Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

Application for Enrolment in a Western Australian Public School (Primary)

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 in Year 7 at a new school 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. To understand why the school collects personal information at enrolment, how it will be used, and when it may be shared, please see the Collection notice for enrolment at the end of the form.

SCHOOL NAME

School name _____ **Year Level enrolling in:** _____

CHILD'S DETAILS (Please complete all details below)

Child's Title _____ **Intended Entry Date:** _____

Child's First Name _____

Child's Middle Name/s _____

Child's Last name _____

Date of birth (dd/mm/yy) ____ / ____ / ____ **Gender** ◯ Male ◯ Female ◯ Not Specified

Child's Residential Address (must be completed) _____

Postcode _____

Postal Address (if different from residential address) _____

Postcode _____

PARENT/RELATIONSHIP DETAILS

Parent First Name

Parent Last name

Gender ◯ Male ◯ Female ◯ Not Specified

Relationship to student

Title

Email

Landline

Mobile

Residential Address (if different from Child's)

Will there be any brothers or sisters attending this school? ◯ Yes ◯ No

Name/s and year level

Visa Information

Is your child a temporary resident? ◯ Yes ◯ No If yes, please indicate:

Date entered Australia if born overseas:

Visa Sub Class No.

Visa expiry date

Additional Information

If applicable, year level your child is currently enrolled in (e.g. Year 6)

If applicable, name of school at which your child is currently or was last enrolled

Are you applying to enrol your child in a specialist program at this school? ◯ Yes ◯ No

Name of specialist program

Does your child have an Australian Immunisation Register (AIR) Immunisation History Statement? ◯ Yes ◯ No

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.

Is your child currently under suspension from a school? ◯ Yes ◯ No

Name of school

Are there any Family Court Orders or other orders regarding the day to day or long-term care, welfare and development of your child? ◯ Yes ◯ No

Does your child have health or medical conditions, 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:

DECLARATION

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

Name of person enrolling child

Title

Relationship to child

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

Telephone (Home) **Telephone (Work)**

Mobile Phone No.

Signature **Date** / /

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

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.

- For more information please visit the Department of Education website

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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.

- ☐ 1. Birth Certificate or extract or other identity documents
- ☐ 2. Copies of Family Court or any other court orders (if applicable)
- ☐ 3. Proof of address
- ☐ 4. Information relating to suspensions
- ☐ 5. Information relating to health or medical condition, disability or additional needs (if applicable)
- ☐ 6. If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass (if applicable, such as if current visa is a bridging visa)

OFFICE USE ONLY

Documents provided:

1. Birth Certificate or extract or other identity documents ◯ YES ◯ NO
2. Copies of Family Court or any other court orders ◯ YES ◯ NO
3. Proof of address ◯ YES ◯ NO
4. Information relating to suspensions ◯ YES ◯ NO
5. Information relating to health or medical condition, disability or additional needs ◯ YES ◯ NO

Date application received / / **Year Level**

Principal's approval Application for Enrolment approved ◯ YES ◯ NO

Name

Signature of principal/delegate **Date** / /

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Collection notice for enrolment

Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the School Education Regulations 2000.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

Exclusions may apply

Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
  - NAPLAN in Years 3, 5, 7 and 9
  - Pre-primary Australian Early Development Census (AEDC)
  - secondary Online Literacy and Numeracy Assessment (OLNA)
  - Nationally Consistent Collection of Data (NCCD) on school students with disability
  - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
  - your child transfers from Year 6 to Year 7
  - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

More information

To learn more about how we protect your information, visit our website's page about Privacy.

Exclusions may apply