



Student Surname: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Current Academic Year:            6     7     8     9     10     11     12

Enrolment Application for Year:            7     8     9     10     11     12

## APPLICATION FOR ENROLMENT

*(For enrolment in a Western Australian Public School)*

Booklet 1 of 2

**1**

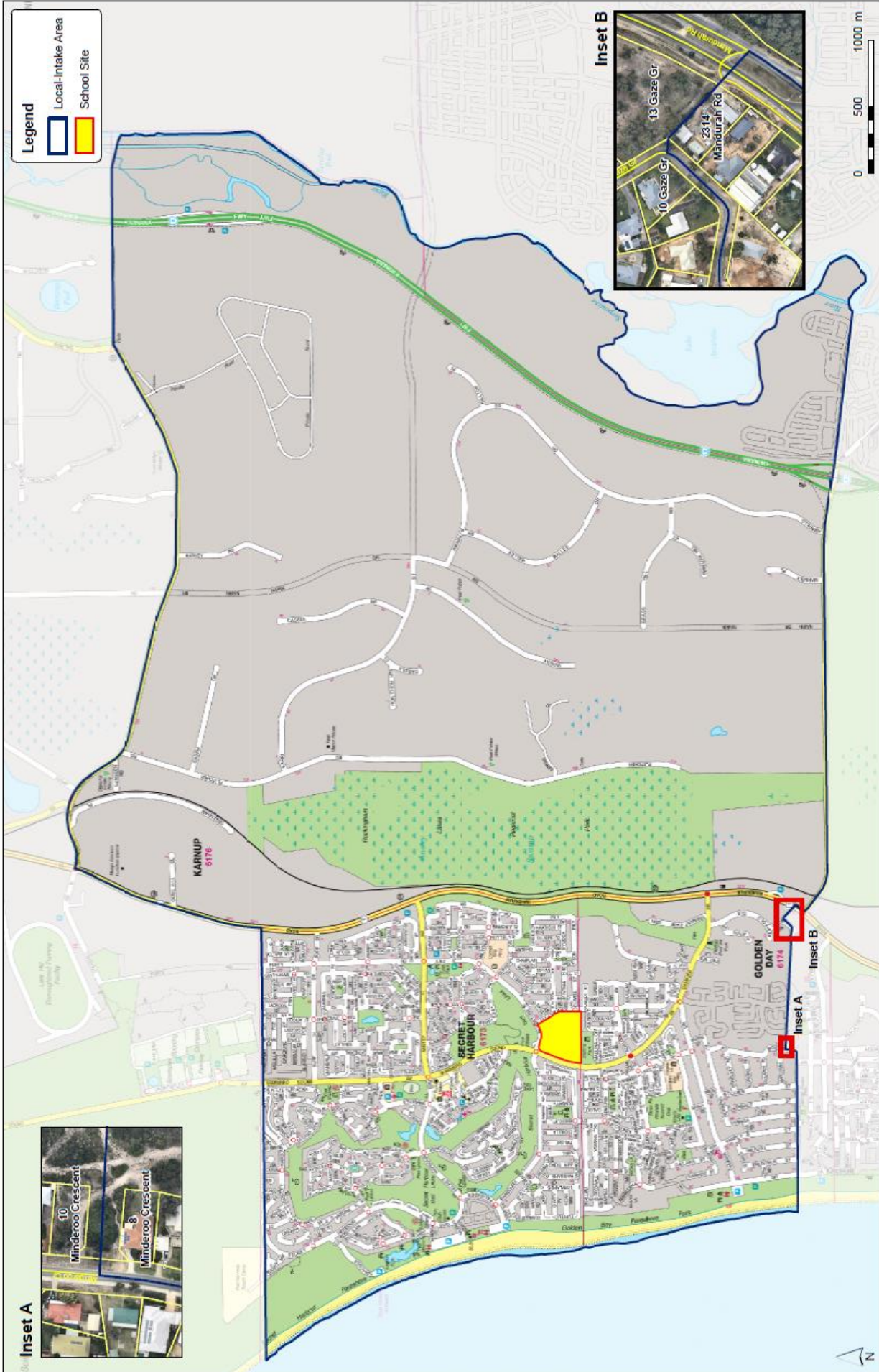
*Enrolment Booklet 1 includes the following information for your reference and completion:*

1. College Intake Area Map
2. Student Enrolment Information
3. Enrolment Form

*Please complete all pages within **Booklets 1 & 2** and return the entire package (BOOKLET 1 AND 2) along with all other supporting documents (refer checklist in Booklet 1) to Administration at your earliest convenience.*

[280521]

# COMET BAY COLLEGE LOCAL INTAKE AREA



**Legend**

- Local-Intake Area (Blue outline)
- School Site (Yellow fill)

**Inset A**

**Inset B**

0 500 1000 m

**COMET BAY COLLEGE**  
SCHOOL CODE - 4176

Local-Intake Area boundary published xxxx

**Department of Education**  
GOVERNMENT OF WESTERN AUSTRALIA

This map is based on a written description of the local intake area (LIA) for the school as published in the WA Government Gazette. Although the map closely represents the boundaries (possibly on a grid basis) as necessary to refer to the written description, the street names of a particular suburb may not be shown on the map. The LIA description is for the School Enrolment System on the Department of Education website. While local intake areas for most schools do not change from year to year, changes are made to local intake areas as required. Such changes are published in the 'WA Government Gazette' (usually in a December issue) and subsequently this map will be updated.

