

# DARLINGTON PRIMARY SCHOOL

## ENROLMENT POLICY



Darlington Primary has an excellent reputation and many families in nearby suburbs are keen to place their children at the 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 process.

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

### **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, or a rental agreement from the real-estate.
- 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, 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 an Australian Immunisation Register (AIR) Immunisation History Statement not more than two months old or
- a valid Immunisation Certificate issued by the Chief Health Officer

### 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.

### Checklist of Documents required for Application for Enrolment (Originals to be provided)

<b>Proof of Residence x 3</b>	House owned; Settlement notice or Shire Rates. House rented or leased; Copy of signed tenancy agreement or Letter from Landlord/Real Estate Agent with tenancy agreement to follow (minimum 6 month lease). Other supporting documents could include: <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>• Centrelink/Medicare</li> <li>• Documentation with full address &amp; name details</li> </ul>
<b>Proof of Age</b>	Full Birth Certificate or Current Passport
<b>Immunisation Statement</b>	A current copy of an Australian Immunisation Register (AIR) Immunisation History Statement <b><i>not more than two months old</i></b> or a valid Immunisation Certificate issued by the Chief Health Officer.
<b>Visa</b>	If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass (if applicable, such as if current visa is a bridging visa) Current Passports with Visa number, Primary Visa Holder information.
<b>Family Court Order or Restricted Access documentation</b>	Any Court Order involving the student should be presented to accompany the application.
<b>Medical Information</b>	Information relating to health or medical conditions, disability or additional needs (if applicable).
<b>Suspensions</b>	Information relating to previous school suspensions.
<b>Other Useful Information</b>	Most current School Report