



# Enrolment and Attendance Policy and Procedure

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## 1. Purpose

The purpose of a CARE school is to re-engage young people, who are educationally at risk and aged between of 13 and 20 years, in their education and training. The Port School cohort is made up of young people who are likely to:

- Have been excluded or are in the process of being excluded from a mainstream school.
- Refuse to attend a mainstream school due to a variety of reasons.
- Have an involvement or history with the Justice Department and a variety of support agencies or who are completely isolated from all support by choice.

## 2. Definitions

### Parent

For the purpose of this policy, the term parent includes parents, guardians and carers.

### CARE School

A Curriculum and Re-engagement in Education school, established and registered solely for the education of students at educational risk.

### Educational Risk

A student is at educational risk if he/she is of compulsory school age but unable to participate in mainstream schooling due to one or more of the following reasons:

- Is disengaged as evidenced by persistent non-attendance or a failure or refusal to enrol.
- Experiences learning difficulties or disadvantages that cannot be effectively catered for by a mainstream school.
- Is affected by life risk factors including domestic violence, abuse, homelessness, transience, addiction, chronic ill-health or pregnancy.
- Is subject to a Children's Court Order.
- Is the subject of a Responsible Parenting Agreement covering school attendance.
- Is a persistent or serious juvenile offender.

### Child Abuse

Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a caregiver.

Sexual abuse occurs when a child is exposed to, or involved in sexual activity that is inappropriate to the child's age and development level, and includes sexual behaviour in circumstances where:

- The child is the subject of bribery, coercion, threat, violence or exploitation.
- The child has less power than another person involved in the behaviour.
- There is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

Emotional abuse includes:

- Psychological abuse.
- Being exposed to an act of family and domestic violence.

Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged, or they are injured. Neglect may be acute, episodic or chronic.

- Adequate care for the child.
- Effective medical, therapeutic or remedial treatment for the child.

### Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; it can also include, for example, forcing



the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

### **Degrading punishment**

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

## **3. Enrolment Procedure**

Information regarding enrolling at Port School can be found on the school website ([www.portschool.wa.edu.au](http://www.portschool.wa.edu.au)). Information may also be obtained by calling the School Business Manager on 9335 6323 or sending an email to [admin@portschool.wa.edu.au](mailto:admin@portschool.wa.edu.au).

As Port is a small school, places are limited and there may be a waiting period before a position becomes available.

In order to commence enrolment procedures, please:

- Call the School Business Manager and lodge an Expression of Interest in order to add the student's name to the waitlist.
- The School will contact the parent when a position has become or is likely to become available. Typically, three separate phone calls on three different days will be made. If the parent is not contactable and does not respond to the School within five working days, the applicant may be removed from the waitlist.
- The placement of a student's name on the waitlist does not create a legal obligation upon the School to make a place available, or to offer a place in a particular order in which names are placed on the list.
- The parent and student will be invited for an initial interview with the Principal and/or Head of School. At this interview, the suitability of Port School in respect to the student's needs will be explored and assessed.
- If Port School is found by both parties to be suitable, an enrolment at Port may be offered.
- If the parent and student wish to take up the offer of an enrolment, they will be requested to complete an Enrolment Form and supply all required documentation (see 'Responsibilities of Parents').
- A second interview will be arranged with the student's Port School Mentor and is to be attended by the student and parent.
- Students may be required to attend a maximum 2-day induction program, which may take place both on and off-campus and may be held in the school holidays. Completion of the induction is essential in order to proceed with the enrolment.
- An initial probation period of 10 days, during which the student attends for half-days only, is compulsory. Attendance and engagement will be reviewed at the end of this period. Probation may be extended or if appropriate, the student will transition to a full-time enrolment.

Prior to commencing at Port, students are required to sign the Student Code of Conduct and acknowledge receipt of the Port School Handbook, confirming that they are aware of consequences and procedures if the Code is breached. The Handbook outlines guidelines and expectations, including those relating to behaviour and consequences, dress code, use of personal mobile devices and codes of conduct. All relevant school policies are available on the school website ([www.portschool.wa.edu.au](http://www.portschool.wa.edu.au)). Copies may also be requested from the School at any time.

