

ENROLMENT FORM

Please complete this Enrolment Form and return it to the school. *Family details should include details of parents, guardians or carers residing at the same address as the student being enrolled.* Any details relating to parents not residing with the child may be included in the parent/guardian/carer details section of this form. Please place **X** in provided.

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

- | | |
|--|--------------------------|
| Birth certificate
<i>(If parents are born overseas, evidence of residency or citizenship is to be provided)</i> | <input type="checkbox"/> |
| Identity documents (if applicable) | <input type="checkbox"/> |
| Immunisation certificate | <input type="checkbox"/> |
| Court order (if applicable) | <input type="checkbox"/> |
| Proof of address | <input type="checkbox"/> |

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

- | | |
|---|--------------------------|
| Evidence of the date of entry into Australia | <input type="checkbox"/> |
| Passport or travel documents | <input type="checkbox"/> |
| Current visa and previous visas (if applicable) | <input type="checkbox"/> |

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

- | | |
|---|--------------------------|
| 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) | <input type="checkbox"/> |
| or | |
| Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above) | <input type="checkbox"/> |
| or | |
| Evidence of the visa for which the student has applied (if the student holds a bridging visa) | <input type="checkbox"/> |

Information to be provided

Where an item is marked with an asterisk (*) the information must be provided.

This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in this enrolment form, the information is sought to enable the Department to:

- undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- communicate with you about important matters;
- provide first aid and plan for health support requirements;
- collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- meet State and national reporting requirements.

It is compulsory to advise of change of details in relation to the child's name, usual place of residence and/or name and usual place of residence, contact numbers and email addresses of parent/guardian/carer.

Confidentiality

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

Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school.

CURRAMBINE PRIMARY SCHOOL ENROLMENT FORM

Child Details Year Level to be Enrolled: _____ Commencement Date: / /

* Surname: _____ * Legal Surname (if different) _____

* 1st Name: _____ * 2nd Name: _____

* Preferred name: _____

* Date of birth: _____ Sex: Male Female

* Residential address: _____

Postcode: _____

* Tel: _____

Mobile: _____

Fax: _____

SCHOOL USE ONLY	
Confirmed Year level: _____	Faction: _____
Form/class: _____	

<i>Preferred Mobile Number for SMS Emergency Alert</i>

Full Names of brothers and sisters attending this school:

*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 number.

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.

Parent/Guardian/Carer Details

Student lives with:

Both parents Parent/guardian/carers 1
Parent/guardian/carers 2 Neither parent

Is this student subject to Access Restriction? YES NO

If YES, please attach supporting documentation.

Parent/Guardian/Carer 1 Details

Title: _____ *First name: _____ *Surname: _____

Please indicate relationship to the child: _____

*Postal address (if different from child's residential address): _____

*Mobile: _____ *Email address: _____

Occupation/workplace: _____ *Work tel: _____ *Home tel: _____

Do you mainly speak English at home? YES NO

Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)*

NO, English only

YES, other - please specify: _____

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? [_____] *(Write 1, 2, 3, 4 or 8 see Page 6 for details). 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, enter '8' above.*

Parent/Guardian/Carer 2 Details

Title: _____ *First name: _____ *Surname: _____

Please indicate relationship to the child: _____

*Postal address (if different from child's residential address): _____

*Mobile: _____ *Email address: _____

Occupation/workplace: _____ *Work tel: _____ *Home tel: _____

Do you mainly speak English at home? YES NO

Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)*

NO, English only

YES, other - please specify: _____

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? [_____] *(Write 1, 2, 3, 4 or 8 see page 6 for details). 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, enter '8' above.*

Other Contact(s) 3 Details

Title: _____ First name: _____ Surname: _____

Please indicate relationship to the child: _____

*Postal address (if different from child's residential address) _____

*Tel: _____ Work Phone: _____ Mobile: _____

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

Other Contact(s) 4 Details

Title: _____ First name: _____ Surname: _____

Please indicate relationship to the child: _____

*Postal address (if different from child's residential address) _____

*Tel: _____ Work Phone: _____ Mobile: _____

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

Emergency Contact

* Indicate, by placing a number in the box (1, 2, 3, 4), the order in which the following people should be contacted in an emergency. Telephone number must be specified for the *preferred emergency contact*.

