



LEEMING SHS

HARMONY ~ EXCELLENCE

APPLICATION FOR ENROLMENT

The information provided in this form is securely stored in our school and Department databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality. You need Adobe Reader to fill this form. A free version is available to download via <https://get.adobe.com/uk/reader/>.

PERSONAL DETAILS

Enrolment for Year:

Student Surname

Student Given Name

Date of Birth

Sex

Please select:

Surname of parent/responsible person

Name of parent/responsible person

Residential Address

Suburb

Postcode

Postal Address (if different from Residential Address)

Suburb

Postcode

Home Phone

Mobile Phone

Email

Work Phone

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

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

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

Student Number

Will you be applying for our Specialist Programs?

If Yes, please complete the application form and return it with this application before 17 May 2024. This application form gets updated every year. [Specialist Programs Application Form](#)

Are there any siblings enrolled at the school? If yes, Please indicate the names and year level below.

Name Year

Name Year

Name Year

Name Year

Name Year

Name Year



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Is your child currently under suspension from a school?

If yes, please provide information relating to suspension eg. behaviour, exclusion, etc.

Is the student an Australian citizen?

If the answer is **NO** please complete the information below:

Is the student a permanent resident of Australia?

If the answer is YES, please complete information below:

Date of arrival in Australia:

Visa Sub Class Number

Visa Expiry Date (if applicable):

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

If YES, please indicate:

Does your child receive Student Centre Funding?

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

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

Date



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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 government schools.

Before you submit this application, please contact the school to find out about the school policies and whether required courses and facilities are available for your child. Please complete one form for each child and attach proof of your usual place of residence to this application form. An example of this would be a utilities account (electricity, water or telephone) showing your name and usual place of residence.

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 Deputy Principal will firstly need to determine if there is classroom accommodation and an appropriate educational program can be provided for your child at the school. In determining whether an appropriate educational program can be provided for your child at the school, the principal will need to fully consider the information provided in Section 3 on the application form.

You will be notified by the Deputy Principal if your application has or has not been accepted at the earliest opportunity. For parents applying to enrol their children in Leeming SHS for next year, you will be advised of the outcome of your application by early fourth term.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/guardians should ensure that their child's birth certificate, immunisation records, school reports, records and samples of work from the previous school, and any Family Court orders' or parenting plans registered with the Family Court, are made available at the time of enrolment.

NB: It is a requirement of the Education Department 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. Children currently under suspension from a government school cannot be enrolled at another government school until the suspension period is over. Children who have previously been suspended or excluded from a government school may be required to enter into a behaviour agreement with the school if enrolment is accepted.



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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 Leeming Senior High School or to the Department of Transport.

Appeals

Should you disagree with the school's decision regarding your *Application for Enrolment* you can appeal to the District Education Office in the district in which the school is located. The District Office will then seek to verify whether the process for managing the enrolment decision at the school complied with department policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the School Principal or the Manager District Operations at the District Office to discuss your grievance informally. Appeal forms are available from either the school or the district office.

For parents of students with a disability – If you are still in dispute 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, through the relevant District Director. A Disabilities Advisory Panel will be convened by the Executive Director, Education Programs to review the placement decision. An opportunity will be provided by the panel for you to present your case. The District Director will be able to provide you with detailed information about the panel.

Confidentiality

All information provided on this form will be treated confidentially. The Education Department's Information Privacy and Security Policy and Section 242 of the School Education Act 1999 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; or
- to comply with legal requirements or ministerial directions.

Closing Date for Application

Application for enrolment at a Government School can take place at any time. However as Leeming Senior High School organises a Year 6 orientation day during Week 8 of Term 4. It would be beneficial to students if cross-boundary applications are returned to the school by:

19 JULY 2024

It would also be appreciated if applications to join other year groups are at the school by the same date.



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CHECKLIST

DOCUMENTS TO BE PROVIDED

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

1. Birth Certificate or extract or other identity documents if applicable.
2. Medicare Immunisation Certificate (AIR)

Obtain this certificate via the <https://my.gov.au/>

By downloading the pdf. From the Medicare section.

3. Copies of Family Court or any other court orders (if applicable).
4. Proof of address, copy of bills, statements, lease agreements etc.
5. Information relating to suspensions or exclusions.
6. Copy of last 2 school reports
7. Copy of last NAPLAN results
8. Information relating to health or medical condition, disability or additional needs (if applicable)

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 TAFE International Western Australia (TIWA) ICT.TIWA@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.

Thank you for completing this form. Please save the form, and e-mail together with all required documentation to:

Leeming.SHS.Enrolments@education.wa.edu.au