## **4. Responsibilities**

### **4.1 Responsibilities of the School**

- To ensure that the School's enrolment and attendance procedures comply with all legal requirements.
- To document and retain evidence supporting the decision that a student enrolled was or is educationally at risk.
- To not enrol any student before they have reached the eighth year of their compulsory education period.
- To maintain an Enrolment Register.
- To maintain enrolment records in accordance with the School Education Regulations.
- To comply with the Port School Privacy Policy.



## 4.2 Responsibilities of Parents

Parents wishing to enrol their child at Port School must supply the following documentation. Failure to do so may result in an enrolment being delayed or not proceeding.

- Birth Certificate.
- Medicare Card.
- Healthcare or Concession Card (if applicable).
- A current Immunisation History Statement (issued by the Australian Immunisation Register) no older than 3 months.
- An up-to-date medical action plan for anaphylaxis, asthma, diabetes and/or epilepsy sufferers, issued by a medical practitioner (if applicable).
- Previous NAPLAN results (if applicable).
- Previous semester school report.
- Any specialist educational and medical reports (if applicable).
- Copies of Residency Orders, Parent Responsibility Orders, Contact Orders, Parenting Plans or Court Orders (eg: VRO).
- Any documentation that may be required to determine the residency status or visa subclass of the parent or the child.

## 5. Enrolling Students on Visas

When enrolling a student who is not an Australian citizen, a record of the information used to determine the residency status or visa subclass of the parent or child at the time of enrolment is required. Documents may include:

- Visa information relating to the student or parent/s.
- Evidence of citizenship or valid passport with date of birth and visa at time of enrolment.
- Passport and visa expiry dates.
- Documentation and assessment material used by the School to make the decision that a student satisfies the definition for census inclusion as a Student on a Visa.

These records may be required as evidence for validation of funding claims and must be kept for seven years.

## 6. School Fees

School fees are invoiced on a termly basis at \$1,000 per term. Port offers a fee subsidy based on the following:

Families/carers with a combined annual income between \$60,000 and \$120,000 - \$550 per term

Families/carers with a combined annual income of less than \$60,000 and concession card holders - \$140 per term

Evidence of income is required if applying for a fee subsidy. We suggest a small weekly or fortnightly direct debit to make the payment of these costs easier. If families are experiencing difficulty in paying fees, or need any assistance they should contact the School Business Manager.

Payment can be made directly into the School account by bank transfer, or alternatively in person at the main office by cash or debit/credit card.

Account Name	Port School
Account Number	63 199 4064
BSB	086 217

Port School generally covers the cost of most activities, excursions and camps. On occasion, there may be a small student contribution payable to attend an arranged school excursion. The contribution must be paid in full prior to the activity. If families are experiencing difficulty in paying, they should contact the School Business Manager.

## 7. Attendance and Punctuality

An education is the best gift that a parent can give their child. In order to benefit from the educational opportunities that Port School offers, a student needs to attend school regularly and arrive on time to all classes.

Students are expected to attend school every day and it is the responsibility of the parent to ensure that their child arrives on campus for an 8.45am start. Students arriving after 9.20am whose guardians/carers have not notified the School in advance of a justifiable reason, will not be permitted to attend on that day and will be sent home. This time coincides with the start of Period 2.

Parents also have the responsibility of advising the School immediately if their student is unable to attend on any day, and the reason for their absence. Lengthy, unexplained absences may result in loss of Centrelink allowances (if applicable).

### Acceptable reasons for absence

- Sickness
- Danger of being infected by someone else who is sick
- Temporary ill health
- Permanent ill health
- Unavoidable significant cause e.g. death of a close friend; family bereavement; family trauma
- Attending a school organised activity e.g. camp, excursion, off campus training and work experience
- Sporting or cultural event

### Unacceptable reasons for absence

- Truancy – just deciding not to go to school
- Shopping expeditions with or without parent
- Haircuts
- Helping at home or parent place of work
- Appointments which could be made outside school hours e.g. driving lessons/tests
- Holidays
- Part-time or casual work (not endorsed by the School), including travel to or from work
- Excessive time for avoidable appointments

Port School is an alternative learning environment where students may be involved with the Department of Child Protection or Corrective Services. The School must advise these agencies if a student is absent.

