# ENROLMENT PACK
**(for enrolment in a Western Australian public school)**

## The Enrolment Pack comprises:

## Part A – Application for Enrolment
(includes information about applying for Enrolment in a Western Australian public school and the Application for Enrolment Form)
Documents which need to be supplied or sighted by the school are listed on the form.

## Part B – Enrolment
(includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)

# ENROLMENT PACK (PART A)

## PRE-PRIMARY 2020 - APPLICATION FOR ENROLMENT

*(For enrolment in a Western Australian Public School)*

**The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/**

### Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two step process.

***Step 1*: Enrolment Pack Part A – Application for Enrolment**
Parents lodge an *Application for Enrolment Form* with the school (attached within this pack).

***Step 2*: Enrolment Pack Part B – Enrolment (includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)**
If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* in a Western Australian public school and you will be required to complete an *Enrolment Form*.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department's *Enrolment Policy* can be found at http://www.det.wa.edu.au/policies.

### Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court.

## Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section **Applications to local-intake schools (compulsory years of schooling)** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:
1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school, community kindergarten or day care program. This change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases. Parents applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is 'up-to-date' to avoid their application for enrolment being declined.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

## Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at http://www.det.wa.edu.au/policies, (Browse via A-Z document list). Further information is available from the ***Enrolment*** **policy/Enrolment Procedures/Local-intake area schools**, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

## Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

| **First Priority** | **Second Priority** | **Third Priority** |
|---|---|---|
| Child qualifying for an approved specialist program for that year. | Child who has a sibling also enrolled at the school in that year, (other than siblings enrolled in specialist programs), and who lives nearest the | Child who does not have a sibling enrolled at the school in that year, or who has a sibling enrolled in a specialist program, and who lives |

| | | |
|---|---|---|
| | school. | nearest the school. |

## Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) will be offered a place subject to meeting the immunisation requirements for enrolment.

The following selection criteria are to be applied in considering applications for Kindergarten enrolment:

| First Priority | Second Priority | Third Priority | Fourth Priority |
|---|---|---|---|
| Child residing in the local-intake area who has a sibling also enrolled at the school in that year, and who lives nearest the school. | Child in the local-intake area who does not have a sibling enrolled at the school in that year, and who lives nearest the school. | Child not residing in the local-intake area who has a sibling also enrolled at the school in that year, and who lives nearest the school. | Child not residing in the local-intake area who does not have a sibling enrolled at the school in that year, and who lives nearest the school. |

## Applications to non-local-intake schools (pre-compulsory and compulsory)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

## Lodging Applications and Enrolment Forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

## Applications for starting school and for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at http://www.det.wa.edu.au/policies.

## Requested documentation

You will be asked to show: your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; your child's Australian Immunisation Register (AIR) Immunisation History Statement; proof of your child's usual place of residence: for example, utilities account, lease agreement, ownership of the property, driver's licence, statutory declaration; copies of any Family Court or other court orders, and visa details (if applicable).

Principals may accept a maximum of 3 documents as evidence of your child's usual residential address. Principals are able to request additional information where this is necessary to confirm your child's usual place of residence.

You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol. You can provide one of the following:

- Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old; or
- Australian Immunisation Register (AIR) Immunisation History Form for children on a catch up schedule that is not more than six months old; or
- Immunisation Certificate issued by the Chief Health Officer.

Other immunisation documents are no longer accepted.

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school (refer to the Enrolment Pack Part B – Enrolment). If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

## Eligibility to enrol in a particular school

The only guaranteed Pre-primary to Year 12 place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

## Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

## Kindergarten

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

From 2020, only Kindergarten children can only enrol if:

- their immunisation status is 'up to date'; or
- they are on an approved immunisation catch up plan; or
- they meet the criteria to be an exempt child because of particular family circumstances.

## Disclosure of information

***For parents of students with disability***

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

***Suspensions and exclusions***
Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

## Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

## Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at http://www.det.wa.edu.au/policies.

