Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Hammond Park PRIMARY SCHOOL

Application for Enrolment in a Western Australian Public School (Primary)

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

- You are enrolling a child in Kindergarten for the following year.
- You are enrolling a child in Pre-primary for the following year.
- You are enrolling a child in Year 7 at a new school 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 are unable to complete this application form, please contact the school for help.

For more information please visit the Department of Education website.

SCHOOL NAME

School name

PERSONAL DETAILS (Please complete all details below)

Child's surname

Legal surname (if different)

Given names

Date of birth (dd/mm/yy) / /

Gender Male Female Not Specified

Parent Surname

Parent First Name

Title Mr Mrs Ms Other

Residential Address (must be completed)

Postcode

Postal Address (if different from residential address)

Postcode

Telephone (Home)

Telephone (Work) (If convenient)

Mobile Phone No.

Email

PERSONAL DETAILS (Continued)

Year Level enrolling in **Start date:** Beginning of following school year ◯ YES ◯ NO

If no, indicate start date / /

If applicable, year level your child is currently enrolled in (e.g. Year 6)

If applicable, 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

Does your child have an Australian Immunisation Register (AIR) Immunisation History Statement?

◯ YES ◯ NO

If your application is accepted, you will be asked to provide an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old.

Will there be any brothers or sisters attending this school? ◯ YES ◯ NO

Name/s and year levels

Is your child currently under suspension from a school? ◯ YES ◯ NO

If yes, name of school

Is your child a temporary resident? ◯ YES ◯ NO If yes, please indicate:

Date entered Australia if born overseas. / /

Visa Sub Class No. Visa expiry date / /

Does your child have 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:

DECLARATION

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

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)

Telephone (Home) **Telephone (Work)**

Mobile Phone No.

Signature **Date** / /

☐ **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**

Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

DOCUMENTS TO BE PROVIDED

The school will advise you of any additional documentation required.

Checklist: Check the box ☒ to indicate documents you can provide to support this application.

☐ 1. Birth Certificate or extract or other identity documents
☐ 2. Copies of Family Court or any other court orders (if applicable)
☐ 3. Proof of address
☐ 4. Information relating to suspensions
☐ 5. Information relating to health or medical condition, disability or additional needs (if applicable)
☐ 6. 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 current visa is a bridging visa)

Please provide any other relevant information.

OFFICE USE ONLY

Documents provided:

1. Birth Certificate or extract or other identity documents ◯ YES ◯ NO
2. Copies of Family Court or any other court orders ◯ YES ◯ NO
3. Proof of address ◯ YES ◯ NO
4. Information relating to suspensions ◯ YES ◯ NO
5. Information relating to health or medical condition, disability or additional needs ◯ YES ◯ NO

