



ENROLMENT POLICY

Reviewed: August 2016
Next revision: August 2017

When a new student arrives at Purnululu Aboriginal Independent Community School (PAICS) the school initially looks to the parent/carer to provide information as to whether or not the intention is for the child to remain at the school. If this is the case the student is enrolled at PAICS. A transfer note is then sent to the student's previous school. However if the student's stay will be 10 days or less attendance records will be kept (noting the student as a visitor) but the student will not be formally enrolled at PAICS. The school will make every effort to let their permanent school know they are visiting at PAICS.

Once a student is enrolled at PAICS, every effort is made to collect student details for the Enrolment Register from the parent/carer of the child, such as date of birth and any medical information. If this does not prove possible the school will access student information from outside agencies such as the Community Health Clinic in Halls Creek.

The policies of un-enrolling students from PAICS are as follows:

- PAICS receives a transfer note from another school indicating the student is now attending that school. The student is un-enrolled from the date of the transfer note.
- Students are only un-enrolled once the school has received a transfer note. If the student has not attended PAICS anytime for the past month, and no transfer note has been forthcoming from another school, the appropriate officer at the Kimberley Regional Education Office in Broome will be informed that the student's whereabouts are unknown.
- Should the school receive information from the parents/carers of their children's whereabouts, but a transfer note has not been forthcoming from another school, PAICS will endeavour to contact the assumed school to request confirmation of the student's enrolment. If a transfer note is not received within one month, the appropriate officer at the Kimberley Regional Education Office in Broome will be informed that the student's whereabouts are unknown.