



Frequently Asked Questions

1. HOW DO I SUBMIT MY APPLICATION FOR ENROLMENT?

Completed application for enrolment forms, together with supporting documents and originals, can be submitted to Ashdale Secondary College's Administration Office from 8.15 am - 3.45 pm, Monday to Friday, except for Wednesdays, 8.15 am - 3.30 pm.

NB: Documents in a foreign language must be provided with a translation.

2. MY CHILD ATTENDS A CLUSTER PRIMARY SCHOOL, DO I STILL NEED TO COMPLETE AN APPLICATION?

Yes, you will still need to complete an application for enrolment form and hand it to the College Administration Office with your supporting documents. You will not be automatically enrolled at the College through your primary school.

We appreciate you submitting an application by Week 2 of Term 3.

3. DO YOU ACCEPT OUT OF AREA APPLICATIONS?

The College receives many applications within its local intake area, which usually means it cannot take enrolment from outside the local intake area. Once the College has confirmed the number of local intake area enrolments, applications from children outside the local intake area can be assessed from the first Friday of Term 3 each year.

The priority for students who live outside the local intake area is in the following order:

1. A child who is accepted into the ICT Approved Specialist Program.
2. A child with a sibling enrolled at the College for that year; this does not include a sibling who has gained enrolment through the ICT Approved Specialist Program.
3. A child who lives closest to the College (not closest to the boundary of a local intake area school).

4. HOW DO I PROVIDE PROOF OF ADDRESS IF I DON'T HAVE A RENTAL AGREEMENT (EG., I LIVE WITH A FAMILY MEMBER OR FRIEND)?

Please provide as much supporting documentation as possible with your application for local and out-of-local intake area applications. The College Executive will review this application. Examples of supporting documents are:

- Utility bills with your name on them (you can phone the supplier to add your name to the bill)
- Bills or statements from a government body, including vehicle registration, Medicare or Centrelink, dated within the last three (3) months
- Any bills, bank statements or correspondence with your name and current address on them

5. HOW DO I OBTAIN AN AUSTRALIAN IMMUNISATION REGISTER (AIR) IMMUNISATION HISTORY STATEMENT?

The immunisation status for all students enrolling at a public school must now be recorded as per the AIR immunisation history statement [no more than two (2) months old] as proof of immunisation. You can obtain a copy of the statement by:

- Logging into Medicare online via MyGov (my.gov.au) OR
- Using the Medicate Express Plus app OR
- Visiting a Medicare or Centrelink office, OR
- Call the AIR General Enquiries Line on 1800 653 809 to request an AIR statement to be posted to you.

For families who have moved to Australia from overseas, please ensure your child's vaccinations are recorded on the AIR. More information can be found at: https://healthywa.wa.gov.au/Articles/A_E/Children-moving-from-overseas.

6. DO I NEED TO SUBMIT INFORMATION FOR MY CHILD'S DIAGNOSED OR UNDIAGNOSED DISABILITY?

When submitting an Enrolment Form, please include all relevant paperwork and information regarding your child's disability. This will assist the College in providing support and, at times, funding to your child. If your child is currently being assessed, please include this information on the form so we can best support your child through this process. Disabilities include, but are not limited to, ASD, ADHD, Anxiety Disorder, Specific Language Disorders (dyslexia, dysgraphia, dyscalculia), hearing, vision and physical. Other information regarding speech delays, occupational therapy, and psychological services can help plan a successful secondary transition for your child.