

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 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 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.

Parents/guardians should ensure that the child's birth certificate, immunisation records, proof of address and current school report are submitted with this application form.

After your application is received, parent/guardian and child will be required to attend an interview. If the child is successful at interview, you will then be required to complete enrolment procedures at the school. If applicable any medical advice form, Family Court Orders and or parenting plans registered with the Family Court are to be 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 Regional Education Office in the area in which the school is located.

The Regional Education Office will then seek to verify whether the process for managing the enrolment decision at the school complied with departmental policies and guideline. Prior to submitting an appeal, however, it is recommended that you contact the Principal or Coordinator Regional Operations at the Regional Education Office to discuss your grievance informally. Appeal forms are available from either the school or the Regional 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 Regional Education 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 Regional 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 and 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;
- To comply with legal requirements or ministerial directions.



**SOUTH
FREMANTLE**
SENIOR HIGH SCHOOL

Navigating Sustainable Futures

APPLICATION FOR ENROLMENT FORM

(For enrolment in a Western Australian Public School)

Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.

DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of child: _____

Name of person enrolling child:

Title: _____ 1st Name: _____ 2nd Name: _____ Surname: _____

Relationship to child: _____

(Independent Minors and those aged 18 years or older may apply on their own behalf)

Tel (H): _____

Tel (W): _____

Mobile: _____

Signature: _____

Date: ____/____/____

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.

DOCUMENTS TO BE PROVIDED

Checklist:

Please place an ***X*** in the box to indicate each document attached (or sighted) to this application form.

**Note: If you are typing the information into this form, double-click the check box and select the radio button under the heading Default value 'Checked' and click OK.*

1. Birth Certificate (original or certified copy) or extract or other identity documents
if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).
2. 'Immunisation Certificate'
3. Copies of Family Court or any other court orders (if applicable)
4. Proof of address (see Requested documentation in the attached Parent information)
5. Information relating to suspensions or exclusions
6. Information relating to disability

If your child was not born in Australia, you must provide evidence of:

1. Date of entry into Australia
2. Passport or travel documents
3. Current visa subclass and previous visa subclass (if applicable)

If your child is a temporary visa holder, you must also provide:

Confirmation of enrolment or evidence of any permission to transfer

provided by Education and Training International (ETI) email: study.eti@dtwd.wa.gov.au
(if holding an International full fee student visa, sub class 571);

or

Evidence of the visa for which the student has applied if the student holds
a bridging visa

| OFFICE USE ONLY | |
|--|--|
| Date received: | _____ |
| Year Level: | _____ |
| Birth certificate/Passport/Travel document sighted (Circle). | |
| Student resides within local intake area | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Visa sighted: | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Family Court Order/s: | <input type="checkbox"/> YES <input type="checkbox"/> NO |

PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

| | | | |
|--|------------------|------------------------|--------------|
| Child's surname Legal (if different): | Given names: | Date of birth: | Sex (M / F): |
| Surname of parent/responsible person: | Given names: | Mr / Mrs / Ms / Other: | |
| Residential Address (must be completed): | | | Postcode: |
| Nearest intersecting street: | | | |
| Postal Address (if different from residential address): | | | Postcode: |
| Telephone (Home): | Mobile Phone No: | | |
| Work (if convenient): | Email: | | |
| Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Is the child subject to access restriction? If yes, please specify and attach supporting documentation. <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Year Level: _____ | | | |
| Start date: Beginning of school year 20 ____: <input type="checkbox"/> YES <input type="checkbox"/> NO. If NO, indicate start date: _____ | | | |
| 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? Name of specialist program: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Will there be any brothers or sisters attending this school? Name/s and year levels: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Is your child currently under suspension from a school? If YES, name of school: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Has your child ever been excluded from a school? If YES, name of school: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| Is your child a permanent resident of Australia? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____ | | | |
| Does your child have a disability/medical condition? <i>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.</i> Please indicate whether: <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition/s Please outline nature of disability/medical condition/s (or attach details). | | | |
| Application for Enrolment approved: _____ (signature of Principal) ___/___/___ (date) | | | |