



Department of
Education
and Training

LEEMING PRIMARY SCHOOL

Meharry rd LEEMING 6149

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www.leemingps.det.wa.edu.au

***Please read the attached general information sheet and submit to the school of your choice.*

OFFICE USE ONLY

Date received: _____
 Birth certificate sighted: YES NO
 Immunisation Record sighted: YES NO
 Visa sighted: YES NO
 Family Court Order sighted: YES NO
 Application: accepted / not accepted

APPLICATION FOR ENROLMENT – KINDERGARTEN 2010
(DOB falls between 1 July 2005 and 30 June 2006)

1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)			
Child's surname	Given names	Date of birth	Sex (M/F)
Surname of parent/guardian	Given names	Mr/Mrs/Ms	
Residential Address (must be completed)		Postcode	
Nearest intersecting street			
Postal Address (if different from residential address)		Postcode	
Telephone – Home	Work (if convenient)	Mobile Phone No	
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>			
If applicable, name of school at which the child is currently or was last enrolled:			
Are there any siblings currently attending this school? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>			
Names and year levels:.....			
If applying for your child to attend more than one school, please list your order of preference of schools			
1.		2.	
3.		4.	
2. PERMANENT RESIDENT OF AUSTRALIA? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>			
If no, please indicate date entered Australia: _____ VISA SUB CLASS No: _____			
3. DISABILITY/MEDICAL CONDITION?			
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 (✓)			
Physical YES <input type="checkbox"/> NO <input type="checkbox"/>	Intellectual YES <input type="checkbox"/> NO <input type="checkbox"/>	Other YES <input type="checkbox"/> NO <input type="checkbox"/>	Medical Condition YES <input type="checkbox"/> NO <input type="checkbox"/>
Please outline nature of disability/medical condition:.....			
.....			
I declare that the information provided on this form is true.			
Signature of parent/guardian		Date	



Leeming Primary School



APPLICATION FOR ENROLMENT

KINDERGARTEN, PRE-PRIMARY & YEAR ONE IN 2010 (INFORMATION SHEET)

Enclosed is an *Application for Enrolment* form for children entering Kindergarten or kindergarten students applying to enter Pre-Primary or pre-primary students entering Year One.

Children are eligible for Kindergarten in the year they reach the age of four years and six months, that is, children must turn four years of age on or before the 30th June in their kindergarten year.

Children are eligible for Pre-Primary in the year they reach the age of five years and six months, that is, children must turn five years of age on or before 30th June in their pre-primary year.

Enrolment in a Kindergarten or Pre-Primary program in a school does not guarantee a child a place in a Pre-Primary or Year One program at the same school in the following year. A parent/guardian must submit a further *Application for Enrolment* form for entry into a pre-primary program and then again for entry into year one.

Along with the *Application for Enrolment* form is a general information sheet. Some of the enrolment information on this sheet does not apply to children enrolling in pre-compulsory programs, ie. Kindergarten and Pre-Primary, but does apply to enrolments into Year One.

The Principal is to enrol an eligible child when there is classroom accommodation and an appropriate educational program available for the child at that school, and his or her specialised health care needs, if any, can be met.

When the number of applications from eligible children exceeds the number of places available at the school, the Principal is to apply the following selection criteria:

1. Children living in the intake area of the local-intake school, who will have a sibling enrolled at the school, and who lives nearest the school.
2. Children living in the intake area of the local-intake school, who will not have a sibling enrolled at the school, and who lives nearest the school.
3. Children not living in the intake area of the local-intake school, who will have a sibling enrolled at the school, and who lives nearest the school.
4. Children not living in the intake area of the local-intake school, who will not have a sibling enrolled at the school, and who lives nearest the school.

The closing date for applications to enrol your child into Kindergarten and Pre-Primary is **Friday 24th July 2009**. Parents will be notified by 24th August, unless otherwise advised, if they can be accommodated. Parents who have already completed an enrolment form will not be asked to enrol again, although details may need to be updated.

It would be appreciated if the completed *Application for Enrolment* form, birth certificate and immunisation record (if not already sighted by the school) are returned to the school office at your earliest convenience.

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 of your choice to find out about the school policies and whether required courses and facilities are available for your child. 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 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 principal will firstly need to determine if there is classroom accommodation and whether 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 in Section 3 on the application form.

You will be notified by the school Principal if your application has or has not been accepted at the earliest possible opportunity. In the majority of cases, parents/guardians will be advised within 48 hours. For parents applying to enrol their children in schools for next year, you will be advised of the outcome of your application by early fourth term.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/guardians should ensure that their child's birth certificate, immunisation records, school reports, records and samples of work from the previous school, and 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 can not 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 the school where the "Application for Enrolment" is being submitted or to the Department of Transport.

Appeals

Should you disagree with a school's decision regarding your "Application for Enrolment" you can appeal to the District Education Office in the district in which the school is located. The District Office will then seek to verify whether the process for managing the enrolment decision at the school complied with departmental policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the school principal or the Manager District Operations at the district office to discuss your grievance informally. Appeal forms are available from either the school or the district office.

For parents of students with a disability - If you are still in dispute with the decision about placement of your child, you may request an independent review of the decision. You should put your request in writing to the Director-General, through the relevant District Director. A Disabilities Advisory Panel will be convened by the Executive Director, Education Programs to review the placement decision. An opportunity will be provided by the panel for you to present your case. The District Director will be able to provide you with detailed information about the panel.

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.