

ENROLMENT FREQUENTLY ASKED QUESTIONS

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STUDENT DOCUMENTATION

If the birth details cannot be established (eg there is no documentation or it is inconclusive) can I enrol the student?

Yes. All children have the right to a public school education and all applicants have the right to have their application considered. When supporting evidence cannot be provided, the principal considers the particular circumstances. However the parent should be reminded that providing false information is grounds for cancellation.

If the usual place of residence cannot be established (eg there is no documentation or it is inconclusive) can I enrol the student?

Yes. All children have the right to a public school education and all applicants have the right to have their application considered. When supporting evidence cannot be provided, the principal considers the particular circumstances. A statutory declaration may be accepted as sufficient evidence of usual place of residence (a maximum of three pieces of evidence may be requested for residential eligibility). However the parent should be reminded that providing false information is grounds for cancellation.

Short term residential arrangements can be accepted as the usual place of residence in cases such as recent arrival in the State, residence in boarding houses and caravan parks or homelessness.

The principal should assist parents to locate vacancies in neighbouring schools when the school cannot accommodate children (other than those who are eligible and therefore must be accommodated).

If a parent seeks to enrol a child for a short period, can I enrol them if I have space and a program suitable?

If the period is for less than four weeks the student is not to be enrolled but may attend the school (as opposed to being enrolled) provided the principal agrees after consultation with the school in which the student is already enrolled. Attendance is managed through a Section 24 Arrangement in cooperation with the other school.

Attendance for more than four weeks requires student to relinquish enrolment at the school in which they are already enrolled and enrol in the new school.

If only one parent lodges the application do I have to locate the other parent?

There is no need to enquire whether a parent has the permission of the other parent or whether the other parent concurs with lodging the application or the information contained in it (s18 *School Education Act 1999*). Parents must however need to disclose any court orders which contain matters to be taken into account when enrolling the child. See the Family Court Issues module for further information.

Section 18 of the *School Education Act 1999* provides that it is sufficient for one parent to lodge an application for enrolment and that it is not necessary for a principal to investigate whether or not another person who is also a parent agrees with the application.

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In the absence of a specific court order, either parent has the right to enrol their children in school. However, before accepting an enrolment where there appears to be a unilateral change by one parent that may not be supported by the other parent, the school should:

- (a) make both parents aware of the intention to enrol; and
- (b) if the parents cannot agree, endeavour to maintain the status quo until the parents resolve the matter or the school receives a Family Court Order.

As a general rule, a student should be enrolled using the name that appears on his or her birth certificate.

RECORDS

What name should be recorded if a parent requests the use of a name not on the student's birth certificate or if evidence of the name cannot be provided?

All school documentation should refer to the child's name as it appears on the official identification certificate (where that has been provided). However, if families want to use a different name on a daily basis it is reasonable for the principal to agree. In this way the child can be known to all at the school by the preferred name and the legal name appears only on any documentation.

Unless a court order specifically states that a parent has no contact or information about the child, schools should assume that parents retain a shared parental responsibility for their children. This means that they have rights and access in relation to all matters involving their children's education at the school including knowing where their child is enrolled, participating in school related activities and having access to documentation relating to their children.

In cases where the parent indicates the child's name and presence at the school need to be kept confidential the school should seek the advice of Coordinator Regional Operations who may need to confer with other authorities on which name that is to be recorded and who should have access to the child's information.

What student records am I able to transfer to a new school if they agree?

The enrolment form needs to be kept by the school at which it was created. Transfer of all other student information/significant records may be negotiated with the new school if it is a public school. If the student is transferring to an independent school, only copies of records may be sent to the new school if the parent agrees and if a transfer note has been received from the new school.

The [School Records Toolkit](#) and the [Retention and Disposal Schedule](#) for Department of Education School, College and Campus Records set out all the mandated requirements for recording and retaining student details.

SCHOOL ENROLMENT CAPACITY

How do I keep enough enrolment places for children who:

1. may move into the school's local-intake area or
2. who are putting pressure on places where the school does not have a local intake area?

All principals need to plan enrolments by monitoring developments in their area and availability of accommodation whether the school has a prescribed 'local intake' or not. Attachments to the Enrolment policy assist with [determining available accommodation](#) and estimating accommodation needs for the immediate and longer term. See [Determining available accommodation](#) and [Determining accommodation required](#).

