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## Procedure for Enrolling at Rossmoyne Senior High School

A large number of students are enrolled at Rossmoyne Senior High School and this places considerable stress on school resources such as classrooms, specialist rooms, computing rooms, library and toilets. For this reason the Department of Education and Training has designated Rossmoyne as a local intake school.

To enrol at the school there are a number of eligibility requirements. These are:

### Resident in the Local Intake Area

The school only has places for a student whose family is currently residing within the boundaries of the Rossmoyne Senior High School local intake area as have been determined by the Department of Education and Training of Western Australia. A map of this area is available from the school should you need to know these boundaries or may be viewed on the school web site.

To assist the school to determine the student's eligibility under this enrolment criterion, the following supporting documentation should accompany the application for enrolment for 2008.

- 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.

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

These may include:

- Western Power accounts;
- Alinta Gas accounts;
- Telephone accounts;
- Current bank statements showing the address;
- Driver's licence;
- Removalist documents;
- Any other documents that may support the application as proof of residence.

Parents are reminded that under the Education Act 1999, Division 2.20 "*the Principal may cancel the enrolment if false or misleading information was given.*" It is also a requirement that the school is informed immediately of any change of address.

It is vital that all the information provided is accurate.

### Age

A birth certificate or extract of birth certificate or passport should accompany the application for enrolment as proof of age. Only in very exceptional circumstances, and only with the permission of the principal, will a student be placed in a group that does not correspond to his or her age group.

A student who has turned 17 years of age before the 1<sup>st</sup> January of the year of the application for enrolment will not be permitted to enrol at the school. Students will be placed in the year of study corresponding to their age group; e.g. students who turn 13 years of age in the academic year will be placed in Year 8; students who turn 17 years of age during the academic year will be placed in Year 12.

**Overseas Students**

Students who were born overseas must be naturalised Australians or hold an appropriate visa before enrolling at the school. For overseas students who are in Australia using an entry visa it is necessary that we sight the passport and visa of the parent – primary visa holder - and student at this time. These should be submitted at the time of the application.

**Special Needs**

Parents of students with special needs should contact the school to discuss these needs and the appropriateness of a placement in Rossmoyne Senior High School prior to lodging an application to enrol. It is more appropriate that these issues and the school's ability to meet these needs are discussed and potential problems highlighted.

**Application to Enrol**

In consideration of the requirements set out, above, parents who wish to proceed with an application to enrol their child should fill in an Application to Enrol form and submit it along with all the supporting documentation to the school.

*Thank you*