



**Bletchley Park**  
P R I M A R Y

# ENROLMENT POLICY

Dear Parent/Guardian,

This package contains information and enrolment materials for students who may or will be attending Bletchley Park Primary School.

## **Residents in the Local Intake Area**

Only permanent residents of Australia or those holding an appropriate visa sub class number and who live inside our boundaries are entitled to enrol.

To assist the school to determine the student's eligibility to be enrolled, the following supporting documentation should accompany the application for enrolment.

### **ADDRESS VERIFICATION – DOCUMENTS NO OLDER THAN THREE MONTHS**

- **Residing within the intake area** – proof of their residential address is required via the following current documents showing the address: utility account (eg Gas, Water or Electricity bill), Rates Notice or Rental Agreement. (PHONE BILLS ARE NOT ACCEPTABLE)
- **Process of Building or purchasing within the intake area** – Proof of Building Plans / Offer and Acceptance.
- **Living with a Family Member or Friend** – A Statutory Declaration completed by the owner of the property and signed by a Justice of the Peace stating that you are living there and a copy of the owner's Utility Notice.
- **Renting**- a copy of the rental agreement.
- **Up to three pieces of evidence to prove usual place of residence may be sought.**

### **IMMUNISATION VERIFICATION**

- **Immunisation Records** - Please provide your child's **Immunisation History Statement**. This is available from **Australian Childhood Immunisation Register (ACIR)** website [https://www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register?utm\\_id=9](https://www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register?utm_id=9)

**OR** if you have chosen for your child **NOT** to be vaccinated **PLEASE BE AWARE** that your child may be asked to be withdrawn from class should there be a measles epidemic.

### **STUDENT VERIFICATION**

- **If student and parents were both born in Australia.** - Student Birth Certificate only
- **If student was born in Australia and parents born overseas** - Student Birth Certificate and Parents' Passport and Visa documents.
- **If student was born overseas.** - Student Birth Certificate, Passport and Visa documents and Parents' Passport and Visa documents

The school reserves the right to suspend an enrolment should any of the information supplied on the enrolment application be fraudulent.

**Overseas students** It is necessary that we sight the passport and visa of the parent – primary visa holder – and the student at this time. Your visa number will determine the Fees (cost of education) that will be charged.

If you have any concerns or questions regarding the above information please contact the school on (08) 93940955.

**PLEASE ENSURE ALL FORMS ARE FULLY COMPLETED AND SUPPORTING DOCUMENTATION PROVIDED WITH YOUR ENROLMENT APPLICATION**



**English as an Additional Language or Dialect Students (EAL/D)**  
(To be completed by students who speak a language other than English)

**Academic Year** \_\_\_\_\_ **Calendar Year** \_\_\_\_\_

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Arrival in Australia: \_\_\_\_\_

Visa Sub Class Number: \_\_\_\_\_ Country of Origin: \_\_\_\_\_  
Languages spoken by Father: \_\_\_\_\_

Languages spoken by Mother: \_\_\_\_\_

Languages spoken by Student: \_\_\_\_\_

Student's First Language (Birth to 5 Years): \_\_\_\_\_

Are there any religious practices you wish us to observe for your child \_\_\_\_\_

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**Educational Background** (Schools and Dates attended)

Australia: \_\_\_\_\_ Start Date: \_\_\_\_\_

Overseas: \_\_\_\_\_ Dates: \_\_\_\_\_

Language of Instruction Overseas: \_\_\_\_\_

Did the Student attend an Intensive English Centre on arrival in Australia? Y/N \_\_\_\_\_

Was the Student educated in a Refugee Camp? Y/N \_\_\_\_\_

Was the Student's schooling interrupted for any reason Y/N \_\_\_\_\_ how long? \_\_\_\_\_

Can the Student speak appropriately according to age in his/her first language? \_\_\_\_\_

Is the Student able to read and write in his/her first language? \_\_\_\_\_

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Other relevant information:



# PRIMARY 2018

### OFFICE USE ONLY

Date received: \_\_\_\_\_  
 Year Level: \_\_\_\_\_  
 Birth certificate/Passport/Travel document sighted (Circle).  
 Student resides within local intake area  YES  NO  
 Visa sighted:  YES  NO  
 Family Court Order/s:  YES  NO

## 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: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> 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: Children may be enrolled in Kindergarten in one school only, either public or private.

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, doubleclick 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](mailto: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

**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 <b>20</b> _____: <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)			