## 8. Absences Reported to the Parent

Attendance is recorded in the School SEQTA database. If a student has not arrived at school by 9.20am, an SMS notification will be sent to the parent advising that their student is not at school requesting them to contact the School regarding the absence.

The Student Mentor will contact the parent by phone if a student is absent for longer than three days, and no clarification has been received.

The parent should notify the School immediately in the event of the student

- Transferring to another school, training organisation or TAFE.
- Commencing part or full-time work, including work experience not arranged/endorsed by the School.

## 9. Concerns, Complaints and Disputes

Port School welcomes comments and feedback from the school community including students, parents/guardians staff and external agencies. We recognise and acknowledge the entitlement to express a concern or complaint, and all feedback is taken seriously. Most issues can be resolved easily by discussing them with the relevant people. However, if the matter is not resolved, members of the School community are encouraged to contact a staff member, or the Principal, to raise the matter.

The Port School Concerns, Complaints and Disputes Policy is available on the school website ([www.portschool.wa.edu.au](http://www.portschool.wa.edu.au)). A copy may also be requested from the main office.

Port School is committed to the National Principles of Child Safe Organisations, and as such, is committed to the provision of a child focused concerns and complaints process.



Concerns and complaints will be treated in a confidential manner and with respect. Knowledge of them will be limited to the Principal and those directly involved. It is the School's policy that complaints made by parents should not adversely impact on their children. The School will not tolerate victimisation or adverse consequences shown towards a person who raises a concern and/or a complaint.

A flowchart explaining how the School handles complaints received from parents and students is appended to this policy. This procedure will be followed for any concern or complaint that cannot be resolved informally in consultation with Port School staff.

The procedure for handling a complaint received relating to grooming or child abuse is described in the Port School Child Protection Policy and Guidelines. Port School explicitly forbids any form of child abuse, corporal punishment or other degrading punishment as defined in this policy. The Child Protection Policy and Guidelines are available on the School website ([www.portschool.wa.edu.au](http://www.portschool.wa.edu.au)). A copy may also be requested from the main office.

## 9.1 Concerns and Complaints from Students

Every student at Port School has the right to feel speak up about how they feel about something that is affecting them, the right to tell someone if they feel worried, afraid or if they do not feel safe. The School will take comments seriously and wishes to help.

### How do I make a complaint?

- By talking about it – or by writing it down if that's easier. You can speak to any staff member with whom you feel safe and comfortable, including the Principal.
- You can do it by yourself, with a friend, as part of a group, or through your parents or another adult that you trust and or feel safe with.

### Who can I talk to?

- To anyone on staff, to anyone in the school that you feel safe and comfortable with, or you can talk to a family member who you trust and feel safe with.

### Does it matter what the issue is?

- No, it can be a big problem, or a small one. Talking things over can often help to find solutions.

### What will happen next?

- If possible, the staff member will deal with it in person. If not, he or she will explain who it needs to go to and why.
- We will ask you how you would like us to keep you updated on what is happening with your concern or complaint. We will support you in managing whatever is troubling you.

### Do others have to know?

- The teacher or the person you talk to will not talk to anyone else about your issue, unless they have to for your safety and wellbeing. If this is the case, we will discuss this with you.

Even if you find the issue hurtful or embarrassing, we encourage you to talk to us, as we want to make sure you feel safe and happy at our school.

## 10. Equal Opportunity and Anti-Discrimination

Port School is committed to equal opportunity and diversity, where the rights of individuals are upheld, and everyone is treated with respect, fairness, equality and dignity. The School views all forms of discrimination and harassment within the School's structure, culture, curriculum and working and learning environments as inappropriate.

The Port School Gender and Sexual Diversity Policy outlines the School's commitment to offering a safe, supportive and inclusive environment for all school community members. This policy is available on the School website ([www.portschool.wa.edu.au](http://www.portschool.wa.edu.au)). A copy may also be requested from the main office.

### How Complaints are Processed

