



# LEEMING SHS

HARMONY ~ EXCELLENCE

## APPLICATION FOR ENROLMENT (Part A)

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/>.

Seeking Entry into Year 7 or Year in the Year  
Sibling/s Currently at Leeming SHS

### SECTION 1: PERSONAL DETAILS

Student Surname Sex

Student Given Name/s Date of birth

Surname of parent/responsible person

Given 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:

WA Student Number

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

Is your child currently under suspension from a school?

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

## SECTION 2:

Is the student an Australian citizen?

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

Is the student a temporary/permanent resident of Australia?

If **YES**, please complete information below:

Date of arrival in Australia:

Visa Sub Class Number

Visa Expiry Date (if applicable):

## SECTION 3:

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

If YES, please indicate below:

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.

## 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.**

**Email**

**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.

# APPLICATION FOR ENROLMENT

## 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 (refer to document checklist).

**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 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 the 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 to [Transperth](#).

## **Appeals**

Should you disagree with the school's decision regarding your *Application for Enrolment* you can appeal to the South Metropolitan Education Regional Office ('SMERO'). SMERO 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 Coordinator of Regional Operations at SMERO to discuss your grievance informally.

## **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 - Out of Area**

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:

**25 JULY 2025**

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

## CHECKLIST - DOCUMENTS TO BE PROVIDED WITH THIS APPLICATION

Birth Certificate or extract or other identity documents (if applicable).

Was your child born in Australia? YES



- a. Australian Birth Certificate (if at least one parent born in Australia)
- b. Australian Birth Certificate (if both parents born overseas) together with:
  - i. Australian Passport for child; or
  - ii. Australian Citizenship Certificate for child or parent/s
- c. Overseas Birth Certificate together with:
  - i. Australian Passport for child; or
  - ii. Australian Citizenship Certificate for child or parent/sOR
  - iii. Foreign Passport for child; and
  - iv. Visa Grant Notice (full copy of document - 3/5 pages)
- d. Registered Change of Name or Gender document.

Australian Immunisation Certificate (AIR) - Immunisation History Statement (no more than 8 weeks old) - this can be obtained via myGov from the Medicare section and download the PDF History Statement.

Click [here](#) to go to the myGov website.

Proof of Address:

- a. Full copy of Rental Agreement (if renting property); and
  - b. Current Utility Bill (Power, Gas or Water)
- OR
- c. Copy of current Council Rates Notice (if own property); and
  - d. Current Utility Bill (Power, Gas or Water)

Court or Care Orders:

- a. Consent Order/s approved by Family Court
- b. Parenting Order from the Family Court
- c. Form 587 for student in the care of Chief Executive Officer, Department of Communities

Copy of last 2 School Reports (most recent)

Copy of last NAPLAN Report results (most recent)

Information relating to health or medical conditions, disabilities or additional needs (if applicable)

If you are in Australia on a Visa, please contact us to confirm Enrolment process appropriate to your circumstances.

**Thank you for completing this form. Please save the form, print it, and return to the Leeming Senior High School Administration Office with all of the supporting documents. If the application and all supporting documentation are not provided, we are unable to accept this application.**