



ENROLMENT PACK (PART A) - APPLICATION FOR ENROLMENT

Rossmoyne Primary School – Pre-primary to Year 6

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 the school, along with hard copies of several documents – please refer to the checklist on page 4. Applications will only be accepted if all documents are supplied.

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 three 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's application for enrolment is accepted, 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.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

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 be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area.' (Refer section **Applications to local-intake schools (compulsory years of schooling)** below). 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 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. are applying to enrol at another school; or
3. are enrolled at another school (public or private), unless transferring.

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 Primary School is a local-intake school, so has 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. Details of our intake area are available at

https://www.det.wa.edu.au/schoolsonline/local_intake.do?schoolID=5405&pageID=5P09

A link to this website is also available on our school website – www.rossmoyne.nsw.edu.au

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, the following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in that year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in that year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

Applications for Pre-primary to Year 6

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 6) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school 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

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; your child's Australian Immunisation Register (AIR) Immunisation History Statement; 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.

If the application is accepted, you will be required to complete an Enrolment Form and submit it to the school (refer to the Enrolment Pack Part B – Enrolment).

Eligibility to enrol in a particular school

The only guaranteed Pre-primary to Year 12 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.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs. Once the application has been accepted, in addition to the Enrolment Form you may also be asked to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

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 Primary School

APPLICATION FOR ENROLMENT FORM (Pre-primary to Year 6)

OFFICE USE ONLY

Date received: _____ Year Level: _____
 Birth certificate sighted: Yes No
 AIR immunisation history statement 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 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. Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old
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. Year 5):			
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.</i> Please indicate whether:			
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 nature of disability/medical condition/s (or attach details).			
Application for Enrolment approved:			
Yes <input type="checkbox"/> No <input type="checkbox"/>		_____/_____/____ (Signature of Principal) ____/____/____ (Date)	