



**Spearwood
Alternative
School**

*Education through Community
Community through Education*

APPLICATION FOR ENROLMENT INFORMATION

Please read this information carefully. *This is an application only and NOT an enrolment.*

WHO CAN ENROL A CHILD?

Enrolment applications can be lodged by 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.

We may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. We are 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'. 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 condition 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 arrivals in the State, residence in boarding houses and caravan parks, or homelessness.

We cannot enrol children who are:

1. Receiving home education
2. Applying to enrol at another school OR
3. Enrolled at another Kindergarten (public or private), unless transferring.

From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school. The change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases. Parents applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is up-to-date to avoid their application for enrolment being declined.

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 school must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools, as Spearwood Alternative is, may receive applications but not necessarily enrol all applicants.

APPLICATIONS TO LOCAL-INTAKE SCHOOLS (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling, ie Kindergarten, will be offered a place subject to meeting the immunisation requirements for enrolment.

APPLICATIONS TO NON-LOCAL SCHOOL (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.

REQUESTED DOCUMENTATION

You will be asked to show your child's Birth Certificate (original or certified copy) or equivalent identity documents; your child's Australian Immunisation Register (AIR) Immunisation History Statement; proof of your child's usual place of residence, eg utilities account, lease agreement; copies of any Family Court or other court orders; visa details (if applicable).

The Principal may accept a maximum of 3 documents as evidence of your child's usual residential address. Principals are able to request additional information where this is necessary to confirm your child's usual place of residence.

You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol. You can provide one of the following:

- Australian Immunisation Register (AIR) Immunisation History Statement that is not more than 2 months old **OR**
- Australian Immunisation Register (AIR) Immunisation History Form for children on a catch up schedule that is not more than 6 months old **OR**
- Immunisation Certificate issued by the Chief Health Officer.

Other immunisation documents are no longer accepted.

Once the application has been accepted, you will be required to complete an Enrolment form. If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date of the applications.

ELIGIBILITY TO ENROL IN A PARTICULAR SCHOOL

The only guaranteed Pre-Primary to Year 12 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, ie 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.

KINDERGARTEN

The West 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

Students with a disability

In order to provide an appropriate education program, we may require specific information relating to your child's disability and personal needs to enable us to make any necessary teaching and learning adjustments. We 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 need to be provided to us at the time of applying to enrol. This information will help us 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 us if enrolment is accepted.

CONFIDENTIALITY

All information 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 us 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 our advice regarding your application for enrolment please contact me, Denise Stone (Principal), in the first instance.

The Coordinator Regional Operations at Fremantle Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from us, the Fremantle Educational Regional Office or the Department's Enrolment Policy which can be found at <http://det.wa.edu.au/policies>

SAS ATTENDANCE

Kindergarten students attend four mornings per week, 9:00am – 12:40pm. Pre Primary to Year 6 students attend 5 days, 9:00am – 3:10pm, except Wednesday 9:00am-2:30pm. Students are requested to be onsite by 8:45am. Siren for the commencement of day, 8:55am.