

APPLICATION FOR ENROLMENT OUT OF AREA

If applying for a specialist or academy program please complete the main enrolment form

Student's Surname:	Student's First Name:	Date of Birth:	Sex:
Student's Date of Birth:	Student's Current School:	Applying for Year Group:	In Calendar Year:
Address:			
Parent/Guardian 1 Name: <i>(Mr/Mrs/Miss/Ms/Other)</i>	Email:	Preferred contact number:	
Parent/Guardian 2 Name: <i>(Mr/Mrs/Miss/Ms/Other)</i>	Email:	Preferred contact number:	

Are there any Family Court orders regarding the day to day or long term care, welfare and development.
 Yes No

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

Has your child ever been excluded from a school? Yes No
 If Yes, Which school? (Please Specify below)

Names of siblings currently attending Kelmscott Senior High School:

Is your child a Citizen/permanent Resident of Australia? Yes No
 If no, please indicate date entered Australia _____ Visa Sub Class Number _____
 And submit the Visa Grant Notification for your child to support your application

Does your child have a disability or medical condition?
Medical Condition Yes No **Physical** Yes No **Intellectual** Yes No
Other Yes Please outline nature of disability/medical condition:

This information will assist the 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.

<p>Please provide the following 2 forms of proof of address with your application: Primary proof of address (a rates notice or rental agreement) Attached <input type="checkbox"/> Yes <input type="checkbox"/> No Secondary proof of address (eg: a utility bill or drivers licence) Attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Office Use Only: Date Received: Distance: Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please provide the following 2 forms of proof of address with your application: Primary proof of address (a rates notice or rental agreement) Attached <input type="checkbox"/> Yes <input type="checkbox"/> No Secondary proof of address (eg: a utility bill or drivers licence) Attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>I declare that the information written on this form is true.</p> <p>Signature of Parent/Guardian: _____ Date: _____</p>	
<p>Deputy Signature: Date:</p>	

APPLICATION FOR ENROLMENT

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 government schools.

Before you submit this application, please contact the school to find out about the school policies and whether courses and facilities required for your child are available. Please complete one form for each child and attach proof of your usual place of residence to this application form. An example of this would be a utilities account (electricity, water or telephone) showing your name and address of your usual place of residence.

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 Associate Principal will firstly need to determine if there is classroom accommodation and an appropriate educational program can be provided for your child at the school. In determining whether an appropriate educational program can be provided for your child at the school, the principal will need to fully consider the information provided on the application form.

You will be notified by the Associate Principal if your application has or has not been accepted at the earliest opportunity. For parents applying to enrol their children in Kelmscott Senior High School for the following year, you will be advised of the outcome of your application by early Term 4.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/carers should ensure that their child's birth certificate, immunisation records, school reports and student plans from the previous school, together with any Family Court orders or parenting plans registered with the Family Court, are made available at the time of enrolment.

NB: 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. Children currently under suspension from a government school cannot be enrolled at another government school until the suspension period is over. Children who have previously been suspended or excluded from a government school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

Transport

If you are applying to attend a school other than your local school, transport will be your responsibility. All enquiries regarding school bus services should be directed either to Kelmscott Senior High School or to the Department of Transport. Information can also be found on the Kelmscott Senior High School website.

Appeals

Should you disagree with the school's decision regarding your Application for Enrolment you may appeal to the Regional Education Office in the district in which the school is located. Prior to submitting an appeal, it is recommended that you contact the school Principal or the CRO at the Regional Office to discuss your grievance informally. Appeal forms are available from either the school or the Regional Office.

Confidentiality

All information provided on this form will be treated confidentially. The Department of Education's Information Privacy and Security Policy and Section 242 of the School Education Act 1999 preclude 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; or to comply with legal requirements or ministerial directions.

Closing Date for Application

Application for enrolment at a government school can take place at any time. However, as Kelmscott Senior High School organises a Year 7 Orientation Day during Term 4, it would be beneficial to students if out of area applications for Year 7 are returned to the school by the close of Term 2.

You will not be advised of the outcome of your application until Semester 2

APPLICATION FOR ENROLMENT

Before submitting this application, please make sure you have attached all the applicable items on this list.

- Primary Proof of Address
- Secondary Proof of Address
- Birth Certificate
- Most recent School Report
- Most recent NAPLAN Report
- Immunisation Statement from My Gov (dated within 2 months of application)
- Visa Grant Notice (if applicable)
- Information relating to suspensions or exclusions (if applicable)
- Information relating to any disability (if applicable)
Date of most recent report/information provided
- Copies of Family Court or any other Court Orders (if applicable)

Applications can be submitted by email to Kelmscott.SHS.enrolment@education.wa.edu.au

Alternatively, applications can be hand delivered or posted to ***Kelmscott Senior High School, 50 Third Avenue, Kelmscott WA 6111***