent/s address and contact number
- attempts made to locate student
- consultation with Education Regional Office
- name of Education Regional Office
- consultation with STC
- actions taken to locate the student and anecdotal information e.g. family members believe they have moved interstate or friends said they have moved house
- name of referred person (this is the name of the person submitting the request)
- Principal's approval
- Principal's name
- school email address (this is where the confirmation email will be sent)
- date of request.

Email the completed *SWU Request Form* to the STC at Student.Tracking@education.wa.edu.au

On receiving the *SWU Request Form*, the STC will enter the information into the STS database. Once the STS database has completed the check, the STC will confirm via email the actions required.

If the student can not be located and regarded as missing, an *Entry Notification* email will be sent to the requesting school notifying them to transfer the student to their former roll.

If the student is located, a *New School Location Advice* email will be sent to the requesting school, the Education Regional Office and the new school where the student has enrolled.

For further information please contact the STC by telephone on (08) 9402 6449 or email at Student.Tracking@education.wa.edu.au

Appendix 1:



Department of
Education

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://bswb.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

Student surname:		First name:		Middle name	
Date of Birth:	/ /	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Year level:	
				Indigenous:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Enrolment:	/ /	Last date of attendance: (Mandatory)		/ /	
Curric. Council ID: (Secondary Students)		Parent/Guardian name:			

School Information

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

Attempts made to locate student

Letters home <input type="checkbox"/>	Emergency telephone numbers contacted <input type="checkbox"/>	Relatives or peer group queried <input type="checkbox"/>
Phone calls home	Transfer documentation checked <input type="checkbox"/>	Relevant agencies (if involved) contacted <input type="checkbox"/>
Home visit <input type="checkbox"/>	Previous school information checked <input type="checkbox"/>	Other

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.

--