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.

TRANSPORT

In most cases, transporting your child to school is the parents’ responsibility. Enquiries regarding school bus services should be directed to the Public Transport Authority email enquire@pta.wa.gov.au or telephone 136213.
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.

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.
STUDENT ENROLMENT FORM

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, double click the check box ☐ and select the radio button under the heading Default value ‘Checked’ and click OK. e.g. ☑

<table>
<thead>
<tr>
<th>STUDENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname: __________________________</td>
</tr>
<tr>
<td>Previous Surname (if applicable): ____________________________________________</td>
</tr>
<tr>
<td>1st Name: __________________________</td>
</tr>
<tr>
<td>Preferred 1st Name: ______________________________________________________</td>
</tr>
<tr>
<td>Email Address: ____________________________________________________________</td>
</tr>
<tr>
<td>Date of Birth: _______ / _______ / _______</td>
</tr>
<tr>
<td>Residential Address: ______________________________________________________</td>
</tr>
<tr>
<td>__________________________________________________________</td>
</tr>
<tr>
<td>Telephone (Home): __________________________</td>
</tr>
<tr>
<td>Full Name/s of brothers and sisters attending this school: __________________</td>
</tr>
<tr>
<td>Sibling 1 __________________________</td>
</tr>
<tr>
<td>Student lives with:</td>
</tr>
<tr>
<td>Both Parents ☐ Other ☐</td>
</tr>
<tr>
<td>Parent/Guardian/Carer 1 ☐</td>
</tr>
<tr>
<td>Parent/Guardian/Carer 2 ☐</td>
</tr>
<tr>
<td>Independent minor ☐</td>
</tr>
<tr>
<td>For information on access restriction, see Confidential section of this form.</td>
</tr>
<tr>
<td>Emergency Contacts (Indicate contacts in order of preference):</td>
</tr>
<tr>
<td>Parent/Person Responsible 1</td>
</tr>
<tr>
<td>Name: __________________________</td>
</tr>
<tr>
<td>Tel: __________________________</td>
</tr>
</tbody>
</table>

Enrolment Pack (Part B) – Enrolment Form
Version 2.0, 30 August 2013
### STUDENT DETAILS – ADDITIONAL INFORMATION

<table>
<thead>
<tr>
<th>Nationality (optional):</th>
<th>Country of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Religion: ______________ Is the student to be withdrawn from religious instruction?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

Student’s First Language: ____________________________

<table>
<thead>
<tr>
<th>Is the student’s descent:</th>
<th>Aboriginal ☐ YES ☐ NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Torres Strait Islander (TSI) ☐ YES ☐ NO</td>
</tr>
<tr>
<td></td>
<td>Both Aboriginal and TSI ☐ YES ☐ NO</td>
</tr>
</tbody>
</table>

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.)*

<table>
<thead>
<tr>
<th>Australian Citizenship/Permanent Resident:</th>
<th>☐ YES ☐ NO</th>
</tr>
</thead>
</table>

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

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

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.

### 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
- Severe Mental Disorder
- Deaf or Hard of Hearing
- Global Developmental Delay (prior to age 6)
- Specific Speech Language Impairment
- Vision Impairment
- Intellectual Disability
- Physical Disability
- Deaf or Hard of Hearing
- Global Developmental Delay (prior to age 6)
- Specific Speech Language Impairment
- Vision Impairment
- Intellectual Disability
- 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
- Mental health or behavioural (eg depression, ADD/ADHD)
- Diabetes
- Intensive Health Care Need (eg tube feeding)
- Diagnosed migraine/headaches
- Other: ____________________________

Medical Practice (Name and Address):

____________________________________________________________

Doctor’s Name: ___________________________ Telephone: ___________________________

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

____________________________________________________________________________________

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: ___________________________ 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: ___________________________

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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).

Parent/Guardian 2 Details

Title: __________ First 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).

