



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.

Aveley Secondary College is a local intake school. 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. With the exception of eligible Education Support students, there is no capacity to accommodate any out of area enrolments. This includes students who may have a sibling at the school and residing outside the school boundary.

ENROLMENT PROCESS

To be eligible to enrol, students must meet residential, age and suitability for the educational program at the College. Expression of Interest forms 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 Expression of Interest – Part A:

- 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
 - Current utilities account
 - Government document i.e. driver's licence 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

Once the enrolment has been processed and accepted, an Enrolment Acceptance Form – Part B, will be issued and must be returned to finalise the enrolment process.

Aveley Secondary College is currently under enrolment pressure and for the foreseeable future can only approve enrolment application for students who meet eligibility criteria. Under the Education Act and Enrolment Policy a Principal may:

- Decide to recommend that an application for enrolment be declined after considering eligibility requirements and the capacity of the school to provide an appropriate program.
- Cancel an enrolment of an enrollee at the school if the principal is satisfied that the enrolment was obtained by giving false or misleading information.

Where the evidence provided to support an enrolment is not deemed adequate, measures will be taken to validate any claims in order to make an assessment about the application. This includes home visits to check residential arrangements.

EDUCATION SUPPORT STUDENTS

Students who have a diagnosed disability and demonstrate high educational need may be eligible for placement in our specialist Education Support Hub. Additionally, to the enrolment process outlined above, 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 consider your placement. All forms are available online or by contacting the office.

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

The Expression of Interest – Part A and attachments must be submitted to assess enrolment eligibility. Completion and submission of the Enrolment Acceptance Form – Part B is required to finalise the enrolment process. Enrolments should be submitted in person (our office is located at 55 Maffina Parade Ellenbrook) or where this is not possible emailed to Aveley.SC.enrolments@education.wa.edu.au.

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 program 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.

We do not live in the local intake area, can we still enrol?

Currently the College does not have capacity to take enrolments that are not within our intake area. An Expression of Interest can still be completed, but as the College is under accommodation pressure, it is not expected that any spaces will be available. Enrolments for programs such as the Academic Elite and Sports Elite programs are restricted and exclusively for local intake enrolments only.

We are moving into the local intake area, can we enrol?

If you are able to provide evidence that you will be moving into the area and provide details such as expected completion date, your application for enrolment can be considered. For more help speak to our office staff to discuss your situation.

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.