For any enquiries contact Department of Education.

Version 3.0  
Map created 06/06/2018 by Strategic Asset Planning Branch, Department of Education WA  
S:\2018-Asset Services\Projects\ECE\Local Intake Areas Boundary\Captioning\HighSchools\COMET BAY COLLEGE v3.0.mxd

## Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two step process.

**Step 1: Enrolment Booklet 1 – Enrolment**

(includes Parent information about enrolment in a Western Australian public school and the Enrolment Form)

**Step 2: Enrolment Booklet 2 – Permissions and Agreements**

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department's *Enrolment Policy* can be found at <http://www.det.wa.edu.au/policies>.

### Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court.

### Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section **Applications to local-intake schools (compulsory years of schooling)** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school, community kindergarten or day care program. This change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases. Parents applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is 'up-to-date' to avoid their application for enrolment being declined.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

### Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies>. (Browse via A-Z document list). Further information is available from the **Enrolment policy/Enrolment Procedures/Local-intake area schools**, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

### Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority
Child qualifying for an approved specialist program for that year.	<b>Child who has a sibling also enrolled at the school in the current year</b> , (other than siblings enrolled in specialist programs), <b>and who lives nearest the school.</b>	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

### Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

### Applications to non-local-intake schools (pre-compulsory and compulsory)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

### Applications for starting school and for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

### Requested documentation

You will be asked to show: your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; your child's Australian Immunisation Register (AIR) Immunisation History Statement; proof of your child's usual place of residence: for example, utilities account, lease agreement, ownership of the property, driver's licence, statutory declaration; copies of any Family Court or other court orders, and visa details (if applicable).

Principals may accept a maximum of 3 documents as evidence of your child's usual residential address. Principals are able to request additional information where this is necessary to confirm your child's usual place of residence.

You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol. You can provide one of the following:

- Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old; or
- Australian Immunisation Register (AIR) Immunisation History Form for children on a catch up schedule that is not more than six months old; or
- Immunisation Certificate issued by the Chief Health Officer.

Other immunisation documents are no longer accepted.

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school (refer to the Enrolment Pack Part B – Enrolment). If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

## Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

## Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

## Disclosure of information

### **For parents of students with disability**

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

### **Suspensions and exclusions**

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

## Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

## Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.





2 Allatoona Avenue  
SECRET HARBOUR WA 6173

T: 9553 8100

[www.cometbaycollege.wa.edu.au](http://www.cometbaycollege.wa.edu.au)

This enrolment booklet includes the following:

1. Student Enrolment Information
2. College Intake (Boundary) Information
3. Enrolment Form

**Please complete all sections within the booklet and submit to Administration for processing.**

## Supporting Documents

**Provide COPIES ONLY of the following with your Enrolment Application:**

- Birth Certificate
- Identity Documents (if applicable)
- Immunisation Record
- Court Order (If applicable)
- Proof of Address - **THREE CURRENT DOCUMENTS**  
(eg: Electricity, Water, Home Phone Account, Rental Agreement etc)

**If your child is 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 (where 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 student holds a bridging visa).

## Information to be Provided

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Education Regional Office where evidence has not been supplied. All official records must be on the child's legal name. The use of a preferred name may be possible for informal communication.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian Details** section of the form.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s.

You may need to provide up to date information about your child's immunisation status when you complete the Enrolment Form.

## Change to Details

For Emergency purposes and correct direction of confidential documents, it is imperative that parents/guardians notify College Administration Staff **IN WRITING** of any changes to a student record as soon as the change occurs. Particularly changes to address, phone number and email details. The College can not be held responsible for loss of, or misdirection of personal documentation where a student's record has not been updated in the system. This can only be done by the enrolling parent/guardian – students are NOT permitted to request changes to their record.

## Transport

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email [enquire@pta.wa.gov.au](mailto:enquire@pta.wa.gov.au) or telephone 136213. Some special programs include transfer arrangements.

## **Security and Confidentiality**

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*).

The Department of Education will provide a report about enrolled children whose immunisation status is 'not up to date' to the Department of Health when requested. The Department of Health will provide assistance to the families of under-vaccinated children. Children whose immunisation is 'not up to date' may be required to stay away from school if an outbreak of a vaccine preventable disease occurs.

## **Information About Your Occupation and Education**

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background.

Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

## **Student Health Care**

The Department's [Student Health Care policy](#) clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.



