INFORMATION FOR PARENTS/GUARDIANS

Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

Once the application has been accepted, in addition to the Enrolment Form 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.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

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 to 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.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

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.

Disputes

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.

DOCUMENTS TO BE PROVIDED

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

1. Birth Certificate (original or certified copy) or extract or other identity documents ................................................................. ☑
   if applicable.
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 .................................................................................................................................................. ☑
7. Current School Report ............................................................................................................................................................ ☑

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
**Parent Occupation Groups**

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form.

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior management in large business organisations</strong>, government administration &amp; defence, and qualified professionals</td>
<td>Other business managers, arts/media/sportspersons and associate professionals</td>
<td>Tradesmen/women, clerks and skilled office, sales and service staff</td>
<td>Machine operators, hospitality staff, assistants, labourers and related workers</td>
</tr>
<tr>
<td><strong>Senior executive/manager/department head</strong> in industry, commerce, media or other large organisation</td>
<td>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</td>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</td>
<td>Drivers, mobile plant, production/processing machinery and other machinery operators</td>
</tr>
<tr>
<td><strong>Public service manager</strong> (section head or above), regional director, health/education/police/fire services administrator</td>
<td>Specialist manager [finance/engineering/production personnel/industrial relations/sales/marketing].</td>
<td>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/credit clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</td>
<td>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</td>
</tr>
<tr>
<td><strong>Other administrator</strong> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</td>
<td>Financial services manager [bank branch manager, financial/insurance broker, credit/loans officer].</td>
<td>Skilled office, sales and service staff</td>
<td>Office assistants, sales assistants and other assistants</td>
</tr>
<tr>
<td><strong>Defence Forces</strong> Commissioned Officer</td>
<td>Retail services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</td>
<td>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</td>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].</td>
</tr>
<tr>
<td><strong>Professionals</strong> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</td>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author].</td>
<td>Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].</td>
<td>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</td>
</tr>
<tr>
<td><strong>Business</strong> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</td>
<td>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</td>
<td></td>
<td>Labourers and related workers</td>
</tr>
<tr>
<td><strong>Defence Forces</strong> senior Non-Commissioned Officer.</td>
<td>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</td>
<td></td>
<td>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classifier, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</td>
</tr>
</tbody>
</table>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.