CARNARVON SCHOOL OF THE AIR STUDENT ENROLMENT FORM

Please complete the Student Enrolment Form and return it to the school for confirmation of this student’s enrolment. Family details should include details of parents, guardians or carers residing at the same address as the student being enrolled. Any details relating to parents not residing with the student may be included in the Parent/Guardian/Carer details section of this form. Please place X in □ provided.

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).

INFORMATION TO BE PROVIDED

Where an item is marked with an asterisk (*) the information must be provided. This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the Enrolment Form, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student’s name, usual place of residence and/or name and usual place of residence of Parent/Guardian/Carer.

Security and Confidentiality

The information provided in Enrolment Forms is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school.

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1 Valid as of 22.8.2006
CARNARVON SCHOOL OF THE AIR
STUDENT ENROLMENT FORM

Enrolment
All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the
Parent/Guardian/Carer 1 Details

Title: __________ *First Name: ______________________ *Surname: ________________________________

Please indicate relationship to the student: ______________________________________________________

*Postal Address (if different from student residential address):
_________________________________________________________________________________________

*Phone: _______________________ Email Address: _____________________________________________

Occupation/Workplace: ___________________________________________________________________

*Work Phone: _______________________ *Mobile No: ________________________________

Do you mainly speak English at home? YES ☐ NO ☐

Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) NO, English only ☐ YES, other - please specify: ___________________________

What is the highest year of primary or secondary school you have completed? YES ☐ NO ☐

Year 12 or equivalent ☐ Bachelor degree or above ☐
Year 11 or equivalent ☐ Advanced diploma/Diploma ☐
Year 10 or equivalent ☐ Certificate I to IV (including trade certificate) ☐
Year 9 or equivalent or below ☐ No non-school qualification ☐

What is the level of the highest qualification you have completed? YES ☐ NO ☐

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

What is your occupation group? ☐ (Write 1, 2, 3, 4 or 8) Please select the appropriate parental occupation group from the list provided. 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’ above.

Parent/Guardian/Carer 2 Details

Title: __________ *First Name: ______________________ *Surname: ________________________________

Please indicate relationship to the student: ______________________________________________________

*Postal Address (if different from student residential address):
_________________________________________________________________________________________

*Phone: _______________________ Email Address: _____________________________________________

Occupation/Workplace: ___________________________________________________________________

*Work Phone: _______________________ *Mobile No: ________________________________

Do you mainly speak English at home? YES ☐ NO ☐

Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) NO, English only ☐ YES, other - please specify: ___________________________

What is the highest year of primary or secondary school you have completed? YES ☐ NO ☐

Year 12 or equivalent ☐ Bachelor degree or above ☐
Year 11 or equivalent ☐ Advanced diploma/Diploma ☐
Year 10 or equivalent ☐ Certificate I to IV (including trade certificate) ☐
Year 9 or equivalent or below ☐ No non-school qualification ☐

What is the level of the highest qualification you have completed? YES ☐ NO ☐

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

What is your occupation group? ☐ (Write 1, 2, 3, 4 or 8) Please select the appropriate parental occupation group from the list provided. 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’ above.

2 Valid as of 22.8.2006

Enrolment

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CARNARVON SCHOOL OF THE AIR
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Other Contact(s) Details
Title:_______ First Name:______________________ Surname:____________________________
Please indicate relationship to the student:_____________________________________________
Postal Address (if different from student residential address):
______________________________________________________________________________
Phone:__________________________________________
Email Address: ____________________________________________
Occupation/Workplace: ____________________________________________________________
Work Phone: _________________________ Mobile No: ____________________________

Please advise the school if there are any other contacts you would like recorded.

