



**EDUCATION DEPARTMENT
OF WESTERN AUSTRALIA**

151 Royal Street, East Perth, Western Australia 6004
Telephone: (08) 9264 4111 Fax: (08) 9264 5005

OFFICE USE ONLY

Date received: _____
 Birth certificate sighted: YES NO
 Visa sighted: YES NO
 Family Court order sighted: YES NO
 Application: accepted / not **accepted**

**APPLICATION FOR ENROLMENT
(CONFIDENTIAL)**

Please read the attached general information form before completing this form.

1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)			
Child's surname	Given names	Date of birth	Sex (M/F)
Surname of parent/guardian	Given names	Mr/Mrs/Ms	
Residential Address (must be completed)		Postcode	
Postal Address (if different from residential address)		Postcode	
Telephone – Home	Work (if convenient)	Mobile Phone No	
Are there any Family Court orders regarding the day to day or long term care, welfare and development of the child? Please indicate (✓) YES NO			
Year level child currently enrolled in (e.g. Year 7)			
Name of school (if any) at which the child is currently or was last enrolled:			
Is your child currently under suspension from a school? If yes, name of school:		Please indicate (✓) YES NO	
Has your child ever been excluded from a school? If yes, name of school:		Please indicate (✓) YES NO	
Names of any brothers and sisters currently attending this school:			
Are you applying to enrol in a specialist program at this school? Name of specialist program:		Please indicate (✓) YES NO	
2. PERMANENT RESIDENT OF AUSTRALIA? Please indicate (✓) YES NO			
If no, please indicate date entered Australia: _____ VISA SUB CLASS No: _____			
3. DISABILITY/MEDICAL CONDITION?			
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 (✓)			
Physical YES NO	Intellectual YES NO	Other YES NO	Medical Condition YES NO
Please outline nature of disability/medical condition:			
I declare that the information provided on this form is true. Signature of parent/guardian			Date

APPLICATION FOR ENROLMENT

General Information

A parent or legal guardian applying to enrol a child in a government school should complete this form. Only permanent residents of Australia and those children holding an approved visa subclass number are eligible to be enrolled in government schools.

This is an Application for Enrolment only - submitting this form to the school does not mean that the enrolment has been accepted by the school. The principal will firstly need to determine if there is classroom accommodation and an appropriate educational program available at the school for your child. In determining whether there is an appropriate educational program for your child at the school, the principal will need to fully consider the information provided in Section 3 on the application form. Proof of your usual place of residence should be attached to this application form.

It is a requirement of the Education Department that any information on suspensions and exclusions must be provided to the school at the time of applying to enrol a child. This information will help the school to provide your child with the appropriate support, if required. Children currently under suspension from a government school can not be enrolled at another government school until the suspension period is over. Children who have previously been suspended or excluded from a government school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

You will be notified by the school Principal if your application has or has not been accepted at the earliest possible opportunity. In the majority of cases, parents/guardians will be advised within 48 hours.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/guardians should ensure that their child's birth certificate, immunisation records, school reports, records and samples of work from the previous school, and any Family Court orders or parenting plans registered with the Family Court, are made available at the time of enrolment.

Transport

If you are applying to attend a school other than your local school, transport will be your responsibility. All enquiries regarding school bus services should be directed either to the school where the "Application for Enrolment" is being submitted or to the Department of Transport.

Appeals

Should you disagree with the school's decision regarding your application for enrolment you can appeal to the District Education Office in the district in which the school is located. Appeal forms are available from either the school or the district office.

If after discussion with the principal and the district placement committee you do not agree with a decision about placement of a student with an intellectual disability, you may request a review of the decision. You should put your request in writing to the Director-General, through the relevant District Director. A Disabilities Advisory Panel will be convened by the Executive Director, Education Programs to review the decision. An opportunity will be provided by the panel for you to present your case.

The District Director will be able to provide you with detailed information about the panel.

Confidentiality

All information provided on this form will be treated confidentially. The Education Department's Information Privacy and Security Policy and Section 242 of the School Education Act 1999 preclude 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; or
- to comply with legal requirements or ministerial directions.