

APPLICATION FOR ENROLMENT AT Spearwood Alternative School

Please read this information carefully.

This is an application only and NOT an enrolment.

A parent / caregiver applying to enrol a child in a public school should complete this *Application for Enrolment* form. Only permanent Australian residents and those children holding an approved visa subclass number are eligible to enrol in public schools.

Before you submit this application, please thoroughly read the information supplied on the Schools Online website http://www.det.wa.edu.au/schoolsonline/main_page.do to determine that this is really the school community of choice for your child/ren and family. Our website also provides relevant information <https://spearwoodalternative.wa.edu.au/>

Please:

Provide proof of your child's date of birth, ie bring with your application the original birth certificate or passport

Provide proof of your usual place of residence, ie a utilities account [electricity, water or telephone] showing your name and usual place of residence.

Complete one form for each child, if you are applying for more than one child.

Application for Kindergarten or Pre Primary

Application for the first round of offers for Kindergarten, Pre Primary or Year 1 are accepted anytime during the year before attending until the closing date. This is usually the last Friday in July. Applications after this date will be considered on a case by case basis, in accordance with Education policy and classroom availability.

Once availability is confirmed, you will be required to complete enrolment procedures at school. Parents should bring evidence of their child's legal name, immunisations records, immigration records [if applicable] and medical information. Any Family Court Orders or parenting plans registered with the Family Court should also be made available at the time of enrolment.

If your application for enrolment is not successful, you will be advised, in writing, within three weeks of the advertised closing date for application.

Applications to Change Schools

Please refer to the *General information* above.

You will be notified by the principal at the earliest possible opportunity if your application is successful. In the majority of cases, parents will be advised within two working days.

Once availability is confirmed, you will be required to complete enrolment procedures at school. Parents should bring evidence of the child's legal name, immunisation records, immigration records [if applicable] and medical information.

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.

Any Family Court Orders or parenting plans registered with the Family Court should also be made available at the time of enrolment.

For a student with a disability who has significant and complex support needs, the principal will negotiate with the parent / caregiver the day on which the student will begin

attending if the necessary teaching and learning adjustments are not immediately available at the time of enrolment.

Please note: It is a requirement of the Department of Education that any information on suspensions and exclusions is 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. 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.

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 either to the school where the Application for Enrolment is being submitted or to the Public Transport Authority.

Appeals

Should you disagree with the school's decision regarding your Application for Enrolment, you can appeal to the Fremantle District Education Office.

The Fremantle District Education Office will then seek to verify whether the process for managing Applications for Enrolment have complied with Departmental policies and guidelines. Prior to submitting an appeal however, it is recommended that you contact the Principal or the Manager of District Operations at the Fremantle District Education Office to discuss your grievance informally. Appeal forms are available from the office at Spearwood Alternative School or the Fremantle District Education Office.

For parents of students with a disability: If you remain dissatisfied with the decision about placement of your child, you may request an independent review of the decision. You should put your request in writing to the Director General of Education, through the relevant Director of Schools. A Disabilities Advisory Panel will be convened to review the placement decision. An opportunity will be provided by the panel for you to present your case. The Director of Schools will be able to provide you with detailed information about the panel.

Confidentiality

All information on this form will be treated confidentially. Section 242 of the School Education Act 1999 and the Department of Education's Information Privacy and Security policy preclude 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 requirement or ministerial directions

Thankyou for your enquiry.



Spearwood Alternative School
WESTERN AUSTRALIAN INDEPENDENT PUBLIC SCHOOL
APPLICATION FOR ENROLMENT



1. PERSONAL DETAILS [please PRINT all details below]			
Child's Surname:	Given names:	DOB	Sex (M / F)
Surname of contact parent / guardian	Given names:	Mr / Mrs / Ms / Miss	
Residential address:			Postcode:
Postal address [if different from residential address]			Postcode:
Telephone: Home:	Work:	Mobile:	
Email address:			
Are there any Family Court Orders regarding day to day or long term care, welfare & development of your child? Please indicate: <input type="checkbox"/> Yes <input type="checkbox"/> No [please indicate ✓]			
Year level currently enrolled [if applicable]:	Name of school currently or was last enrolled:		
Will there be any siblings attending this school: <input type="checkbox"/> Yes <input type="checkbox"/> No [please indicate ✓] Names & Year Levels:			
Is your child currently under suspension from a school? <input type="checkbox"/> Yes <input type="checkbox"/> No [please indicate ✓] If yes , name of school:			
2. PERMANENT RESIDENT OF AUSTRALIA?			
<input type="checkbox"/> Yes <input type="checkbox"/> No [please indicate ✓]			
If no , please indicate date entered Australia: _____ Visa Sub Class No: _____			
3. 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 in providing the best educational program for your child.			
Physical <input type="checkbox"/> Yes <input type="checkbox"/> No	Intellectual <input type="checkbox"/> Yes <input type="checkbox"/> No	Other <input type="checkbox"/> Yes <input type="checkbox"/> No	Medical condition <input type="checkbox"/> Yes <input type="checkbox"/> No
Please outline the nature of the disability / medical condition:			

Please complete details on reverse...

I declare that the information provided on this form is true.

If applying for Kindergarten or Pre Primary Program, I also declare that this is the ONLY application I have made.

Signed: _____

Parent / Guardian

Date:

Signed: _____

Parent / Guardian

Date:

I have read the Spearwood Alternative School information on the Schools Online website

How did you find out about, and what do you know about, Spearwood Alternative School?

What makes you feel this is the school for you and your child/ren?

Office use only:

Date application received: _____

accepted _____ declined _____

Date Enrolment offered: _____ Telephone Mail

Birth Certificate Yes No

Visa Yes No

Family Court Order Yes No