

# APPLICATION FOR ENROLMENT

## GENERAL INFORMATION (FOR ALL ENROLMENTS)

*This is an application only and not an enrolment.*

A parent/responsible person applying to enrol a child in a public school should complete this *Application for Enrolment* form. Only permanent Australian residents and those children holding an approved visa subclass number are eligible to enrol in public schools.

Before you submit this application, please contact the school of your choice to find out about the school policies and whether required courses (Year 8 onwards) and facilities are available for your child.

Please complete one form for each child. You will also be required to show proof of your child's date of birth (usually birth certificate) and of your usual place of residence. An example of this would be a utilities account (electricity, water or telephone) showing your name and usual place of residence.

## APPLICATIONS FOR KINDERGARTEN, PRE-PRIMARY, YEAR 1 OR SECONDARY SCHOOL FOR THE FIRST TIME

Applications for the first round of offers for Kindergarten, Pre-primary, Year 1 or Year 8 are accepted any time during the year before attending until the closing date. This is usually the last Friday in July. Applications after this date will be considered on a case by case basis, in accordance with the *Enrolment* policy and classroom availability.

Once accepted, you will be required to complete enrolment procedures at the school.

Parents should bring evidence of the child's legal name, immunisation records, immigration records (if applicable) and medical information. Any Family Court Orders or parenting plans registered with the Family Court should also be made available at the time of enrolment.

If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

## APPLICATIONS TO CHANGE SCHOOLS

*Please refer to the General Information above.*

You will be notified by the principal at the earliest possible opportunity if your application is accepted. In the majority of cases, parents will be advised within two working days

Once accepted, you will be required to complete enrolment procedures at the school.

Parents should bring evidence of the child's legal name, immunisation records, immigration records (if applicable) and medical information.

You will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

Any Family Court Orders or parenting plans registered with the Family Court should also be made available at the time of enrolment.

If your child has gained enrolment from outside the local-intake area into a specialist program, their siblings will not be guaranteed enrolment in the school.

For a student with a disability who has significant and complex support needs, the principal will negotiate with the parent/responsible person the day on which the student will begin attending if the necessary teaching and learning adjustments are not immediately available at the time of enrolment.

*Please note: It is a requirement of the Department of Education that any information on suspensions and exclusions is provided to the school at the time of applying to enrol a child. This information will help the school to provide your child with the appropriate support, if required. Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires. Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.*

## **B.1 TRANSPORT**

If you are applying to attend a school other than your local school, transport will be your responsibility. All enquiries regarding school bus services should be directed either to the school where the *Application for Enrolment* is being submitted or to the Public Transport Authority.

## **B.2 APPEALS**

Should you disagree with a school's decision regarding your *Application for Enrolment* you can appeal to the District Education Office in the district in which the school is located.

The District Education Office will then seek to verify whether the process for managing *Applications for Enrolment* have complied with Departmental policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the principal or the Manager District Operations at the District Education Office to discuss your grievance informally. Appeal forms are available at Appendix C1, or from the school or the District Education Office.

*For parents of students with a disability* - If you remain dissatisfied with the decision about placement of your child, you may request an independent review of the decision. You should put your request in writing to the Director General of Education, through the relevant Director Schools. A Disabilities Advisory Panel will be convened to review the placement decision. An opportunity will be provided by the panel for you to present your case. The Director Schools will be able to provide you with detailed information about the panel.

## **B.3 CONFIDENTIALITY**

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* and the Department of Education's *Information Privacy and Security policy* preclude this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; and
- to comply with legal requirements or ministerial directions.

## B.4 APPLICATION FOR ENROLMENT FORM

### WESTERN AUSTRALIAN PUBLIC SCHOOL

*\*\*Please read the attached general information sheet and submit to the school of your choice.*

#### OFFICE USE ONLY

Date received: \_\_\_\_\_

Birth certificate sighted: YES  NO

Visa sighted YES  NO

Family Court Order sighted YES  NO

<b>1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)</b>			
Child's surname	Given names	Date of birth	Sex (M /F)
Surname of parent/responsible person	Given names	Mr/Mrs/Ms	
Residential Address (must be completed)			Postcode
Nearest intersecting street			
Postal Address (if different from residential address)			Postcode
Telephone – Home		Mobile Phone No	
Work (if convenient)		Email	
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/>			
If applicable, year level child currently enrolled in (e.g. Year 7)			
If applicable, name of school at which the child is currently or was last enrolled:			
Are you applying to enrol in a specialist program at this school? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> Name of specialist program:			
Will there be any brothers or sisters attending this school? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> Names and year levels:			
** Is your child currently under suspension from a school? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> If yes, name of school:			
** Has your child ever been excluded from a school? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> If yes, name of school:			
<b>2. PERMANENT RESIDENT OF AUSTRALIA?</b> Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please indicate date entered Australia: _____ VISA SUB CLASS No: _____			
<b>3. DISABILITY/MEDICAL CONDITION?</b> This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child. Please indicate (√)			
Physical YES <input type="checkbox"/> NO <input type="checkbox"/>	Intellectual YES <input type="checkbox"/> NO <input type="checkbox"/>	Other YES <input type="checkbox"/> NO <input type="checkbox"/>	Medical Condition YES <input type="checkbox"/> NO <input type="checkbox"/>
Please outline nature of disability/medical condition:			
<b>I declare that the information provided on this form is true.</b> <i>If applying for a Kindergarten or Pre-primary program, I also declare that this is the ONLY application I have made.</i>			
Signature of parent/responsible person _____		Date _____	
Signature of parent/responsible person Á _____		Date _____	
Signature of parent/responsible person _____		Date _____	
** These questions are unlikely to apply to Kindergarten and Pre-primary children.			