



ENROLMENT POLICY

Dear Parent/Guardian,

Thank you for your interest in applying to enrol your child in a Western Australian public school. To assist the school to determine the student's eligibility to be enrolled, the following supporting documentation should accompany the fully completed Application for Enrolment.

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

Please refer to the criteria set out in the School Education Regulations 2000.

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

APPLICATIONS TO LOCAL-INTAKE SCHOOLS (Compulsory years of schooling) PP - 6

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).

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

APPLICATIONS TO LOCAL-INTAKE SCHOOLS - Kindergarten

Applications open at the beginning of the school year.

Applications close First Friday of Term 3 each year for the following year enrolment.

Please provide your child's UP TO DATE Immunisation History Statement. (**No older than 2 months**).

This is available from MYGOV (Medicare) or Australian Childhood Immunisation Register

The principal will **NOT** enrol a Kindergarten student where:

- The immunisation status is 'not up to date'
- If they are not eligible to enrol as an exempt child;
- Or acceptable evidence of immunisation status is not provided.

Parents will be advised with in 3 weeks of closing date of their acceptance or decline.

ADDRESS VERIFICATION DOCUMENTS – NO OLDER THAN 3 MONTHS

Up to three pieces of evidence to prove the child's usual place of residence may be sought.

If your family are:

- 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)
- In the 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.

STUDENT VERIFICATION IDENTIFICATION

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

- A. If student and parents were both born in Australia
 - Student Birth Certificate only.

- B. 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.

- C. If student and parents were both born overseas
 - Passport and to confirm visa status please provide Visa Grant Notice documents.
 - If you have Australia Citizenship, please bring Australian passports or Citizenship Documents.
 - Parents' Passport and to confirm visa status please provide Visa Grant Notice documents.

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

TAFE International WA will assist with any overseas students visa information [Get your student visa | TIWA \(tafeinternational.wa.edu.au\)](http://tafeinternational.wa.edu.au)

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.

Family Court or other Court Orders

In order to provide a safe learning environment, please provide up to date copies of any Family Court or other court orders.

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>.