

# Brookton District High School Enrolment Process



For your convenience we have outlined below, the step by step procedure to enrol your child at Brookton District High School.

## Step 1 – Complete the Application for Enrolment (Part A):

Application for Enrolment (Part A) - available from our Administration Office.

## Step 2 – Attach the following supporting documentation:

**Applications will not be accepted unless ALL relevant documents are provided.**

- Your child's Birth Certificate or extract or other identity documents.
- Current Immunisation History Statement (must be printed in last 3 months).
- Copies of Family Court or any other court orders (if applicable).
- Letter from other parent/guardian (who is not the main caregiver and who does not reside with the student) in agreement with enrolment.
- Medicare Card details including expiry date and student position number.
- Last School Report.
- Last NAPLAN results.
- Proof of address.
- Information relating to suspensions.
- Information relating to health or medical condition, disability or additional needs (if applicable).

### If your child was 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).

### If your child is a temporary visa holder, you must also provide:

- Confirmation of enrolment or evidence of any permission to travel provided by Education and Training International (ETI) at [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au) (if holding an international full fee student visa, sub class 571); or
- Evidence of the visa for which the student has applied if the student holds a bridging visa.

## Step 3 – Submit all documentation to Administration:

Once this application is approved by the Principal, Part B will then be forwarded to you for completion and submission back to the school.

Once received and entered you will be contacted by an Enrolment Officer to arrange a suitable time for an enrolment interview (with your child) to complete the process.

For all enquiries and enrolment packages, please contact the front office.

Phone: (08) 9642 5000 or email: [Brookton.dhs@education.wa.edu.au](mailto:Brookton.dhs@education.wa.edu.au)

### Public Transport Authority

For information on organising a bus service for your child please visit the Public Transport Authority (PTA) website at <http://www.schoolbuses.wa.gov.au>