North Tom Price
PRIMARY SCHOOL

**OFFICE USE ONLY**
Date received: _____
Year Level: ...._____
Birth certificate/Passport/Travel document sighted (Circle).
AIR immunisation history statement ☐ YES ☐ NO
Student resides within local intake area ☐ YES ☐ NO
Visa sighted: ☐ YES ☐ NO
Family Court Order/s: ☐ YES ☐ NO

# PRE-PRIMARY 2020 - APPLICATION FOR ENROLMENT FORM

*(For enrolment in a Western Australian Public School)*

*Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.*

## DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:
Name of child: _____

Name of person enrolling child:

Title: ____ 1st Name: _____ 2nd Name: _____ Surname: _____

Relationship to child: _____
*(Independent Minors and those aged 18 years or older may apply on their own behalf)*

Tel (H): _____ Tel (W): _____ Mobile: _____

Signature: _____ Date: _____/____/_____

*NOTE: Children may be enrolled in Kindergarten in one school only, either public or private.*
*NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.*

## DOCUMENTS TO BE PROVIDED

***Checklist:***
Please place an ***'X'** in the box ☒ to indicate each document attached (or sighted) to this application form.
**Note: If you are typing the information into this form, double click the check box and select the radio button under the heading Default value 'Checked' and click OK.*

1. Birth Certificate (original or certified copy) or extract or other identity documents ..... ☐
   if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).
2. Australian Immunisation Register (AIR) Immunisation History Statement; or
   AIR Immunisation History Form; or Immunisation Certificate issued by the Chief Health Officer .... ☐
3. Copies of Family Court or any other court orders (if applicable) ..... ☐
4. Proof of address (see Requested documentation in the attached Parent information) ..... ☐
5. Information relating to suspensions or exclusions ..... ☐
6. Information relating to disability ..... ☐

*If your child was not born in Australia, you must provide evidence of:*

1. Date of entry into Australia..... ☐
2. Passport or travel documents ..... ☐
3. Current visa subclass and previous visa subclass (if applicable) ..... ☐

*If your child is a temporary visa holder, you must also provide:*

Confirmation of placement or enrolment for an overseas fee-paying student or evidence of any permission to transfer provided by TAFE International WA ..... ☐

**or**

Evidence of the visa for which the student has applied if the student holds a bridging visa ..... ☐

**PERSONAL DETAILS** (PLEASE PRINT ALL DETAILS BELOW)

| | | | |
|---|---|---|---|
| Child's surname<br><br>Legal (if different): | Given names: | Date of birth: | Sex (M / F): |
| Surname of parent/responsible person: | Given names: | | Mr / Mrs / Ms / Other: |
| Residential Address (must be completed): | | | Postcode: |
| Nearest intersecting street: | | | |
| Postal Address (if different from residential address): | | | Postcode: |
| Telephone (Home): | Mobile Phone No: | | |
| Work (if convenient): | Email: | | |

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? ☐ YES ☐ NO

Is the child subject to access restriction? If yes, please specify and attach supporting documentation. ☐ YES ☐ NO

Year Level: _____

Start date: Beginning of school year **20**_____: ☐ YES ☐ NO. If NO, indicate start date: _____

If applicable, year level child currently enrolled in (e.g. Year 7):

If applicable, name of school at which the child is currently or was last enrolled:

Immunisation: you are required to provide the school with this information when you apply to enrol your child
Is the child immunised? ☐ YES ☐ NO
If yes, does the child have an Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old? ☐ YES ☐ NO

Are you applying to enrol in a specialist program at this school?
Name of specialist program: ☐ YES ☐ NO

Will there be any brothers or sisters attending this school?
Name/s and year levels: ☐ YES ☐ NO

Is your child currently under suspension from a school?
If YES, name of school: ☐ YES ☐ NO

Has your child ever been excluded from a school?
If YES, name of school: ☐ YES ☐ NO

Is your child a permanent resident of Australia? ☐ YES ☐ NO

If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____

Does your child have a disability/medical condition? *This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child*. Please indicate whether:
☐ Physical ☐ Intellectual ☐ Other medical condition/s
Please outline nature of disability/medical condition/s (or attach details).

