

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 – The PURPLE BOOK records are no longer accepted

- **Immunisation Records** - Please provide your child's up to date Immunisation History Statement. No older than 2 months. This is available from the MYGOV or Australian Childhood Immunisation Register (ACIR <https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account#a1>)

OR if you have chosen for your child **NOT** to be vaccinated **PLEASE BE AWARE** that your child may be asked to be withdrawn from class should there be a measles epidemic.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 Passport if issued.
 - Parents' Passports.
 - To confirm visa status please provide Visa Grant Notice documents for all parties.
 - If you have Australia Citizenship please bring Australian passport or Citizenship Document.
- **If student was born overseas**
 - Student Birth Certificate, Passport and Visa Grant Notice documents.
 - Parents' Passport and to confirm visa status please provide Visa Grant Notice documents.
 - If you have Australia Citizenship please bring Australian passports or Citizenship Documents.

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.

Cancellation of Enrolment – Under Section 20 of the School Education Act 1999

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_878_homepage.html

The principal may cancel the enrolment if satisfied that:

- The enrolment was obtained by giving false or misleading information OR
- The principal has not been notified of a change of particulars (refer section 17) – change of address
- If the usual place of residence changes within 3 months of commencement at school and the new residence is out of boundary.

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 _____

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? _____

Other relevant information:



OFFICE USE ONLY

Date received: _____
 Year Level: _____
 Birth certificate/Passport/Travel document sighted (Circle).
 Student resides within LOCAL INTAKE AREA ☐ YES ☐ NO
 BPPS SIBLING ☐ YES ☐ NO
 Visa sighted: ☐ YES ☐ NO
 Family Court Order/s: ☐ YES ☐ NO
 Medical ☐ YES ☐ NO
 LBOTE ☐ 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: _____

Date of Birth: _____ / _____ / _____ Female ☐ Male ☐

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: 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 refer to the attached Enrolment Policy for assistance.

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 Records - Please provide your child's up to date Immunisation History Statement.
 This is available from the MYGOV or Australian Childhood Immunisation Register (ACIR)
<https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account#a1> ☐
3. Copies of Family Court or any other court orders (if applicable) ☐
4. Proof of address (see Requested documentation in the attached Enrolment Policy) ☐
5. Information relating to suspensions or exclusions ☐
6. Information relating to disability or special needs for your child ☐

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 Grant Notice confirming visa subclass and previous visa subclasses (if applicable) ... ☐

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

(if holding an International full fee student visa, sub class 571);

1. Confirmation of enrolment or evidence of any permission to transfer ☐
 provided by Education and Training International (ETI) email: study.eti@dtwd.wa.gov.au

OR

2. 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 _____	Given names: _____	Date of birth: ____/____/____	Sex (M F): _____
Legal (if different): _____	_____	_____	_____
Surname of Parent/Responsible:	Given names:	Mr / Mrs / Ms / Other:	
Residential Address (must be completed):			Postcode:
Are you in the Bletchley Park Primary School Intake Zone? (Sibling enrolments are automatically accepted) <input type="checkbox"/> YES Mark your location on the attached map <input type="checkbox"/> NO A letter explaining why you are looking to enrol your child at Bletchley Park P.S. is required			
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? <div style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>			
Is the child subject to access restriction? If yes, please specify and attach supporting documentation <div style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>			
Year Level: _____ Start date: ____/____/____			
If applicable, year level child currently enrolled in (e.g. Year 1): Year _____			
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.: _____ Visa Grant Notice / Passport and/or Citizenship documentation is required. Does your child have a disability/medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/> <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. Please indicate whether:</i> <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition/s eg Allergies; Asthma Please outline nature of disability/medical condition/s (or attach details). _____ _____ _____			
Application for Enrolment approved: _____ (signature of Principal) ____/____/____ (Date)			
Cancellation of Enrolment – Under Section 20 of the School Education Act 1999 https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_878_homepage.html The principal may cancel the enrolment if satisfied that: - The enrolment was obtained by giving false or misleading information OR - The principal has not been notified of a change of particulars (refer section 17) – change of address - If the usual place of residence changes within 3 months of commencement at school and the new residence is out of boundary.			