OTHER CONTACT(S) DETAILS

Title: ______ First Name: ___________________________ Surname: ___________________________

Please indicate relationship to the student: ____________________________________________________

Postal Address (if different from student residential address): _______________________________________

Phone: __________________ Work Phone: __________________ Mobile No: __________________

Email Address: ____________________________ Occupation/Workplace: ___________________________

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

SIGNATURE

Name of person enrolling student:

Title: ______ First Name: ___________________________ Surname: ___________________________

Please indicate 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)

PRINCIPAL’S APPROVAL

____________________________ Principal Signature

____________________________ Date

[ ] Approved

[ ] Not Approved
Parent Occupation Groups

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

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior management in large business organisation government administration &amp; defence, and qualified professionals</td>
<td>Other business managers, arts/media/sport/persons and associate professionals</td>
<td>Tradesmen/women, clerks and skilled office, sales and service staff</td>
<td>Machine operators, hospitality staff, assistants, labourers and related workers</td>
</tr>
<tr>
<td>Senior executive/ manager/ department head in industry, commerce, media or other large organisation.</td>
<td>Public service manager (section head or above), regional director, health/education/police/ fire services administrator.</td>
<td>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</td>
<td>Defence Forces Commissioned Officer.</td>
</tr>
<tr>
<td>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</td>
<td>Defence Forces Commissioned Officer.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</td>
<td>Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager).</td>
<td>Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager).</td>
<td>Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager).</td>
</tr>
<tr>
<td>Owners/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</td>
<td>Specialist manager [finance/engineering/productive/ personnel/ industrial relations/ sales/marketing].</td>
<td>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loan officer].</td>
<td>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loan officer].</td>
</tr>
<tr>
<td>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</td>
<td>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</td>
<td>Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].</td>
<td>Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].</td>
</tr>
<tr>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author].</td>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author].</td>
<td>Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].</td>
<td>Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].</td>
</tr>
<tr>
<td>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</td>
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</tr>
<tr>
<td>Defence Forces senior Non-Commissioned Officer.</td>
<td>Defence Forces senior Non-Commissioned Officer.</td>
<td>Defence Forces senior Non-Commissioned Officer.</td>
<td>Defence Forces senior Non-Commissioned Officer.</td>
</tr>
<tr>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</td>
<td>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].</td>
<td>Skilled office, sales and service staff</td>
<td>Skilled office, sales and service staff</td>
</tr>
<tr>
<td>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</td>
<td>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</td>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].</td>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].</td>
</tr>
<tr>
<td>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].</td>
<td>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].</td>
<td>Assistant/aid [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</td>
<td>Assistant/aid [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</td>
</tr>
<tr>
<td>Labourers and related workers</td>
<td>Labourers and related workers</td>
<td>Labourers and related workers</td>
<td>Labourers and related workers</td>
</tr>
<tr>
<td>Defence Forces ranks below senior NCO not included in other groups.</td>
<td>Defence Forces ranks below senior NCO not included in other groups.</td>
<td>Defence Forces ranks below senior NCO not included in other groups.</td>
<td>Defence Forces ranks below senior NCO not included in other groups.</td>
</tr>
<tr>
<td>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].</td>
<td>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].</td>
<td>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</td>
<td>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</td>
</tr>
</tbody>
</table>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.
FRESHWATER BAY PRIMARY SCHOOL  
Bay View Terrace  WA  6010  
Phone: 9384 0293  Fax: 9385 1912  
Email: freshwater.PS@education.wa.edu.au  

STUDENT CONSENT FORM  
ATTACHMENT 2

At Freshwater Bay 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 sometimes published to recognise excellence or effort and may appear on the website, in school newsletters or in school film or video. Their first names (only) 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 Acceptable Use Agreement.

☐ 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.

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

Name of person signing the consent form:

Title: _______ First Name: __________________ Surname: ________________________________

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

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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
Immunisation records provided: ☐ YES ☐ NO
☐ 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: ___%
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.