

# **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)

## 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/curriculum-support/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: Application for Enrolment**

Parents lodge an *Application for Enrolment Form* with the school.

#### **Step 2: 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.

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:

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;

Independent minors; and

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. For further information see Frequently Asked Questions (FAQs) in the *Enrolment Policy*, under Related Information).

### 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:

receiving home education; or

applying to enrol at another school; or

enrolled at another Kindergarten (public or private), unless transferring.

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.

### 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 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of 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 residential address.

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 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.

## 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.

## Privacy

This is how we treat the information you give us.

Section 242 of **The School Education Act 1999** restricts the disclosure or use of information which is contained on a school register or document.

A recent change to this Act has seen the introduction of Section 28B and this section has significantly expanded what we can share and with whom. Previously I could only share information with *Government Agencies* if "it was relevant to the wellbeing of a young person" and this was strongly influenced by the notion of privacy.

Recently, the information sharing provisions in the Act have been significantly expanded to include *non-government providers of social services to the Department of Education and also to non-government schools*. Specifically it now includes information that is relevant to the safety of persons subjected to or exposed to family and domestic violence and as such is more focussed on safety than privacy.

## 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>.



# KOJONUP DISTRICT HIGH SCHOOL

## APPLICATION FOR ENROLMENT FORM

(For enrolment in a Western Australian Public School)

### OFFICE USE ONLY

Date received: \_\_\_\_\_  
 Year Level: \_\_\_\_\_  
 Birth certificate/Passport/Travel document sighted (Circle). Student resides within local intake area  
 Visa sighted:  YES  NO  
 Family Court Order/s:  YES  NO  
**APPLICATION: ACCEPTED/NOT ACCEPTED**

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: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> 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, doubleclick 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. 'Immunisation Certificate' .....
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 enrolment or evidence of any permission to transfer .....   
provided by Education and Training International (ETI) email: [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au)  
(if holding an International full fee student visa, sub class 571);

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: 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:
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? <input type="checkbox"/> YES <input type="checkbox"/> NO Is the child subject to access restriction? If yes, please specify and attach supporting documentation. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Year Level: _____ Start date: Beginning of school year <b>20</b> _____: <input type="checkbox"/> YES <input type="checkbox"/> 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:			
Are you applying to enrol in a specialist program at this school? <input type="checkbox"/> YES <input type="checkbox"/> NO Name of specialist program:			
Will there be any brothers or sisters attending this school? <input type="checkbox"/> YES <input type="checkbox"/> NO Name/s and year levels:			
Is your child currently under suspension from a school? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, name of school:			
Has your child ever been excluded from a school? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, name of school:			
Is your child a permanent resident of Australia? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____			
Does your child have a disability/medical condition? <i>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.</i> Please indicate whether: <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition/s Please outline nature of disability/medical condition/s (or attach details).			
Application for Enrolment approved: _____ (signature of Principal) __/__/____ (date)			



## 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 either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email [enquire@pta.wa.gov.au](mailto:enquire@pta.wa.gov.au) or telephone 136213. Some special programs include transfer arrangements.

#### **PRIVACY Act 1999).**

This is how we treat the information you give us.

Section 242 of **The School Education Act 1999** restricts the disclosure or use of information which is contained on a school register or document.

A recent change to this Act has seen the introduction of Section 28B and this section has significantly expanded what we can share and with whom. Previously I could only share information with *Government Agencies* if "it was relevant to the wellbeing of a young person" and this was strongly influenced by the notion of privacy.

Recently, the information sharing provisions in the Act have been significantly expanded to include *non-government providers of social services to the Department of Education and also to non-government schools*. Specifically it now includes information that is relevant to the safety of persons subjected to or exposed to family and domestic violence and as such is more focussed on safety than privacy.

#### **INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION**

The National Goals for Schooling in the 21<sup>st</sup> 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.

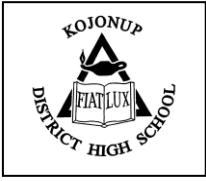
Viewing Consent: For 'Parental Guidance (PG)' items deemed suitable by the teacher and school administration.

#### **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.

#### **OUTSIDE ACTIVITIES/CURRICULUM**

Children occasionally walk to the Town Oval, Netball/Basketball courts and travel by school bus to the school farm as part of their regular curriculum access.



Year of enrolment: \_\_\_\_\_  
Year level: \_\_\_\_\_

# KOJONUP DISTRICT HIGH 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.

### STUDENT DETAILS

Surname: \_\_\_\_\_ Legal Surname (if different): \_\_\_\_\_

Previous Surname (if applicable): \_\_\_\_\_

1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ 3<sup>rd</sup> Name: \_\_\_\_\_

Preferred 1<sup>st</sup> Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female

Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Student's Mobile (if applicable): \_\_\_\_\_

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

### Student lives with:

Both Parents .....  Other .....   
Parent/Guardian/Carer 1 .....  **Name** ..... **Relationship to student** .....  
Parent/Guardian/Carer 2 .....  \_\_\_\_\_  
Independent minor .....

(Reg3. School Education Regulations 2000)

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**

Nationality (optional): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

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  NO, English only  
spoken most often.)  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

- |  |  |
|--|--|
| <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 student 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"/> Other: _____   |
| <input type="checkbox"/> Diagnosed migraine/headaches   |   |
| <input type="checkbox"/> Seizure Disorder (eg epilepsy) |   |

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).

**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: \_\_\_\_\_

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.**

**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)

## 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:  
(including reports, to be sent to)  PG1: \_\_\_\_  PG2: \_\_\_\_  Other: \_\_\_\_

Immunisation records provided:  YES  NO

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.*

## 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
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><i>Senior executive/ manager/ department head in industry, commerce, media or other large organisation.</i></p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> 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><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/productio n/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author].</p> <p>media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/indus trial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [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><b>Drivers, mobile plant, production/ processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [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><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [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.



## Consent Form

At **Kojonup District High 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.

**NAME OF STUDENT** \_\_\_\_\_ **YEAR** \_\_\_\_\_

### **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, social media, 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.

### **INTERNET ACCESS**

Student's 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.

### **VIEWING CONSENT**

Student's 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.

### **OUTSIDE ACTIVITIES/CURRICULUM**

Student's occasionally walk to the Town Oval, Netball/Basketball courts and travel by bus to the school farm as part of their regular Curriculum access.

**Please complete if you would like to receive the Newsletter by email:**

Name of student: \_\_\_\_\_ Year/Class/Room: \_\_\_\_\_

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

**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: \_\_\_\_\_