

RIVERSIDE EDUCATION SUPPORT CENTRE

WA PUBLIC SCHOOL STUDENT ENROLMENT FORM



Please complete the Student Enrolment Form and return it to the school for confirmation of this student's enrolment. *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 student 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 | <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:

- | | |
|--|--------------------------|
| Evidence of the date of entry into Australia; | <input type="checkbox"/> |
| Passport or travel documents; and | <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:

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

Information to be provided

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 the 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 student 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 student's name, usual place of residence and/or name and usual place of residence of Parent/Guardian/Carer.

Security and Confidentiality

The information provided in Enrolment Forms is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

Assistance with completing this form

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



RIVERSIDE EDUCATION SUPPORT ENROLMENT CARD

Year	K	PP	1	2	3	4	5	6	Faction
Room									

Student Details

For school use only

* Surname: _____

* Legal Surname: _____

* 1st Name: _____

* 2nd Name: _____

Preferred Name: _____

Email Address: _____

* Date of Birth: ____/____/____

Sex: Male

Female

* Residential Address: _____

Postcode: _____

Phone: _____

Mobile: _____

Fax: _____

Names of brothers and sisters attending this school:

* Is this student in the care of the Child Protection Family Services (CPFS) Chief Executive Officer?

YES

NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number:

* 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

Child lives with:

Both Parents

Parent/Guardian/Carer 1

Neither Parent

Parent/Guardian/Carer 2

Is this student subject to Access Restriction?

YES

NO

If YES, please attach supporting documentation.

* Emergency Contact

Indicate, by placing a number in the box, 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

Parent/Guardian/Carer 1 Details

Title: _____ * First Name: _____ * Surname: _____

Please indicate relationship to the student: _____

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

* Phone: _____ Email Address: _____

Occupation/Workplace: _____

* Work Phone: _____ * Mobile No: _____

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? What is the level of the highest qualification you have completed?

Year 12 or equivalent	<input type="checkbox"/>	Bachelor degree or above	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Advanced diploma/Diploma	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Certificate I to IV (including trade certificate)	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>

(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) Select the appropriate parental occupation group from the list provided – see last page. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

Parent/Guardian/Carer 2 Details

Title: _____ * First Name: _____ * Surname: _____

Please indicate relationship to the student: _____

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

* Phone: _____ Email Address: _____

Occupation/Workplace: _____

* Work Phone: _____ * Mobile No: _____

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? What is the level of the highest qualification you have completed?

Year 12 or equivalent	<input type="checkbox"/>	Bachelor degree or above	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Advanced diploma/Diploma	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Certificate I to IV (including trade certificate)	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>

(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) Select the appropriate parental occupation group from the list provided – see last page. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, 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: _____

Email Address: _____

Occupation/Workplace: _____

Work Phone: _____ Mobile No: _____

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

Student Details - Additional Information

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

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

Permission to use child's image: media school news
Riverside Education Support Centre website Department of Education, W.A.

Does the student mainly speak English at home? YES NO

Does the student 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: _____

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

* Citizenship: Australian Other - please specify: _____

* Permanent Resident: YES NO

* Date entered Australia: ____/____/____

* Visa Expiry Date: ____/____/____ * Visa Sub-class No. _____

In Receipt of Allowance: Secondary Assistance Youth Allowance
Assistance for Isolated Children (AIC) Abstudy

Birth Certificate seen: YES NO Date Sighted: ____/____/____

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

* Previous School: _____ or

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

Reason for Moving: _____

* Does the student have a disability? YES NO If YES, please specify.

Disability: _____

* 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
- Deaf or Hard of Hearing
- Specific Speech Language Impairment
- Intellectual Disability
- Severe Mental Disorder
- Global Developmental Delay (prior to age 6)
- Vision Impairment
- Physical Disability

Student Details – Medical / Health

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

If YES, please specify.

- Allergy – Anaphylaxis
- Allergy – Other _____
- Asthma
- Diabetes
- Diagnosed migraine/headaches
- Seizure Disorder (e.g. epilepsy) _____
- Hearing condition (e.g. otitis media)
- Mental health or behavioural (e.g. depression, ADD/ADHD)
- Intensive Health Care Need (e.g. tube feeding)
- Other _____

If the student 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: _____ Phone: _____

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)

Immunisation Details

Measles Vaccination

Evidence Provided (tick if provided)

MMR (1st dose at 12 months) Date ___/___/___

MMR (2nd dose at 4 years) Date ___/___/___

Measles Exclusion (tick if not immunised)

Diphtheria, Tetanus And Pertussis Vac

Date Checked ___/___/___

DTPa (Immunisation completed at school entry)

DTPa (Year 7)

Date of last Tetanus vaccination ___/___/___

Name of person enrolling student : _____ (Please tick: parent or guardian)

Signature: _____ Date: ___/___/___

Office Use Only:

Entry Date: ___/___/___ Date Transfer Note Sent: ___/___/___

Previous School: _____ Records Received: Y / N

Publications/Internet Permission Form Completed: YES NO

Immunisation records provided: YES NO

Year: _____ Room: _____ House/Faction: _____

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

Leave Date: _____ Destination: _____ Records Sent: Y / N

PARENTAL OCCUPATION GROUPS

(Relates to questions in Parent/Guardian/Carer 1 and Parent/Guardian/Carer 2 Sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation, government administration & defence, and qualified professionals</p>	<p>Other business managers, arts/media/sportspersons and associate professionals</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</p>
<p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation</p> <p>Public service manager(section head or above), regional director, health/education/police/ fire services administrator</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p>Defence Forces Commissioned Officer</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/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/refugee/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, kitchen hand, porter, housekeeper]</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>
<p>These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.</p>			