

Thank you for your interest in applying to enrol your child at Aubin Grove Primary School. Please refer to the follow information for submission of an Application for Enrolment.

Supporting Documents

The Application for Enrolment form will need to be submitted with the following supporting documentation.

1. Proof of Residence

To assist the school to determine the student's eligibility under our local intake, the following documentation is required (**2 documents in total**):

1. Proof of residence where the student will reside. This will be either:
 - *latest Council Rates notice **or proof of a recent purchase***
 - or**
 - *Rental Agreement, (a copy of the rental agreement **minimum 3 months**)*
2. Latest Utility account – (connection or account) **or** Drivers License **or** Home Insurance

2. Birth Certificate

If your child <u>was not born</u> in Australia, you must provide:	If your child <u>was born</u> in Australia, but <u>both parents were born overseas</u> , you must provide one of the following:
<ul style="list-style-type: none"> ▪ Passport or Travel Documents; and ▪ Current Visa and Previous Visa Subclass (if applicable) ▪ Visa Grant Number ▪ Visa expiry date ▪ First year of attendance at an Australian school 	<ul style="list-style-type: none"> ▪ Australian Passport ▪ Citizenship Certificate of your child, or of one parent ▪ Current Visa and Previous Visa Subclass (if applicable) ▪ Visa Grant Number ▪ Visa expiry date

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of any permission to transfer provided by TAFE International Western Australia (TIWA) <https://www.tafeinternational.wa.edu.au/contact-us> (if holding an International full fee student visa, Sub class 571); **or**
- Evidence of the visitor and temporary resident visa (other than Sub class 571 referred to above); **or**
- Evidence of the visa for which the student has applied (if student holds a bridging visa).

3. Latest School Report (Pre-primary - Year 6)

4. Family Court Orders

Any Family Court Orders or parenting plans registered with the Family Court should also be made available at the time of enrolment.

Submitting the Application for Enrolment:

Applications (Kindergarten to Year 6) can be completed electronically using the editable PDF form or printed and completed by hand. Hard copy forms will also be available from the school office.

Application for Enrolment forms complete with supporting documentation can be emailed to aubingrove.ps.enrolments@education.wa.edu.au or hand delivered to the school office at:

Aubin Grove Primary School
85 Camden Boulevard
Aubin Grove WA 6164

Emailed applications: please title the email "Enrolment Application" with your child's year group e.g. "Enrolment Application – Year 5".

A confirmation email will be sent to you on receipt of a complete application. **Please note incomplete applications will not be processed.**

Department of Education Enrolment in Public Schools Procedures

For information regarding our Enrolment Policy please click on the link below.

<https://www.education.wa.edu.au/web/policies/-/enrolment-in-public-schools-procedures>