



Albany Senior High School

Application for Enrolment Part One

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 a government school. Only students under the age of eighteen years of age can be enrolled and must be accompanied by a parent(s) or legal guardian.

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.

APPLICATION FOR ENROLMENT

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 first determine if there is classroom accommodation and whether an appropriate educational program can be provided for your child at the School. Once determined, the Principal will need to fully consider the information provided on the application form.

RESIDENT IN LOCAL INTAKE AREA

Albany Senior High School is a local intake school. The boundaries are determined by the Department of Education of Western Australia. A map of this area can be viewed on our website. An eligible child whose usual place of residence is within the local intake area is guaranteed enrolment (subject to provision of required documentation).

A child living outside of the School's boundary may apply for enrolment, however their place is dependent on spaces available for in boundary applications and then a priority system is used to determine who is accepted first.

DISCLOSURE OF INFORMATION

Parents of Students with disability

To provide the best education program the School may require specific information relating to your child's disability and personal needs to make necessary adjustments. The School may use information provided during enrolment when applying for specialist resources/ supplementary funding.

Confidentiality

All information provided on enrolment will be treated confidentially. Section 242 of the *School Education Act 1999* prevents the information from being used for anything other than: to determine the outcome of enrolment; address any needs for the child if enrolment is successful; and to comply with legal requirements or ministerial directions.

Disputes

If you disagree with the School's advice regarding your application for enrolment you can contact the Principal, The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. More information about formal disputes

can be found at

<https://www.education.wa.edu.au/o/article/pdf/web/policies/-/enrolment-in-public-schools-policy>.

PARENTS AND GUARDIANS ARE REMINDED THAT:

Under the Educational Act 1999, Division 2.20 "the Principal may cancel the enrolment if false or misleading information was given"

- It is a requirement that the School is informed immediately of any changes of address.
- It is also a requirement that all the information provided is accurate.

Regarding Cancellation of enrolment - Section 20. (1) The Department of Education's Education Enrolment Policy states:

The Principal of a school may cancel the enrolment of an enrollee at the School if the Principal is satisfied that:

- a) the enrolment was obtained by the giving of false or misleading information; or
- b) Section 17 has not been complied with.

Regarding Change of particulars - Section 17. (1) The Department of Education's Enrolment Policy states:

Where there is a change in -

- a) the place of residence of an enrollee; or
- b) (b) the particulars referred to in section 16 (1) (b) or (c) in respect of the enrollee, notice of the changes is to be given to the Principal of the School at which the enrollee is enrolled (c) by a parent of the enrollee.



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IMPORTANT

Please ensure all requested documentation is included and returned to Albany SHS.

You must complete a separate application for each student. You need to complete an application form if:

- You are enrolling a child in Year 7 for the following year.
- You are enrolling a child transferring from another school in any year level.

Submitting an application for enrolment does not guarantee you will receive a place at the School. The School will notify you in writing of the outcome of your application.

If you cannot complete this application form electronically or online, phone 6821 1700 to request a hard copy. Please return the application, with supporting documents, to:

- Albany SHS, 1 Campbell Road, Albany WA 6330.

For more information, please visit the [Department of Education](#).

Older devices and some smart devices may need Adobe Reader to use this form or to submit this form ONLINE.

A free version of Adobe Reader is available to download via <https://get.adobe.com/reader/>.



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APPLICATION TYPE

Local intake application
 Non-local intake application
 GAT application

Year level at start date
 START DATE Beginning of school year
 OR
 Indicate alternate start date

 OR
 / /

STUDENT DETAILS

Student surname
 Legal surname (if different)

First name
 Second name/s
 Third name

Preferred name

Student Mobile

Date of Birth / /

Gender Identity
 Female
 Male
 Other

Is the student Aboriginal or Torres Strait Islander?
 Yes
 No

IF YES
 Aboriginal
 Torres Strait Islander
AND
 Language Group

Residential address
 Postcode

Mailing address (if different from above)
 Postcode



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LANGUAGE

What is the student's First Language?

What is the main language the student speaks at home?

If the language spoken at home is **other than English**, state how well English is spoken.

Very well

Well

Not well

Not at all

Not stated

STUDENT RESIDENCY STATUS

What is the student's country of birth?

Is the student an Australian Citizen?

Yes

No

If **NO**, please answer the following. If **YES**, leave this section blank.

Is the student a Permanent Resident?

Yes

No

Is the student a Temporary Resident?

Yes

No

Visa Sub-Class Number

Visa expiry date

Date entered Australia

From which country has student arrived?

Year level your child is currently enrolled in (e.g. Year 6)

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

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of your child?

Yes

No

Are you applying to enrol your child in a specialist program at this School?

Yes

No



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Name of specialist program

Are there any siblings **currently** attending Albany SHS?

Yes No

Name/s

Year level

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Is your child currently under suspension or exclusion from a school?

Yes No

If yes, name of the School

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

Yes No

This information will assist the school principal in planning to provide the best educational program for your child.

Please provide details:



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DECLARATION

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

Name of the person enrolling this child

Relationship to the child

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

Telephone (Home)

Mobile Phone No.

Email address

Signature

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

Date

 / /

Note: If statements made in this application later prove false or misleading, this application may be declined. Information supplied may need to be checked by the School.



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DOCUMENTS TO BE PROVIDED

The School will advise you of any further documentation required.

Check the box

to indicate documents you can provide to support this application.

- Birth Certificate or extract or other identity documents, e.g. Passport
This box must be checked for your application to be submitted ONLINE, and documents must be submitted with your application.
- Proof of Residence (e.g. current utilities account or lease agreement)
This box must be checked for your application to be submitted ONLINE, and documents must be submitted with your application.
- Family Court Orders or any other court orders (if applicable)
- Information relating to suspensions
- Information relating to health or medical condition, disability or additional needs (if applicable)
- 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 the current visa is a bridging visa)

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OFFICE USE ONLY

STUDENT DETAILS

Student surname

Legal surname (if different)

First name

Second name/s

Third name

Documents provided:

YES NO Birth Certificate or extract or other identity documents

YES NO Copies of Family Court or any other court orders

YES NO Proof of address

YES NO Information relating to suspensions

YES NO Information relating to health or medical condition, disability or additional needs

Date application received / /

Year Level

PRINCIPAL/DELEGATE TO COMPLETE

Application Approved? Yes No

Date / /

Name of Principal/Delegate

Signature of Principal/Delegate