

ENROLMENT REQUIREMENTS
AND PROCESSES 2026
updated Feb 2026

ENROLMENT PROCESS		Check
DECIDING WHICH SCHOOL...		
1.	Research the schools closest to your home using <i>Schools Online</i> and other available sources. Create a list of what each school offers, including its programs, facilities, and any special services available. Consider how each school's ethos and philosophy align with your family's values and expectations.	
2.	Visit local schools and education support facilities , including private schools if applicable. Take notes and consider what each environment offers your child. Make a list of your key priorities for your child's education and decide which schools best meet these needs. Ask questions during visits or contact schools directly to clarify any concerns.	
WHAT IS YOUR CLOSEST SCHOOL		
3.	Open Google Maps and locate your home. Identify the school that is closest to you, measuring distance "as the crow flies" (in a straight line), not by road.	
4.	Identify your local school or education support centre and submit an enrolment form	
REQUESTING AN APPROVAL TO ENROL at LEEMING SHS ESC		
Step 4 should be completed if Leeming SHS Education Support Centre is not the closest centre to your home.		
5.	Use Google Maps to check whether you are within the bus catchment area and confirm whether Leeming SHS ESC is the closest Education Support Centre to your home.	
6.	Complete a Request for Approval to Enrol (ATE) form via Docusign and attach all relevant documentation, including diagnosis information, therapy reports, doctor letters, the latest IEP, and your child's most recent school report. Otherwise, eligibility documentation can be scanned and emailed to leeming.shsesc.enrolments@education.wa.edu.au	
7.	The Principal of Leeming ESC reviews all applications to confirm that eligibility has been verified and sufficient information has been provided. If eligibility cannot be confirmed, the School Psychologist or Lead School Psychologist (LSP) will review the application. The Principal then determines whether there is capacity in the requested year level and, if appropriate, signs the Request for Approval to Enrol (ATE).	
8.	If the ATE is approved, parents and the current school will be notified in writing, including details about the transition process and the visit by Leeming ESC staff to the child's current school for profiling. Families can then complete the Leeming ESC enrolment package. If transport is required, applications to the School Bus Service (SBS) should be submitted immediately, as there may be a waiting list.	
FOLLOWING ENROLMENT		
9.	Transition: Parents will be notified when the transition program begins, typically in November, over three consecutive Wednesdays from 9:00 a.m. to 11:00 a.m.	

Leeming SHS Education Support Centre

(08) 9237 6870

Aulberry Parade, Leeming WA 6149

www.leemingesc.wa.edu.au

ABN 52 003 792 651