



OFFICE USE ONLY	
Date received:	_____
Birth certificate sighted:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Visa sighted:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Family Court order sighted:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Application:	accepted / not accepted

**APPLICATION FOR ENROLMENT
at Como Primary School 2013
(CONFIDENTIAL)**

Please read the attached general information form before completing this form.

1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)			
Child's surname	Given names	Date of birth	Sex (M/F)
Surname of parent/guardian	Given names	Mr/Mrs/Ms	
Residential Address (must be completed) (please supply copy of current electricity bill or rental agreement)			Postcode
Nearest Intersecting Street			
Postal Address (if different from residential address)			Postcode
Telephone – Home	Work (if convenient)	Mobile Phone No	
Are there any Family Court orders regarding the day to day or long term care, welfare and development of the child? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>			
If applicable, year level child currently enrolled in (eg Year 5)			
If applicable, year level you wish your child to be enrolled in			
If applicable, name of school (if any) at which the child is currently or was last enrolled:			
Are there any siblings currently attending this school? Names and year levels.		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
**Is your child currently under suspension from a school? If yes, name of school:		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
**Has your child ever been excluded from a school? If yes, name of school: _____		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
**These questions are unlikely to apply to kindergarten and pre primary children			
2. PERMANENT RESIDENT OF AUSTRALIA?		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
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 with providing the best educational program for your child. Please indicate (✓)			
Physical	Intellectual	Other Medical Condition	
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Please outline nature of disability/medical condition:			
4.. Language Background			
Does your child speak only English at home? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/> If NO please answer questions below.			
Language other than English spoken at Home _____		Does your child need ESL instruction? YES <input type="checkbox"/> NO <input type="checkbox"/>	
I declare that the information provided on this form is true.			Date
Signature of parent/guardian
Signature of parent/guardian (PP Only).....		
**These questions are unlikely to apply to kindergarten and pre primary children			

APPLICATION FOR ENROLMENT

General Information

A parent/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 ensure that you are aware of 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 principal will firstly need to determine if there is classroom accommodation and whether an appropriate educational program and health care can be provided for your child at the school. In determining whether there is an appropriate educational program and health care 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 Principal about the outcome of your application at the earliest possible opportunity. In the majority of cases, parents/guardians will be advised within 48 hours. Parents applying to enrol their children in schools next year will be advised of the outcome 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, medical advice 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 Department of Education & Training 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 can not 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.

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 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 Education Office will then seek to verify whether the process for managing the enrolment decision at the school complied with departmental policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the Principal or the Manager District Operations at the District Education Office to discuss your grievance informally. Appeal forms are available from either the school or the 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, through the relevant District Director. 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 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. Section 242 of the School Education Act 1999 and the Department of Education and Training's Information Privacy and Security Policy 2001 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 requirements or ministerial directions.