



# Department of EDUCATION

*\*\*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

Application: accepted / not accepted

# APPLICATION FOR ENROLMENT (CONFIDENTIAL)

## Year 7

### 1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

Child's surname	Given names	Date of birth	Sex (M/F)
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Surname of parent/guardian	Given names	Mr/Mrs/Ms
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Residential Address (must be completed)	Postcode
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Nearest intersecting street
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Postal Address (if different from residential address)	Postcode
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Telephone – Home	Work (if convenient)	Mobile Phone No	Email Address
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Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child?  
Please indicate (  ) YES  NO   
If yes, please provide documentation

If applicable, year level child currently enrolled in (e.g. Year 6)  
Language studied

If applicable, name of school at which the child is currently or was last enrolled:

Have you submitted a separate application to enrol in a specialist program at this school? (  ) YES  NO   
Name of specialist program:

Is your child a SIM (School of Instrumental Music Student)? (  ) YES  NO   
If yes, instrument studied:

Are there any siblings currently attending this school? Please indicate (  ) YES  NO   
Names and year levels:

\*\* Is your child currently under suspension from a school? Please indicate (  ) YES  NO  N/A   
\*\* Has your child ever been suspended from a school? Please indicate (  ) YES  NO  N/A   
If yes to either, name of school:

\*\* Has your child ever been excluded from a school? Please indicate (  ) YES  NO  N/A   
If yes, name of school:

**2. PERMANENT RESIDENT OF AUSTRALIA?** Please indicate (  ) YES  NO   
If no, please indicate date entered Australia: \_\_\_\_\_ VISA SUB CLASS No: \_\_\_\_\_

**3. DISABILITY/MEDICAL CONDITION?**  
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	Intellectual	Other	Medical Condition
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please outline nature of disability/medical condition:  
Was your child allocated an Education Assistant in Year 6? YES  NO

**I declare that the information provided on this form is true.**

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

*\*\* These questions are unlikely to apply to kindergarten and pre-primary children.*

*NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed.*

*Information supplied may need to be checked by the school.*

## APPLICATION FOR ENROLMENT - GENERAL INFORMATION (FOR ALL ENROLMENTS)

### **This is an application only and does not guarantee enrolment.**

It is highly recommended not to purchase items such as uniforms until you receive confirmation of 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 7 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 SECONDARY SCHOOL FOR THE FIRST TIME**

Applications for the first round of offers for Year 7 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 the school's decision regarding your *Application for Enrolment* you can appeal to the South Metropolitan Education Office at 184 Hampton Road Beaconsfield 6162 or PO Box 63 South Fremantle.

The 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 Education Office to discuss your grievance informally. Appeal forms are available at Appendix C1, or from the school or the South Metropolitan 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.