



RICHMOND PRIMARY SCHOOL

Enrolment Information for 2019

**APPLICATION FOR ENROLMENT FORMS
MUST BE LODGED WITH THE SCHOOL
BEFORE FRIDAY, 20th JULY 2018.**



Students have the option of attending either Richmond PS or Bicton PS.

Students have the option of attending either Richmond PS or East Fremantle PS.

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This map is based on a written description of the local-intake area (LIA) for the school as published in the WA Government Gazette. Although the map closely represents the LIA description, for some houses near the boundary (especially on street corners), it may be necessary to refer to the written description. The street address of a residence is used to determine whether that dwelling is inside a particular LIA. The LIA description can be found in the SchoolProfile System on the DET website. While local-intake areas for most schools do not change from year to year, changes are made to local-intake areas as required. Such changes are published in the "WA Government Gazette" (usually in a December issue) and subsequently this map will be updated. The location of the above schools shown on the map by a crosshatched circle.

RICHMOND PRIMARY SCHOOL
SCHOOL CODE - 5394



ENROLMENT PACK (PART A)

APPLICATION FOR ENROLMENT

(For enrolment in a Western Australian Public School)

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance.

Enrolment is a two-step process.

Step 1: Enrolment Pack PART A – Application for Enrolment

Parents lodge an *Application for Enrolment Form* with the school with all requested documents (listed on the front of the form) attached. Please tick all relevant boxes.

Step 2: Enrolment Pack PART B – Sent out after Part A has been accepted.

If your child is eligible for enrolment, you will be provided with PART B.

The school will notify you of the results of your application as soon as possible.

All official records must be in the child's **legal** name.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

Requested documentation:

For PART A item (4) Proof of address required, we require the following:

THREE documents showing proof of your child's **usual** place of residence:

- a. Recent Synergy, Alinta, or other utilities **usage** bill (not a rates bill)
AND
- b. Rental agreement with lease up to at least July 2019 OR proof of home ownership;
AND
- c. Driver's license.

PART A cannot be processed unless all 'documents to be provided' are attached. See front of application for enrolment form.

NOTES:

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court.

Schools may not enrol children who are receiving home education; or applying to enrol at another school; or enrolled at another Kindergarten (public or private), unless transferring.

The following selection criteria are applied in considering applications for **local intake** enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

Usually all places are filled by children in the first and second priority categories.

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12). This assists schools with planning.

The Western Australian Government fully funds **Kindergarten** for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

In order to provide an appropriate education program the school may require specific information relating to any **disability and personal needs** to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

Information on any **suspensions and exclusions** needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires. Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

All information provided on this form will be treated **confidentially**. Section 242 of the *School Education Act 1999* precludes 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.

Should you **disagree** with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved.