

APPLICATION FOR ENROLMENT



En Avant

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

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 History Statement'. Copies of any Family Court or other court orders, and visa details (if applicable). You must provide evidence of your usual place of residence. Acceptable evidence is a utilities bill or lease agreement.

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.

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. Such as:
 - electricity,
 - gas, or
 - lease agreement.
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

PLEASE PROVIDE ONLY CORRECT INFORMATION

Bunbury Senior High School is currently under enrolment pressure and for the foreseeable future can only approve enrolment applications for students whose usual place of residence is within the local intake area.

Unfortunately, there have been a number of cases where parents have provided false or misleading information on the Enrolment Application Form. Section 20. (1) (a) of the School Education Act 1999 which states;

20. (1) The principal may cancel the enrolment of an enrollee at the school if the principal is satisfied that -

(a) The enrolment was obtained by giving false or misleading information;

When it has been discovered that a parent has provided false or misleading information, the enrolment has been cancelled and the student has moved to their correct local intake school.

This situation is embarrassing for parents to be 'found out' and unsettling for the student who has had to move schools, sometimes after more than a term at Bunbury High.

The greater Bunbury area has many quality public schools. If a parent is concerned about sending their child to a school then they should meet with staff at the school to discuss any concerns and to be assured their child will receive a quality education.

Mike Sinagra
Principal

Application for Enrolment

You must complete a separate application for each student.

Submitting an application for enrolment does not guarantee you will receive a place at Bunbury Senior High School. You will be notified of the outcome of your application in writing.

To understand why the school collects personal information at enrolment, how it will be used, and when it may be shared, please see the *Collection notice for enrolment* at the end of this form.

APPLICATION DETAILS (Please complete all details below)

Year Level Enrolling In Year you are applying for 2026 2027

Name of School at which your child is currently, or was last enrolled at

Has your child received an acceptance letter for the Gifted & Talented program? Yes No

YEAR 11/12 STUDENTS ONLY (You must attach your most recent school report before this application will be considered)

Are you applying to enrol in: Vocational Education Pathway University Pathway General Pathway

PERSONAL DETAILS (Please complete all details below)

Child's First Name Middle Name/s

Child's Surname Legal Surname

Date of Birth (DD/MM/YY) / / Gender Male Female (if different)

Parent's First Name Parent's Middle Name

Parent's Surname Title Mr Mrs Ms Other

Residential Address
(must be completed)

Postal Address
(if different from residential address)

Mobile Phone No. Email

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of your child? If Yes, supporting documents must be provided to the school Yes No

Are there any Access restrictions regarding the day to day or long term care, welfare and development of your child? If Yes, supporting documents must be provided to the school Yes No

Does your child have any siblings attending Bunbury Senior High School? Yes No
If Yes, please list below

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sibling # 1 - Name	Sibling # 1 - Year	Sibling # 3 - Name	Sibling # 3 - Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sibling # 2 - Name	Sibling # 2 - Year	Sibling # 4 - Name	Sibling # 4 - Year

Is your child a permanent resident of Australia? Yes No

If **No**, date entered Australia / /

Visa Sub Class No. Visa Expiry Date / /

Must provide a copy of Visa notice

PERSONAL DETAILS (Continued)

Is your child currently under suspension from a school? Yes No
If yes, name of school

Has your child ever been excluded from a school? Yes No
If yes, name of school

Does your child have a health or medical condition, disability or additional needs?

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 education program for your child.

PHYSICAL	INTELLECTUAL	OTHER	MEDICAL CONDITION
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes to any of the above, please provide details below:

DOCUMENTS TO BE PROVIDED

The school will advise you of any additional documentation required.

Checklist: (Check the box X to indicate documents you are able to provide, to support this application, where applicable)

- | | |
|--|--|
| <input type="checkbox"/> 1. Birth Certificate <u>or</u> Passport
<small>Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided</small> | <input type="checkbox"/> 5. Information relating to suspensions or exclusions |
| <input type="checkbox"/> 2. Copies of Family Court, Other Court, or Care Orders | <input type="checkbox"/> 6. If your child was not born in Australia, you must provide evidence of: <ul style="list-style-type: none">• Date of Entry in Australia• Passport or Travel Documents• Current Visa subclass and previous Visa subclass if current Visa is a bridging Visa |
| <input type="checkbox"/> 3. Proof of Address (Current Gas or Electricity Bill in your name)
<small>Please Note: The Principal may request additional supporting documents at their discretion</small> | <input type="checkbox"/> 7. Current "Immunisation History Statement from AIR" (Australian Immunisation Register), available from Medicare |
| <input type="checkbox"/> 4. Information relating to health or medical conditions, disabilities or additional needs | |

DECLARATION (Please complete all details below)

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 Mr Mrs Ms Other

Relationship to Child

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

Mobile Phone No.

Signature Date / /

- If you are completing this form **online** and are unable to physically sign this form, please check this box to confirm the above information is true and correct.

Please 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.

OFFICE USE ONLY

Student Name Gender DOB Year

Previous School Year of Enrolment

Student resides within local intake area YES NO

Documents provided:

- 1. Birth Certificate or Passport YES NO
- 2. Copies of Family Court or any other Court Orders YES NO N/A
- 3. Proof of Address Provided:
 - Power/Gas Bill
 - Lease Agreement
 - Other (specify)
- 5. Information relating to suspensions YES NO N/A
- 6. Information relating to health or medical condition, disability or additional needs YES NO N/A
If Yes, further Information:
- 7. Visa Notice YES NO N/A
If Yes, further Information:
- 8. GAT Acceptance Letter YES NO N/A

COHORT TOTAL GAT PBL MESH SPACE AVAILABLE IN ELECTIVES YES NO

LIMITED OPTIONS ELECTIVES

Date application received / /

Principal's Approval APPROVED DECLINED

Name

Date Signed / /

Signature of Principal / Delegate

NOTES



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

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

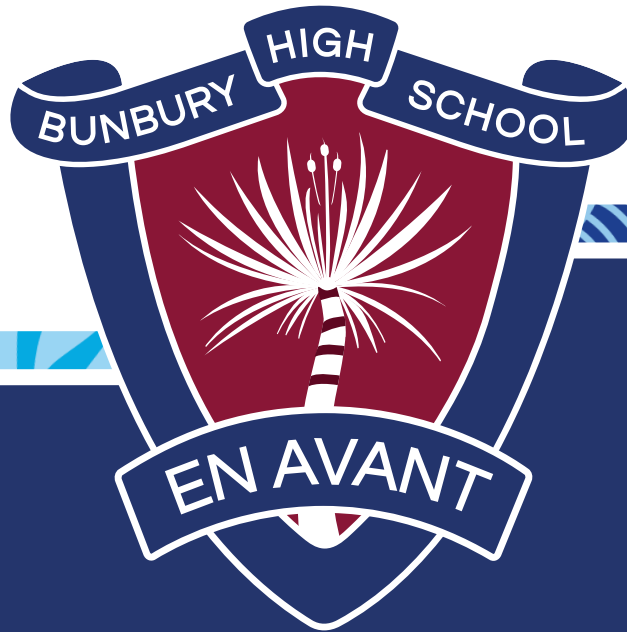
You can contact your child's school if you:

- 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](#).



BUNBURY

SENIOR HIGH SCHOOL

Inspiring *Self* Belief

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En Avant