

## APPLICATION FOR ENROLMENT DISPUTES – PARENT INFORMATION

### General information

Should you disagree with a school's decision regarding your application for enrolment, it is recommended that you contact the principal of the school or the Coordinator Regional Operations at the Education Regional Office to discuss your grievance informally. It is also recommended that you familiarise yourself with the school's enrolment processes as these are different for schools with local-intake areas and schools without these areas (see **Local-intake schools** below).

You may request a review at the Education Regional Office in the region in which the school is located.

The Education Regional Office will assess whether the process for managing the decision at the school complied with the Department of Education's policies and guidelines.

The Regional Executive Director at the Education Regional Office will advise you in writing of the outcome of your request for review as soon as possible.

### Submitting a request for review

If you disagree with the written notification from the school that your application for enrolment was declined, please complete the *Request for Review of Application for Enrolment Decision Form* (attached). Forms cannot be accepted without the formal notification from the school and the proof of address (see **Local-intake schools** below for further information).

### Local-intake schools (compulsory years of schooling)

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies> (Browse via A-Z document list) or contact either the Principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

An eligible child whose place of residence\* is in the local-intake area for that school is guaranteed enrolment in the compulsory years of schooling, (Pre-primary to Year 12). Applications from outside the local-intake area cannot be accepted if this were to result in the school being unable to accommodate applications from local-intake students during the year.

\*In establishing that a residence is permanent, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Principals may accept a maximum of three of the following as evidence of residential address:

- lease agreement – minimum lease of three months;
- proof of ownership of property (for example rates notice, deeds, mortgage);
- driver's licence;
- utilities bills; and
- statutory declaration.

After provision is made for local-intake students, the following selection criteria are to be applied in considering applications for enrolment, provided the school has capacity to accommodate children from outside the local-intake area:

<b>First Priority</b>	<b>Second Priority</b>	<b>Third Priority</b>
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

### **Local-intake schools (pre-compulsory - Kindergarten)**

Students in the pre-compulsory year of schooling (Kindergarten) are accommodated where possible. The following selection criteria are to be applied in considering applications for enrolment:

<b>First Priority</b>	<b>Second Priority</b>	<b>Third Priority</b>	<b>Fourth Priority</b>
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.

### **Non local-intake schools (pre-compulsory and compulsory)**

Proximity to the school is the only criterion to be used in non local-intake schools. Students not in the local-intake area are accommodated where possible. If the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in approved specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school.

### **Students with disability**

Reviews of application for enrolment decisions for students with disability are managed according to the provisions of s 86 of the *School Education Act 1999* (see the Department's *Enrolment Policy* at <http://www.det.wa.edu.au/policies> for further information).

If enrolment is proceeding for students with disability, principals will negotiate with the parents about the day on which the student will begin attending when the necessary teaching and learning adjustments are not immediately available at the time of enrolment.

<b>REQUEST FOR REVIEW OF APPLICATION FOR ENROLMENT DECISION FORM</b>		
<i>PLEASE ATTACH YOUR LETTER FROM THE SCHOOL AND PROOF OF ADDRESS TO THIS FORM WHEN YOU SUBMIT IT TO YOUR LOCAL EDUCATION REGIONAL OFFICE.</i>		
<b>PERSONAL DETAILS</b> (PLEASE PRINT ALL DETAILS BELOW):		
Surname of parent/responsible person:	Given names:	Mr/Mrs/Ms:
Residential Address (must be completed):		Postcode:
Postal Address (if different from residential address):		Postcode:
Telephone – Home:	Work (if convenient):	Mobile Phone No:
Name of child you applied to enrol:		Year level your child would be in for the year under appeal: Year level _____, 20_____
Name of school you applied to enrol your child at:		
Please indicate (√):		
Were you applying to enrol your child in a specialist program at the school? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are there any brothers or sisters attending the school? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>I declare that the information provided on this form is true.</b> Signature of parent/responsible person:		Date:
		Office Use Only Date received:

<b>SCHOOL SUBMISSION (FOR THE REVIEW OF APPLICATION FOR ENROLMENT DECISION)</b>		
<b>1. STUDENT'S PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW):</b>		
Name of the school the student applied to enrol at:	Is your school a local-intake school?:	
Name of student who applied to enrol:	Year level of the student (e.g. Year 8):	
Surname of parent/responsible person:	Given names:	Mr/Mrs/Ms:
Residential Address:		Postcode:
<b>2. COMPLETE THIS SECTION IF YOU ARE A LOCAL-INTAKE SCHOOL Please indicate (√)</b>		
Does the student live in the local-intake area for the school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Was there an appropriate educational program at the school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b><i>These questions need only be completed if the student does not live in the local-intake area for the school:</i></b>		
Did the school have classroom accommodation available in the year level of the student?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Did the student apply to enrol in a specialist program at the school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are there any brothers or sisters attending the school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do all other offers of enrolment live closer to the school than this applicant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
How far does the student live from the school? <sup>1</sup>	_____	
<b>3. COMPLETE THIS SECTION IF YOU ARE A NON LOCAL-INTAKE SCHOOL Please indicate (√)</b>		
Did the school have classroom accommodation available in the year level of the student?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Was there an appropriate educational program at the school?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do all other offers of enrolment live closer to the school than this applicant?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
How far does the student live from the school? <sup>8</sup>	_____	
<b>I declare that the information provided on this form is true.</b>		
Signature of Principal:	Date:	

<sup>1</sup> S 65 Interpretation Act 1984 (WA) - the distance to be measured in a straight line on a horizontal plane.