**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/**](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%40pta.wa.gov.au) or telephone 136213. Some special programs include transfer arrangements.

**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 [S*tudent Health Care* policy](http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/student-health-care.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-8962874) 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.

**PHOENIX PRIMARY SCHOOL**

****

**28 Phoenix Road, Hamilton Hill, WA 6163**

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

Year level : \_\_\_\_\_\_\_

**Tel: 9418 3955 Website: www.phoenixps.wa.edu.au**

**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.

*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. e.g.* *.*

**STUDENT DETAILS**

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

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

1st Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred 1st Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Car Registration (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student lives with:**

|  |  |
| --- | --- |
| Both Parents  Parent/Guardian/Carer 1  Parent/Guardian/Carer 2  Independent minor  (Reg3. School Education Regulations 2000) | Other  **Name** **Relationship to student**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Is the student to be withdrawn from religious instruction?  YES  NO

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 spoken most often.)* | NO, English only  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

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

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

If YES, please specify.

Allergy – Anaphylaxis  Hearing condition (eg otitis media)

Allergy – Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mental health or behavioural (eg depression,

Asthma ADD/ADHD)

Diabetes  Intensive Health Care Need (eg tube feeding)

Diagnosed migraine/headaches  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)*

**PRINCIPAL’S APPROVAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s signature

Approved / Not approved

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **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:  PG1: \_\_\_\_  PG2: \_\_\_\_  Other: \_\_\_\_\_\_\_  (including reports, to be sent to)  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.*** |

**ATTACHMENT 1**

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

**These categories have been determined nationally and are designed as broad occupational groupings.**

**All Australian states and territories use the same categories.**

**Phoenix Primary School**

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**Consent Form**

At **Phoenix 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.

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| **MEDIA CONSENT**  Children’s images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.  Yes, I give consent to my child to have his/her image and/or work published as described above.  No, I do not give consent.  In addition, see Appendix F of the [Student’s online policy.](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/students-online.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3784406) |

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| **INTERNET ACCESS**  Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users’ Code of Conduct.  Yes, my child has permission to access the internet in accordance with school policy.  No, I do not give consent.  In addition, see the School’s policy and the [Student’s online policy.](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/students-online.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3784406) |

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| **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. |

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| **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. |

Phoenix Primary School’s fortnightly newsletter is available via email – please complete the details below if you wish to be added to the email distribution list:

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of person signing the consent form:

Title: \_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Second Name: \_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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