

OFFICE USE ONLY

Date received: _____ Year Level: _____ Faction: _____

Birth Certificate / Passport Provided AIR immunisation history statement Family Court Order/s:



Kindy to Year 12

Salmon Gums Road, KAMBALDA WA 6442
Telephone (08) 9027 2950 Text Message: 0437 483 680
Email: KambaldaWest.DHS@education.wa.edu.au

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.

STUDENT DETAILS

Surname: _____

Legal Surname (if different): _____

Given Name :

Middle Name:

Preferred Name:

Date of Birth: / /

Gender Male Female Not Specified

Residential Address: _____

Postcode: _____

Telephone (Home): _____

Mobile: _____

Previous School: _____

If previously enrolled in home schooling, specify which education region: _____

Full name of siblings attending this school:

Year Level _____

Year Level _____

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

Secondary Assistance Youth Allowance Assistance for Isolated Children Abstudy

PARENT INFORMATION / CARER DETAILS - PARENT/CARER 1

Full Name: (Miss / Ms / Mrs / Mr) _____

Relationship to student: _____

Date of Birth: / / **Gender** Male Female Not Specified

Residential Address: _____
 _____ **Postcode:** _____

Telephone (Home): _____ **Mobile:** _____

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? **Yes** **No**

If yes 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?

- | | |
|--|--|
| <input type="checkbox"/> Year 9 or equivalent or below | <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 12 or equivalent |
- (if you didn't attend school, mark "Year 9 or equivalent or below")

What is the level of the highest qualification Parent/Carer 1 has completed?

- | | |
|--|--|
| <input type="checkbox"/> Bachelor Degree or above | <input type="checkbox"/> Advanced Diploma/Diploma |
| <input type="checkbox"/> Certificate I to IV (including trade certificate) | <input type="checkbox"/> 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 & associated 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 months enter 8)

Contributions & Charges Billed to: Parent 1 _____ % Parent 2 _____ % Other _____ %

If other please provide details: _____

Official Documents sent to: PG 1 PG 2 Other _____

Other Contact Details

(people other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency)

Full Name: (Miss / Ms / Mrs / Mr)

Relationship to student:

Date of Birth: / / **Gender** Male Female Not Specified

Residential Address: _____
_____ **Postcode:** _____

Telephone (Home):

Mobile:

Email Address:

RESIDIENCY STATUS

Nationality:

Country of Birth:

Religion (if applicable): _____

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

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

No, English only Yes, Aboriginal English Yes, Other language _____

Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander (TSI) Yes, both Aboriginal & TSI

Is the student an Australian Citizen / Permanent Resident? Yes No

Is the student a temporary resident of Australia? Yes No

Date of arrival in Australia: _____ **Visa Sub Class #:** _____ **Expiry:** _____

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 attached supporting documentation) _____

Is this student in the care of Directly General of the Department of Communities—Child Protection and Family Support (CPFS)? Yes No

(if yes, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.)

IMMUNISATION

EVIDENCE OF IMMUNISATION STATUS - The student's Australian Immunisation Register (AIR) shows the immunisation status is:

Up to date Not up to date Immunisation Certificate issued by the Chief Health Officer

Please provide the school with copies of all immunisation records

MEDICAL INFORMATION

Medical Practice / Doctors Name:

Dental Practice / Dentist Name:

Medicare Number:

Valid to:

Ambulance Cover **Yes** **No**

Provider: _____

(if there is an medical emergency, the parents or guardians are expected to meet the cost of the ambulance)

Health Care Card:

Valid to:

Do you give permission to call a Doctor?

YES

NO

Do you give permission for First Aid to be administered?

YES

NO

Do you give permission to call a Dentist?

YES

NO

Do you give permission for Panadol to be given?

YES

NO

Does the student have a disability?

Yes

No

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

Other, please specify _____

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, ADD/ADHD)

Asthma

Intensive Health Care Need (eg tube feeding)

Diabetes

Diagnosed migraine/headaches

Other, please specify _____

MEDIA CONSENTS

At Kambalda West District High 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.

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](#).

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](#).

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.

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.

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: Miss / Ms / Mrs / Mr

Relationship to 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 latter 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:

Please download the below apps to stay up to date with KWDHS information and coming events



Download from the App Store or Google Play Store



Kambalda West District High School

Office use Only

Entry Date:	Year:	Faction:
Documents provided <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Immunisation <input type="checkbox"/> Passport <input type="checkbox"/> Visa		
Overseas Student: <input type="checkbox"/> Yes <input type="checkbox"/> No International Fees Paying <input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous School:		Records received: <input type="checkbox"/> Yes <input type="checkbox"/> No
Publications Permission: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contributions & Charges Billed to: <input type="checkbox"/> PG 1 _____% <input type="checkbox"/> PG 2 _____% <input type="checkbox"/> Other _____%		
Official Documents sent to: <input type="checkbox"/> PG 1 <input type="checkbox"/> PG 2 <input type="checkbox"/> Other _____		
Entered onto SIS by:		Date:
Student Leave Date:		Date Transfer Note sent:
Destination School:		Records received: <input type="checkbox"/> Yes <input type="checkbox"/> No

RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

- Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.*
- Enrolment Applications (unsuccessful) –The School to retain for 2 years after last action and then destroy.*
- 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.*
- 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.*
- Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.*

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	<i>Machine operators, hospitality staff, assistants, labourers and related workers</i>
<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/ 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>