



ENROLMENT PACK (PART A) - APPLICATION FOR ENROLMENT

Rossmoyne Community Kindergarten

Thank you for your interest in applying to enrol your child at Rossmoyne Community Kindergarten.

Enrolment is a two-step process.

Step 1: Enrolment Pack Part A – Application for Enrolment

Parents lodge an *Application for Enrolment Form* (attached) with the school, along with hard copies of several documents – please refer to the checklist on page 2. Applications will only be accepted if all documents are supplied.

You must complete a separate application for each child.

Submitting an application for enrolment does not guarantee your child will receive a place at the Kindergarten. 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. Applications close at the end of the first week of Term 3.

Please note:

- * An enrolment at the Rossmoyne Community Kindergarten does not guarantee enrolment at Rossmoyne Primary School.
- * You will be required to complete another enrolment application to apply for your child to enrol in Pre-primary.

Step 2: Enrolment Pack Part B – 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 given and asked to complete Part B of the Enrolment Pack.

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.

For further information, please visit <https://www.education.wa.edu.au/enrolling-in-school>

This form needs to be completed in English. If you need help including translation and interpreting services, please contact the school staff for assistance.



Rossmoyne Community Kindergarten

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**

APPLICATION FOR ENROLMENT FORM

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 BY PARENTS/CARERS:

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. Two documents that provide proof of residential address
(eg: gas account, electricity account, lease agreement. Please note – rates are not accepted)
4. Information relating to health or medical information, disability or additional needs

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:
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: _____			
Immunisation: Is your child immunised? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, does your 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 your child have any brothers or sisters attending Rossmoyne Primary School? Name/s and year levels:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is your child a permanent resident of Australia? If NO, please indicate date entered Australia:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Visa Sub Class No.:		Visa Expiry Date:	
Does your child have a health or medical information, disability or additional needs? 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"/>			
Additional Needs: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please provide details below. This information will assist the school principal in planning to provide the best educational program for your child.			
Application for Enrolment approved:			
Yes <input type="checkbox"/> No <input type="checkbox"/>		_____ (Signature of Principal) ___/___/___ (Date)	