Parent/guardian/carer 1

Parent/guardian/carer 2

Other contacts 3

Other contacts 4

Student Details - Additional Information

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

Is the child of Aboriginal or Torres Strait Islander origin? NO
(For students of both Aboriginal and Torres Strait Islander origin, mark both 'YES' boxes.) YES, Aboriginal
 YES, Torres Strait Islander

What is the child's first language? _____

Does the child mainly speak English at home? YES NO

Does the child speak a language other than English at home? NO, English only
YES, other _____ (EALD)

Out of school intake area: YES NO Health Care Card: YES NO

* Citizenship: Australian Other - please specify: _____

* Permanent Resident: YES NO (Copy of Visa to be supplied)

* Date entered Australia: / / * Visa Sub-class No: _____

* Visa Sub-class expiry Date: _____ * Visa Grant No: _____

Birth certificate (see note on front page): YES NO Date sighted: / /

In which country was the child born? Australia Other - please specify: _____

* Previous school: _____ or _____

*If previously enrolled in Home Education, specify the Education District: _____

Reason for change of school (if applicable): _____

Student Details – Medical / Health

In addition to the information below, a separate form (student health care summary) enclosed, 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 child have a disability? YES NO If YES, please specify 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

- | | |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Severe Mental Disorder |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Physical Disability |

*Does the child have a specific learning disorder? YES NO Eg. **Dyslexia, Auditory Processing Disorder**

If YES, please specify _____

Does the child have a medical condition or intensive health care need? YES NO

If YES, please specify.

- | | |
|---|---|
| <input type="checkbox"/> Allergy – Anaphylaxis | <input type="checkbox"/> Hearing condition (eg otitis media) |
| <input type="checkbox"/> Allergy – Other _____ | <input type="checkbox"/> Mental health or behavioural (eg depression, ADD/ADHD) |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Intensive health care need (eg tube feeding) |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Seizure disorder (eg epilepsy) |
| <input type="checkbox"/> Diagnosed migraine/headaches | |
| <input type="checkbox"/> Other | |

If the child has a medical condition or intensive health care need you will also need to complete a separate Health Care Authorisation.

Medical practice (name and address): _____

Doctor's name: _____

Telephone: _____

Medicare No: _____ Valid to: ____/____/____

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

Please provide details of any other information you would like noted.

Do you have ambulance cover? YES NO

I agree to pay for an ambulance for my child if required in an emergency YES NO

Permission to Publish on Currambine Primary School Website, Digital Media and Publications

Please complete Consent Form (Attachment 1) - this advice will remain effective until you advise us otherwise.

Name of person enrolling child: _____

Relationship to the student: _____

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

Signature: _____ Date: ____/____/____

Consent Form

At **Currambine Primary 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.currambineps.wa.edu.au

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): _____

Signature: _____ Date: _____

Parental Occupation Groups:

(Relates to questions in Parent/Guardian/Carer 1 and Parent/Guardian/Carer 2 section of the 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
<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/industrial 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</p> <p>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>

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

Office Use Only

Enrolment – EALD Information

If completing this form ensure enrolment form is stamped EALD

1. Is English the child's first language? YES/NO
If no, then go to 2
If yes, no further action

2. Has the child attended schooling in English? (give details)

3. If the Child is entering on Visas in the 500 and 600 Category go to 4. All other enrolments may be offered access to an Intensive English Centre - Refer to a member of the Executive Team. If the parent declines enrolment in an IEC go to 4.

4. Circle ESL Stage:

If child is in K PP or Yr 1 mark as **Stage 1**

If child is in Yrs 2-6 and

- 1st year of schooling in English then **Stage 1**
- 2nd year of schooling in English then **Stage 2**
- 3rd year of schooling in English then **Stage 3**

Record Stage (as circled) on Integris

5. What is the child's first language? _____

6. Have they completed any schooling in first language? _____ years

7. Do parents speak English? YES/NO – if no give language

8. Can parents read and write English? YES/NO

9. Do parents need a translator? YES/NO

Signed: _____ (Enrolment officer)

OFFICE USE ONLY

Birth Certificate Provided: YES NO (If No is follow up done YES NO Date _____)

Passport/Visa Provided: YES NO N/A EALD Requirement YES NO

Overseas Student: If yes, International Fee Paying (ETI): YES NO

Publications/internet permission form completed: YES NO

Immunisation records provided: YES NO

Transfer Note Done: YES NO N/A Records received from transferring school: YES NO Date: _____

Voluntary Contributions Invoice Done: YES NO

Entered on School Information System by: _____ Date: / /

Student left CPS: (Date) _____ Destination: _____

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**