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.

SCHOOL NAME

School name Wungong Primary School

PERSONAL DETAILS (Please complete all details below)

Child's surname

Legal surname (if different)

Given names

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

Parent Surname

Parent First Name **Title** ◯ Mr ◯ Mrs ◯ Ms Other

Residential Address (must be completed)

Postcode

Postal Address (if different from residential address)

Postcode

Telephone (Home) **Telephone (Work)** (If convenient)

Mobile Phone No. **Email**

PERSONAL DETAILS (Continued)

Year Level enrolling in **Start date:** Beginning of following school year ◯ YES ◯ NO

If no, indicate start date / /

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 there any Family Court Orders regarding the day to day or long term care, welfare and development of your child?

◯ YES ◯ NO

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.

Will there be any brothers or sisters attending this school? ◯ YES ◯ NO

Name/s and year levels

Is your child currently under suspension from a school? ◯ YES ◯ NO

If yes, name of school

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 / /

Does your child have 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:

DECLARATION

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

Name of person enrolling child

Title ◯ Mr ◯ Mrs ◯ Ms Other

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.

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)

Please provide any other relevant information.

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** / /

Wungong Primary School

Dandjoo Koorliny
'Walking together'

APPLICATION FOR ENROLMENT CHECKLIST

Documents required to determine enrolment eligibility:

- ☐ Proof of Student Identity (Birth Certificate or Passport)
- ☐ Australian Immunisation History Statement (available via myGov). This is only mandatory for Kindergarten applications.
- ☐ Proof of residential Address. Please refer to the details below for acceptable documentation.

Proof of Address for Owner Occupied properties:

- Current Council Rates or Building Contract

AND

- 2x supporting documents that clearly state the enrolling person's full name, residential address and date.
  Examples include a current driver's license, recent utility bills and current health care cards.

Proof of Address for Rented/Leased properties:

- Current Rent/Lease agreement

AND

- 2x supporting documents that clearly state the enrolling person's full name, residential address and date.
  Examples include a current driver's license, recent utility bills and current health care cards.

Proof of Address for Private Arrangement tenancies:

- Statutory Declaration
  This will need to be completed by the owner of the property and signed by an authorised witness.

AND

- 1x supporting document that clearly states the enrolling person's full name, residential address and date.
  Examples include a current driver's license, recent utility bills and current health care cards.

Additional documents to be provided (if applicable):

- Medical documents
- Court orders
- VISA documents
- Citizenship Certificate

What happens next?

Once your Application for Enrolment has been received, it will be assessed against our enrolment criteria. You will be notified of the outcome via email.

If your application is successful, you will be provided with an enrolment pack containing the remaining enrolment forms and documentation required to complete your child's enrolment.

Once these documents have been completed, our office will contact you to arrange an enrolment interview with the Principal. We ask that you bring all completed enrolment forms and supporting documentation to the interview.

We encourage your child to attend the interview with you, as this provides an opportunity for the Principal to learn about their interests, strengths and individual needs, discuss any support that may be required, and begin building a positive connection before they start school.

Following the interview, you will be provided with a personalised tour of the school and have the opportunity to ask any questions about your child's transition to Wungong Primary School.

Please note that all enrolment documentation must be submitted and approved before your child can commence at Wungong Primary School.