Date application received / / **Year Level**

Principal's approval Application for Enrolment approved ◯ YES ◯ NO

Name

Signature of principal/delegate **Date** / /

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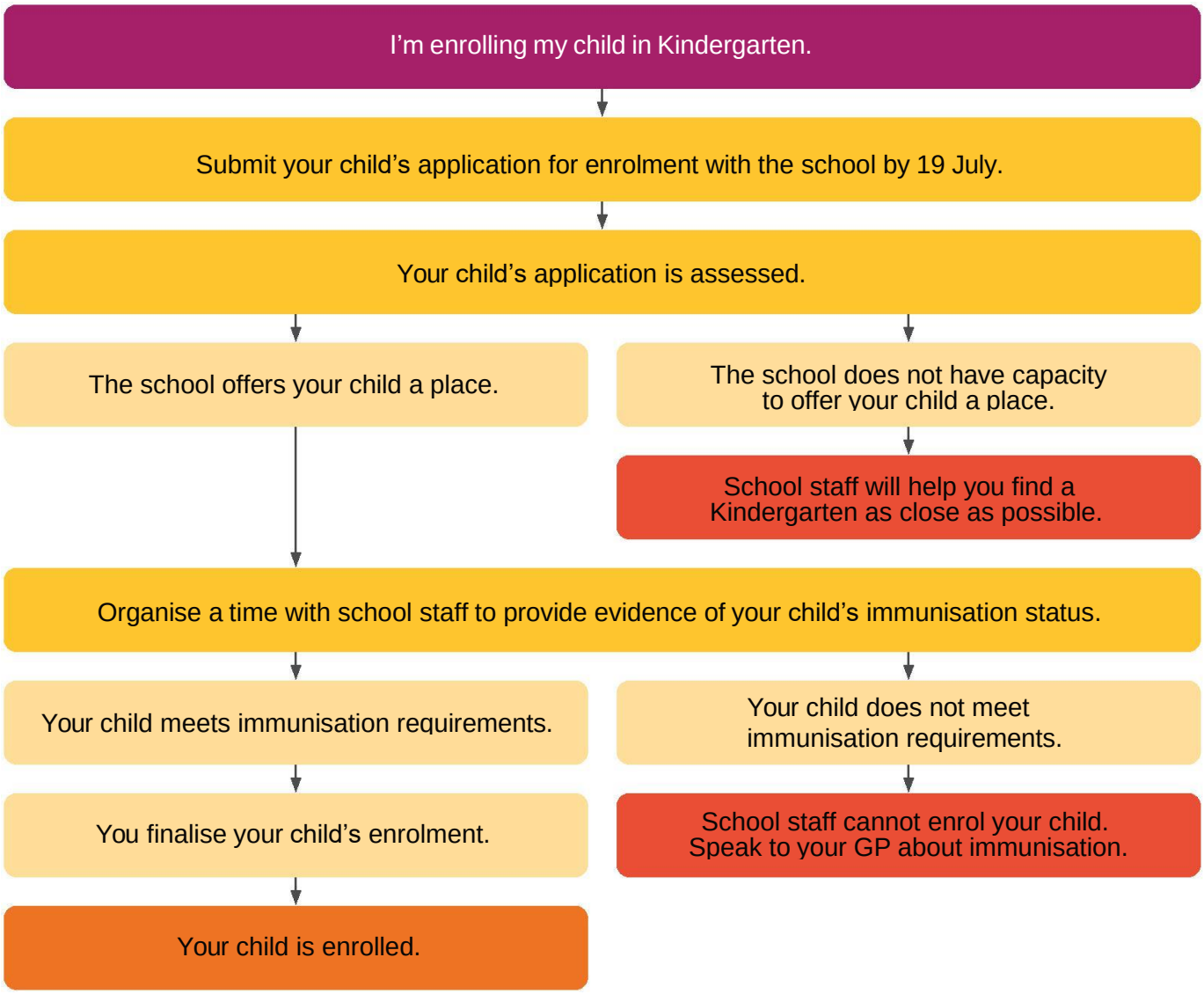
Shaping the Future

Applying to enrol your child

Who needs to apply?

If your child is starting Kindergarten, you will need to submit an application for enrolment.



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Shaping the future

Applying to enrol your child
Kindergarten

Enrolment application process

Once you submit your child's application for enrolment, it will be assessed by the school's principal. In some cases, the school may receive more applications than places available. When this happens, the principal prioritises applications.

First priority

- You and your child live in the school's local-intake area.
- They have a sister or brother enrolled in the same school next year.
- You live nearest to the school.

Second priority

- You and your child live in the school's local-intake area.
- They do not have a sister or brother enrolled in the same school next year.
- You live nearest to the school.

Third priority

- You and your child live outside the local-intake area.
- They have a sister or brother enrolled in the same school next year.
- You live nearest to the school.

Fourth priority

- You and your child live outside the local-intake area.
- They do not have a sister or brother enrolled in the same school next year.
- You live nearest to the school.

If your child's school doesn't have a local-intake area, the principal will prioritise applications from those that live nearest to the school to those living furthest from the school.

Why do I need to apply by the 19 July?

Applications submitted by the deadline form part of the school's first round offers. You can still apply after 22 July, but this may mean that your child misses out on a place.

If your child is not offered a place, the school staff will help you find another school as close to your home as possible.

What do I need to have to apply to enrol my child?

- Your child's birth certificate or identity documents.
- Proof of your child's residential address.
- If your child was born outside Australia or is a temporary resident of Australia, you need their passport, visa and travel documents.
- You need to tell the school whether your child has an Australian Immunisation Register (AIR) immunisation history statement.

Don't have all these documents right now?
Provide as much information as you can. You should make a time to speak with school staff to let them know what is missing and why you don't have it.

Don't forget. You will need your child's current Australian Immunisation Register Immunisation History Statement if your child is offered a place.

How long does it take?

Contact your child's school if you would like an update on their application.

CC BY