

## APPENDIX A APPLICATION FOR ENROLMENT

### GENERAL INFORMATION

A parent/guardian applying to enrol a child in a government 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 government 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 and attach proof of your usual place of residence to this application form. An example of this would be a utilities account (electricity, water or telephone) showing your name and usual place of residence.

*This is an Application for Enrolment only* - submitting this form to the school does not mean that the enrolment has been accepted by the school. The Principal will firstly need to determine if there is classroom accommodation and whether an appropriate educational program and health care can be provided for your child at the school. In determining whether an appropriate educational program and health care can be provided for your child at the school, the Principal will need to fully consider the information provided in Section 3 on the application form.

You will be notified by the Principal about the outcome of your application at the earliest possible opportunity. In the majority of cases, parents/guardians will be advised within 48 hours. Parents applying to enrol their children in schools for next year will be advised of the outcome by early fourth term.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/guardians should ensure that the child's birth certificate, immunisation records, school reports, records and samples of work from the previous school, medical advice and any Family Court Orders or parenting plans registered with the Family Court are made available at the time of enrolment.

NB: It is a requirement of the Department of Education and Training that any information on suspensions and exclusions must be 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 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 with the school if enrolment is accepted.

## **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 Department of Transport.

## **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 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 Principal or the Manager District Operations at the District Education Office to discuss your grievance informally. Appeal forms are available from either 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 District Director. 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 District Director 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 2001* 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.

**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

**APPLICATION FOR ENROLMENT**

|  |  |   |   |
|--|--|---|---|
| <b>1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)</b>  |  |   |   |
| 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   |   |
| Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child?<br>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"/><br>Name of specialist program:  |  |   |   |
| Are there any siblings currently attending this school? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/><br>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"/><br>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"/><br>If yes, name of school:   |  |   |   |
| <b>2. PERMANENT RESIDENT OF AUSTRALIA?</b> Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/><br>If no, please indicate date entered Australia: _____ VISA SUB CLASS No: _____   |  |   |   |
| <b>3. DISABILITY/MEDICAL CONDITION?</b><br>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<br>YES <input type="checkbox"/> NO <input type="checkbox"/>   | Intellectual<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | Other<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | Medical Condition<br>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. If applying for a kindergarten or pre-primary program, I also declare that this is the ONLY application I have made.</b>  |  |   |   |
| Signature of parent/guardian _____   |  | Date _____  |   |
| Signature of parent/guardian _____   |  | Date _____  |   |
| Signature of parent/guardian _____   |  | Date _____  |   |
| ** These questions are unlikely to apply to kindergarten and pre-primary children.   |  |   |   |