Application for Enrolment approved: _____ (Signature of Principal/Delegate) __/__ /___ (date)

# ENROLMENT PACK (PART B)

# ENROLMENT FORM

This form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school directly if there are changes needed to update the form.

*Parent information about Enrolment in a Western Australian public school* (below) provides important information to read before lodging the Enrolment Form with the school.

**The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre English as an Additional Language or Dialect (EAL/D) Program. Website: http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/**

## ENROLMENT

### Parent information about Enrolment in a Western Australian public school

#### INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Education Regional Office where evidence has not been supplied. All official records must be on the child's legal name. The use of a preferred name may be possible for informal communication.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian Details** section of the form.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s.

You may need to provide up to date information about your child's immunisation status when you complete the Enrolment Form.

#### TRANSPORT

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email enquire@pta.wa.gov.au or telephone 136213. Some special programs include transfer arrangements.

#### CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999).*

The Department of Education will provide a report about enrolled children whose immunisation status is 'not up to date' to the Department of Health when requested. The Department of Health will provide assistance to the families of under-vaccinated children. Children whose immunisation is 'not up to date' may be required to stay away from school if an outbreak of a vaccine preventable disease occurs.

## INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background.

Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

## CONSENT FORMS

The following forms are attached for parents to consider and sign if in agreement:

| | |
|---|---|
| Media Consent: | Publication of images of the student and their work. |
| Internet Access: | Appropriate use of internet services by students. |
| Viewing Consent: | For 'Parental Guidance (PG)' items deemed suitable by the teacher and school administration. |
| Local Excursions: | Agreement to minor excursions, not including excursions which require individual agreement. |

## STUDENT HEALTH CARE

The Department's *Student Health Care* policy clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Year of enrolment: _____

Year level : _____

North Tom Price
PRIMARY SCHOOL

# STUDENT ENROLMENT FORM

*(For enrolment in a Western Australian Public School)*

**This form is to be completed for children whose application has been accepted by the school. It is intended for children not enrolled at the school in the previous year and for all Pre Primary students.** For students in the compulsory years of schooling who were enrolled in the previous year, please inform the school directly if there are changes needed to update the form.

Please read the accompanying *Parent information about Enrolment in a Western Australian public school* before lodging the Enrolment Form with the school.

*Note: If you are typing the information into this form, doubleclick the check box* ☐ *and select the radio button under the heading Default value 'Checked' and click OK. e.g.* ☒.

## STUDENT DETAILS

Surname: _____ Legal Surname (if different): _____

Previous Surname (if applicable): _____

1st Name: _____ 2nd Name: _____ 3rd Name: _____

Preferred 1st Name: _____

Email Address: _____

Date of Birth: _____/_____/_____ Sex: ☐ Male ☐ Female

Residential Address: _____

_____ Postcode: _____

Telephone (Home): _____ Student's Mobile (if applicable): _____

Car Registration (if applicable): _____

Full Name/s of brothers and sisters attending this school:

_____

**Student lives with:**

Both Parents ..... ☐
Parent/Guardian/Carer 1 ..... ☐
Parent/Guardian/Carer 2 ..... ☐
Independent minor ..... ☐
(Reg3. School Education Regulations 2000)

Other ..... ☐

| **Name** | **Relationship to student** |
|---|---|
| _____ | _____ |

For information on access restriction, see *Confidential* section of this form.

