

WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

When you enrol your child at this school, please check that you have the following:

- | | | |
|---|--|--------------------------|
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Identity documents (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> Immunisation certificate | <input type="checkbox"/> Court order (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> Proof of address | <input type="checkbox"/> Student Healthcare Summary (Form 1) | <input type="checkbox"/> |

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

- Evidence of the date of entry into Australia;
- Passport or travel documents; and
- Current visa and previous visas (if applicable).

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, sub class 571); or
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

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 document is to be completed in English. If you need help including translation services, please ask the school staff about available assistance.

Where an item is marked with an asterisk (*) the information must be provided. This information is required by the Western Australian Department of Education to meet legal obligations. While it is not a legal requirement to provide non-asterisked details requested in the *Enrolment Form*, the information 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 Regional Education Office where evidence has not been supplied. 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 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.

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 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*).

INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'. All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their 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.

PHOTOGRAPHS AT SCHOOL

Occasionally photographs are taken of individual students and classes of students at school. If you do not wish your child to be photographed, please make sure you indicate a response on the school's Permission to Publish Work/Images of Students form (see attached) or inform the school in writing.

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 need an up to date Student Health Care Summary.

SECRET HARBOUR PRIMARY SCHOOL ~ ENROLMENT FORM

Student Details									
SURNAME					ENROLLING INTO YEAR (K-6)				
LEGAL SURNAME					START DATE				
FIRST NAME					PREFERRED NAME				
MIDDLE NAME					DATE OF BIRTH				
RESIDENTIAL ADDRESS					GENDER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
					POSTCODE				
TELEPHONE					MOBILE				
EMAIL ADDRESS									
Child lives with: Both Parents <input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/>									
Name of Sibling 1						Sibling 2			
Parent/Responsible Person 1					Emergency Contact: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>				
TITLE		SURNAME			FIRST NAME				
RELATIONSHIP TO THE STUDENT					MOBILE				
ADDRESS (if different from student residential address)					EMAIL				
What is the highest year of secondary school completed?				What is the level of the highest qualification you have completed?					
Year 12 or equivalent <input type="checkbox"/>				Bachelor degree or above <input type="checkbox"/>					
Year 11 or equivalent <input type="checkbox"/>				Advanced diploma/Diploma <input type="checkbox"/>					
Year 10 or equivalent <input type="checkbox"/>				Certificate I to IV (including trade certificate) <input type="checkbox"/>					
Year 9 or equivalent or below <input type="checkbox"/>				No Non-school qualification <input type="checkbox"/>					
Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, tick '8'.									
What is your occupation group?			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8 <input type="checkbox"/>						
Occupation/Workplace					Phone				
Do you speak another language			YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, which language?				
Parent/Responsible Person 2					Emergency Contact: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>				
TITLE		SURNAME			FIRST NAME				
RELATIONSHIP TO THE STUDENT					MOBILE				
ADDRESS (if different from student residential address)					EMAIL				
What is the highest year of primary or secondary school you have completed?				What is the level of the highest qualification you have completed?					
Year 12 or equivalent <input type="checkbox"/>				Bachelor degree or above <input type="checkbox"/>					
Year 11 or equivalent <input type="checkbox"/>				Advanced diploma/Diploma <input type="checkbox"/>					
Year 10 or equivalent <input type="checkbox"/>				Certificate I to IV (including trade certificate) <input type="checkbox"/>					
Year 9 or equivalent or below <input type="checkbox"/>				No Non-school qualification <input type="checkbox"/>					
Please select the appropriate parental occupation group from the list provided (last page). If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, tick '8'.									
What is your occupation group?			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8 <input type="checkbox"/>						
Occupation/Workplace					Phone				
Do you speak another language			YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, which language?				

Additional Person's Contact Details			Emergency Contact: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
TITLE		SURNAME			FIRST NAME
RELATIONSHIP TO STUDENT					
MOBILE		HOME PHONE		WORK PHONE	
EMAIL ADDRESS					
Please advise the school if there are any other contacts you would like recorded					
Student Details – Additional Information					
Nationality		Religion		Does the student mainly speak English at home?	
If NO, Language Other Than English spoken at home:					
Is the student of Aboriginal or TSI origin?		<input type="checkbox"/> NO <input type="checkbox"/> YES, Aboriginal <input type="checkbox"/> YES, Torres Strait Islander			
PERMANENT/TEMPORARY RESIDENT					
In which country was the student born?	Australia <input type="checkbox"/>	Other country (please specify)			
Citizenship	Australia <input type="checkbox"/>	Other country (please specify)			
PERMANENT RESIDENT	Yes/No	Visa Grant Number			
Date Entered Australia		Visa Subclass Number		Visa Expiry Date	
DEPARTMENT OF CHILD PROTECTION					
Is this student in the care of Department of Child Protection (DCP) Chief Executive Officer? If YES, please specify:			YES <input type="checkbox"/> NO <input type="checkbox"/>		
DCP Case Manager		DCP District		Phone	
COURT ORDERS					
Is this student subject to any court orders in respect of their care, welfare and development? If YES, please specify and attach supporting documentation.			YES <input type="checkbox"/> NO <input type="checkbox"/>		
PREVIOUS SCHOOL					
Previous School/s		Is your child currently under suspension from a school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Reason for change:					
PERMISSIONS					
Internet Permission	YES <input type="checkbox"/> NO <input type="checkbox"/>	(ADF) Defence Family		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Photo Permission	YES <input type="checkbox"/> NO <input type="checkbox"/>	School Chaplain Consent		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Student Details – Medical/Health					
A separate form, the <i>Student Health Care Summary Form 1</i> , is also to be completed for all students prior to. Please provide details of any other information you would like noted about the student's health.					
Does your child have an Australian Immunisation History Statement? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please scan and attach)					
MEDICAL CONDITION					
Does the student have a medical condition or intensive health care need? If YES, please specify:			YES <input type="checkbox"/> NO <input type="checkbox"/>		
Details:					
MEDICAL /DENTAL PRACTICE					
Medical Practice	Drs Name:	Tel:		Ambulance Cover: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dental Practice:	Dentist Name:	Tel:			
Signature					
If completing online please tick to confirm this information is correct					
Name:	Digital Signature: <input type="checkbox"/>			Sign:	

Occupation

(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation government administration & defence, and qualified professionals</p>	<p>Other business managers, arts/media/sportspersons and associate professionals</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</p>
<p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation</p> <p>Public service manager (section head or above), regional director, health/education/police/ fire services administrator</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p>Defence Forces Commissioned Officer</p> <p>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</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/in dustrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>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]</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p>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]</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p>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]</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups</p> <p>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]</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>
<p>These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories</p>			