NORTH ALBANY
SENIOR HIGH SCHOOL

APPLICATION FOR ENROLMENT AT NORTH ALBANY SHS (Step 1)

Dear Parent/Caregiver,

Thank you for your interest in applying to enrol your child at North Albany SHS. Enrolment in public schools in WA is a two-step process.

***Step 1*: Application for Enrolment Form**
Parents lodge an *Application for Enrolment Form* with the school (attached).

***Step 2*: Enrolment Form**
If your child is eligible for enrolment at NASHS, you will be required to complete an *Enrolment Form*.

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 Birth Certificate, ACIR Immunisation History Statement and court orders relating to your child, will be required to support information 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 at http://www.det.wa.edu.au/policies.

NORTH ALBANY
SENIOR HIGH SCHOOL

OFFICE USE ONLY
Date received: _____
Year Level: ...._____

Birth certificate etc.	☐ YES	☐ NO
Immunisation	☐ YES	☐ NO
Visa sighted:	☐ YES	☐ NO
Family Court Order/s:	☐ YES	☐ NO
Approved (Letter sent):	☐ YES	☐ NO

APPLICATION FOR ENROLMENT FORM – (STAGE 1)

Please complete this form in English. If you need help including translations services, please ask the school staff about available assistance.

DECLARATION

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

Name of the Child: _____

Details of person enrolling the child:

Title: _____ 1st Name: _____ Surname: _____

Relationship to child: _____
(Independent Minors and those aged 18 years or older may apply on their own behalf)

Residential Address: _____

Suburb: _____ Postcode: _____

Tel (H): _____ 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 TO COMPLETE ENROLMENT

When you enroll your child at NASHS, please check that you have included copies of the following:
Please tick the box to indicate each document attached (or sighted) to this application form.

1. **Birth Certificate** ☐
2. **Immunisation History Statement** ☐
3. **Photocopy of Medicare Card** ☐
4. **Proof of address** ☐
5. **Family Court orders (if applicable)** ☐
6. **Information relating to suspensions/exclusions** ☐
7. **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
(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:	Given names:	
Legal surname:(if applicable)	Date of Birth:	Sex: ☐ Male ☐ Female ☐ Indeterminate / Intersex
Residential Address: (must be completed)		Postcode
Nearest intersecting street:		
Postal Address: (if different from residential address)		Postcode
Telephone (Home):	Parent/Guardian Mobile Phone:	Work number: (if applicable)
Parent/Guardian's Email address:		Student Mobile:
Surname of parent/responsible person: Relationship to the child:	Given names:	Mr/Mrs/Ms Other

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? YES ☐ NO ☐

Is the child subject to access restriction? YES ☐ NO ☐
If yes, please specify and attach supporting documentation.

Year you are applying for: 20_____

Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐

Year level the child is currently enrolled in (e.g. Year 7):

Name of school at which the child is currently or was last enrolled:

Will there be any brothers or sisters attending this school? YES ☐ NO ☐
Name/s and year levels:

_____ Year Level: _____

_____ Year Level: _____

Is your child currently under suspension from a school? YES ☐ NO ☐
If YES, name of school:

Has your child ever been excluded from a school? YES ☐ NO ☐
If YES, name of school:

Is your child a permanent resident of Australia? YES ☐ NO ☐

If **NO**, please indicate date entered Australia:_____ Visa Sub Class No.: _____

Does your child have a disability/medical condition? YES ☐ NO ☐
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. Please indicate whether:

☐ Physical ☐ Intellectual ☐ Other medical condition/s

Please outline nature of disability/medical condition/s (or attach details):

_____

Application for Enrolment approved: _____ (Signature of Principal) / / (date)

Thank you for completing this Application for Enrolment at North Albany SHS.
Please return this completed form to northalbany.shs@education.wa.edu.au

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' (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.

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	Third Priority
Child qualifying for an approved specialist program for that year.	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.	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.

Lodging Applications and Enrolment Forms from local intake area students

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.

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.

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 'Immunisation Certificate'; 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, 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 residential address.

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.

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 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.

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
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.

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* 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.