



Ridge View Secondary College Application for Enrolment

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. A parent or legal 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.

Enrolment applications to Ridge View Secondary College are subject to families providing proof that they reside within the school's local intake area.

Ridge View Secondary College is a local-intake area school and therefore, in the first instance, must ensure that all local students can be accommodated. As a new school the college must plan ahead to ensure that there will be sufficient accommodation in the future.

The assessment of a school's capacity to accommodate students will take into consideration the school's current and future resources including infrastructure, timetable, programs and staffing.

To assist the school to determine the student's eligibility under local intake, the following documentation needs to be provided with the enrolment application;

Main Document:

- Proof of ownership of the property where the student will reside. This may be a rates notice from the local council.

Or

- Where the family is in a rental agreement, a copy of the rental agreement (minimum 12 months).

Secondary Documents:

Applicants will be required to provide further pieces of evidence (minimum of 2, **where one must be a utility bill**) to confirm their residential address. These may include:

- Power accounts – most current
- Gas accounts – most current
- Telephone accounts – most current
- Current bank statements showing the address
- Driver's licence
- Contents insurance
- Any other documentation that may support the application as proof of residence.

Supporting Documents:

In addition to providing proof of address, please provide copies of the following documents with the Enrolment Application:

- Child's Birth Certificate
- Child's Immunisation record
- Latest school report and NAPLAN
- Visa documentation (if applicable)
- Court orders (if applicable)
- Disability / Medical reports (if applicable)

The Ridge View Secondary College Enrolment Policy is aligned with the Department of Education Western Australia's Enrolment Policy. Parents seeking further information about enrolling a child in a Western Australian school should refer to the policy.

<https://www.education.wa.edu.au/enrolling-in-school>

Enrolment at a school in the primary years does not guarantee future enrolment at a specific secondary school including one in the vicinity of the primary school.

All students seeking enrolment for the commencement of the following year, whether local or out of local-intake area, should apply by the first Friday of Term 3 each year or when stipulated by the college.

Applications for local-intake area enrolments during a current year may be submitted at any time.

It is a requirement of the Education Department 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.

Out of Local- Intake Area Enrolments

Assessment of out of local intake enrolment applications will be made at the point in time in which they are received.

The Department of Education's priority for enrolling children outside the local-intake area is in this order:

1. A child who is accepted into a special program including Approved Specialist Programs (secondary schools).
2. A child who has a sibling enrolled at the school for the year; this does not include a sibling who has gained enrolment through special programs including Approved Specialist Programs (secondary schools).
3. A child who lives closest to the school (not closest to the boundary of a local-intake area).

Note: Ridge View Secondary College does not have any Approved Specialist Programs.

Parents will be notified in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year. Where the application is made for the following year, parents will be notified once local student enrolment numbers are clear and it is established that there is capacity to accept out of local-intake area students.

Cancellation of Enrolment (Education Act WA)

Under the School Education Act 1999, a parent is required to inform the Principal when their child moves out of the local area, and the enrolment may be cancelled if the parent fails to notify the change of particulars (i.e., address).

This provision is clearly stated in the following sections of the School Education Act 1999.

Cancellation of enrolment

Section 20. (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; or*
- (b) Section 17 has not been complied with.*

Note that Section 17 states:

Change of particulars

Section 17. (1) Where there is a change in –

- (a) the place of residence of an enrollee or*
- (b) the particulars referred to in section 16 (1 (b) or (c) in respect of the enrollee, notice of the change is to be given to the principal of the school at which the enrollee is enrolled –*
- (c) by a parent of the enrollee;*



RIDGE VIEW SECONDARY COLLEGE

Application for enrolment PART A

If you need help completing this form, including translation services, please
contact College Administration on 9553 0700 or
RidgeView.SC@education.wa.edu.au

Please ensure all sections are completed in full

OFFICE USE ONLY

Date received: ____/____/____

In Boundary / Out of Boundary

Proof of residence	Yes	No
Immunisation statement	Yes	No
Birth Certificate sighted	Yes	No
Latest School Report	Yes	No
NAPLAN	Yes	No
Visa Sighted	Yes	No N/A
Family Court Order sighted	Yes	No N/A

Section 1:	Student Details	
Surname:		
First name: <i>(given name)</i>		
Second name: <i>(middle name)</i>		
Preferred name:		
Date of Birth:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex	
Residential address:	<i>Street:</i>	
	<i>Suburb:</i>	<i>Postcode:</i>
Home Telephone:		
Year level child currently enrolled in (e.g. Year 7):		
Name of school at which your child is currently or was last enrolled:		
Do you reside in the local intake area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your child been suspended or is currently under suspension from a school?	<input type="checkbox"/> Yes, currently under suspension <input type="checkbox"/> Yes, Previously <input type="checkbox"/> No, Never If yes, name of school:	
Has your child ever been excluded from a school? If yes, name of school:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child / will your child have any siblings (brothers or sisters) attending Ridge View Secondary College?	Sibling's name	Date of birth
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your child subject to any court orders/access restriction in respect of their care, welfare and development?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, please specify and attach supporting documentation.</i>	

Is your child in the care of the Child Protection and Family Support (CPFS) Chief Executive Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If YES, please specify the CPFS Case Manager, their CPFS District and their contact telephone number and email address.</i>		
Permanent resident of Australia? If no, please indicate date entered Australia:	<input type="checkbox"/> Yes <input type="checkbox"/> No Visa sub class no:		
Disability/Medical condition? This information will assist 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.	Physical	Intellectual	Other
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Medical condition <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Please outline nature of disability/medical condition:		
Reason for student movement (if applicable):			

Section 2:		Parent/Guardian details	
Surname: <i>(Mr/Ms/Mrs/Miss)</i>			
First name:			
Relationship to student: <i>(e.g. mother, father, grandmother)</i>			
Responsible for parenting	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Numbers:	Mobile:	Work (if applicable):	
Email address:			

Section 3:		Declaration	
I declare that the information provided on this form is true			
The following supporting documentation has been provided:			
<ul style="list-style-type: none"> • Copy of three documents to provide proof of address (eg utilities account, rates, driver's license, lease agreement) • Copy of child's birth certificate • Child's immunisation record • Latest school report and NAPLAN • Visa documents (if applicable) • Court orders (if applicable) • Disability/medical reports (if applicable) 			
Parent/Guardian Signature:			
Date:			
OFFICE USE ONLY			
Accepted / Declined	Date Advised:		
Signature:			