

## John Tonkin College Education Support Centre Enrolment Process

For your convenience we have outlined below the step-by-step procedure to enrol your child at our school.

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

### Step 2 – Complete Student Enrolment Form.

### Step 3 – Attach the following supporting documentation:

- Your child's Birth Certificate or Passport.
- Current Immunisation History Statement (must be printed within last 6 months.)  
*If unable to obtain a copy, please complete the enclosed "Request for immunisation support from the Department of Health" form in your folder.*
- Copies of Family Court or any other court orders (*if applicable*).
- If no court orders are in place, written permission from other parent/guardian who does not live with the student stating they agree with the enrolment.
- Copy of Current Medicare Card showing expiry date and student position number.
- Copy of Concession cards, back and front (*if applicable*)
- Last School Report.
- Proof of Address.
- Information relating to health or medical condition, disability of additional needs.
- Diagnostic Reports eg Psychologist report, paediatrician or Speech Reports, (*if you do not have these reports, please contact our school on the information below*).

### Submit all documents to Administration at:

John Tonkin College Education Support Centre  
1 Education Drive,  
GREENFIELDS WA 6210

Mail to:  
John Tonkin College Education Support Centre  
PO Box 2122 DC  
MANDURAH WA 6210

For all enquiries and enrolment packages, please contact our front office:

[Johntonkin.CESC@education.wa.edu.au](mailto:Johntonkin.CESC@education.wa.edu.au) or on Phone (08) 9583 0571.

**If your child was not born in Australia, please contact our office for further information.**

### 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> scan QR code below.



(08) 9583 0571 PO Box 2122 DC, Mandurah 6210 ABN: 60 564 265 821

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