**Emergency Contacts** (Indicate contacts in order of preference):

| | **Name** | **Phone No.** | **Mobile No.** | **Relationship to student** |
|---|---|---|---|---|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

## STUDENT DETAILS – ADDITIONAL INFORMATION

Evidence of immunisation status
Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old shows my child's vaccination status is ☐ Up to date ☐ Not up to date as at _____ (date of Statement)
OR
AIR Immunisation History Statement that is not more than six months old shows my child is on a catch up schedule as at _____ (date of Form)
OR
Immunisation Certificate issued by the Chief Health Officer as at _____ (date of Certificate)

Nationality (optional): _____ Country of Birth: _____

Religion: _____. Is the student to be withdrawn from religious instruction? ☐ YES ☐ NO

Student's First Language: _____

Is the student's descent: .....Aboriginal ☐ YES ☐ NO
.....Torres Strait Islander (TSI) ☐ YES ☐ NO
.....Both Aboriginal and TSI ☐ YES ☐ NO

Does the student speak a language other than English at home?..... ☐ YES ☐ NO
Does the student mainly speak English at home? ..... ☐ YES ☐ NO
*(If more than one language, indicate the one that is spoken most often.)*
☐ NO, English only
☐ YES, other - please specify: _____

Australian Citizenship/Permanent Resident: ..... ☐ YES ☐ NO

Date of Arrival in Australia: _____ Visa Sub-class No: _____ Visa Sub-class No Expiry Date: _____

International Fee Paying (if known): ..... ☐ YES ☐ NO

Does the student receive any of the following allowances:

☐ Secondary Assistance ☐ Youth Allowance
☐ Assistance for Isolated Children (AIC) ☐ Abstudy

Previous School: _____

Reason for change of school (optional): _____

If previously enrolled in Home Education, specify the Education Region: _____

Movement reason (optional): _____

## CONFIDENTIAL

Access Restriction - Is this student subject to any court orders in respect of their care, welfare and development? ..... ☐ YES ☐ NO
If YES, please specify and attach supporting documentation.

_____

Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General?
..... ☐ YES ☐ NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

_____

_____

## CONSENT FORMS

Parent consent is sought in ATTACHMENT 2 for a variety of school related activities.

## STUDENT DETAILS – MEDICAL / HEALTH

In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students.
*Note:* For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Does the student have a disability? ☐ YES ☐ NO If YES, please specify the disability/s:

_____

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records

- ☐ Autism Spectrum Disorder
- ☐ Deaf or Hard of Hearing
- ☐ Specific Speech Language Impairment
- ☐ Intellectual Disability
- ☐ Severe Mental Disorder
- ☐ Global Developmental Delay (prior to age 6)
- ☐ Vision Impairment
- ☐ Physical Disability

Does the student have a medical condition or intensive health care need? YES ☐ NO ☐
If YES, please specify.

- ☐ Allergy – Anaphylaxis
- ☐ Allergy – Other _____
- ☐ Asthma
- ☐ Diabetes
- ☐ Diagnosed migraine/headaches
- ☐ Seizure Disorder (eg epilepsy)
- ☐ Hearing condition (eg otitis media)
- ☐ Mental health or behavioural (eg depression, ADD/ADHD)
- ☐ Intensive Health Care Need (eg tube feeding)
- ☐ Other: _____ _____

Medical Practice (Name and Address): _____

_____

Doctor's Name: _____ Telephone: _____

Dental Surgery Practice (if applicable, name and address): _____

Dentist's Name: _____ Telephone: _____

_____

Medicare No: __ __ __ __ __ __ __ __ __ __ _____ Valid to: ___ / _____

Health Care Card (if applicable): ☐ YES ☐ NO. If Yes, please provide no._____ Expiry Date: _____

Do you have ambulance cover? ..... ☐ YES ☐ NO

(If there is a medical emergency parents or guardians are expected to meet the cost of the ambulance)

## PARENT / GUARDIAN DETAILS

**Parent/Guardian 1 Details**

Title: ____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student: _____

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: _____

Postal Address (if different from student residential address):

_____

Telephone (Home): _____ Email Address: _____

Occupation/Workplace location: _____

Telephone (Work): _____ Mobile No: _____

Do you mainly speak English at home? .....☐ YES ☐ NO

Do you speak a language other than English at home? ☐ NO, English only ☐ YES, other - please specify:
*(If more than one language, indicate the one that is spoken most often)*

_____

What is the highest year of primary or secondary school you have completed?

☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification

*(If you did not attend school, mark 'Year 9 or equivalent or below')*

What is your occupation group? _____ *(Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).*

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**Parent/Guardian 2 Details**

Title: ____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student: _____

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: _____

Postal Address (if different from student residential address):

_____

Telephone (Home): _____ Email Address: _____

Occupation/Workplace location: _____

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Telephone (Work): _____ Mobile No: _____

Do you mainly speak English at home? ..... ☐ YES ☐ NO

Do you speak a language other than English at home? ☐ NO, English only ☐ YES, other - please specify:
*(If more than one language, indicate the one that is spoken most often)*

_____

What is the highest year of primary or secondary school you have completed?

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above
- ☐ Advanced diploma/Diploma
- ☐ Certificate I to IV (including trade certificate)
- ☐ No non-school qualification

*(If you did not attend school, mark 'Year 9 or equivalent or below')*

What is your occupation group? _____ *(Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).*

## OTHER CONTACT(S) DETAILS

Title: ____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student: _____

Postal Address (if different from student residential address):

_____

Telephone (Home): _____ Email Address: _____

Occupation/Workplace location: _____

Telephone (Work): _____ Mobile No: _____

**Please advise the school if there are any other contacts you would like recorded.**

## PRIVACY AND INFORMATION SHARING

I understand that my child's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

I understand that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

## SIGNATURE

Name of person enrolling student:

Title: ____ First Name: _____ Second Name: _____ Surname: _____

Relationship to the student: _____

If this is an enrolment for Kindergarten, I declare this to be the only enrolment made.

Signature: _____Date: _____
*(independent minors and those aged 18 years or older may sign on their own behalf)*

**APPROVAL OF PRINCIPAL OR DELEGATE**

_____

Signature

Approved / Not approved

Date: _____

## OFFICE USE ONLY

Student's official documentation all sighted (Date): _____ ☐ YES ☐ NO

☐ Birth certificate ☐ Passport ☐ Travel document/s

Student's Residency status: ...☐ Local ☐ Permanent Resident

☐ Overseas Student: If yes, International fee paying: …….. ☐ YES ☐ NO

Entry Date: _____

Previous School: _____ Records received: ☐ YES ☐ NO

Publications/Internet Permission Form completed: .....☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: ____% ☐ PG2: ____% ☐ Other: _____%

Official documentation: ☐ PG1: ____ ☐ PG2: ____ ☐ Other: _____
(including reports, to be sent to)

AIR immunisation history statement provided: ☐ YES ☐ NO
Date of issue: _____ Vaccination status is ☐ Up to date ☐ Not up to date
If not up to date, additional request/s for documentation on date/s: _____
Other immunisation evidence provided: AIR Immunisation History Form ☐ YES ☐ NO
Immunisation Certificate issued by the Chief Health Officer ☐ YES ☐ NO
**Kindergarten students only** Eligibility for immunisation exemption approved: Code ☐

Form/Class: _____ House Faction: _____

Approved by Principal: ☐ NO ☐ YES on (Date): _____

Entered on School Information system by: _____ on (Date): _____

Student leaves school: (Date) _____ Date Transfer Note Sent: _____

Destination: _____

Records received from transferring school: ☐ NO ☐ YES on (Date): _____

***RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:***

1. ***Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.***
2. ***Enrolment Applications (unsuccessful) –The School to retain for 2 years after last action and then destroy.***
3. ***Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.***
4. ***Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.***
5. ***Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.***

