



Applying for Enrolment in Year 7 at Baldivis Secondary College in 2018

How do I enrol?

Enrolment in a public school is a two-step process. Parents first lodge an *Expression of Interest for Enrolment [Form A]* with the school, along with proof of residence and other documentation. If the college is in a position to offer your child a placement, you will be provided with an Enrolment Package and a *Student Enrolment Form [Form B]*. The enrolment is not formalised until this documentation has been processed.

Parents seeking to enrol their child at Baldivis Secondary College for **Year 7 in 2018** need to complete an *Expression of Interest for Enrolment [Form A]* and lodge it with supporting documentation by **Friday, 21 July 2017**. The college will advise parents of the outcome of their Expression of Interest in writing by **Friday, 11 August 2017**.

You can access all of the enrolment information you need by going to our website;

What is meant by proof of residence?

To assist the school to determine the student's eligibility under local intake, the following documentation needs to be attached to the application for admission:

- 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 (minimum 12 months).

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

- Power – connection or account
- Gas – connection or account
- Telephone accounts
- Contents Insurance
- Any other official documents that may support the application as proof of residence

If you have any queries, please contact the College on 9523 3600

What is meant by “Local Intake Area”?

The Department of Education has designated Baldivis Secondary College as a local intake school. This means that to be guaranteed a place at Baldivis Secondary College you must reside in the local intake area, which is a geographical boundary set around the college. If your usual place of residence is within that area, your children will be automatically accepted into the college.

You can view the local intake area for Baldivis Secondary College at <http://www.baldivissc.wa.edu.au/local-intake-area/>

To check if you are in the local intake area for the college, visit <http://www.det.wa.edu.au/schoolsonline/home.do>

What is the purpose of the Form A?

The purpose of the Form A is to establish;

1. The **identity** of the student for whom enrolment is being sought;
2. The **eligibility** of the student to enrol in a Western Australian public school; and
3. The **residential status** of the student and hence their eligibility under local intake restrictions to enrol at Baldivis Secondary College

Places can only be guaranteed for those students who meet all of these parameters.

Apart from Proof of Residence what other documentation needs to be submitted with the Form A?

Students born in Australia

- A copy of the student’s Birth Certificate if born in Australia.

Students born overseas

- Passports of the parents and the student if born overseas;
- Current visa subclass and previous visa subclass (if applicable);
- If holding an International full fee student visa, sub class 571 - confirmation of enrolment or evidence of any permission to transfer provided by Education and Training International (ETI) at study.eti@dtwd.wa.gov.au
- If the child is a temporary visa holder or if the student holds a bridging visa - evidence of the visa for which the student has applied

Note: Parents are required to notify the school of any changes to a student’s Citizenship, i.e. current Visa sub Class when changing from Temporary Resident to Permanent Resident or where a student becomes an Australian Citizen. A copy of this documentation is required for our records.

If you have any queries, please contact the College on 9523 3600

How do I submit my Expression of Interest for enrolment?

Completed Form A's must be submitted in hard-copy form to the College reception or posted to:

Admissions Officer
Baldivis Secondary College
Stillwater Drive
Baldivis, WA, 6171

Please note that the Expression of Interest **will not be considered unless all required documentation has been provided.**

Are there any 'special programs' that my child may be eligible for?

At this stage, we do not have any approved specialist programs. However, students may put their name forward to join the college's Instrumental Music Program, the Baldivis Film Academy and/or the Baldivis Cricket Academy. Places are limited and selection processes are in place to consider applicants. For further information please go to <http://www.baldivissc.wa.edu.au/organisation-structure/special-programs>.

What if my child attends one of the college's partner primary schools?

Information will be distributed to all Year 6 students through their primary school. The local intake area contains all or part of the local-intake areas of Baldivis, Makybe Rise, Rivergums, Settlers and Tuart Rise Primary Schools. However, it is important to note that **enrolment at one of our partner primary schools does not guarantee enrolment at Baldivis Secondary College.**

Confidentiality

The information provided in this application will be stored securely in local school and Departmental databases.

The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality. All information provided on this form will be treated confidentially. S 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.

If you have any queries, please contact the College on 9523 3600

