

# APPLICATION FOR ENROLMENT

## Pre-Primary



Please return completed forms to school office before  
**FRIDAY 24 JULY**

**Step 1: Application for Enrolment (Part A)**

Parents lodge an *Application for Enrolment Form* with the school (attached within this pack).

**Step 2: Enrolment Booklet (Part B)**

(On acceptance of Application, parents complete the Enrolment Booklet)

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.

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

### General Information

A parent or legal guardian applying to enrol a child in a government school should complete an *Application for Enrolment form*. Family details should include details of parents, guardians or carers residing at the same address as the student being enrolled. Only permanent residents of Australia and those children holding an approved visa sub-class number are eligible to be enrolled in a government school. Only students under the age of eighteen years of age can be enrolled and must be accompanied by a parent(s) or legal guardian. Out of area enrolments may be accepted when places are available.

The Principal of the school may cancel the enrolment of an enrolled student if the Principal is satisfied that:

- a) The enrolment was obtained by the giving of false or misleading information; or
- b) The Principal has received notification of changes to the following:
  - Usual place of residence
  - Court orders pertaining to the child
  - Details of any conditions of the child that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school
  - Legal guardian of the child

### Resident in Local Intake Area

**Pre-Primary to Year 6** Rosalie Primary School is a local intake school. The school can only guarantee places for a student whose family is currently residing within the boundaries of the Rosalie Primary School local intake area (subject to provision of required documentation). The catchment area has been determined by the Department of Education of Western Australia. A map of this area is available from the school or may be viewed on the school website [www.rosalie.wa.edu.au](http://www.rosalie.wa.edu.au).

An older sibling who is currently enrolled in the school, and now resides outside of our local intake area, does not guarantee a place at Rosalie PS for a younger sibling.

**Enrolment in Kindergarten does not guarantee enrolment at Rosalie Primary School for the following compulsory year (Pre-Primary) unless the child lives in the school's intake area. Students will be required to re-enrol into Pre-Primary.**

## Application for Enrolment

Students currently in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school in Pre-Primary. Where possible this will be their local school.

The following selection criteria are applied in considering applications for 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 the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current 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 the current 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 the current year, and who lives nearest the school.

## 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***

It is a requirement of the Department of Education 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.

## Security and Confidentiality

The information provided on this form will be stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

The Department of Education's *Information Privacy and Security policy* preclude this information from being used for any purpose other than to:

- determine whether your application for enrolment can be accepted
- assist the school with addressing any needs for your child if enrolment is accepted
- 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>.



# Rosalie Primary School

## Pre-Primary 2021

### APPLICATION FOR ENROLMENT FORM

(For enrolment in a Western Australian Public School)

Date received:
Office Use Only

#### PERSONAL DETAILS (PLEASE PRINT)

Child's surname  Legal (if different):	Given names:	Date of birth:	Sex (M / F):
Surname of parent/carer:	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 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? <span style="float: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>			
Is the child subject to access restriction? If yes, please specify and attach supporting documentation. <span style="float: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>			
Year Level: _____			
Start date: Beginning of school year <b>2021</b> : <input type="checkbox"/> YES <input type="checkbox"/> NO. If NO, indicate start date: ____/____/____			
If applicable, year level child currently enrolled in (e.g. Kindergarten):			
If applicable, name of school at which the child is currently or was last enrolled:			
Are there any brothers or sisters attending this school? Name/s and year levels: <span style="float: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>			
Is your child currently under suspension from a school? If YES, name of school: <span style="float: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>			
Has your child ever been excluded from a school? If YES, name of school: <span style="float: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>			
Is your child a permanent resident of Australia? <span style="float: right;"><input type="checkbox"/> YES      <input type="checkbox"/> NO</span>			
If NO, please indicate date entered Australia: _____		Visa Sub Class No: _____	
		Visa Expiry Date: ____/____/____	
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: <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition/s Please outline nature of disability/medical condition/s (or attach details).			

Please see overleaf

## 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: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel (H): \_\_\_\_\_ Tel (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*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	Office	
		Check	Check	
<b>1. Proof of Usual Place of Residence</b>  i. If owner occupied, provide a copy of your current <b>Rates Notice</b> <u>OR</u> If renting, provide a copy of your <b>Lease Agreement</b> , minimum of 12 months tenancy from a registered Real Estate Agent  <b>PLUS</b> ii. <b>Must provide TWO</b> of the following: <ul style="list-style-type: none"> <li>• Latest Gas account <u>OR</u></li> <li>• Latest Electricity account <u>OR</u></li> <li>• Latest Water account <u>OR</u></li> <li>• Latest Telephone/Internet account (not mobile accounts)</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
If any Statutory Declarations are included, an interview must be arranged with the Associate Principal or Principal.				
<b>2. Copy of Birth Certificate</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Copy of Immunisation Records from AIR (Australian Immunisation Register – my.gov.au)</b> • For information on how to download your copy, visit <a href="https://healthywa.wa.gov.au/immunisation">https://healthywa.wa.gov.au/immunisation</a>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Copy of Driver's Licence</b>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Proof of Australian Citizenship</b> <u>OR</u>  <b>Proof of Residency Status (if born overseas)</b> <ul style="list-style-type: none"> <li>• Passport copy – biographic page</li> <li>• Visa Grant Notice (issued by the Australian Department of Immigration and Border Protection)                             <ul style="list-style-type: none"> <li>i. Primary visa holder</li> <li>ii. Dependent's visa (student enrolled)</li> </ul> </li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Most Recent School Report (if applicable)</b>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting documents for physical/learning disabilities</b> <i>(If you have selected a physical or intellectual condition on previous page.)</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Court Orders (if applicable)</b>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>