



## Application for exemption from enrolment eligibility criteria for Foundation units

School principals are able to seek enrolment permission from the School Curriculum and Standards Authority (the Authority) for students who fall outside the Eligibility for Foundation courses enrolment criteria as outlined in the *WACE Manual 2018* Section 1.8.

Applications for enrolment will be considered where:

- a current Western Australian student has no Online Literacy and Numeracy Assessment (OLNA) data and/or relevant Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN) data **(Section A)**
- a student who has recently arrived from interstate and has no OLNA data or relevant Year 9 NAPLAN data **(Section B)**
- a student who has recently arrived from overseas and has no OLNA data or relevant Year 9 NAPLAN data **(Section B)**
- a Year 11 Foundation course student at the end of Semester 1 has met the relevant OLNA literacy and/or numeracy requirements, but changing the student enrolment to a General course in Semester 2 will not be educationally sound or beneficial for the student. **(Section C)**

A signed declaration by the school principal is needed to ensure that enrolment in Foundation course units meets the best educational needs of the student.

**The application form should be received by the Authority by the following due dates:**

- **Thursday, 31 May 2018 (Semester 1)** – after March OLNA results are released
- **Thursday, 7 November 2018 (Semester 2)** – after September OLNA results are released
- **Thursday, 21 February 2019** new enrolments **only**, in new school year
- **Case-by-case basis** for recently arrived interstate and overseas students.

✉ Applications and supporting documentation should be emailed to:  
[foundationapplications@scsa.wa.edu.au](mailto:foundationapplications@scsa.wa.edu.au)

**Note: One application per student. No bulk applications accepted.**

--	--	--	--

School Code

## Application for exemption from enrolment eligibility criteria for Foundation units for:

- current Western Australian students
- recent overseas or interstate students
- students who have demonstrated the standard in Semester 1, Year 11.

### Student details





WA student number

Date of birth

Current academic year

First given name

Legal surname/Family name

### Please provide contact details of a school representative should further information be required

Name: \_\_\_\_\_

School name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Return dates

Please return the completed form and attachments (where required) to:  
[foundationapplications@scsa.wa.edu.au](mailto:foundationapplications@scsa.wa.edu.au)

**Thursday, 31 May 2018 (Semester 1)** – after March OLNAs results are released

**Thursday, 18 October 2018 (Semester 2)** – after September OLNAs results are released

**Thursday, 21 February 2019** new enrolments **only**, in new school year

**Case-by-case basis** for recently arrived interstate and overseas students.

### Declaration to be completed by the Principal

School name \_\_\_\_\_ Date \_\_\_\_\_

Principal name \_\_\_\_\_ Principal signature \_\_\_\_\_

Email correspondence \_\_\_\_\_

Note: the Principal acknowledges there is a requirement for the student to sit the OLNAs in Years 11 and 12

### Office use only

**Assistant Executive Director  
 Examinations, Certification and Testing**

Approved  Yes  No

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Section A**

**Evidence for enrolment exemption for Foundation eligibility**

**Current Western Australian Students**

**Exemption application for:**

- Foundation List A courses
- Foundation List B courses

**Evidence:**

All criteria below **must** be addressed. This application **will not be processed** without attached evidence.

- Student is yet to sit OLNA  Yes  No
- Student has evidence that they have sat Year 9 NAPLAN  Yes  No

Student has achieved the following **Bands**:

Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Numeracy: \_\_\_\_\_

- Student has evidence that they have sat Year 7 NAPLAN  Yes  No

Student has achieved the following **Bands**:

Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Numeracy: \_\_\_\_\_

- Student's Year 10 school report provides evidence of D and E grades in humanities and social sciences, English, mathematics and science (**please attach**)

- The school has assessed the student to be at Foundation level  Yes (**evidence attached**)

Examples of evidence include relevant examples of student work, reports such as Dyslexia SPELD; PAT testing results; Verbal and Visual Processing tests (**please attach**)

**Supporting statement:**

---

---

---

---

---

---

---

---

---

---

**Note: Required evidence must be attached or application cannot be processed.**

**Section B**

**Evidence for enrolment exemption for Foundation eligibility**

**Recent interstate or overseas arrivals**

**Exemption application for:**

- Foundation List A courses
- Foundation List B courses

**Evidence:**

- Student has recently arrived from interstate.

- Student has evidence that they have sat Year 9 NAPLAN  Yes  No

Student has achieved the following **Bands**:

Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Numeracy: \_\_\_\_\_

- The student has provided their most recent school report  Yes (**evidence attached**)  
**and**
- The school has assessed the student to be at Foundation level  Yes (**evidence attached**)

Examples of evidence include relevant examples of student work, reports such as Dyslexia SPELD; PAT testing results; Verbal and Visual Processing tests (**please attach**)

- Student has recently arrived from overseas.

- The student has provided their most recent school report  Yes (**evidence attached**)  
**and**
- The school has assessed the student to be at Foundation level  Yes (**evidence attached**)

Examples of evidence include relevant examples of student work, reports such as Dyslexia SPELD; PAT testing results; Verbal and Visual Processing tests (**please attach**)

---

---

---

---

---

---

---

---

---

---

