

Name of Student _____

APPLICATION FORM



An Independent Public School

IMPORTANT

You must complete a separate enrolment application for each student. You need to complete an enrolment application form if:

- You are enrolling a child in Kindergarten for the following year
- You are enrolling a child in Pre-primary for the following year
- You are enrolling a child transferring from another school in any year level

Submitting an application for enrolment does not guarantee you will receive a place at the school. The school will notify you in writing of the outcome of your application.

If you are unable to complete this application form, please contact the school for help.

For more information please visit the Department of Education website.

101 Onslow Road, Shenton Park WA 6008

Email: rosalie.ps@education.wa.edu.au

Tel: (08) 9366 9700

Website: www.rosalie.wa.edu.au

OFFICE USE ONLY

Date application received: ____ / ____ / ____

Year Level: _____

Principal's approval: Application for Enrolment approved

Yes No

Name: _____

Signature of Principal / delegate: _____

Date: ____ / ____ / ____

PLEASE READ BEFORE COMPLETING APPLICATION

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.

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 - Kindergarten

Schools may not enrol children who are applying to enrol at another school or are already enrolled at another Kindergarten, public or private (unless transferring).

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. 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>.

PERSONAL DETAILS

Child's Surname	
Legal Surname (if different)	
First Name	
Second Name	
Preferred First Name	
Date of Birth (dd/mm/yy)	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Not specified <input type="checkbox"/>
Parent Surname	
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
Parent First Name	
Residential Address (must be completed)	

_____ Postcode _____	
Postal Address (if different)	

_____ Postcode _____	
Telephone (Home)	Telephone (Work) (If convenient)
_____	_____
Mobile Phone _____	
Email _____	

PERSONAL DETAILS (Continued)

Year level enrolling in:	Start Date:
If applicable, year level your child is currently enrolled in:	
If applicable, name of school at which your child is currently or was last enrolled:	
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of your child? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child have an Australian Immunisation Register (AIR) Immunisation History Statement? Yes <input type="checkbox"/> No <input type="checkbox"/> If your application is accepted, you will be asked to provide an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old.	
Will there be any brothers or sisters attending the school? Yes <input type="checkbox"/> No <input type="checkbox"/> Names and Year Levels: _____	
Is your child currently under suspension from a school? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name of school: _____	
Is your child a temporary resident? If yes, please indicate: Date entered Australia if born overseas ____ / ____ / ____ Visa Sub Class No: _____ Visa Expiry Date: ____ / ____ / ____	
Does your child have health or medical condition, disability or additional needs? Yes <input type="checkbox"/> No <input type="checkbox"/> This information will assist the school principal in planning to provide the best educational program for your child. Please provide details: _____ _____ _____ _____ _____	

DECLARATION

This information and statements provided in this application for enrolment are true and accurate in relation to:

Name of person enrolling child: _____

Title: Mr Mrs Ms Other: _____

Relationship to child: _____

Telephone (Mobile): _____ Telephone (Work): _____

Signature: _____ Date: _____

Note: In the event that statements made in this application later prove to be false or misleading, this application may be declined. Information supplied may need to be checked by the school.

DOCUMENTS TO BE PROVIDED

The school will advise you of any additional documentation required.

Checklist: Check the box to indicate documents you can provide to support this application.

	Parent Check	Office Check
1. Proof of usual place of residence		
i. If owner occupied, provide a copy of your current Rates Notice <u>OR</u> If renting, provide a copy of your Lease Agreement , minimum of 6 months tenancy from a registered Real Estate Agent	<input type="checkbox"/>	<input type="checkbox"/>
PLUS		
ii. Must provide TWO utility bills showing current residential address (eg gas, electricity, water, internet)		
• Utility 1	<input type="checkbox"/>	<input type="checkbox"/>
• Utility 2	<input type="checkbox"/>	<input type="checkbox"/>
PLUS		
iii. Drivers Licence showing current residential address	<input type="checkbox"/>	<input type="checkbox"/>
If any Statutory Declarations are included, an interview must be arranged with the Associate Principal or Principal.		
2. Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of immunisation records from AIR (Australian Immunisation Register – my.gov.au)	<input type="checkbox"/>	<input type="checkbox"/>
• For information on how to download your copy, visit https://healthywa.wa.gov.au/immunisation		
4. Copies of family court or any other court orders (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5. Information relating to suspensions (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6. Most recent school report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
7. If your child is not a permanent resident of Australia , provide a copy of the Visa Grant Notice with evidence of current visa subclass (and previous visa subclass if current visa is a bridging visa). Visa Grant Notice required for primary visa holder and student enrolled.	<input type="checkbox"/>	<input type="checkbox"/>
8. Information relating to health or medical condition, physical/learning disability or additional needs (if applicable) You will be required to complete additional documentation.		

Please provide any other relevant information:
