



# APPLICATION FOR ENROLMENT – KINDY PART A

(For enrolment in a Western Australia Public School)

## POYNTER PRIMARY SCHOOL

### PREFERRED DAYS

- Monday / Tuesday (Wednesday)  
 Thursday / Friday (Wednesday)

Wednesdays / Alternating Weeks

### ENROLMENT PRIORITY

- P1     P2     P3     P4

### IMPORTANT

1. Please check that all requested documentation is included and returned to Poynter Primary School.
2. This application will **NOT** be processed unless all supporting documentation is received.
3. **Immunisation:** You are required to provide the school with this information when you apply to enrol your child.
4. You must supply an **AIR Immunisation History Statement, no more than two months old.**
5. Children may be enrolled in Kindergarten in one school only, either public or private.
6. Interpreters may be available during school interviews; would an Interpreter be required?     Yes     No

<b>ENROLMENT YEAR</b> <input type="text"/>			
This is a <b>local in-take area</b> application <input type="checkbox"/>		This is an <b>out of area</b> application <input type="checkbox"/>	
Student Name <input type="text"/>	Year Level at Entry <input type="text"/>	Indicate a start date <input type="text"/>	
<b>STUDENT DETAILS</b>			
Legal Surname <input type="text"/>	First Name <input type="text"/>		
Middle Name/s <input type="text"/>	Preferred First Name <input type="text"/>		
Date of Birth <input type="text"/>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
Is the student Aboriginal or Torres Strait Islander?			
<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander
Residential Address <input type="text"/>	Suburb <input type="text"/>	Postcode <input type="text"/>	
Mailing Address (if different from above) <input type="text"/>	Suburb <input type="text"/>	Postcode <input type="text"/>	
Nearest Intersecting Street <input type="text"/>			
Home Telephone <input type="text"/>			
<b>LANGUAGE</b>			
<i>Please write the actual language(s) used, for example: Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole</i>			
What is the student's first Language? <input type="text"/>	What is the language the student mostly speaks at home? <input type="text"/>		
If the language spoken at home is <b>other than English</b> , state how well English is spoken			
<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all <input type="checkbox"/> Not stated



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## POYNTER PRIMARY SCHOOL

Religion <input style="width: 150px; height: 20px;" type="text"/>	Is the student to be withdrawn from religious instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### FAMILY DETAILS

#### PARENT / GUARDIAN / CARER 1

#### Parent/Guardian/Carer 1 is the first point of contact for absences and emergencies

Title <input style="width: 50px; height: 20px;" type="text"/>	First Name <input style="width: 250px; height: 20px;" type="text"/>	Surname <input style="width: 250px; height: 20px;" type="text"/>
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Residential Address <input style="width: 250px; height: 20px;" type="text"/>	Suburb <input style="width: 200px; height: 20px;" type="text"/>	Postcode <input style="width: 50px; height: 20px;" type="text"/>
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Nationality <input style="width: 200px; height: 20px;" type="text"/>	Country of Birth <input style="width: 200px; height: 20px;" type="text"/>
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Is a language other than English spoken at home? <input type="checkbox"/> No, English <input type="checkbox"/> Yes	If yes, what is the main language spoken at home? <input style="width: 150px; height: 20px;" type="text"/>
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Mobile <input style="width: 150px; height: 20px;" type="text"/>	Business Phone <input style="width: 150px; height: 20px;" type="text"/>
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Occupation <input style="width: 200px; height: 20px;" type="text"/>	Employer <input style="width: 200px; height: 20px;" type="text"/>
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Relationship to Student <input style="width: 200px; height: 20px;" type="text"/>	Pension / Health Care Card <input type="checkbox"/> Yes <input type="checkbox"/> No
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Parent 1 Email Address <input style="width: 400px; height: 20px;" type="text"/>
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#### What is the highest year of primary or secondary school completed? (For persons who never attended school, select 'Year 9 or equivalent or below')

<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent, or below

#### What is the level of the highest qualification completed?

<input type="checkbox"/> Bachelor's degree or above	<input type="checkbox"/> Advanced diploma / Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> No non-school qualification

*Please select the appropriate **parental occupation group** from the list on page 5. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*