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1. For schools with local-intake areas, principals need to reserve sufficient places for additional enrolments from within the local intake-area during the school year before there is any consideration of enrolments from students outside the local-intake area, including applications from students transferring during the year from outside the local-intake area.
2. For schools without local-intake areas and which are near to capacity, principals need to arrange for local-intake school boundaries with Strategic Asset Planning Directorate.

What happens if the school is currently full or is close to capacity and the principal is aware of demand for places in the coming years?

Principals of local intake area schools are required to enrol local children; children from outside the area do not have to be enrolled if classroom accommodation is not available.

Principals of schools without local intake areas do not have to enrol children if classroom accommodation is not available.

Where there are more applications than places, which applications must be accepted for a school without a local intake area? Do the rules differ for pre-compulsory?

Where there is no local intake area, students only need to be considered for enrolment if there are suitable educational programs and places available. In ranking competing applications, the distance of each child's residence from the school is the only criterion that can be used (in the pre-compulsory as well as the compulsory levels). The distance from the school to the usual place of residence must be measured in a straight line on a horizontal plane (*Interpretation Act 1984 (WA)*, Section 65).

Once the places available have been taken, the principal may be asked for assistance in locating vacancies in neighbouring schools.

KINDERGARTEN ENROLMENTS

Can a child who reaches compulsory school age start in Kindergarten rather than Pre-primary (compulsory) especially if the child has not attended Kindergarten or appears unready for Pre-primary?

All children must enrol as compulsory education students from the beginning of the year in which they reach 5 and a half years. Parents should be encouraged to enrol their children in pre-compulsory in the year they reach 4 and a half years so that they prepare for full time school.

The program for a 'repeat' or 'unready' student will be tailored to meet individual needs. For instance the principal may decide to offer a kindergarten level program to a student of compulsory school age, based on s24 provisions (Arrangements alternative to attendance) so that the student only attends for the time the kindergarten program is operating.

ENTRY LEVEL PLACEMENT

Can I insist on the student being enrolled in a particular year level or educational program?

Yes. This is the principal's decision based on the student's level of previous schooling or readiness, achievement levels and identified needs. However the parents' preferences should also be taken into account. In some cases it is possible to negotiate a trial period in a particular Year level with a review at the end of the period.

EDUCATION SUPPORT CENTRES

Can Kindergarten and Pre-primary students be considered for enrolment in all types of schools (local schools, education support centres, education support schools and alternative models of provision)?

Yes, if they have eligible disability. Kindergarten and Pre-primary students with Global Developmental Delay, Intellectual Disability and/or Autistic Spectrum Disorder who meet Schools Plus eligibility criteria are able to apply to enrol in education support centres. For further information on the enrolment process see the *Enrolment for Students with Disability* attached to the Enrolment policy and for information on the funding eligibility see *Students with Special Needs* a tab on the Schools Resourcing and Budgeting website.

Provision is based on availability of an appropriate educational program and classroom accommodation. A principal should facilitate the enrolment of the child at another school if it is determined that their school cannot accommodate the child.

Parents need to be made aware that students retain the right to attend their local schools, and will be required to return to their local schools, should it be established that they no longer have disability that meets Schools Plus eligibility criteria.

DISPUTES

Can I decline an application or cancel an enrolment?

The legal grounds and processes are different depending on each case (for example disability issues require different processes). Principals should refer to the Enrolment Disputes section of the ***Enrolment Procedures*** and seek the assistance of the Education Regional Office before proceeding. It is the Regional Executive Director and principals of the five approved senior campuses or colleges who may decline an application. It is the Regional Executive Director who cancels an enrolment. The only exceptions are where:

1. a principal may directly decline an enrolment if the student is already enrolled at a school and the application is likely to be less than four weeks (s75 *School Education Act 1999*); likewise if the parent is home educating the student as shared school/home education arrangements cannot be made. The parent must be informed that they may request the Minister for Education to conduct a review (s 223 *School Education Act 1999*); or
2. a principal may directly cancel an enrolment because particular information provided was false, misleading or has not been updated (ss16,17.20 *School Education Act 1999*). This option is not often used and should first be discussed with the Regional Executive Director. The parent must be informed that they may request the Minister for Education to conduct a review (s 223 *School Education Act 1999*).

Principals need to inform parents as soon as possible of the enrolment decision and that they may dispute the decision. Enrolment disputes - Parent information and forms includes a template for written notice and a copy of the *Request for Review of Application for Enrolment Decision Form*.

