



# 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

LESMURDIE PRIMARY SCHOOL

Year Level entering

## STUDENT DETAILS

Student surname

Legal surname (if different)

Previous Surname (if applicable)

1st Name

2nd Name

3rd Name

Preferred Name

Date of birth (dd/mm/yy)

Gender

Male

Female

Other

Residential Address

Postcode

Telephone (Home)

Car Registration (if applicable)

Student’s Religion (if applicable)

Is the student to be withdrawn from religious instruction or activities?

YES  NO

## STUDENT DETAILS (Continued)

**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 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?**  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

## SIBLING DETAILS

**Full Name/s of siblings attending this school**

**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)

## PREVIOUS SCHOOL

Previous School

If previously enrolled in Home Education, specify the Education Region

## 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 Disorder

Global Developmental Delay (prior to age 6)

Specific Speech and/or Language Impairment

Intellectual Disability

Vision Impairment

Other, please specify

## 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 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 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 student 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	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to the student	<input type="text"/>		
Date of birth (dd/mm/yy)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Postal Address (if different from student residential address)	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text"/>		

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 months, enter '8'.)

## PARENT / CARER 2 DETAILS

Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to the student	<input type="text"/>		
Date of birth (dd/mm/yy)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text"/>		

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 months, 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	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to the student	<input type="text"/>		
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone (Home)	<input type="text"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text"/>		

### CONTACT 2:

Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to the student	<input type="text"/>		
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone (Home)	<input type="text"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text"/>		

## 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)*

## APPROVAL OF PRINCIPAL OR DELEGATE

Principal's approval

Enrolment approved

YES  NO

Signature

Date

## CONSENT FORM

At Lesmurdie 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.

### 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.

Please tick the box if you consent for images to be published.

- Newsletters/School Class Magazine, School Information Brochure
- Local Newspaper
- School Web Page (given Names only Appear)
- Television Coverage

### INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy. Student access is contingent on abiding by the users' *Student Online Usage Rules*.

- Yes, my child has permission to access the internet in accordance with school policy.
- No, I do not give consent.

In addition, please see the *Student's Online Usage Rules* (APPENDIX 2)

- Yes, I have read the *Students Online Usage Rules* to my child and they have understood these rules.

### 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

Throughout the year it is necessary for the students to participate in out of boundary activities on a recurring basis. These include walking to Ray Owen Oval and playing sport and running on the footpaths adjacent to the school boundary.

- 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.

The school has the option for newsletters to be emailed. Alternatively the newsletter is accessible on the Website. Please subscribe to [www.lesmurdieps.wa.edu.au](http://www.lesmurdieps.wa.edu.au)

- Yes I would like the newsletter emailed to me each fortnight on the following email address

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

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

Name of person signing the consent form:

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



## STUDENTS ONLINE USAGE RULES

If you use the Lesmurdie Primary school computers or the online services of the Department of Education and Training you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my private password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services and / or school network accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services or network account.
- I know that the school and the Department of Education and Training may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others without checking with my teacher first.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation.
- I will take care when using the computer equipment and will not change the school computer settings.
- I will only download or upload material to the school network and the internet with permission of a teacher.
- I will not illegally copy software or knowingly spread computer viruses.
- I will not use social networking sites (eg Facebook, My Space, Twitter etc...) at school without teacher permission.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in the Department of Education and Lesmurdie Primary School policy; and
- I may be held legally responsible and police may be contacted for offences committed using online services and the Lesmurdie Primary School network.

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

Students to Sign yrs 3-6 \_\_\_\_\_

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

Parent/Carer Yr K-2 \_\_\_\_\_

# 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

YES  NO

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

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>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]. or 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>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.