## ATTACHMENT 1

## Parent Occupation Groups

*Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form*

| GROUP 1 | GROUP 2 | GROUP 3 | *GROUP 4* |
|---|---|---|---|
| **Senior management in large business organisation government administration & defence, and qualified professionals** | **Other business managers, arts/media/sportspersons and associate professionals** | **Tradesmen/women, clerks and skilled office, sales and service staff** | ***Machine operators, hospitality staff, assistants, labourers and related workers*** |
| ***Senior executive/ manager/ department head*** *in industry, commerce, media or other large organisation.*<br><br>***Public service manager*** *(section head or above), regional director, health/education/police/ fire services administrator.*<br><br>***Other administrator*** *[school Principal, faculty head/dean, library/museum/gallery director, research facility director].*<br><br>***Defence Forces*** *Commissioned Officer.*<br><br>***Professionals*** *generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.*<br><br>***Health, Education, Law, Social Welfare, Engineering, Science, Computing*** *professional.*<br><br>***Business*** *[management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].*<br><br>***Air/sea transport*** *[aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].* | ***Owner/manager*** *of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.*<br><br>***Specialist manager*** *[finance/engineering/production/ personnel/ industrial relations/ sales/marketing].*<br><br>***Financial services manager*** *[bank branch manager, finance/ investment/insurance broker, credit/loans officer].*<br><br>***Retail sales/services manager*** *[shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].*<br><br>***Arts/media/sports*** *[musician, actor, dancer, painter, potter, sculptor, journalist, author].*<br><br>*media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].*<br><br>***Associate professionals*** *generally have diploma/technical qualifications and support managers and professionals.*<br><br>***Health, Education, Law, Social Welfare, Engineering, Science, Computing*** *technician/associate professional.*<br><br>***Business/administration*** *[recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].*<br><br>***Defence Forces*** *senior Non-Commissioned Officer.* | ***Tradesmen/women*** *generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.*<br><br>***Clerks*** *[bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].*<br><br>***Skilled office, sales and service staff***<br><br>***Office*** *[secretary, personal assistant, desktop publishing operator, switchboard operator].*<br><br>***Sales*** *[company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].*<br><br>***Service*** *[aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].* | ***Drivers, mobile plant, production/ processing machinery and other machinery operators***<br>***Hospitality staff*** *[hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].*<br><br>***Office assistants, sales assistants and other assistants***<br><br>***Office*** *[typist, word processing/data entry/business machine operator, receptionist, office assistant].*<br><br>***Sales*** *[sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].*<br><br>***Assistant/aide*** *[trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].*<br><br>***Labourers and related workers***<br><br>***Defence Forces*** *ranks below senior NCO not included in other groups.*<br><br>***Agriculture, horticulture, forestry, fishing, mining worker*** *[farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].*<br><br>***Other worker*** *[labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].* |

**These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.**

North Tom Price
PRIMARY SCHOOL

**ATTACHMENT 2**

# Consent Form

At **[Insert name of school]** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

**MEDIA CONSENT**

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

☐ Yes, I give consent to my child to have his/her image and/or work published as described above.

☐ No, I do not give consent.

In addition, see Appendix F of the Student's online policy.

**INTERNET ACCESS**

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

☐ Yes, my child has permission to access the internet in accordance with school policy.

☐ No, I do not give consent.

In addition, see the School's policy and the Student's online policy.

**VIEWING CONSENT**

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

☐ Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.

☐ No, I do not give consent.

**LOCAL EXCURSIONS**

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

☐ Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.

☐ No, I do not give consent.

The school also has the Newsletter accessible on the Website. Please subscribe to www…… **[school to include this sentence re the website and newsletter if they wish]**.

Name of student: _____ Year/Class/Room: _____

Name of person signing the consent form:

Title: ____ First Name: _____ Second Name: _____ Surname: _____

Please indicate relationship to the student (e.g. parent/guardian/responsible person): _____