



ENROLMENT AND ADMISSIONS PROCEDURE

If you are seeking to enrol your child at Aveley Secondary College, please contact the College office for further information by downloading forms at www.aveleysc.wa.edu.au, telephoning 6296 1000 or by emailing Aveley.SC.enrolments@education.wa.edu.au.

All students are required to apply for enrolment. Siblings are not guaranteed enrolment at Aveley Secondary College where the family is residing outside the school boundary at the time of the sibling's enrolment.

To check if your child resides within the catchment area for Aveley Secondary College, please refer to the street map outlining our catchment area available on our website www.aveleysc.wa.edu.au.

EDUCATION SUPPORT STUDENTS

Students who demonstrate an high education need may be eligible for placement in our state of the art Education Support Hub. Additionally to the Enrolment Acceptance Form – Part B that is required, a Request for Approval for Enrolment in an Education Support Facility must be completed and accompanied with the documentation of your child's disability diagnosis. A meeting will be required with the Associate Principal, Education Support to finalise your enrolment. All forms are available online or by contacting the office.

IF STUDENTS RESIDE INSIDE OUR LOCAL INTAKE AREA

Eligible students who reside within our catchment area are guaranteed admission into Aveley Secondary College once the relevant documentation is completed. Enrolment Packages are available to download on our website, can be collected from Administration, and will be provided to local primary schools in Term 2.

You are required to provide the following documentation with a completed Enrolment Acceptance Form – Part B:

- Birth Certificate
- Immunisation records – obtained from the Australian Childhood Immunisation Register (ACIR) 1800 653 809 free call from landline only or online: www.humanservices.gov.au
- Proof of address
 - Utilities Account
 - Government document i.e. driver's license or vehicle registration renewal
 - Rates or tenancy agreement
- Any Court Orders, Visas, or health condition diagnosis documentation if applicable
- If the student attends a private school or one outside of the Ellenbrook area, please provide:
 - Latest school report available
 - Most recent NAPLAN results

IF STUDENTS RESIDE OUTSIDE OUR LOCAL INTAKE AREA

There are a limited number of out of area places available for students who do not reside in our local intake area. The closing date for Out of Area is the end of Week 1, Term 3.

Students who do not reside within our catchment area will need to complete an [Application for Enrolment Form – Part A](#). Enrolment at Aveley Secondary College is not guaranteed. The following original documentation will also need to be provided:

- Birth Certificate
- Immunisation records – obtained from the Australian Childhood Immunisation Register (ACIR) 1800 653 809 free call from landline only or online: www.humanservices.gov.au
- Proof of address
 - Utilities Account
 - Government document i.e. driver’s license or vehicle registration renewal
 - Rates or tenancy agreement
- Any Court Orders, Visas, or health condition diagnosis documentation if applicable
- If the student attends a private school or one outside of the Ellenbrook area, please provide:
 - Latest school report available
 - Most recent NAPLAN results

On receipt of your [Application for Enrolment](#) and supporting documentation, your application will be considered. After the closing date you will be notified of the outcome of your application. If there is capacity to accept your child’s enrolment we will advise you and guide you through the process to complete the full enrolment.

IF STUDENTS WERE NOT BORN IN AUSTRALIA

You must provide evidence of:

- Date of entry into Australia
- Passport or travel documents
- Current visa subclass and previous visa subclass (if applicable)
- Evidence of Australian citizenship (if applicable)

EMERGENCY CONTACTS

It is important that the College has accurate emergency contact details in case of emergency or illness and that someone can be contactable at all times. Where possible please provide us with more than one contact person who may be able to collect your child in case of emergency. If you change your mobile number or place of employment, please do not forget to update school contact details.

PARENT’S EMAIL ADDRESS

We require all parents/guardians to provide us with a valid personal email address. We communicate via email on a regular basis, as this is a very cost-effective, efficient method of communication. For those without an email, we will continue to send information home via your child or by mail.

STUDENT HEALTH CARE PLANS

If your child has a diagnosed medical condition of which the school should be aware, please indicate this on the enrolment form. Any required [Health Care Plan Forms](#) will then be sent to you and will need to be completed and returned to the school ASAP. It is a requirement of the Department of Education that all health care plans are to be updated annually and you will be sent a new form each year.

STUDENT UPDATE FORM

Each year a Student Update Form will be sent to you to amend any changes to your personal details. You can also contact the administration office to update personal details such as your email address or mobile number by calling Reception on 6296 1000 or emailing Aveley.SC.Enrolments@education.wa.edu.au

COMPLETED FORMS

All completed forms and supporting documentation must be brought into the College administration office to finalise the enrolment process. We are located at 55 Maffina Parade, Ellenbrook.

Frequently Asked Questions

My child is currently attending primary school, when should I enrol them for Year 7 at Aveley Secondary College?

We cannot enrol your child until they are in Year 6. The best time to enrol your child is during Term 2 however we accept enrolments in Term 3 and 4 as needed. Relevant information will be available at regular intervals throughout the year regarding parent tours, information evenings and scholarship information. We recommend following us on Facebook, subscribing to our newsletter ('Sign Up to List' link is on our Facebook page), and regularly checking our website.

If your child attends a local public primary school in our intake area, enrolment packages will be provided to students during Term 2 of the school year in readiness for the following year.

Enrolments should be completed for Year 7 students by the end of Semester 1, Year 6.

Who can I talk to if I still have questions?

If you are still unsure about the enrolment process, contact our administration staff on 6296 1000 or email Aveley.SC.enrolments@education.wa.edu.au. Our corporate services staff will be able to assist you with your enquiries.