#### What is the parental occupation group?

#### PARENT / GUARDIAN / CARER 2

<input type="checkbox"/> Group 1	<input type="checkbox"/> Group 2	<input type="checkbox"/> Group 3	<input type="checkbox"/> Group 4
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#### Parent/Guardian/Carer 2 is the second point of contact for absences and emergencies

Title <input style="width: 50px; height: 20px;" type="text"/>	First Name <input style="width: 250px; height: 20px;" type="text"/>	Surname <input style="width: 250px; height: 20px;" type="text"/>
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Residential Address <input style="width: 250px; height: 20px;" type="text"/>	Suburb <input style="width: 200px; height: 20px;" type="text"/>	Postcode <input style="width: 50px; height: 20px;" type="text"/>
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# APPLICATION FOR ENROLMENT – KINDY PART A

(For enrolment in a Western Australia Public School)

## POYNTER PRIMARY SCHOOL

Nationality <input style="width: 90%;" type="text"/>		Country of Birth <input style="width: 90%;" type="text"/>	
Is a language other than English spoken at home? <input type="checkbox"/> No, English <input type="checkbox"/> Yes		If yes, what is the main language spoken at home? <input style="width: 90%;" type="text"/>	
Mobile <input style="width: 90%;" type="text"/>		Business Phone <input style="width: 90%;" type="text"/>	
Occupation <input style="width: 90%;" type="text"/>		Employer <input style="width: 90%;" type="text"/>	
Relationship to Student <input style="width: 90%;" type="text"/>		Pension / Health Care Card <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent 2 Email Address <input style="width: 95%;" type="text"/>			
<b>What is the highest year of primary or secondary school completed?</b> <small>(For persons who never attended school, select 'Year 9 or equivalent or below')</small>			
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 11 or equivalent	
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Year 9 or equivalent, or below	
<b>What is the level of the highest qualification completed?</b>			
<input type="checkbox"/> Bachelor's degree or above		<input type="checkbox"/> Advanced diploma / Diploma	
<input type="checkbox"/> Certificate I to IV (including trade certificate)		<input type="checkbox"/> No non-school qualification	
<i>Please select the appropriate <b>parental occupation group</b> from the list on page 5. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</i>			
<b>What is the parental occupation group?</b>			
<input type="checkbox"/> Group 1		<input type="checkbox"/> Group 2	
<input type="checkbox"/> Group 3		<input type="checkbox"/> Group 4	
Parent responsible for payment of fees and charges? <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 If neither, who is responsible: <input style="width: 80%;" type="text"/>		Are you a Defence Force Family? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SIBLINGS AT POYNTER</b>			
Full Name <input style="width: 95%;" type="text"/>		Year <input style="width: 40%;" type="text"/>	Full Name <input style="width: 95%;" type="text"/>
			Year <input style="width: 40%;" type="text"/>
Full Name <input style="width: 95%;" type="text"/>		Year <input style="width: 40%;" type="text"/>	Full Name <input style="width: 95%;" type="text"/>
			Year <input style="width: 40%;" type="text"/>
<b>EMERGENCY CONTACT OTHER THAN PARENTS /CAREGIVERS</b>			
Title <input style="width: 80%;" type="text"/>	First Name <input style="width: 80%;" type="text"/>	Surname <input style="width: 80%;" type="text"/>	
Residential Address <input style="width: 95%;" type="text"/>		Suburb <input style="width: 80%;" type="text"/>	Postcode <input style="width: 40%;" type="text"/>
Mobile No <input style="width: 90%;" type="text"/>		Relationship to Student <input style="width: 90%;" type="text"/>	



**APPLICATION FOR ENROLMENT – KINDY PART A**  
*(For enrolment in a Western Australia Public School)*  
**POYNTER PRIMARY SCHOOL**

PLEASE ADVISE THE SCHOOL IF THERE ARE ANY OTHER CONTACTS YOU WOULD LIKE RECORDED

Who does the student live with?

Parent 1       Parent 2       Both Parents       Guardian       Carer

In shared custody arrangements, show the percentage split as determined by Centrelink *(this information must be included)*

Parent 1 %       Parent 2 %       Other %

Are there any family court orders in place?

