

# ENROLMENT PACK (PART A)

## APPLICATION FOR ENROLMENT

(For enrolment in a Western Australian Public School)

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>

### Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two step process.

#### **Step 1: Enrolment Pack Part A – Application for Enrolment**

Parents lodge an *Application for Enrolment Form* with the school (attached within this pack).

#### **Step 2: Enrolment Pack Part B – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)**

If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* in a Western Australian public school and you will be required to complete an *Enrolment Form*.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

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

The Department's *Enrolment Policy* can be found at <http://www.det.wa.edu.au/policies>.

### **Confidentiality**

All information provided on this form will be treated confidentially. Section 242 of the School Education Act 1999 precludes 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.

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's Enrolment Policy which can be found at <http://www.det.wa.edu.au/policies>.

### **Who can enrol a child?**

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court.

## Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section Applications to local-intake schools (compulsory years of schooling) below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline. From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school, community kindergarten or day care program. This change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases. Parents applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is 'up-to-date' to avoid their application for enrolment being declined.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

## Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

The priority for enrolling children outside the local-intake area is in this order:

- First Priority** A child who is accepted into a special program including Approved Specialist Programs (secondary schools).
- Second Priority** A child who has a sibling enrolled at the school for the year; this does not include a sibling who has gained enrolment through special programs including Approved Specialist Programs (secondary schools).
- Third Priority** A child who lives closest to the school (not closest to the boundary of a local-intake area).

If you are unsure whether the school you applied for has local-intake status, you may check the Declaration of Local-Intake Areas for Schools on the Department's policies website at <http://www.det.wa.edu.au/policies>, (Browse via A-Z document list). Further information is available from the Enrolment policy/Enrolment Procedures/Local-intake area schools, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

## Lodging Applications and Enrolment forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment and the Enrolment form concurrently, with the agreement of the school.

## Requested documentation

You will be asked to show:

- your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents;
- your child's Australian Immunisation Register (AIR) Immunisation History Statement;
- proof of child's usual place of residence including utilities account, lease agreement or current council rates;
- copies of any Family Court or other court orders (if applicable)
- and visa details and passports (if applicable).

You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol. You can provide one of the following:

- Australian Immunisation register (AIR) Immunisation History Statement that is not more than 2 months old; or
- Australian Immunisation register (AIR) Immunisation History Form for children on a catch up schedule that is not more than 6 months old; or
- Immunisation Certificate issued by the Chief Health Officer.

*Other immunisation documents are no longer accepted.*

## Disclosure of Information

### **For parents of students with disability**

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

### **Suspensions and Exclusions**

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.