

OVERVIEW

PLEASE READ PRIOR TO COMPLETING APPLICATION



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 a government school. Only students under the age of eighteen years of age can be enrolled and must be accompanied by a parent(s) or legal guardian.

It is a requirement of the Department of Education 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 college to provide your child with the appropriate support, if required.

APPLICATION FOR ENROLMENT

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 Principal will first determine if there is classroom accommodation and whether an appropriate educational program can be provided for your child at the school. Once determined, the Principal will need to fully consider the information provided on the application form.

RESIDENT IN LOCAL INTAKE AREA

Shenton College is a local intake school. The boundaries are determined by the Department of Education of Western Australia. A map of this area is available should you need to know these boundaries on the **school website**. An eligible child whose usual place of residence is within the local intake area is guaranteed enrolment (subject to provision of required documentation).

If your child has gained enrolment from outside the local intake area into a specialist program, their siblings will not be guaranteed enrolment in the school.

An older sibling who is currently enrolled in the College, and resides outside of our local intake area, does not guarantee a place in the College for a younger sibling.

SECURITY AND CONFIDENTIALITY

The information provided on these enrolment forms will be stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

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;
- assist the school with addressing any needs for your child if enrolment is accepted; and
- comply with legal requirements or ministerial directions.

PARENTS AND GUARDIANS ARE REMINDED THAT:

Under the Educational Act 1999, Division 2.20 "the Principal may cancel the enrolment if false or misleading information was given"

1. *It is a requirement that the school is informed immediately of any changes of address.*
1. *It is also a requirement that all the information provided is accurate.*

Regarding Cancellation of enrolment – Section 20. (1) The Department of Education's Education Enrolment Policy states:

The Principal of a school may cancel the enrolment of an enrollee at the school if the principal is satisfied that –

- (a) *the enrolment was obtained by the giving of false or misleading information; or*
- (b) *Section 17 has not been complied with.*

Regarding Change of particulars – Section 17. (1) The Department of Education's Enrolment Policy states:

Where there is a change in –

- (a) *the place of residence of an enrollee; or*
- (b) *the particulars referred to in section 16 (1) (b) or (c) in respect of the enrollee, notice of the changes is to be given to the principal of the school at which the enrollee is enrolled –*
- (c) *by a parent of the enrollee.*

VISA/CITIZENSHIP STATUS

The school must be notified of any changes to a student's Citizenship, i.e. current Visa sub Class, when changing from Temporary Resident to Permanent Resident, or where a student becomes an Australian Citizen. A copy of this documentation is required for our records.

ENGLISH COMPETENCY

Students wishing to enrol who have received instruction outside Australia will need to demonstrate fluency in Standard Australian English on enrolment. Courses in English as an Additional Language or Dialect (English as Second Language) are available for eligible students and applicants needing further language development may be referred to an Intensive English Centre or a specialised senior campus.

IMMUNISATION

Parents of students vaccinated in Australia can request an Immunisation History Statement at any time by:

- Telephoning ACIR (Australian Childhood Immunisation Register) on 1800 653 809 (free call)
- Visiting the ACIR website www.serviceaustralia.gov.au
- Emailing acir@humanservices.gov.au

CHANGE OF ADDRESS

Continual enrolment at Shenton College is not assured where a family (student) changes residence outside the school boundary.

SIBLING POLICY

Siblings are not assured enrolment at the school where the family is residing outside boundary at the time of the siblings enrolment.

OVERSEAS STUDENTS

Students who are born overseas must be Australian citizens or hold an appropriate visa before enrolling.

For overseas students, who are in Australia using an entry visa, it is necessary that we sight the passport and visa of both parent and student. These should be submitted at the time of application.

