



Department of
Education



STUDENT ENROLMENT FORM

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our school. The student's enrolment is complete once this form is submitted to the school with the necessary documentation.

Family details should include the details of the parent/carer residing at the same address as the student. Details relating to parents or other carers not residing with the student may be included in other contact details. You will also need to complete a Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

Older devices and some smart devices may need Adobe Reader to use this form. A free version of Adobe Reader is available to download via <https://get.adobe.com/reader/>.

SCHOOL NAME

School name

Year Level enrolling in:

STUDENT DETAILS

Student Title

Student's First Name

2nd Name

3rd Name

Preferred First Name

(if different)

Student Surname

Legal surname (if different)

Previous surname

Gender

Male

Female

Not Specified

Date of birth (dd/mm/yy)

 / /

Residential Address

Postcode

PARENT/CARER DETAILS 1

Relationship to the student Title First Name Last Name Preferred First Name

Gender

 Male Female Not SpecifiedEmail Address Landline Mobile

Address

(if different from student address)

Mailing

Address

(if different from student address)

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 1 speak a language other than English at home? No, English Only Yes, Please Specify

What is the occupation group for Parent/Carer 1

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

1. Senior Management in large business organization, government administration & defence, and qualified professionals
2. Other business managers, arts/media/sportspersons & associate professionals
3. Tradesmen/women, clerks and skilled office, sales & service staff
4. Machine operators, hospitality staff, labourers and related workers
8. Unemployed, Retired, Student

(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 month, enter '8'.)

What is the highest year of school Parent/Carer 1 has 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 Parent/Carer 1 has completed?

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

PARENT/CARER DETAILS 2

Relationship to the student

Title

First Name

Last Name

Preferred First Name

Gender

 Male Female Not Specified

Email Address

Landline

Mobile

Address

(if different from student address)

Mailing Address

(if different from student address)

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SIBLING DETAILS

Full Name/s of siblings attending this school

Date of Birth of Sibling

Gender of Sibling

ADDITIONAL STUDENT DETAILS

Nationality (optional)

Country of Birth

Is the student an Australian Citizen?

Yes

No

If no, Is the student a permanent resident of Australia?

No

Yes- If Yes, Visa Sub Class Number

Is the student a temporary resident of Australia?

Yes

No

If yes, Date of Arrival in Australia

Visa Sub Class Number

Visa Expiry Date
(if applicable)

Is the student of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait islander

Yes, Both Aboriginal and TSI

Student lives with:

Both Parents

Parent/Carer 1

Name

Relationship to student

Parent/Carer 2

Name

Relationship to student

Independent minor

Name

Relationship to student

Adult Student

Name

Relationship to student

Other, please specify

Name

Relationship to student

Does the student mainly speak English at home? Yes No

Does the student speak a language other than English at home?

No, English only

Yes, Aboriginal English

Yes, other language - please specify

If more than one language, including an Aboriginal language, indicate the one that is spoken most often

Previous School

If previously enrolled in Home Education, specify the Education Region

What was the first language spoken at home?

Is the student to be withdrawn from religious instruction or

Yes No

Does the student have a disability? Yes No

If Yes, please specify

Please tick if you can provide documentation about (The school will request copies of this information)

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

FAMILY CIRCUMSTANCES

If applicable, please talk to your school about:

- arrangements for the payment of contributions or charges;
- distribution of information, including student reports and newsletters

OTHER CONTACT DETAILS (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

CONTACT 1:

First Name

Surname

Relationship to the student

Address
(if different from student's residential address)

Postcode

Mobile Number

Email Address

OTHER CONTACT DETAILS Contd.

CONTACT 2:

First Name

Surname

Relationship to the student

Address

(if different from student's residential address)

Postcode

Mobile Number

Email Address

CONFIDENTIAL INFORMATION

Is this student subject to any court orders in respect of their care, welfare and development or access restrictions?

YES NO

If YES, please specify and attach supporting documentation.

Is this student in the care of Director General of the Department of Communities (DOC)?

NO YES - If YES, please specify the name of the DOC Case Manager, their DOC District and their contact phone number.

District

Name

Contact Number

Does the student receive any of the following allowances? (Check the boxes that apply)

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

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows the immunization status is:

Up to date Not up to date The student has an Immunisation Certificate issued by the Chief Health Officer

PRIVACY AND DECLARATION

Please tick to confirm:

I understand:

- that the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.
- that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

I declare:

- This is the only enrolment I have made for the student.
- I understand that I am required to notify the school as soon as any of the enrolment details for the student change.
- I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.
- I have provided all documentation available to me.

Name of person enrolling student

Title

First Name

Surname

Relationship to the student

Signature

Date

 / /

(Independent minors and those aged 18 years or older may sign on their own behalf)

- If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.

APPROVAL OF PRINCIPAL OR DELEGATE

Principal's approval

Enrolment approved

YES NO

Signature

Date

 / /

OFFICE USE ONLY

Student's official documentation all sighted Date / / YES NO

Birth certificate Passport Visa document/s

Other, please specify

Year/Form/Class **House Faction**

Student's Residency status Australian citizen Permanent resident Temporary resident

International Fee Paying YES NO

Entry Date / / **Previous School**

LOTE Stage **Records received** YES NO

Contributions/Charges Billing PG1 (%) PG2 (%) Other (%)

School records (including reports, to be sent to) PG1 PG2 Other

AIR Immunisation History Statement provided YES NO

Date of issue / / **Immunisation status is** Up to date Not up to date

Date AIR sighted / /

If not up to date, additional request/s for documentation on date/s:

Immunisation Certificate issued by the Chief Health Officer YES NO

Kindergarten eligibility for immunisation exemption: Code

Enrolment approved by Principal YES **Date** / / NO

Entered on School Information system by **Date** / /

Student leaves school (Date) / / **Advice of Transfer (Date)** / /

Destination

Records received from transferring school YES NO **Date** / /

PARENT OCCUPATION GROUPS

Attachment

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

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]. or 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.