



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 Entry Year: 20__

This is an application only and does not guarantee enrolment. Once accepted you will be required to complete a full enrolment package.

1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)			
Child's surname		Given names	
Surname of parent/guardian		Given names	
Residential Address (must be completed)		Postcode	
Nearest intersecting street			
Postal Address (if different from residential address)		Postcode	
Telephone – Home	Work (if convenient)	Mobile Phone No	Email Address
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"/> N/A <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/> Name of specialist program:			
Is your child an IMSS (Instrumental Music School Services) student? (✓) YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, instrument studied:			
Are there any siblings currently 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"/> ** Has your child ever been suspended from a school? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> If yes to either, 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:			
2. PERMANENT RESIDENT OF AUSTRALIA? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/> 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 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: If ASD diagnosis , please refer to the Autism Spectrum Disorder eligibility requirements on the school website or request a copy from the school office.			
Was your child allocated an Education Assistant in Year 6? YES <input type="checkbox"/> NO <input type="checkbox"/>			
I declare that the information provided on this form is true.			
Signature of parent/guardian		Date	
<i>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.</i>			

APPLICATION FOR ENROLMENT

General Information

A parent or legal guardian applying to enrol a child in Kalamunda Senior High School should complete this form. (Only permanent residents of Australia and those children holding approved visa sub class numbers are eligible to be enrolled in government schools.)

This is an **Application for Enrolment only – submitting this form to Kalamunda Senior High School does not mean that the enrolment has been accepted.** The principal will firstly need to determine if there is classroom accommodation and an appropriate education program for your child at the school, and to fully consider the information provided in Section 3 on the application form.

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.

If your application is accepted, you will be required to complete a full enrolment package and other enrolment procedures at the school. Parents/guardians should ensure that their child's birth certificate, immunisation records, school reports, records from previous school, and any Family Court orders or parenting plans registered with the Family Court, are 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.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

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

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.

Transport

If you are enrolling from outside the Kalamunda Senior High School intake area, you will need to organise any transport that is required.

Appeals

You may appeal against the school's decision regarding enrolment of your child. Prior to submitting an appeal, it is recommended that you contact the principal or the Manager District Operations at the Education Office (Ph: 9336 9563) to discuss your grievance informally.

The appeal should be on the appropriate form, and should be directed to:

South Metropolitan Regional Education Office

184 Hampton Road OR PO Box 63
Beaconsfield WA 6162 South Fremantle WA 6162

Different appeal provisions exist for students with an intellectual disability. Full details are available from the school or the South Metropolitan Regional Education Office.

Confidentiality

All information provided on this form will be treated confidentially. The Education Department's Information Privacy and Security Policy and Section 242 of the School Education Act 1999 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; or
- To comply with legal requirements or ministerial directions.