Student Details - Additional Information
Religion: ________________ Is the student to be withdrawn from religious instruction? YES □
NO □
Is the student of Aboriginal or Torres Strait Islander origin? □ NO
□ YES, Aboriginal
□ YES, Torres Strait Islander
(For students of both Aboriginal and Torres Strait Islander origin, mark both 'YES' boxes.)
Does the student mainly speak English at home? YES □
NO □
Does the student speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often.)
NO, English only □
YES, other - please specify: __________________
Out of school intake area: YES □ NO □
Health Card: YES □ NO □
* Citizenship: Australian □ Other - please specify____________________________
* Permanent Resident: YES □ NO □
* Visa Expiry Date: ____________
* Date entered Australia: ____/_____/_____ * Visa Sub-class No.____________
In Receipt of Allowance: Secondary Assistance □ Youth Allowance □
Assistance for Isolated Children (AIC) □ Abstudy □
Birth Certificate seen: YES □ NO □ Date Sighted: _____/_____/_____
In which country was the student born? Australia □
Other - please specify___________________________
* Previous School:_______________________________________________________ or
*If previously enrolled in Home Education, specify the Education District: ____________________
Movement Reason (if applicable)³______________________________________________

³ Valid as of 22.8.2006

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*Does the student have a disability? YES □ NO □ If YES, please specify.
Disability: ________________________________________________________________

*Please indicate where you have documentation about your child’s disability in any of the following areas. Copies of this documentation will be required for school records

☐ 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

**Student Details – Medical / Health**

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 ☐ Other __________________________
☐ Seized Disorder (eg epilepsy) ______________________________________

If the student has a medical condition or intensive health care need you will also need to complete a separate Health Care Authorisation.

Medical Practice (Name and Address): ______________________________________________

Doctor’s Name: _____________________________________ Phone: _______________________

Please provide details of any other information you would like noted.

_______________________________________________________________________________

Do you have ambulance cover? YES □ NO □
(If there is a medical emergency parents or guardians are expected to meet the cost of the ambulance)

Name of person enrolling student: ________________________________________________

Signature: ________________________________________ Date: _____/_____/____

Office Use Only

Entry Date: _____/_____/____ Date Transfer Note Sent: _____/_____/____
Previous School: __________________ Records Received: Y / N
Publications/Internet Permission Form Completed: YES □ NO □
Contributions and Charges Billing: PG1 □ _______% PG2 □ _______% Other □ _______%
Immunisation records provided: YES □ NO □
Form/Class: ____________ House/Faction: ____________
Entered on School Information System by: __________________ Date: _____/_____/____
Leave Date: ____________ Destination: ____________ Records Sent: Y / N
CARNARVON SCHOOL OF THE AIR  
STUDENT ENROLMENT FORM

Parental Occupation Groups:  
(Relates to questions in Parent/Guardian/Carer 1 and Parent/Guardian/Carer 2 sections)

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior management in large business</td>
<td>Other business managers, arts/media/sportspersons and associate professionals</td>
<td>Tradesmen/women, clerks and skilled office, sales and service staff</td>
<td>Machine operators, hospitality staff, assistants, labourers and related workers</td>
</tr>
<tr>
<td>organisation government administration &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>defence, and qualified professionals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior executive/ manager/ department head in</td>
<td>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</td>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</td>
<td>Drivers, mobile plant, production/processing machinery and other machinery operators</td>
</tr>
<tr>
<td>Public service manager(section head or above), regional director, health/education/police/ fire services administrator</td>
<td>Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]</td>
<td>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/lifting clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</td>
<td>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</td>
</tr>
<tr>
<td>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</td>
<td>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]</td>
<td>Skilled office, sales and service staff</td>
<td>Office assistants, sales assistants and other assistants</td>
</tr>
<tr>
<td>Defence Forces</td>
<td>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</td>
<td>[secretary, personal assistant, desktop publisher, switchboard operator]</td>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</td>
</tr>
<tr>
<td>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</td>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]</td>
<td>Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]</td>
<td>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)]</td>
</tr>
<tr>
<td>Health, Education, Law, Social Welfare,</td>
<td>Associate professionals generally have diploma/technical qualifications and support managers and professionals</td>
<td>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]</td>
<td>Assistant/aid [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</td>
</tr>
<tr>
<td>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</td>
<td>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</td>
<td>Defence Forces ranks below senior NCO not included in other group</td>
<td>Defence Forces</td>
</tr>
<tr>
<td>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</td>
<td>Defence Forces senior Non-Commissioned Officer.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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1 Valid as of 22.8.2006