



Morley Senior High School

Enrolment Procedures

&

Class Changes

Version 1.1

Ratified by:	Date
Review Date	09 February 2026

RATIONALE

Enrolments can be submitted from any students in Years 7 – 12. Former Students who are returning to Morley SHS are required to complete a new enrolment and complete procedures as on first enrolment.

Mid-year enrolments follow the same process as end of year enrolments and enrolments for Year 6 to 7 students. The same documentation and proof of residence is required.

All applications are reviewed by a Deputy Principal and a decision is made to schedule an interview, accept or decline.

To enrol a child at Morley SHS, the following steps are taken:

Step 1- Contact with Morley Senior High School is made and an application for enrolment form is completed.

Step 2- The application for enrolment is submitted as soon as possible along with copies of all required documentation as listed in the application for enrolment. Please note that incomplete applications will not be accepted.

Step 3- School Officer advises applying Parent / Carer to complete all fields of the Application and elaborates the required documentation.

Step 4- Morley SHS will acknowledge receipt of applications and advise families of anything else required to assist in considering the application. If required, a School Officer will arrange a suitable interview time for the appropriate Deputy Principal (7-9 or 10-12) and invite the Parent/Carer and the child to attend.

Step 5- This interview is an opportunity to discuss the daily activities at the school and to allow parents/carers and students to raise any questions. The enrolment interview is a key stage in the enrolment process and one or both parents should attend along with the student. If there is a need for considerable learning interventions and support a referral to the Learning Support Coordinator will occur and the LSC will make contact to discuss the need for further planning. If a Risk Management Plan (RMP) is required, a referral to the School Psychologist will occur and the PCSS and Psychologist will make contact to discuss the plan.

Step 6- Morley SHS will notify the Parent/Carer of the result of the Enrolment application. A letter confirming placement will be emailed and mailed to the Parent/Carer.

Step 7- When a suitable timetable is determined, and if required documented planning is prepared the student will be placed on Admissions and an intended start date is communicated with student and the Parent / Carer.

Step 8- The Chaplain and/or appropriate Year Coordinator are informed and hold a 9:00am Orientation and Induction on the first day of attendance.

Step 9- On the new students first day, Student Reception give the new student their timetable and contact the Chaplain to meet with the new student. Student is moved to Current from Admissions when they arrive on the first morning.

Morley SHS will:

- accept all applications for enrolment using the *Application for Enrolment Form* and enrol eligible children using the *Enrolment Form* in the *Enrolment Pack*;
- request an Australian Immunisation Register (AIR) immunisation history statement that is not more than two months old;
- allow students who are enrolled during their compulsory education period to continue their enrolment after they turn 18.
- consider applications for enrolment from students under the age of 18 years who are new arrivals to Western Australia and have had no break in their secondary schooling prior to arriving in Western Australia.
- enquire as to the status of any Disability Resources Allocations (DRA)
- confirm that
 - ✓ the application has been lodged by a parent/carer;
 - ✓ evidence of a child's legal name, age, proof of address, immunisation status, Medicare number, if available, and any relevant current papers such as Family Court Order/s, parenting plans, country of residence, citizenship and right to reside in Australia have been sighted;
 - ✓ contacts provided are appropriate for emergency situations;
 - ✓ details of any disability are included on the enrolment form;
 - ✓ the Student Health Care Summary and any relevant health care authorisation/s are attached to the enrolment form; and
 - ✓ the child's details are in the student file and on the enrolment register.

STUDENTS WITH MEDICAL CONDITIONS

If the student has a medical/health condition, additional medical forms are to be completed by parents (Form 4 Anaphylaxis, Form 5 Mild Moderate Allergy, Form 6 Diabetes, Form 7 Seizure and Form 8 Asthma). After the enrolment has been accepted, the health form is forwarded to the Student Support Hub who will create an Action Plan, if needed, for the students' dashboard.

IF A STUDENT NEEDS TO CHANGE CLASSES DURING THE SCHOOL TERM – EITHER NEW ENROLMENTS OR EXISTING STUDENTS.

1. If the change originates from parents, HoLAs are contacted to approve the change, and impacted teachers are notified as soon as possible before the commencement date.
2. If the change originates from curriculum needs, parents may be contacted but it is the responsibility of who makes the changes to communicate to impacted staff.