Allendale Primary School
AN INDEPENDENT PUBLIC SCHOOL

Application for Enrolment Form - Part A

For enrolment in a Western Australian Public School

You must complete a separate enrolment application for each student.

- Submitting an application for enrolment does not guarantee you will receive a place at the school
- The school will notify you of the outcome of your application
- Children may be enrolled in kindergarten in **one school only**, either public or private
- 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.

YEAR LEVEL

Applying to enrol into: ○ **KINDERGARTEN** ○ **PRE-PRIMARY** ○ **PRIMARY**

Proposed Year _____ **Proposed Start date** _____ **OR beginning of School Year** 20

If applicable, year level child currently enrolled in (e.g. Yr 6) _____ **Current School last enrolled at:** _____

PERSONAL DETAILS

Childs Surname _____

Legal surname (if different) _____

Given names **First:** _____ **Middle:** _____

Preferred Name/s _____

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

Name of Person Enrolling _____

Relationship to Child _____ **Title** ○ Mr ○ Mrs ○ Ms Other _____

Residential Address (must be completed) _____

_____ Postcode _____

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

Mobile Phone No. _____ **Email** _____

Will there be any brothers or sisters attending this school? ○ Yes ○ No **Names and year levels:** _____

_____

PERSONAL DETAILS (Continued)

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.

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

If yes, name of school

Is your child a temporary resident (on a Visa)? ○ Yes ○ No

Does your child have health or medical condition, disability or additional needs? ○ Yes ○ No

If yes, please select one of the following ○ Health/Medical e.g. Asthma, allergies ○ Disability e.g. Autism ○ Additional Needs e.g. Speech, ADHD

DECLARATION

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

Name of person enrolling:

Signature **Date** / /

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 X **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

Date Application Received / /

Student Resides in LIA ○ YES ○ NO

Documents provided:	YES	NO	N/A
1.Birth Certificate or extract or other identity documents			
2.Copies of Family Court or any other court orders			
3.Proof of address			
4.Information relating to suspensions			
5.Information relating to health or medical condition, disability or additional needs			
6. Immunisation (AIR)			
7. Visa Information			

Principals Approval:

- ☐ • Progress Pending (provision of evidence) ○ (School Officer - to request required outstanding evidence)
- ☐ • Application Approved ○ (School Officer - Notify parent of decision)
- ☐ • Application Unsuccesful ○ (School Officer - Unsuccessful letter)

Signature of principal/delegate / /

Department of Education

GOVERNMENT OF WESTERN AUSTRALIA

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

CC BY 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