



ENROLMENT PACK (PART A) - APPLICATION FOR ENROLMENT

Rossmoyne Community Kindergarten

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>

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.

Step 1: Enrolment Pack Part A – Application for Enrolment

Parents lodge an *Application for Enrolment Form* (attached within this pack) with Rossmoyne Primary School on Second Avenue, Rossmoyne. Hard copies of several documents must accompany the completed application form. Applications will only be accepted if all documents are supplied – please refer to the checklist on page 4.

If you are applying for the current year, you will be advised about your application in writing as soon as possible. If you are applying for the following year, you will be advised in writing within 3 weeks of the closing date for applications, that is the end of the first week of Term 3.

Step 2: Enrolment Pack Part B – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)

If your child is offered a place at the Rossmoyne Community Kindergarten and you wish to accept the place, you will then need to provide:

- * an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old, with a status of 'up to date'; OR
- * an AIR Immunisation History Statement, no more than two months old, showing the status is 'not up to date' and an approved catch up schedule; OR
- * a valid immunisation certificate issued or declared by the Chief Health Officer.

Other immunisation documents are no longer accepted.

Children may not be able to enrol if their immunisation status is 'not up to date' and they are not on an approved catch up schedule, or they are exempt from the immunisation requirements.

Once you have provided the required immunisation documentation, you will then be provided with Part B.

The information you have provided will be used by the school once eligibility is confirmed.

Further documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

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

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;
2. Independent minors; and
3. 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.

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to apply to enrol. 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 may 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.

From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school, community kindergarten or day care program. This change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

Local-intake Area

Rossmoyne Community Kindergarten is a local-intake school. They have a designated geographical area from which enrolments are taken. Details of the intake area are the same as the local intake area for Rossmoyne Primary School. Details of the intake area are available at

https://www.det.wa.edu.au/schoolsonline/local_intake.do?schoolID=5405&pageID=SP09

A link to this website is also available on the Rossmoyne Primary School website, www.rossmoyneps.wa.edu.au

Selection Criteria for Rossmoyne Community Kindergarten

Students will be offered a place subject to meeting the immunisation requirements for enrolment. The following selection criteria are applied when considering applications for Kindergarten enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in that year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in that year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in that year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in that year, and who lives nearest the school.

Closing Date for Applications

The closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year. Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

Requested documentation

When submitting your child's Application for Enrolment, you will be asked to provide hard copies of: your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; proof of your child's usual place of residence: for example, utilities account, lease agreement, ownership of the property, driver's licence, statutory declaration; copies of any Family Court or other court orders, and passport and visa details (if applicable).

Principals may accept a maximum of 3 documents as evidence of your child's usual residential address. Principals are able to request additional information where this is necessary to confirm your child's usual place of residence. **Please note – rates are not accepted as proof of residence.**

Once the application has been accepted, you will be required to supply immunisation documentation. Once provided, you will then receive an Enrolment Form which will need to be completed and submitted to Rossmoyne Primary School (refer to the Enrolment Pack Part B – Enrolment).

Enrolling for compulsory schooling

Enrolment at the Rossmoyne Community Kindergarten does not guarantee a place at Rossmoyne Primary School.

Kindergarten Enrolment Guidelines

Children may be enrolled in Kindergarten in one school only, either public or private.

Kindergarten children can only enrol if:

- their immunisation status is 'up to date'; or
- they are on an approved immunisation catch up plan; or
- they meet the criteria to be an exempt child because of particular family circumstances.

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>.



Rossmoyne Community Kindergarten

APPLICATION FOR ENROLMENT FORM

OFFICE USE ONLY

Date received: _____ Year Level: _____

Birth certificate sighted: Yes No

Student resides within local intake area: Yes No

Proof of residence: Yes No

Family Court Order/s sighted: Yes No n/a

Passport and Travel Documents sighted: Yes No n/a

Visa sighted: Yes No n/a

Application: **accepted / not accepted**

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: _____ 1st Name: _____ 2nd Name: _____ Surname: _____

Relationship to child: _____

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

Parent/Carer 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
2. Copies of Family Court or any other court orders (if applicable)
3. Proof of address (see Requested documentation in the attached Parent information)
4. Information relating to suspensions or exclusions
5. 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 placement or enrolment for an overseas fee-paying student or evidence of any permission to transfer provided by TAFE International WA

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 surname (if different):	Given names:	Date of birth:	Gender: (M / F / not specified)
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, 20 ____: <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, indicate start date: _____			
If applicable, year level child currently enrolled in (e.g. Kindy):			
If applicable, name of school at which the child is currently or was last enrolled:			
Immunisation: You are required to provide the school with this information when you apply to enrol your child. Is the child immunised? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, does the child have an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old? <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. Please indicate whether:</i>			
Physical: Yes <input type="checkbox"/> No <input type="checkbox"/> Intellectual: Yes <input type="checkbox"/> No <input type="checkbox"/> Medical condition/s: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please outline the nature of the disability/medical condition/s (or attach details).			
Application for Enrolment approved:			
Yes <input type="checkbox"/> No <input type="checkbox"/> _____ (Signature of Principal) ____/____/____ (Date)			