



## ENROLMENT POLICY

Darlington Primary has an excellent reputation and many families in nearby suburbs are keen to place their children at our school. This places considerable pressure on school resources.

The Department of Education has designated Darlington Primary as a local intake school. As a Local Area intake school it is important that you are aware of the enrolment processes.

To enrol at Darlington Primary there are a number of eligibility requirements. These are:

### **Resident in the Local Intake Area**

The school only has places for a student whose family is currently residing within the boundaries of the Darlington Primary School local intake area as determined by the Department of Education of Western Australia. A map of this area is available from the school should you need to know these boundaries.

To assist the school to determine the student's eligibility under this enrolment criterion, the following supporting documentation should accompany the application for enrolment.

- Proof of ownership of the property by the parent/s where the student will reside.
- This may be a rates notice from the local council.
  
- Where the family is in a rental property, a copy of the rental agreement showing a minimum of 6 months lease, or a letter from the Landlord or Real Estate Agent is required with rent/lease agreement to follow at an agreed time.

Applicants are also asked to provide further current pieces of evidence (minimum of 3) to confirm their residential address. These may include:

- Electricity account
- Gas account
- Telephone account
- Driver's licence
- Centrelink or Medicare documentation

Parents are reminded that under the Education Act 1999,

### **Section 16. Information to be provided, 16(2)**

The principal may require documentary evidence to be provided in support of any information supplied by the applicant.

### **Section 16, 20 Cancellation of enrolment (1)**

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.

It is vital that all information provided at the time of enrolment is accurate.

## Age

An original birth certificate or current passport should accompany the application for enrolment as proof of age. Only in very exceptional circumstances, and only with the permission of the principal, will a student be placed in a group that does not correspond to his or her age group.

## Overseas Students

Students who were born overseas must be naturalised Australians or hold an appropriate visa before enrolling at the school. For overseas students who are in Australia using an entry visa it is necessary that we sight the passport and visa of the parent - primary visa holder - and student at this time. These should be submitted at the time of the application. A meeting with the Principal for assessment of the students' educational needs may be required.

## Special Needs

Parents of students with special needs are encouraged to contact the school to discuss the appropriateness of a placement at Darlington Primary prior to lodging an application to enrol. To assist in planning for the needs of your child it is beneficial for any specific requirements to be presented and discussed in order for the school to ensure these needs can be met.

## Immunisation Evidence

A current copy of Immunisation records should accompany the enrolment application.

## Application to Enrol

In consideration of the requirements set out above, parents who wish to proceed with an enrolment should submit evidence of securing a property within the local intake area. At this time an 'Application for Enrolment' will be provided for your completion and return, together with all the supporting documentation to the school. This complete application will be presented to the Principal for consideration and you will be contacted in a timely manner as per the Department of Education guidelines. If your application is successful you will be provided with an enrolment package.

## Quick Guide of Documents required for Application for Enrolment

(Originals to be provided)

|   |   |   |
|---|---|---|
| Proof of Residence                                    | House Owned<br>House Rented/Leased          | Settlement Notice, Shire Rates<br>Copy of signed tenancy agreement or Letter from Landlord/ Real Estate Agent with tenancy agreement to follow  |
|   | 3 Supporting documents (from list at right) | <ul style="list-style-type: none"><li>• Electricity account</li><li>• Gas account</li><li>• Telephone account</li><li>• Bank Statement</li><li>• Driver's Licence</li><li>• Contents Insurance</li><li>• Centerlink/Medicare documentation</li></ul> with full address & name details |
| Proof of Age  | Birth Certificate                           | Full Birth Certificate or current passport  |
| Immunisation  |   | Early Childhood Booklet, Medicare Printout  |
| Visa  | Passports for Student and Parents           | Current Passports with Visa number, Primary Visa Holder information   |
| Family Court Order or Restricted Access documentation |   | Any Court Order involving the student should be presented to accompany the application  |