



## APPLICATION FOR ENROLMENT

### General Information

A parent/responsible person applying to enrol a child in a public school should complete this form. Only permanent residents of Australia and those children holding an approved visa subclass number are eligible to be enrolled 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 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 for example a Driver's Licence, electricity, water or telephone account or a Statutory Declaration showing your name and usual place of residence.**

### Applications For Kindergarten, Pre-Primary (first year of compulsory schooling), or Secondary School For The First Time

Applications for the first round of offers for Kindergarten, Pre-primary, or Year 8 are accepted any time during the year before attending until the closing date. **Friday 22<sup>nd</sup> July 2016** 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.

### 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.

### 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 Office will then seek to verify whether the process for managing the enrolment decision at the school complied with departmental policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the school principal or the Manager District Operations at the district 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, 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.

### Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* and the Department of Education and Training'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.



OFFICE USE ONLY

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

Proof of Residence: \_\_\_\_\_

# APPLICATION FOR ENROLMENT (CONFIDENTIAL)

# 2017

Year Applying for in 2017:- Kindergarten  Red Group - Monday, Wednesday and alternate Friday (Group **preference only** not guaranteed)  
 Kindergarten  Blue Group - Tuesday, Thursday and alternate Friday  
 Pre-Primary  Yr 1  Yr 2  Yr 3  Yr 4  Yr 5  Yr 6

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

Child's surname	Given names	Date of birth	Sex (M/F)
Surname of parent/guardian	Given names	Mr/Mrs/Ms	
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"/>			
If applicable, year level child <b>currently</b> enrolled in (e.g. Year 6)			
If applicable, name of school at which the child is <b>currently (2016)</b> 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:			
Are there any siblings attending this school in 2017?		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	

**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 YES  NO  Intellectual YES  NO  Other YES  NO  Medical Condition YES  NO

Please outline nature of disability/medical condition:

**I declare that the information provided on this form is true.** If applying for a kindergarten program, I also declare that this is the **ONLY** application I have made. If unsuccessful, my other preferences are:-

Signature of parent/guardian

Date

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



**Early  
Childhood  
Education**

2017

# **ELIGIBILITY DETAILS AT A GLANCE**

The State government has made a commitment to provide kindergarten places for all eligible children, **if possible**, at the school of their parent or guardian's choice.

To be eligible for enrolment in kindergarten in 2017, a child must be born between 1 July 2012 and 30 June 2013.

## **LOCAL INTAKE SCHOOLS—AS IS NEDLANDS PRIMARY SCHOOL**

If there are more applications than places available at any particular school, places will be offered in the following priority order:

### **KINDERGARTEN**

Children living in the intake area of the school and who will have a sibling enrolled at the school in 2017.

Children who live in the intake area of the school but will not have a sibling at the school in 2017.

Children who live outside the intake area of the school and who will have a sibling at the school in 2017.

Children who live outside the intake area of the school and who will not have a sibling at the school in 2017.

**NB.** *If there is more than one child in any of the above categories, priority will be given to children living closest to the school, measured in a straight line from place of residence to the school.*

## **SCHOOLS THAT ARE NOT LOCAL INTAKE**

### **KINDERGARTEN**

If there are more applications for enrolment than places available at any particular school, places will be offered first to children living **closest to the school**, measured in a straight line from place of residence to the school.

***Different criteria apply for enrolment  
in community kindergartens.***