

Application for Enrolment

Parent Information

The following information outlines the process required for enrolment at Bunbury Senior High School. Additional information relating to the school and our specialist programs is available on the school website www.bunburyshs.wa.edu.au. Should you have any further questions please do not hesitate to contact our enrolment officers, on 9781 2500.





BUNBURY SENIOR HIGH SCHOOL

APPLICATION FOR ENROLMENT

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>

Parent information about applying to enrol at Bunbury Senior High School.

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two step process.

Step 1: Enrolment Pack Part A – Application for Enrolment

Parents lodge an *Application for Enrolment Form* with the school (attached within this pack).

Step 2: Enrolment Pack Part B – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)

If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* in a Western Australian public school and you will be required to complete an *Enrolment Form*.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department's *Enrolment Policy* can be found at <http://www.det.wa.edu.au/policies>.

Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled. Overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring (not applicable to Bunbury Senior High School).

The Principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

Where can students be enrolled?

Bunbury Senior High School is a local intake school and it has a designated geographical area from which enrolments are taken. Local-intake schools accept all applicants from within their defined area, subject to residential qualifications. Please refer to attached "Evidence of Residential Address" appendix 1.

Applications to local-intake schools (compulsory years of schooling)

Bunbury Senior High School has a local-intake area therefore an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (up to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are applied in considering applications for enrolment received before the closing date for the first round of offers.

First Priority	Second Priority	Third Priority
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

Applications for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Year 7 to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Requested documentation

You will be asked to show your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; your child's 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, statutory declaration, copies of any Family Court or other court orders, and visa details (if applicable).

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school. If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

Disclosure of information

For parents of students with disability

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

Suspensions and exclusions

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes 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; and to comply with legal requirements or ministerial directions.

Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

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 to either Bunbury City Transit 9791 1955 or, for rural students only, contact School Bus Services, Public Transport Authority 9326 2576.

Evidence of Residential Address

Bunbury Senior High School is a 'preferred' school in the Bunbury area and is therefore constantly under pressure for enrolment places. This document provides parents with information on the evidence that the Principal at Bunbury Senior High School requires as proof of residence in order to accept an enrolment application and the actions the school may take if false or misleading information is provided at time of application.

1. The parent must make an application for enrolment. A parent is defined as a person, who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.
2. The School Education Act 1999 in Section 16. (2) gives provision for the *Principal to require documentary evidence to be provided in support of any information supplied by the applicant*. In all cases, applicants must provide a copy of a current utilities bill. This can be either:
 - electricity,
 - gas, or
 - telephone (land line only), showing the name of the applicant as proof of residence.

Where this evidence cannot be provided or cannot be substantiated, the Principal will advise the applicant of what evidence is to be provided as proof to support the enrolment application.

3. The School Education Act 1999 Section 20.(1) (a) and (b) describes the circumstances under which the Principal may cancel an enrolment. Part (a) in particular states that when the Principal is satisfied that the enrolment was obtained by giving false or misleading information then the enrolment may be cancelled.
4. When a parent is unable to provide any of the above evidence to support proof of residence the Principal will advise the parent of the documentation that will be required. In these instances, the child's attendance at a school is paramount, however, parents must be aware that the Principal may decline or cancel the enrolment if false or misleading information has been provided.

If parents have any concerns or questions in regard to this information they should consult the school's enrolment officer in the first instance.

Thank you for your interest in Bunbury Senior High School.



BUNBURY SENIOR HIGH SCHOOL
APPLICATION FOR ENROLMENT FORM

OFFICE USE ONLY	Date received: _____
Birth certificate/Passport/Travel document (circle)	
Student resides within local intake area	<input type="checkbox"/> YES <input type="checkbox"/> NO
(If yes proof required)	
Visa sighted (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Family Court Order/s (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Letter of GAT Acceptance	<input type="checkbox"/> YES <input type="checkbox"/> NO

Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.

DECLARATION

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

Name of child: _____

Name of person enrolling child:

Title: _____ 1st Name: _____ 2nd Name: _____ Surname: _____

Relationship to child: _____

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

Tel (H): _____ Tel (W): _____ Mobile: _____

Signature: _____ Date: ____/____/____

NOTE: 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.

DOCUMENTS TO BE PROVIDED

Checklist:

Please place an ***X*** in the box to indicate each document attached (or sighted) to this application form.

1. Birth Certificate (original or certified copy) or extract or other identity documents
if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).
2. 'Immunisation Certificate'
3. Copies of Family Court or any other court orders (if applicable)
4. Proof of address (see Requested documentation in the attached Parent information)
5. Information relating to suspensions or exclusions
6. Information relating to disability

If your child was not born in Australia, you must provide evidence of:

1. Date of entry into Australia
2. Passport or travel documents
3. Current visa subclass and previous visa subclass (if applicable)

If your child is a temporary visa holder, you must also provide:

Confirmation of enrolment or evidence of any permission to transfer
 provided by [Education and Training International \(ETI\)](http://www.educationandtraininginternational.com.au) email: study.eti@dtwd.wa.gov.au
(if holding an International full fee student visa, sub class 571);

or

Evidence of the visa for which the student has applied if the student holds
 a bridging visa

PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

Please tick which year you are applying to enrol your child into:

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12 **2017** **2018**

Child's surname	Given names	Date of birth	Sex (M /F)
Surname of parent/responsible person	Given names	Mr/Mrs/Ms	
Residential Address (must be completed)			Postcode
Nearest intersecting street			
Postal Address (if different from residential address)			Postcode
Telephone – Home	Mobile Phone No		
Work (if convenient)	Email		
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"/> Is the child subject to access restriction? If yes, please specify and attach supporting documentation. Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/> (These documents must be provided to the school)			
Name of school at which the child is currently or was last enrolled:			
<u>GIFTED AND TALENTED</u>			
Has your child received an acceptance letter for the Gifted and Talented (Secondary Selective Entrance Programs)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<u>YEAR 11/12 STUDENTS</u>			
Are you applying to enrol in: Vocational Education Pathway <input type="checkbox"/> OR University Pathway <input type="checkbox"/> <i>(you must attach your most recent school report before this application will be considered)</i>			
Are there any siblings currently attending this school? Names and year levels:	Please indicate (✓)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your child currently under suspension from a school? If yes, name of school:	Please indicate (✓)	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
Has your child ever been excluded from a school? If yes, name of school:	Please indicate (✓)	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
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: _____			
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/responsible person _____			Date _____
Signature of parent/responsible person _____			Date _____