

RIVERSIDE PRIMARY SCHOOL 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: _____

Relationship to child: _____
(Independent Minors and those aged 18 years or older may apply on their own behalf)

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

Please place **X** in to indicate each document is attached to this application form.

- | | | |
|----|--|--------------------------|
| 1. | Birth Certificate or extract or other identity documents if applicable | <input type="checkbox"/> |
| 2. | Immunisation records from Medicare | <input type="checkbox"/> |
| 3. | Copies of Family Court or any other court orders (if applicable) | <input type="checkbox"/> |
| 4. | Proof of address (see Requested documentation in the attached Parent information) | <input type="checkbox"/> |
| 5. | Copy of most recent School Report (if applicable) | <input type="checkbox"/> |
| 6. | Information relating to suspensions or exclusions | <input type="checkbox"/> |
| 7. | Information relating to disability | <input type="checkbox"/> |

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

- | | | |
|----|--|--------------------------|
| 1. | Date of entry into Australia | <input type="checkbox"/> |
| 2. | Passport or travel documents | <input type="checkbox"/> |
| 3. | Current visa subclass and previous visa subclass (if applicable) | <input type="checkbox"/> |

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) at 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:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Family Court Order:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Immunisation:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Visa sighted:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Proof of Address:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Application:	accepted / not accepted

PERSONAL DETAILS (Please print all details below)

Child's surname:	Given names:	Date of birth:	Sex (M /F):
Surname of parent/responsible person:	Given names:		Mr/Mrs/Ms:
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? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If applicable, year level child currently enrolled in (e.g. Year 5):			
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? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name of specialist program:			
Will there be any brothers or sisters attending this school? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Names and year levels:			
Is your child currently under suspension from a school? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If YES, name of school:			
Has your child ever been excluded from a school? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If YES, name of school:			
Is your child a permanent resident of Australia? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____			
Does your child have a 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 whether:			
Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition <input type="checkbox"/> _____			
<input type="checkbox"/> Please outline nature of disability/medical condition (or attach details).			
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.			
Signature of parent/guardian <u>KINDERGARTEN</u>			Date _____
Signature of parent/guardian <u>PRE PRIMARY - YEAR 6</u>			Date _____

APPLICATION FOR ENROLMENT

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. Parents first lodge an *Application for Enrolment* (attached) with the school. If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* and an *Enrolment Form* (Part B).

The form is to be completed in English. If you need help including translation services, please ask the school staff about available assistance.

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 Regional Education Office where sufficient evidence may not have been supplied.

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

Requested Documentation

You will be asked to show your child's Birth Certificate or birth extract or equivalent identity documents; your child's 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, driver's licence, statutory declaration; copies of any Family Court or other court orders; and visa details (if applicable).

Once accepted, you will be required to complete the enrolment procedures at the school. If your Application for Enrolment is not accepted, you will be advised in writing.

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; and
2. Independent minors and 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.

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.

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'. 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.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

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.

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>, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. You can view the selection criteria applied in considering applications for enrolment on the Department's policies website.

Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, a selection process is applied in considering applications for enrolment.

Confidentiality

All information provided on this form will be treated confidentially. S 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.