DUAL AND PARTIAL ENROLMENTS

If a student is attending another school, is receiving home education, or wants private tutoring during school hours, can I enrol them at the school for part of the program?

If a student is attending another school, is receiving home education, or wants private tutoring during school hours, can I enrol them at the school for part of the program?

No. A child may not be enrolled in school for part of the program including at the kindergarten level even if parents are paying fees to the other school. Section 21 provides that the principal can remove a child from the enrolment register if the Principal believes on reasonable grounds that the student has enrolled in another school - government or non-government.

However offsite arrangements for an enrolled student may be made through the application of a [Section 24 Arrangement](#) (Refer Related files '*Information Guide: Approving Alternative Attendance Arrangements (Section 24 Arrangements) July 2013*'). Such arrangements do not involve dual or partial enrolment.

For students in their final two years of schooling it is possible to combine schooling with other participation options. Approved 'Alternative options' for Year 11 and Year 12 do not involve dual or partial enrolment.

STUDENTS BEYOND COMPULSORY AGE

A school is not one of the five designated senior campuses or colleges but the principal is happy for a student from the previous year who is now beyond the compulsory age (18 years) to repeat year 12 in the school. Can the principal approve the enrolment?

Metropolitan

If the student was enrolled the previous year this is not a case of 'approving an enrolment'; it is allowing a student to 'continue and repeat' Year 12. The Department's Legal Services branch has advised that there is no legal barrier to a principal making such a decision. However, if the student left the school earlier than one year ago, they should be directed to one of the five senior colleges. If the student is beyond compulsory school age and the enrolment is for a regional school, approval must be sought from the Regional Executive Director (RED).

Regional

If the student is beyond compulsory school age and the enrolment is for a regional school, approval must be sought from the Regional Executive Director (RED).

The REDs and principals of Canning College, Cyril Jackson Senior Campus, North Lake Senior Campus, Sevenoaks Senior Campus and Tuart College will take into account the following factors prior to approving enrolment for students beyond the compulsory age:

- availability of an appropriate educational program and classroom accommodation;
- educational history of the person;
- individual circumstances of the person;
- record of past behaviour of a student and attitude to school;
- direction from the Department's Criminal Screening Committee.

STUDENTS FROM OVERSEAS

Which students from overseas are to be treated as if they are local residents?

The Enrolment of students from overseas provides details about which students from overseas have the same enrolment conditions as local students, because they are on 'permanent residence' visas or certain temporary residency visas. All other-temporary visa subclasses are fee paying students (also referred to as 'overseas fee-paying students')-subject to different conditions according to the visa subclass. Further information is available from Education and Training International (ETI) (telephone (08) 9218 2100; Email: study.eti@dtwd.wa.gov.au)

Can I decide whether to accept a dependant of an overseas student?

Only schools with the Director General's approval may consider applications for 'overseas students' (fee paying) including those whose parents are themselves overseas students. All overseas fee-paying students are to be directed to Education Training International (ETI, telephone (08) 9218 2100; Email: study.eti@dtwd.wa.gov.au) to manage the enrolment process, placement and fee collection. The enrolment of students on temporary visa subclasses that are fee-paying is at the discretion of the principal who must ensure that:

- the school must be approved to enrol overseas fee-paying students by the Director General;
- the school has an appropriate educational program and classroom accommodation; and
- each person who is entitled to be enrolled at the public school has been given priority for enrolment at the school.

There is no automatic entitlement for overseas fee-paying students to enrol at their local-intake school.

How do I deal with debt recovery from students from overseas?

Any necessary debt recovery will be undertaken by Education and Training International (ETI) through which the enrolment of fee paying students was arranged.

Phone: (08) 9218 2100

Email: study.eti@dtwd.wa.gov.au

Can 'overseas students' appeal enrolment decisions?

(a) Fee Paying Students

Temporary resident students who are not entitled to enrol are defined as 'overseas students' and must pay fees. The local-intake rules do not apply and principals need not enrol such a child even though they may live in the designated local-intake area. Parents of such students are not able to appeal enrolment decisions except by the general provision of requesting the Minister to conduct a review of the procedures (s.223 *School Education Act 1999*).

