



STUDENT ENROLMENT FORM KINDERGARTEN – YEAR 10

STUDENT NAME: _____

YEAR LEVEL: _____

The Student Enrolment Form should be completed if you wish to enrol at Donnybrook District High 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.

When you enrol your child at this school, please check that you have the following:

- ☐ Birth certificate
- ☐ Identity documents (if applicable)
- ☐ Immunisation certificate
- ☐ Court order (if applicable)
- ☐ Proof of address

If your child was not born in Australia, you must provide:

- ☐ Evidence of the date of entry into Australia;
- ☐ Passport or travel documents; and
- ☐ Current visa and previous visas (if applicable).

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).

STUDENT DETAILS

Surname: _____ **Legal Surname (if different):** _____

Previous Surname (if applicable): _____

1st Name: _____ **2nd Name:** _____ **3rd Name:** _____

Preferred Name: _____

Date of Birth: _____ **Gender:** ☐ Male ☐ Female ☐ Other

Residential Address: _____

_____ **Postcode:** _____

Telephone (Home): _____

Student's Religion (if applicable): _____

Is the student to be withdrawn from religious instruction or activities? ☐ Yes ☐ No

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander (TSI) ☐ Yes, both Aboriginal and TSI

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 Aboriginal language, indicate the one that is spoken most often)

What was the first language spoken at home? _____

Does the student mainly speak English at home? ☐ Yes ☐ No

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 student has an Immunisation Certificate issued by the Chief Health Officer

Does your child need to use bus transport to get to and from school? ☐ Yes ☐ No

If so, name of Bus Route: _____

SIBLING DETAILS

Full Name/s of siblings currently attending this school:

Student lives with:

☐ Both Parents

☐ Parent/Carer 1 **Name:** _____ **Relationship to student:** _____

☐ Parent/Carer 2 **Name:** _____ **Relationship to student:** _____

☐ Neither Parent **Name:** _____ **Relationship to student:** _____

RESIDENCY STATUS

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): _____

PREVIOUS SCHOOL

Previous School: _____

If previously enrolled in Home Education, specify the Education Region: _____

Reason for movement (if applicable): _____

DISABILITY

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

CONFIDENTIAL INFORMATION

Is the student subject to any court orders in respect to their care, welfare and development or asses restrictions? ☐ Yes ☐ No

If Yes, please specify and attach supporting documentation.

Does the family or student have a Health Care Card? ☐ Yes ☐ No

If Yes, please provide card number: _____ Expiry Date: _____

Is the students in the care of Director General of the Department of Communities – Child Protection and Family Support (CPFS)?

☐ 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 students receive any of the following allowances? (Check the boxes that apply)

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

PARENT/CARER 1 DETAILS

Title: _____ First Name: _____

Surname: _____

Relationship to the student: _____

Date of birth: _____ Gender: ☐ Male ☐ Female ☐ Other

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

Postcode: _____

Telephone (home): _____ Mobile Number: _____

Telephone (work): _____

Email 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, other – please specify _____

(If more than one language, indicate the one that is spoken most often)

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

(If you did not attend school, mark '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

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 organisation, 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, assistants, 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'.)

PARENT/CARER 2 DETAILS

Title: _____ First Name: _____

Surname: _____

Relationship to the student: _____

Date of birth: _____ Gender: ☐ Male ☐ Female ☐ Other

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

Postcode: _____

Telephone (home): _____ Mobile Number: _____

Telephone (work): _____

Email 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 2 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 school Parent/Carer 2 has completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is the level of the highest qualification Parent/Carer 2 has completed?

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

What is the occupation group for Parent/Carer 2?

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

- ☐ 1. Senior Management in large business organisation, 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, assistants, 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'.)

OTHER FAMILY DETAILS

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:

Title: _____ First Name: _____

Surname: _____

Relationship to the student: _____

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

Postcode: _____

Telephone (home): _____ Mobile Number: _____

Email Address: _____

CONTACT 2:

Title: _____ First Name: _____

Surname: _____

Relationship to the student: _____

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

Postcode: _____

Telephone (home): _____ Mobile Number: _____

Email Address: _____

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.** Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

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 Documents

☐ 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:** _____

Parental Occupation Groups:

Attachment 1

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this 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
<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>
These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.			