



## ENROLMENT PACK

This pack provides information and guidance for parents who wish to enrol their child at Bayswater Primary School – A Western Australian Public School

Enrolment at Bayswater Primary School is a two-step process.

### Step 1: Part A – Application for Enrolment

This Section Contains:

- a.) General Information
- b.) Application for Enrolment Form
  - Parents complete and lodge an Application for Enrolment Form with the school.
  - The child's legal name must be used at this and subsequent stages as all official school records are generated from these forms. The use of a preferred name may be possible for informal communications.

### Step 2: Part B - Enrolment

If your child is deemed to be eligible for enrolment, you will be provided with:

- i.) Parent Information about Enrolment at Bayswater Primary School
- ii.) An Enrolment Form, Parent Occupation Groups- Guide Sheet, A Consent Form, Acceptable Usage Online Agreement, Student Medical Report For Educational Excursion Form
- iii.) Uniform Order Form
- iv.) Welcome Pack with general information about Bayswater Primary School.

### Some Things to Keep in Mind

- All forms are to be completed in English. If you need help, including translation and interpreting services, please ask the school staff for assistance.
- The school will consider your application (Part A) and then notify you of the result as soon as possible.
- You will then be invited to complete and submit an Enrolment Form Part B.
- Documentary evidence, including court orders relating to your child may be required to support the information you have supplied. The information you have provided during Part A and B will be kept confidential and used by the school to support you and your child.
- The School's Coordinator of Enrolments (Deputy Principal) may consult with the Education Regional Office where sufficient information has not been provided.
- It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.
- For any further enquiries please contact the school on (08) 9462 6600

Please read all the information provided in this pack.

# PART A- APPLICATION FOR ENROLMENT

## General Information

### Who can enrol a child?

Enrolment applications can be lodged by:

1. 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;
2. Independent minors; and
3. 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'. 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 staff 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. Currently, and intend to continue receiving home schooling; or
2. Applying to enrol at another school; or
3. Enrolled at another Kindergarten (public or private), unless transferring.

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 may differ from school to school.

#### Local-intake Schools

Bayswater Primary School is a local-intake school. We have a designated geographical area from which enrolments are taken. As a result we must accept all applicants from within our defined area, subject to residential qualifications.

#### Non Local-intake Schools

Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for applications to non-local-intake schools).

Please ask the school staff to provide you with information regarding our local-intake area or you can check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies>. Further information is available by contacting either the principal of our school or the Coordinator Regional Operations at the North Metropolitan Education Regional Office.

### 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>.

### Lodging applications and enrolment forms from local-intake area students

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

### Applications to enrol at a local-intake school (compulsory years of schooling)

Our school has a local-intake area, so any eligible child whose place of residence is within this area are guaranteed enrolment in the compulsory years of schooling, from Pre-primary to year 6.

Children whose usual place of residence is not in our local-intake area are accommodated where possible. If we have capacity to accommodate children from outside our local-intake area, after making provision for local-intake area needs, the following selection criteria are applied when considering applications for enrolment:

First Priority	Second Priority	Third Priority
A Child qualifying for an approved specialist program for that year.	A Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	A Child who does not have a sibling enrolled at the school in the current 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, are guaranteed a place in a public school. Where possible this will be their local school.

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

#### Kindergarten

The Western Australian Government fully funds our Kindergarten program for age-eligible children at our school. Children may be enrolled in Kindergarten in one school only, either public or private.

First Priority	Second Priority	Third Priority	Fourth Priority
A 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.	A 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.	A 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.	A 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.

### Requested documentation

During the Application for Enrolment Process (Part A) 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 'Immunisation Certificate'.
- Evidence to indicate your usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, driver's licence, statutory declaration (We may accept a maximum of 3 documents as evidence of residential address).
- Copies of any Family Court or other court orders.
- Visa details (if applicable).
- Once the application has been accepted, you will be required to complete an Enrolment Form- Part B and submit it to the school.

If your Application for Enrolment is not accepted, you will be informed personally or in the case where you were applying for a place in the Kindergarten program for the following year you will be advised in writing within three weeks of the advertised closing date for applications.

### Eligibility to enrol in a particular school

The only guaranteed 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 personally and/or in writing about your application within three weeks of the closing date for applications (after the end of the first week of Term 3). If you are applying for the current year, you will be advised personally as soon as it's possible.

Once the application has been accepted, in addition to the Enrolment Form, you may also be asked 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 our school, any siblings cannot be guaranteed enrolment to 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 us 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**

Information on any suspensions and exclusions needs to be provided to us at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

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

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* prevents 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
- To comply with legal requirements or ministerial directions.

## Disputes

Should you disagree with our advice regarding your application for enrolment please contact the Principal of Bayswater Primary School in the first instant.

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>.

**OFFICE USE ONLY**

Date received: \_\_\_\_\_

Year Level: ....

Birth certificate/Passport/Travel document sighted (Circle).

Student resides within local intake area ☐ YES ☐ NOVisa sighted: ☐ YES ☐ NOFamily Court Order/s: ☐ YES ☐ NO

# Bayswater Primary School

## APPLICATION FOR ENROLMENT FORM

Students in the compulsory years of schooling, Pre-primary to year 6, who are already enrolled at our school do not need to lodge a new application for each school each year.

### 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: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

(Please Note: Independent Minors and those aged 18 years or older may apply on their own behalf)

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

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

**Please Note:**

1. Children may be enrolled in Kindergarten in one school only, either public or private.
2. 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

**Checklist**

Please place an **'X'** in the box ☒ to indicate each document attached (or sighted) to this application form.

(Please Note: If you are typing the information into this form, double click the check box and select the radio button under the heading Default value 'Checked' and click OK.)

1. Birth Certificate (original or certified copy) or extract or other identity documents ..... ☐  
(Please Note: Principals will refer to 3.5.1 of the DET Enrolment Procedures when evidence is not provided).
2. 'Immunisation Certificate' Medicare ACIR Immunisation Statement..... ☐
3. Copies of Family Court or any other court orders (if applicable) ..... ☐
4. Proof of address (refer "Requested documentation"- page 4) ..... ☐
5. Information relating to suspensions or exclusions ..... ☐
6. Information relating to disability..... ☐

**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 enrolment or evidence of any permission to transfer ..... ☐  
provided by Education and Training International (ETI) email: [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au)  
(if holding an International full fee student visa, sub class 571);

**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 Name(if different):	Given names:	Date of birth	Sex (M / F):
Surname of parent/responsible person:	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 Phone No:		
Work (if convenient):	Email:		
a.) Any Family Court Orders re: the day to day or long term care, welfare and development of the child?..... <input type="checkbox"/> YES <input type="checkbox"/> NO			
b.) Is the child subject to access restriction?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify and attach supporting documentation.			
I am applying to enrol my child in year:			
If applicable: Year level child currently enrolled in (e.g. Year 3):			
If applicable: Name of the school at which the child is currently or was last enrolled:			
Will there be any brothers or sisters attending this school?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please indicate Name/s and year levels:			
Is your child currently under suspension from a school?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please write name of school:			
Has your child ever been excluded from a school?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please write name of school:			
Is your child a permanent resident of Australia?..... <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____			
Does your child have a disability/medical condition? (Please Note: This information will assist the school 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 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): _____ _____			
Application for Enrolment Approved: _____ Signature of Principal: _____ Date: _____			

