Application for Enrolment – Part A

Thank you for your interest in applying for a place at Albany Primary School.

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 sub-class number are eligible to be enrolled in a government school. Documentary evidence is required to support your application.
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.

APPLICATION FOR ENROLMENT

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 consider the information provided on the application. **If successful, Part B is required to be completed**.

RESIDENT IN LOCAL INTAKE AREA

Albany Primary School is a local intake school. The boundaries are determined by the Department of Education of Western Australia. A map of this area can be viewed on our website. An eligible child whose usual place of residence is within the local intake area is guaranteed enrolment (subject to provision of required documentation).

A child living outside of the school's boundary may apply for enrolment, however their place is dependent on spaces available for in boundary applications and then a priority system is used to determine who is accepted first.

DISCLOSURE OF INFORMATION

Parents of Students with Disability

To provide the best education program the school requires specific information relating to your child's disability and personal needs to make necessary adjustments. The school may use information provided during enrolment when applying for specialist resources/ supplementary funding.

Confidentiality

All information provided on enrolment will be treated confidentially. Section 242 of the S*chool Education Act 1999* prevents the information from being used for anything other than: to determine the outcome of enrolment; address any needs for the child if enrolment is successful; and to comply with legal requirements or ministerial directions.

Disputes

If you disagree with the school's advice regarding your application for enrolment you can contact the Principal, The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. More information about formal disputes
can be found at https://www.education.wa.edu.au/o/article/pdf/web/policies/-/enrolment-in-public-schools-policy.

ALBANY PRIMARY SCHOOL
32 Suffolk St Albany, WA 6330 08 9844 2860
albany.ps@education.wa.edu.au albanyprimary.wa.edu.au

PARENTS AND GUARDIANS ARE REMINDED THAT:

Under the Educational Act 1999, Division 2.20 "the principal may cancel the enrolment if false or misleading information was given"

- It is a requirement that the school is informed immediately of any changes of address.
- It is also a requirement that all the information provided is accurate.

Regarding Cancellation of enrolment – Section 20. (1) The Department of Education's Education Enrolment Policy states:

The principal of a school may cancel the enrolment of an enrollee at the school if the principal is satisfied that:

a) the enrolment was obtained by the giving of false or misleading information; or
b) Section 17 has not been complied with.

Regarding Change of particulars – Section 17. (1) The Department of Education's Enrolment Policy states:

Where there is a change in –
a) the place of residence of an enrollee; or
b) (b) the particulars referred to in section 16 (1) (b) or (c) in respect of the enrollee, notice of the changes is to be given to the Principal of the School at which the enrollee is enrolled (c) by a parent of the enrollee.

IMPORTANT

Please ensure all requested documentation is included and returned to Albany Primary School

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

- You are enrolling a child in Kindergarten for the following year.
- You are enrolling a child in from Pre Primary to year 6 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 cannot complete this application form electronically or online, phone 9844 2860 to request a hard copy. Please return the application, with supporting documents, to:

- Albany Primary School, 32 Suffolk Street, Albany WA 6330.

For more information, please visit the Department of Education.

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APPLICATION TYPE

☐ Local intake application ☐ Non-local intake application

Year level at start date ☐☐

START DATE
Beginning of school year ☐☐☐☐ OR Indicate alternate start date ☐☐/☐☐/☐☐

STUDENT DETAILS

Student surname | Legal surname (if different)

First name | Second name/s | Third name

Preferred name

Date of Birth ☐☐/☐☐/☐☐☐☐

Gender Identity

Female ☐ Male ☐ Other ☐

Is the student Aboriginal or Torres Strait Islander? Yes ☐ No ☐

IF YES Aboriginal ☐ Torres Strait Islander ☐ **AND** Language Group

Residential address | Postcode

Mailing address (if different from above) | Postcode

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LANGUAGE

What is the student's First Language?

What is the main language the student speaks at home?

If the language spoken at home is **other than English**, state how well English is spoken.

☐ Very well ☐ Well ☐ Not well ☐ Not at all ☐ Not stated

STUDENT RESIDENCY STATUS

What is the student's country of birth?

Is the student an Australian Citizen?

Yes ☐ No ☐

If **NO,** please answer the following. If **YES,** leave this section blank.

Is the student a Permanent Resident?

Yes ☐ No ☐

Is the student a Temporary Resident?

Yes ☐ No ☐

Visa Sub-Class Number

Visa expiry date

Date entered Australia

From which country has the student arrived?

Year level your child is currently enrolled in (e.g. Year 6)

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 ☐ No ☐

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Are there any siblings **currently** attending Albany Primary School?

Yes ☐ No ☐

Name/s		Year level

Is your child currently under suspension or exclusion from a school?

Yes ☐ No ☐

If yes, name of the School

Does your child have a health or medical condition, disability or additional needs?

Yes ☐ No ☐

This information will assist the school principal in planning to provide the best educational program for your child.

Please provide details:

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DECLARATION

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

Name of the person enrolling this child

Relationship to the child

(Independent minors and those aged 18 years or older may apply on their own behalf)

Telephone (Home)

☐☐☐☐ ☐☐☐ ☐☐☐

Telephone (Work)

☐☐☐☐ ☐☐☐ ☐☐☐

Mobile Phone No.

☐☐☐☐ ☐☐☐ ☐☐☐

Email address

Signature

☐ If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.

Date

☐☐ / ☐☐ / ☐☐☐☐

Note: *If statements made in this application later prove false or misleading, this application may be declined. Information supplied may need to be checked by the School.*

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DOCUMENTS TO BE PROVIDED

The school will advise you of any further documentation required. Check the box ☒ to indicate documents, you can provide to support this application.

☐ Birth Certificate or extract or other identity documents, e.g. Passport

☐ Australian Immunisation Register (AIR) Immunisation History Statement; or AIR Immunisation History Form; or Immunisation Certificate issued by the Chief Health Officer

☐ Proof of Residence (e.g. current utilities account or lease agreement)

☐ Family Court Orders or any other court orders (if applicable)

☐ Information relating to suspensions or exclusions

☐ Information relating to health or medical condition, disability or additional needs (if applicable)

☐ *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 sub-class and previous visa sub-class (if applicable)..... ☐

☐ *If your child is a temporary visa holder, you must also provide:*

Confirmation of placement or enrolment for an overseas fee-paying student or evidence of any permission to transfer provided by TAFE International WA..... ☐

or

Evidence of the visa for which the student has applied if the student holds a bridging visa

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OFFICE USE ONLY

STUDENT DETAILS

Student surname | Legal surname (if different)

First name | Second name/s | Third name

Documents provided:

- ☐ YES ☐ NO Birth Certificate or extract or other identity documents
- ☐ YES ☐ NO Immunisation Certificate
- ☐ YES ☐ NO Copies of Family Court or any other court orders
- ☐ YES ☐ NO Proof of address
- ☐ YES ☐ NO Information relating to suspensions or exclusions
- ☐ YES ☐ NO Information relating to health or medical condition, disability or additional needs
- ☐ YES ☐ NO Visa & Residency documentation

Date application received ☐☐ / ☐☐ / ☐☐☐☐

Year Level ☐☐

PRINCIPAL/DELEGATE TO COMPLETE

Application Approved? Yes ☐ No ☐

Date ☐☐ / ☐☐ / ☐☐☐☐

Name of Principal/Delegate

Signature of Principal/Delegate