



# Student Enrolment Form

The Student Enrolment Form should be completed if you wish to accept an offer of a place at Lake Grace 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.

STUDENT DETAILS		Please provide a copy of your child's Birth Certificate	
Student surname:		Year Level:	
Legal surname (if different):			
Previous surname (if applicable):			
1 <sup>st</sup> Name:		2 <sup>nd</sup> Name:	
3 <sup>rd</sup> Name:			
Preferred Name (if applicable):			
Date of birth:      /      /		Gender: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	
Residential Address:			
Home phone:		Mobile:	
Student's religion (if applicable):			
Is the student to be withdrawn from religious instruction or activities? <input type="radio"/> Yes <input type="radio"/> No			
Is the student of Aboriginal or Torres Strait Island origin?			
<input type="radio"/> No <input type="radio"/> Yes, Aboriginal <input type="radio"/> Yes, Torres Strait Islander (TSI) <input type="radio"/> Yes, both Aboriginal & TSI			
Does the student speak a language other than English at home?			
<input type="radio"/> No, English only <input type="radio"/> Yes, Aboriginal English <input type="radio"/> Yes, other language – please specify:			
(If more than one language, including an 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? <input type="radio"/> Yes <input type="radio"/> No			
EVIDENCE OF IMMUNISATION STATUS			
The student's Australian Immunisation Register (AIR) Immunisation History Statement* shows their immunisation status is:			
<input type="radio"/> Up to date <input type="radio"/> Not up to date <input type="radio"/> Student has an Immunisation Certificate issued by Chief Medical Officer			
*A copy must be provided to the school upon enrolment.			

PREVIOUS SCHOOL
Name of previous school (if applicable):
If previously enrolled in Home Education, specify the Education Region:



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## SIBLING DETAILS

Full name/s of siblings attending this school (if applicable):

Student lives with:

☐ Both parents

☐ Parent/carer 1

Name:

Relationship to student:

☐ Parent/carer 2

Name:

Relationship to student:

☐ Independent minor

Name:

Relationship to student:

☐ Adult student

Name:

Relationship to student:

☐ Other, please specify

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): \_\_\_\_/\_\_\_\_/\_\_\_\_

## 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)

☐ Autism

☐ Physical Disability

☐ Deaf or Hard of Hearing

☐ Severe Mental Disability

☐ Global Developmental Delay (prior to age 6)

☐ Specific Speech and/or Language Impairment

☐ Intellectual Disability

☐ Vision Impairment

☐ Other, please specify:



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## 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 & attach supporting documentation:

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

If yes, please provide card number:

Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this student in the care of Director General, Department of Communities – Child Protection & Family Support (CPFS)?

☐ No ☐ Yes – if yes, please specify name of CPFS Case Manager, their CPFS District & contact phone number:

Name:

Contact Number:

District:

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

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

## PARENT / CARER 1 DETAILS

Title: Mr / Mrs / Ms / Dr

First Name:

Surname:

Relationship to student:

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Postal address (if different from student residential address):

Post Code:

Phone:

Mobile:

Email:

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 their public schools.

Does Parent/Carer 1 speak a language other than English at home?

☐ No, English only ☐ Yes, other – please specify:

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, tick 'Year 9 or equivalent or below')

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

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

What is the occupation group for Parent/Carer 1? (refer to page 7 for list of Parent Occupation Groups)

- ☐ 1. Senior management in large business organisation, government administration & defence, and qualified professionals ☐ 2. Other business managers, arts/media/sportspersons, and associate professionals
- ☐ 3. Tradesperson, 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 had a job in the last 12 months, please use your last occupation. If you have not been in paid work during the last 12 months, tick '8' above.)