(b) Permanent and Temporary residents entitled to enrol

Temporary resident students who are entitled to enrol (listed in the Enrolment form Overseas Students Schedule attached to the Enrolment policy) are treated as local students and do not pay fees. The local-intake rules apply and schools must enrol a child if they live in the designated area. Parents need to be informed that they are able to appeal enrolment decisions to the Regional Executive Director or by requesting the Minister to conduct a review of the procedures (s.223 *School Education Act 1999*).

How do I deal with an electronic visa?

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Overseas parents may present to enrol their children without visa subclasses stamped in their passports. Visa holders with label-free passports are able to print out their visas using Visa Entitlement Verification Online (VEVO) at www.immi.gov.au/e_visa/vevo.htm. This is a free service for the visa holder. Parents wishing to enrol their dependants in public schools with visa label-free passports must present a copy of their VEVO print out so the visa conditions can be sighted by the school.

Why use translating and interpreting services?

It is recommended that only trained and qualified persons are used rather than local volunteers, as information discussed is often personal and confidential.

Interpreting

Information, advice and approval to use of interpreters and translators is available from the K-12 EAL/D Curriculum Officer at ealdrc@education.wa.edu.au or telephone 9402 6112.

ENROLMENT ADVICE AROUND RESPONDING TO SCENARIOS

Here is some advice around responding to frequently occurring scenarios.

APPLICATIONS FOR ENROLMENT

Proof of Usual Place of Residence

Melanie's parents have told the school she is living away from home in a 'homestay' (they are paying for her to board within the school's local intake area) and they have given the homestay as the usual place of residence. Is this legally acceptable? Is a statutory declaration that this is her usual place of residence sufficient evidence?

There are no grounds for refusing an enrolment supported by a statutory declaration from the parent stating the student's usual place of residence. The parents need to be warned at the application stage, however, that there would be the grounds for cancelling the enrolment if the statutory declaration proved to be false and that the student's actual place of residence was elsewhere. They should also be warned that the principal may cancel the enrolment if the school is not notified of a change of address, for instance back to the family home (s.20 *School Education Act 1999*).

A principal discovers a student's usual place of residence is now outside the local intake area. Is it the principal's decision to cancel the enrolment?

The principal may only cancel enrolments if false, misleading or out of date information about certain particulars has been provided at enrolment or if or the particulars have not been updated. Enrolments may be cancelled by the Regional Executive Director (if the student's residential address changes to somewhere not within the local-intake area or if the program no longer meets the student's needs (s.83)). However this provision is not usually invoked.

A parent complains to the Minister because they have not been able to enrol their Year 6 son in the local senior high school for the next year despite his attending the local primary school.

There are no 'feeder' primary schools providing guaranteed enrolment in a secondary school. Parents need to be reminded at enrolment that the student will only be eligible if accepted into a specialist program or if the family lives within the secondary school's local intake area at the time of application. If the secondary school does not have a local-intake area, applications are ranked according to the distance from the usual place of residence to the school.

Criteria for Ranking Applications

A school has a waiting list recording parents' expressions of interest in lodging applications for enrolment. Do those earlier on the list have preference over later applications? Does this differ if the school does not have a local-intake area?

There is no 'waiting list' for public schools, although expressions of interest may be accepted and are useful in considering possible future demand. Parents should understand that in providing an expression of interest their application will not be ranked in order of date of lodgement and therefore they must not expect preference over those whose names are entered later than theirs.

Principals will also need to invite applications closer to the time of enrolment (that is, before the first Friday in Term 3 of the previous year) and only then will they consider all the applications in terms of the criteria set out in the *Enrolment* policy. There are different ranking criteria for local-intake area applications than for applications to schools without a local-intake area; but no applications are ranked according to the time at which they were lodged.

Correct Year Level

The principal is concerned that a student who has recently moved from Victoria is seeking to be enrolled in the wrong year level.

The Victorian starting age is 5 by 30 April. So the family is seeking to enrol the student in Year 6 in correct year level; however contact with Victorian school authorities is

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recommended to ascertain why the student was a year behind in Victoria (that is, in Year 4 in 2012).

No policy requirement applies in this instance although there is an 'emphasis is on age appropriate placement' (Enrolment Policy – '3.1.1 All Enrolments'). There is nothing in the Act or Regulations and nothing in policy except at the requirement that students must be a certain age to enrol in Kindergarten and to enrol in the compulsory years and must be a certain age before they can leave school.

