Pre-primary to Year 6 Applications

Inglewood Primary School is a local intake school. In accordance with enrolment policy guidelines, parents/guardians of children whose primary place of residence is within the designated local intake area are eligible to submit an application for enrolment.

Families residing outside the school's intake area are encouraged to apply to their local school. Please note that, in recent years, we have been unable to offer placements to students living outside the designated boundary.

Enrolment in a public school is a two step process, application to enrol and then if successful the enrolment forms to be completed.

Step 1 – Application Submission

Parents and caregivers are required to complete and submit an **Application for Enrolment form**, available on the school's enrolments webpage.
To ensure timely processing, please refer to the checklist included in the application form. Applications will only be accepted once all required documentation has been provided.
The following documents must be presented at the time of application:

- **Proof of residence (three items required), such as:**
  - Proof of property ownership (e.g. rates notice), or a current lease agreement if renting
  - Current utilities account (e.g. electricity provider or connection notice)
  - Additional supporting documentation if required (ie. Statutory declaration)
- **Child's identification:**
  - Birth certificate or passport (including visa details, if applicable)
- **Immunisation records:**
  - A current Australian Immunisation Register (AIR) statement dated within two months of application
  - This can be obtained via:
    - Medicare Online Services (myGov)
    - Request by mail
    - Phone: 1800 653 809
- **Additional documentation (if applicable):**
  - Family Court Orders or registered Parenting Plans
  - Medical information, including care plans (e.g. asthma, anaphylaxis, disability)

Applications may be submitted in person or via email. Inglewood.ps.enrol@education.wa.edu.au

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Application Review

Once all documentation has been received, applications will be reviewed by the Principal. This process includes verification of enrolment eligibility, also including checks for duplicate or out of area applications.

All applicants will be notified of the outcome of their application via email from August 2026. Successful applicants will then receive **Student Enrolment Form**s.

Step 2 – Enrolment form to be completed

- Enrolment form
- Appendices forms
- Health Forms

Information Package

In early October 2026, families of successful applicates will receive a comprehensive enrolment package. This will include:

- Personal items list
- Additional relevant details

Further Information
Please refer to the enrolments section of the school website to access the following documents: Weblink

- Application for Enrolment
- Inglewood Primary School Boundary Map
- When can my child start school? guide

For further assistance, please contact the school office during business hours, Monday to Friday, 8:00am – 4:00pm, on **(08) 9223 9900**.