JOHN FORREST Secondary College
INDEPENDENT PUBLIC SCHOOL

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Dear Parent/Guardian

Thank you for your enquiry regarding the enrolment of your child at John Forrest Secondary College. An *Application for Enrolment* is enclosed for your completion.

ENROLMENT PROCEDURES –
Closing date for Year 7 2021 enrolments is Friday 24 July 2020

1. Application for Enrolment

The following documentation **must be submitted**:

- Completed *Application for Enrolment* form.
- Full Birth Certificate of the child being enrolled.
- Passport and VISA if the child was born overseas.
- Immunisation records.
- Family Court documents regarding custody arrangements.
- Documentation outlining any disability or medical condition.
- Proof of ownership of the property (eg. rates notice) OR a copy of the rental agreement (minimum 12 months) and THREE further pieces of evidence to confirm their residency at the address provided. These may include:
  - Utility bill showing usage.
  - Internet connection account and details.
  - Contents insurance.
  - Electoral Roll information/changes.
  - Official correspondence from a government department, such as Medicare, Taxation Office, Centrelink or Department of Human Services.

  * These documents must be current for the date of commencement at the College.

- Evidence of the most recent academic achievement from previous school, ie either Semester 1 or Semester 2 Reports.

Upon receiving this documentation, the College will consider the application to determine if the College can provide an appropriate education program within the existing resource constraints. If we are unable to accept your application to enrol you will be notified.

2. Enrolment Interview

If the student's application has been successful, the parent/guardian of the prospective student may be contacted to arrange an interview with the Deputy Principal. On arrival for this interview you may receive the enrolment forms to complete and return to the enrolling officer. Parents/Guardians may be required to arrange an interview to finalise subject selection and be familiarised with the College's policies and procedures. **Both parent/guardian and student are required to attend this interview.**

Melissa Gillett
PRINCIPAL
Enc

ENROLMENT PACK (PART A)

APPLICATION FOR ENROLMENT FORM FOR ENROLMENT IN A WESTERN AUSTRALIAN PUBLIC SCHOOL

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: _____

Relationship to child: _____
(Independent Minors and those aged 18 years or older may apply on their own behalf)

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

Please place **X** in ☐ to indicate each document is attached to this application form.

1. Birth Certificate or extract or other identity documents if applicable ☐
2. Australian Immunisation Register (AIR) History Statement ☐
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 ☐
7. Most recent school report(s). ☐

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) at 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. ☐

OFFICE USE ONLY

Date received:_____

Birth certificate / other:	YES ☐	NO ☐
Visa sighted	YES ☐	NO ☐
Family Court Order	YES ☐	NO ☐

PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

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? YES ☐ NO ☐

If applicable, year level child currently enrolled in (e.g. Year 7):

If applicable, name of school at which the child is currently or was last enrolled:

Are you applying to enrol in a specialist program at this school?
Name of specialist program: YES ☐ NO ☐

Will there be any brothers or sisters attending this school?
Names and year levels: YES ☐ NO ☐

Is your child currently under suspension from a school?
If YES, name of school: YES ☐ NO ☐

Has your child ever been excluded from a school?
If YES, name of school: YES ☐ NO ☐

Is your child a permanent resident of Australia?
YES ☐ NO ☐

If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____

Does your child have a 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 whether:

Physical ☐ Intellectual ☐ Other medical condition ☐ _____

☐**Please outline the nature of the disability/medical condition and <u>attach</u> any relevant reports/documents.**

APPLICATION FOR ENROLMENT

Parent information about applying to enrol in a Western Australian public 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. Parents first lodge an *Application for Enrolment* (attached) with the school. If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* and an *Enrolment Form* (Part B).

The form is to be completed in English. If you need help including translation services, please ask the school staff about available assistance.

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 Regional Education Office where sufficient evidence may not have been supplied.

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; and
2. Independent minors and persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court.

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (see **Applications to local-intake schools** below). Those 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.

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?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at http://www.det.wa.edu.au/policies, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

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

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary 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 to be applied in considering applications for enrolment:

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

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

Applications to non-local-intake schools (pre-compulsory and compulsory)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

Lodging Applications and Enrolment forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment form and the Enrolment Form concurrently, with the agreement of the school.

Applications for starting school and 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 (Pre-primary 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.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at http://www.det.wa.edu.au/policies.

Requested documentation

You will be asked to show your child's Birth Certificate 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, driver's licence, statutory declaration; copies of any Family Court or other court orders; and visa details (if applicable).

Once accepted, you will be required to complete the enrolment procedures at 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 accepted, you will be required to complete the enrolment procedures at the school. 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.

Kindergarten

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

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. S 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.

THE FOLLOWING CONSTITUTES THE BOUNDARY FOR JOHN FORREST SECONDARY COLLEGE:
From the intersection of Morley Drive and Alexander Drive, east along Morley Drive (south side included) to Light Street, south-east along Light Street (both sides excluded) to Walter Road West, north-east and east along Walter Road West (both sides excluded) to Collier Road, south, south east and east along Collier Road (south side included) to the railway line, south-west along the railway line to Chapman Street, south-east along Chapman Street (north side excluded) to Elder Parade, south along Elder Parade (east side excluded) to Reid Street, east along Reid Street (both sides included) to Iveson Place, south along Iveson Place (both sides included) and its extension to the Swan River, south-west and west along the Swan River foreshore to the extension of Fogerthorpe Crescent, north along Fogerthorpe Crescent (both sides included) to Peninsula Road, west along Peninsula Road (both sides included) to Joseph Street, north along Joseph Street (west side excluded) to Caledonian Avenue, north-west along Caledonian Avenue (north east side included) to the railway line, north-east along the railway line to Kennedy Street, north-west along Kennedy Street (both sides excluded) to York Street, south west along York Street (west side included) to Eleventh Avenue, north west along Eleventh Avenue (both sides excluded) to Dundas Road, north west along Dundas Road (both sides excluded) to Homer Street, north west along Homer Street (north east side included) to Alexander Drive, and north along Alexander Drive (east side included) to Morley Drive.