Yes       No

If YES, please specify and attach supporting documentation

**OTHER PROVISIONS**

Is the student in the care of the Department for Child Protection and Family Support (CPFS)?

Name CPFS Case Manager

CPFS Address

**PART - A ENROLMENT DOCUMENTS CHECKLIST**

**Select the documents you have included in this application**

The school requires **two items of Proof of address**. ONE of which must be:

Your current water or council rates bill *(if owner occupier)*

OR

Rental Agreement *(from Real Estate Agent)*, showing a minimum of 6 months tenancy *(into the following school year)* or Statutory Declaration must be provided

Private Rental, Statutory Declaration must be provided

and the **SECOND** item, a utilities bill showing residential address

Electricity account  
*(most recent)*

Gas account  
*(most recent)*

**ADDITIONAL DOCUMENTS**

Copy of Full Birth Certificate *(required for all students)*

Copy of Visa / Passport *(if born overseas)*

Copy of AIR Immunisation History Statement  
*(not more than two months old)*

Copies of any Family Court Orders *(if applicable)*

**DECLARATION**

**PLEASE READ CAREFULLY BEFORE SIGNING**

- I declare that the information provided on this form is true. I understand that if false information is provided, the enrolment of my child at Poynter Primary School will be terminated
- My child is not currently under suspension at, nor excluded from, another school  
*(If YES, details have been provided in this application)*
- I have read and understood the Enrolment Overview. Please note that this application will **NOT** be processed unless:
- All requested documentation is included
- The points above have been read and the application is signed below



# APPLICATION FOR ENROLMENT – KINDY PART A

(For enrolment in a Western Australia Public School)

## POYNTER PRIMARY SCHOOL

NAME OF THE PERSON ENROLLING STUDENT		
Title <input style="width: 90%;" type="text"/>	First Name <input style="width: 95%;" type="text"/>	Surname <input style="width: 95%;" type="text"/>
Parent/Guardian/Carer - ( <i>Signature</i> ) <input style="width: 95%; height: 30px;" type="text"/>		Date <input style="width: 95%; height: 30px;" type="text"/>
SUBMITTING ENROLMENT		
<p><i>After checking that <b>all</b> required documents are included, please ensure the application is signed and submit the enrolment application to the Poynter Administration office.</i></p>		
OFFICE USE ONLY		
Application for Enrolment Approved <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="text-align: center;"><i>(Signature of Representative)</i></div>		Date _____
What is your Occupation Group?		
<p><i>The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool. You will need to use this table to complete the 'Occupation Group' section.</i></p> <p>The five groups listed here are used by the <b>Australian Bureau of Statistics</b> to classify occupations. Please choose the group (1, 2, 3, 4) that you think best describes your occupation. If you are not currently in paid work but have had a job in the last 12 months, please use your last occupation.</p>		
GROUP 1		
<p><b>Senior management in large business organisation, government administration &amp; defence, and qualified professionals</b></p> <p>Senior executive/ manager/ department head in industry, commerce, media or another large organisation          Public service manager (section head or above), regional director, health/ education/police/ fire services administrator          Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]          Defence Forces Commissioned Officer          Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others          Health, Education, Law, Social Welfare, Engineering, Science, Computing professional          Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]          Air/sea transport [aircraft/ ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>		
GROUP 2		
<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p> <p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business          Specialist manager [finance/engineering/ production/personnel/ industrial relations/ sales/ marketing]          Financial services manager [bank branch manager, finance/ investment/ insurance broker, credit/ loans officer]          Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]          Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsman/ woman, coach, trainer, sports official]          Associate professionals generally have diploma/ technical qualifications and support managers and professionals Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional          Business/administration [recruitment/employment/ industrial relations/ training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]          Defence Forces senior Non- Commissioned Officer</p>		
GROUP 3		
<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <p>Tradesmen/women generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group          Clerks [bookkeeper, bank/ PO clerk, statistical/actuarial clerk, accounting/ claims/ audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/ order clerk, freight/ transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]          Skilled Office, Sales and Service Office [secretary, personal assistant, desktop publishing operator, switchboard operator]          Sales [company sales representative, auctioneer, insurance agent/ assessor/ loss adjuster, market researcher]          Service [aged/disabled/ refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>		
GROUP 4		
<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p> <p>Drivers, mobile plant, production/processing machinery and other machinery operators.          Hospitality staff [hotel service supervisor, receptionist, wait/bar attendant, kitchen hand, porter, housekeeper]          Office assistants, sales assistants and other assistants          Office [typist, word, processing/data entry/ business machine operator, receptionist, office assistant]          Sales [sales assistant, motor vehicle/caravan/ parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]          Assistant/aide [trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]          Labourers and related workers          Defence Forces ranks below senior NCO not included in other groups          Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]          Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>		
<p><b><i>These categories have been determined nationally and are designed as broad occupational groupings. Australian states and territories use the same categories</i></b></p>		



