



HALLS HEAD COLLEGE

Application for Enrolment - Confidential

Please read the information over the page before completing this form.

1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)			
Child's surname	Given names	Date of birth	Sex (M/F)
Surname of parent/guardian	Given names	Mr/Mrs/Ms	
Residential Address (<i>must be completed</i>)		Postcode	
Postal Address (<i>if different from residential address</i>)		Postcode	
Telephone – Home	Work (<i>if convenient</i>)	Mobile Phone No	
Email Address:			
Are there any family court orders regarding the day to day or long term care, welfare and development of the child? Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/> (In order for the school to act on any orders a copy will need to be kept on the student file.)			
Year level child enrolling in _____			
Name of school (if any) at which the child is currently or was last enrolled:			
Is your child currently under suspension from a school?		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
Has your child ever been excluded from a school? If yes, name of school:		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
Are any brothers or sisters currently attending this school? Names of brothers and sisters attending this school:		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
2. PERMANENT RESIDENT OF AUSTRALIA?		Please indicate (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
If no, please indicate date entered Australia: _____ VISA SUB CLASS No: _____			
3. DISABILITY/MEDICAL CONDITION?			
This information will assist the school principal 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. Please indicate (✓)			
Physical YES <input type="checkbox"/> NO <input type="checkbox"/>	Intellectual YES <input type="checkbox"/> NO <input type="checkbox"/>	Behavioural YES <input type="checkbox"/> NO <input type="checkbox"/>	Sensory YES <input type="checkbox"/> NO <input type="checkbox"/>
		Medical Condition YES <input type="checkbox"/> NO <input type="checkbox"/>	
Please outline nature of disability/medical condition:			
I declare that the information provided on this form is true.			
Signature of parent/guardian		Year Enrolling in	Academic Year
Signature of parent/guardian		Year 7	
Date		Year 8	
		Year 9	
		Year 10	
		Year 11	
		Year 12	

PLEASE TURN OVER.....

APPLICATION FOR ENROLMENT

General Information

This is an **Application for Enrolment**. Submitting this form to the college does **not** mean that the enrolment has been accepted at the school. The Principal will firstly need to determine if there is classroom accommodation and an appropriate educational program available at the college for your child in accordance with the School Education Act 1999.

Who should complete this form?

The form should be completed by a parent or legal guardian applying to enrol a student in Year 7 – 12 at Halls Head College. Please complete one form per child.

Proof of Residency:

Halls Head College is a local intake school; therefore **proof of residence is required** as a part of the application process. The local area includes the localities of Halls Head, Erskine, Falcon, Wannanup, Dawesville, Bouvard and Herron. Proof of residence includes a Utility Bill in your name at your address or a copy of your Lease Agreement. Enrolment applications for students who reside outside the local intake area are considered by the Principal and dependent on classroom accommodation and an appropriate educational program being available at the college for your child.

Birth Certificate:

Please attach a copy of the student's birth certificate and visa (if applicable) *ensure the visa number is visible.

Permanent Residents of Australia

Only permanent residents of Australia and those children holding an approved sub class visa number are eligible to be enrolled in government schools.

Some visa numbers entitle a student to be enrolled at the Principal's discretion as a full fee paying student. Please enquire at time of enrolment.

Suspensions and Exclusions

It is a requirement of the Education Department that any information on suspensions and exclusions must be provided to the college at the time of applying to enrol a child. This information will help the college to provide your child with the appropriate support, if required. Children who have previously been excluded from a government school may be required to enter into a behaviour agreement with the college if enrolment is accepted. Children currently under suspension from a government school cannot be enrolled at another government school until the suspension period is over.

Transport

All enquiries regarding school bus services should be directed either to the college where the "Application for Enrolment" is being submitted or to the Department of Transport. Transport of students who do not reside in the local intake area is the responsibility of parents.

Appeals

Should you disagree with the college's decision regarding your application for enrolment, you should in the first instance discuss the matter with the Principal. If you continue to be dissatisfied, you will be advised how to proceed with a formal appeal through the District Education Office.

PLEASE TURN OVER