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## PARENT / CARER 2 DETAILS

<b>Title:</b> Mr / Mrs / Ms / Dr	<b>First Name:</b>	<b>Surname:</b>
<b>Relationship to student:</b>		<b>Date of birth:</b> ____/____/____
<b>Postal address</b> (if different from student residential address):		
Post Code:		
<b>Phone:</b>	<b>Mobile:</b>	<b>Email:</b>
All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is <b>voluntary</b> but your information will help the Department of Education ensure that all students are being well served by their public schools.		
<b>Does Parent/Carer 1 speak a language other than English at home?</b>		
<input type="radio"/> No, English only <input type="radio"/> Yes, other – please specify:		
<b>What is the highest year of school Parent/Carer 2 has completed?</b>		
<input type="radio"/> Year 12 or equivalent <input type="radio"/> Year 11 or equivalent <input type="radio"/> Year 10 or equivalent <input type="radio"/> Year 9 or equivalent or below		
(If you did not attend school, tick 'Year 9 or equivalent or below')		
<b>What is the highest level qualification Parent/Carer 2 has completed?</b>		
<input type="radio"/> Bachelor degree or above <input type="radio"/> Advanced diploma <input type="radio"/> Certificate I to IV (including trade certificate) <input type="radio"/> No non-school qualification		
<b>What is the occupation group for Parent/Carer 2?</b> (refer to page 7 for list of Parent Occupation Groups)		
<input type="radio"/> <b>1.</b> Senior management in large business organisation, government administration & defence, and qualified professionals <input type="radio"/> <b>2.</b> Other business managers, arts/media/sportspersons, and associate professionals		
<input type="radio"/> <b>3.</b> Tradesperson, clerks and skilled office, sales & service staff <input type="radio"/> <b>4.</b> Machine operators, hospitality staff, assistants, labourers and related workers <input type="radio"/> <b>8.</b> Unemployed, retired, student		
(If you are not currently in paid work but had a job in the last 12 months, please use your last occupation. If you have not been in paid work during the last 12 months, tick '8' above.)		

## OTHER FAMILY INFORMATION - if applicable, please talk to your school about:

- Arrangements for payment of contributions or charges
- Distribution of information, including student reports and newsletters

## OTHER CONTACT DETAILS (people other than Parent/Carer 1 or 2 who may be contacted in an emergency)

CONTACT 1	CONTACT 2
Full Name:	Full Name:
Relationship to student:	Relationship to student:
Address:	Address:
Phone/Mobile:	Phone/Mobile:
Email:	Email:



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## PRIVACY AND DECLARATION

Please tick to confirm you understand that:

- ☐ the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.
- ☐ the information on this 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: Mr / Mrs / Ms / Dr

First Name:

Surname:

Relationship to student:

Signature:

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

(Independent minors and those aged 18 years or older may sign on their own behalf)

## APPROVAL OF PRINCIPAL

Principal's approval: Enrolment approved? ☐ Yes ☐ No

Principal's signature:

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



# Student Enrolment Form

## OFFICE USE ONLY

Student's official documentation all sighted: ☐ Yes ☐ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ 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 Chief Health Officer: ☐ Yes ☐ No

Kindergarten eligibility for immunisation exemption (if applicable) Code:

Enrolment approved by Principal: ☐ Yes ☐ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Entered on School Information System by: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date student leaves school: \_\_\_\_/\_\_\_\_/\_\_\_\_ Advice of Transfer date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Destination:

Records received from transferring school: ☐ Yes ☐ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Student Enrolment Form

## PARENT OCCUPATION GROUPS

## Attachment 1

Relates to questions in Parent/Carer 1 & 2 sections of this form

Group 1	Group 2	Group 3	Group 4
<b>Senior management in large business organisation, government administration &amp; defence, and qualified professionals.</b>	<b>Other business managers, arts/media/sportspersons &amp; associate professionals</b>	<b>Tradespersons, clerks and skilled office, sales &amp; service staff</b>	<b>Machine operators, hospitality staff, assistants, labourers &amp; related workers</b>
<p><b>Senior executive/manager/department head</b> in industry, commerce, media or other large organization.</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 having degree or high 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, 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, sportsperson, coach, trainer, sports official).</p> <p><b>Associate professionals</b> generally having diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, education, law, social welfare, engineering, science, computing</b> technical/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>Tradespersons</b> generally having completed a 4-year Trade Certificate, usually by apprenticeship. All tradespersons 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 &amp; 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/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><b>Drivers, mobile plant, production/processing machinery &amp; other machinery operator</b></p> <p><b>Hospitality staff</b> (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper).</p> <p><b>Office assistants, sales assistants, &amp; 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> (trade 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 &amp; 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, nurseryperson, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand).</p> <p>Other worker (labourer, factory hand, store person, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).</p>



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