# APPLICATION FOR ENROLMENT – KINDY PART A

(For enrolment in a Western Australia Public School)

## POYNTER PRIMARY SCHOOL

DEPARTMENT OF EDUCATION  
ENROLMENT OVERVIEW  
(For enrolment in a Western Australian School)

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 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 with the school (attached within this pack).

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

**Step 1:** If your child is eligible for enrolment, you will be provided with Parent information about enrolment in a Western Australian public school and you will be required to complete an Enrolment Form.

**Step 2:** The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

**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

<http://www.det.wa.edu.au/policies>

### WHO CAN ENROL A CHILD?

Enrolment applications can be lodged by:

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; Independent minors; and

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 can 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. Parents applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is 'up-to-date' to avoid their application for enrolment being declined.

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.

### WHERE CAN STUDENTS BE ENROLLED?

The enrolment requirements differ from school to school. Local-intake schools have 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. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non-local intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the Declaration of Local-Intake Areas for Schools on the Department's policies website at <http://www.det.wa.edu.au/policies>. (Browse via A-Z document list). Further information is available from the Enrolment policy/Enrolment Procedures/Local-intake area schools or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

### 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
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.
Third Priority	
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 TO LOCAL-INTAKE SCHOOLS (PRE-COMPULSORY YEARS OF SCHOOLING)

**Students in the pre-compulsory year of schooling (Kindergarten) will be offered a place subject to meeting the immunisation requirements for enrolment.**

The following selection criteria are to be applied in considering applications for **Kindergarten enrolment**:

First Priority	Second 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.
Third Priority	Fourth Priority
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.

### APPLICATIONS TO NON-LOCAL INTAKE SCHOOLS





# APPLICATION FOR ENROLMENT – KINDY PART A

(For enrolment in a Western Australia Public School)

## POYNTER PRIMARY SCHOOL

### (PRE-COMPULSORY AND COMPULSORY)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non-local intake schools.

### LODGING APPLICATIONS AND ENROLMENT FORMS FROM LOCAL-INTAKE AREA STUDENT

Families residing in the local-intake area may lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

### APPLICATION FOR ENROLMENT

(For enrolment in a Western Australian Public School)

### APPLICATIONS FOR STARTING SCHOOL AND FOR THE FIRST YEAR OF SECONDARY SCHOOL

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 12**) 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.

For children starting in Kindergarten 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 show:** 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 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.

### IMMUNISATION

**You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol.**

You can provide one of the following:

1. Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old; or
2. Australian Immunisation Register (AIR) Immunisation History Form for children on a catch-up schedule that is not more than six months old; or
3. Immunisation Certificate issued by the Chief Health Officer
4. **Other immunisation documents are no longer accepted**

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school (**refer to the Enrolment Pack Part B – Enrolment**). If your **Application for Enrolment is not accepted**, you will be advised in writing **within three weeks** of the advertised closing date for applications.

### INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background. Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

### 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.

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

Once the application has been accepted, in addition to the Enrolment Form you will also need 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.

**If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.**

### KINDERGARTEN

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. **Children may be enrolled in Kindergarten in one school only, either public or private.**

**From 2020, only Kindergarten children can only enrol if:**

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

### DISCLOSURE OF INFORMATION

**For parents of students with disability**

1. 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.
2. 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

1. 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.
2. Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.
3. 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>.