In the public school system repeating a year is a school-based decision and is usually not considered to be in the interest of maintaining the child's links to the year group. Principals make the final decision on which year level the child enrolls in and then whether a repeat year is needed for the student but these decisions are very much a matter for consultation with the parents.

BEYOND COMPULSORY AGED STUDENTS

Scenario 1

John is currently in year 11 and has attended his local senior high school since year 8. He repeated year 9 and therefore will turn 17 in May of the current year. This means that John's compulsory education period will end at the end of year 11. John and his parents want him to remain in his local school next year to complete year 12. Is this ok?

Yes. The Department of Education Enrolment Procedures section 3.1.6 Beyond Compulsory Age states: *The principal will allow students who are enrolled during their compulsory education period to continue their enrolment after they turn 18.*

If the student enrolled as a compulsory aged student and turns post compulsory during their studies, the student is entitled to remain at the school to complete their schooling provided that the student meets all other requirements for enrolment.

Scenario 2

Susan completed year 12 and satisfied the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Authority Act 1997* at her local SHS. She did not do as well as she would have liked and would now like to repeat year 12. Susan wants to stay at her local school to repeat year 12. Is this ok?

Yes, if the Principal determines that this is the best option. Year 12 students who wish to repeat at their local school are considered on a case-by-case basis, according to the local context and the individual needs of the student. Principals often find that most of these students would prefer to repeat year 12 in the adult setting of senior college, rather than with younger students.

The Department's Legal Services branch has advised that there is no explicit authority for a principal to allow a student to continue and repeat year 12. Equally, there is no legal barrier to a principal making such a decision.

Scenario 3

Mark has moved to Western Australia with his family from New South Wales. He had no break in his secondary schooling in NSW and wishes to complete his education at his local senior high school in WA. Mark is already 17 at the time of enrolment and will turn 18 during this year. Mark's parents do not want him to travel to a senior campus to complete his education or to be in a senior campus environment. Is this ok?

Yes if the principal of the local senior high school deems that it is in the best interests of the young person to enrol in year 12 at this school rather than attending a senior campus.

Section 3.1.6 of the Department's Enrolment Procedures states:

Principals will consider applications for enrolment from students under the age of 18 years who are new arrivals to Western Australia and have had no break in their secondary schooling prior to arriving in WA

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Scenario 4

A principal is happy for a student to repeat year 12 in the following year. Does the principal need to get permission to allow this to happen?

No the student is already enrolled in the school and therefore it is up to the principal to make the decision. The principal will have determined this on a case-by-case basis, according to the local context and the individual needs of the student

Scenario 5

Angela completed year 12 last year. She and her family moved out of the local area at Christmas. Angela would like to repeat year 12 and would like to continue at her old school. She has completed her compulsory education period and her old school is no longer her local school. Is it ok for Angela to repeat year 12 at her old school?

Angela can enrol at one of the five designated senior campuses or colleges to repeat her year 12. There is, however, no legal barrier to the principal of her old school determining that Angela can repeat year 12 in that school provided the principal is confident the school has the capacity to enable her enrolment to continue even though her address is now outside the area and provided that the principal believes it is in the best interests of the student to remain in the original school.

The Department's Legal Services branch has advised that there is no explicit authority for a principal to allow a student to continue and repeat year 12. Equally, there is no legal barrier to a principal making such a decision.

Scenario 6

Michael completed year 12 and has satisfied the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Authority Act 1997* but was disappointed in his results. He wishes to repeat year 12 but does not want to return to his old school. What choices does he have?

As a post compulsory student he can apply to five designated senior campuses or colleges. The Department's Enrolment policy identifies these in section 3.1.6 as follows:

The principals of Tuart College, Canning College, Cyril Jackson Senior Campus and North Lake Senior Campus will approve enrolments from students beyond the age of compulsory education. The principal of Sevenoaks Senior College will approve enrolments from students up to 19 years of age.

The Principals of Canning College, Cyril Jackson Senior Campus, North Lake Senior Campus, Sevenoaks Senior Campus and Tuart College will take into account the following factors prior to approving enrolment for students beyond the compulsory age.

- o Availability of an appropriate educational program and classroom accommodation;
- o Educational history of the person;
- o Individual circumstances of the person;
- o Record of past behaviour of a student and attitude to school; and
- o Direction from the Department's Criminal Screening Committee.

DISABILITY

Parents of Joshua, a five year old with diagnosed disability meeting the Schools Plus eligibility criteria, are seeking to enrol him in an Education Support Centre. What needs to happen for Joshua's enrolment in the ESC to be accepted?

