



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

Child's Title

Child's First Name

2nd Name

3rd Name

Preferred First Name

(if different)

Child's Last Name

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 child

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)

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 child

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)

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

## 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 child an Australian Citizen?

Yes

No

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

No

Yes- If Yes, Visa Sub Class Number

Is the child a temporary resident of Australia?

Yes

No

If yes, Date of Arrival in Australia

Visa Sub Class Number

Visa Expiry Date  
(if applicable)

Student lives with:

 Both Parents

 Parent/Carer 1

Name

Relationship to child

 Parent/Carer 2

Name

Relationship to child

 Independent minor

Name

Relationship to child

 Adult Student

Name

Relationship to child

 Other, please specify

Name

Relationship to child

Is the child of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait islander

Yes, Both Aboriginal and TSI

Does the child mainly speak English at home?

Yes

No

Does the child 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?

Religion (Optional)

Does the child 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)

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

## 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 child

Address   
 *(if different from child's residential address)*

Postcode

Mobile Number

Email Address

## OTHER CONTACT DETAILS Contd.

### CONTACT 2:

First Name

Surname

Relationship to the child

Address

(if different from child's residential address)

Postcode

Mobile Number

Email Address

## CONFIDENTIAL INFORMATION

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

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

District

Name

Contact Number

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

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

### EVIDENCE OF IMMUNISATION STATUS

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

Up to date  Not up to date  The child 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 child

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><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><b>Senior executive/ manager / department head</b> in industry, commerce, media or other large organisation.</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/production/ 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]. or 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/ industrial 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.



# Collection notice for enrolment

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## Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the *School Education Regulations 2000*.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

## Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

### Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

### Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

### Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

## Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
  - NAPLAN in Years 3, 5, 7 and 9
  - Pre-primary Australian Early Development Census (AEDC)
  - secondary Online Literacy and Numeracy Assessment (OLNA)
  - Nationally Consistent Collection of Data (NCCD) on school students with disability
  - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

## How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
  - your child transfers from Year 6 to Year 7
  - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

## Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

## More information

To learn more about how we protect your information, visit our website's page about [Privacy](#).