Joshua's application is considered on the same basis as all other applications for entry to an ESC and on the same basis as for other Pre-Primary and Primary ESC students. The principal finds that there is an appropriate educational program and classroom accommodation available. However provision for him will need to be made within existing infrastructure because he is to be enrolled at the Kindergarten level.

The principal informs Joshua's parents in writing when enrolling him that he retains the right to attend his local intake area school, and in fact will be required to return there, should it be established that the disability no longer exists.

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If the principal had determined that Joshua could not be accommodated at the ESC she would have facilitated his enrolment at another suitable school at the same time providing Joshua's parents with a Request of Review of Application for Enrolment Decision Form in case they wish to dispute the decision.

Jacob attended his local mainstream school in pre primary. Jacob had ASD and also global developmental delay. Jacob was non verbal, highly anxious and hypersensitive to sound, light and touch. He was due to move into year 1 the next year. The school provided a full time education assistant and access to all services available and attended many professional learning days. Despite this, the school struggled to adequately support Jacob and felt an education support centre would better cater for Jacob's needs. What can the school do to encourage the parents to consider the continuum of services?

The school highlighted their concern for Jacob to be in the best educational setting for Jacob while reiterating his right to remain at the same school. The school asked Jacob's parents if they knew the continuum of educational care that was available for Jacob.

The parents were new to Australia and did not know the school setting options available. The principal informed the parents of all the options and drove the parents to a variety of educational support centres in the local area and the parents were impressed with one particular ESC and a transfer of schools took place for Jacob. Jacob is excelling in his new environment.

DISPUTES

Cancelling Enrolment

A family with a kindergarten aged child live in a school's enrolment boundary and have secured a position for the child in the Kindergarten class. There is a waiting list.

The family would like to go on an extended holiday for one term and thus remove the student from the school. The school wishes to cancel the enrolment to allow a child from the waiting list to be enrolled.

When the family in question comes back from their holiday they want their Kindergarten child then to re enter the class but the class will then be full.

Once a new student is brought into the class will it be possible to cancel that enrolment in favour of the child in question?

The grounds for cancellation of enrolment are explicit and non-attendance is not a grounds for cancellation even when a long period is proposed. It would not be in the student's best interest to have the Kindergarten place no longer available on their return.

There is an appropriate response to non attendance during the compulsory period of education but this does not apply to Kindergarten students. If another student were to be enrolled for the one term they would also need to be allowed to retain their place.

STUDENTS FROM OVERSEAS

When to charge fees

A parent does not speak English and wishes to enrol their child at the school and is willing to pay fees. The principal is not sure whether this is allowed even though there are places available.

The principal should ask to see the child's visa and check the number in the Enrolment of Students from Overseas Schedule (see link in Enrolment policy). Some overseas students do not pay fees as they have the status of 'temporary residence' which gives them the same enrolment rights as permanent residents (these temporary resident students are listed in Regulations 12-14 as involved in the International Secondary Student Exchange Programme, certain scholarships, Status of Forces Agreement, and certain visa holders).

If the visa is listed in the Enrolment of Students from Overseas Schedule as fee paying and if the school has been approved by the Director General, the principal may enrol fee paying students by contacting Education Training International (ETI) Telephone: 9218 2100:
Email: study.eti@dtwd.wa.gov.au.

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If an interpreting service is needed to communicate with the non-English speaking parent, advice can be obtained from On-Call Interpreters and Translators Telephone: (08) 9225 7700; Email: bookings.wa@oncallinterpreters.com; Online: www.oncallinterpreters.com.

Appeals

Parents who are temporary residents wish to appeal a decision not to enrol their child. What does the principal advise them?

The principal will advise temporary residents according to whether they are entitled to enrol or not (visa categories are listed in the Enrolment of Students from Overseas Schedule link in the Enrolment policy).

If parents are entitled to enrol their child they are advised as if they are local residents: that is that they may lodge a Request for Review of Application For Enrolment Decision form (Disputes link in Enrolment policy) with the Regional Executive Director and may also request the Minister for Education to review the procedures under s.223 *School Education Act 1999*.

If the visa category indicates parents are not entitled to enrol but may be allowed to enrol (fees payable) they should be advised that they may request the Minister for Education to review the procedures under s.223 *School Education Act 1999*.