# APPLICATION FOR ENROLMENT FORM

(PLEASE PRINT CLEARLY USING BLOCK LETTERS)

## Student Details

SURNAME*	DATE OF BIRTH:
LEGAL SURNAME	GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER <input type="checkbox"/>
FIRST NAME	
MIDDLE NAME	ENROLLING INTO YEAR (7 - 12)
HOME ADDRESS	POSTCODE
HOME PHONE	STUDENT MOBILE
POSTAL ADDRESS <small>(if different to the above):</small>	POSTCODE

\*Please note, whilst your child's preferred surname is used for general communication, the Legal Surname is used on all reports, certificates and formal communication issued by other Department Agencies.

## Parent / Guardian 1 Details

Emergency Contact: 1  2  3

The parent enrolling the student is indicated here. MAIL and ALL COLLEGE ACCOUNTS (Contributions and Charges Billing) IS DIRECTED TO THIS CONTACT. You can nominate Parent/Guardian 2 as a mail recipient below also if required.

**PAYMENT OF COLLEGE CONTRIBUTIONS AND CHARGES:** In the event that a contact OTHER THAN PG1 is to be responsible for the payment of your child's Contributions and Charges, a SEPARATE form detailing the request will need to be completed and signed by BOTH the enrolling parent and the person who agrees to be responsible for all associated Contributions and Charges. Please contact Administration to obtain the relevant Form. Until such time as this form is submitted, the person listed below at PG1 will be billed for these costs.

Your Relationship to the Student (eg. Mother / Father / Legal Guardian): \_\_\_\_\_

Do you have day-to-day care of the student? YES  NO  SHARED   
Do you have long-term care of the student? YES  NO

TITLE	FIRST NAME	SURNAME
ADDRESS		
MOBILE		
EMPLOYER	WORK PHONE	
EMAIL		

### LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Do you mainly speak English at home? YES  NO

If NO, which language other than English do you speak at Home? \_\_\_\_\_

## Parent/Guardian 2 Details

Emergency Contact: 1  2  3

Your Relationship to the Student (eg. Mother/Father/Legal Guardian): \_\_\_\_\_

Do you have day-to-day care of the student? YES  NO  SHARED   
Do you have long-term care of the student? YES  NO

Title	First Name	Surname
Mobile No		
Address		
Occupation		
Employer	Work Phone:	
Email		

ADD AS ADDITIONAL MAIL MARKER (✓) YES

ENROLLING PARENT SIGNATURE: \_\_\_\_\_

### LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Do you mainly speak English at home? YES  NO

If NO, which language other than English do you speak at home?

## Parent Guardian 1 Background

**Occupation:** \_\_\_\_\_

**What is the highest year of primary or secondary school you have completed?**

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

Year 12 or equivalent	<input type="checkbox"/>	Bachelor Degree or above	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Certificate I to IV (including trade certificate)	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>

Have not been in paid work in the last 12 months

**OR:**

Please refer to the table provided below when completing the following:

**What is your occupation group?**      1       2       3       4       8

*If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, tick '8' above).*

## Parent Occupation Groups

*These categories have been determined Nationally and are designed as broad occupational groupings. All Australian States and Territories use the same categories.*

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 &amp; Associate Professionals.</b></p>	<p><b>Tradesmen / Women, Clerks And Skilled Office, Sales and Service Staff.</b></p>	<p>Machine Operators, Hospitality Staff, Assistants, Labourers and Related Workers.</p>
<p><b>Senior Executive, Manager, Department Head in industry, commerce, media or other large organisation.</b></p>	<p><b>Owner / Manager of Farm, construction, import / export, wholesale, manufacturing, transport, real estate business.</b></p>	<p><b>Tradesmen/women</b> generally have completed a 4 Year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.</p>	<p>Drivers, mobile plant, production/ processing machinery and other machinery operators.</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 Commissioned Officer</b></p> <p><b>Professionals</b> generally have degrees 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 Professional.</b></p> <p><b>Business</b> Management consultant, business 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>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, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.</p> <p><b>Associate Professionals</b> Generally have diploma/technical qualifications and support manages and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician / Associate Professional.</b></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>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/accessories / loss adjuster, market researcher.</p> <p><b>Service</b> 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><b>Hospitality staff</b> Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.</p> <p><b>Office assistants, sales assistants and other assistants</b> <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> Trades' 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, nurseryman, greenkeeper, gardener, tree surgeon, forestry / logging worker, miner, seafarer / fishing hand.</p> <p><b>Other Worker</b> Labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</p>

# Parent Guardian 2 Background

**Occupation:** \_\_\_\_\_

**What is the highest year of primary or secondary school you have completed?**

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

- |                               |                          |   |                          |
|-------------------------------|--------------------------|---|--------------------------|
| Year 12 or equivalent         | <input type="checkbox"/> | Bachelor Degree or above                          | <input type="checkbox"/> |
| Year 11 or equivalent         | <input type="checkbox"/> | Advanced Diploma/Diploma                          | <input type="checkbox"/> |
| Year 10 or equivalent         | <input type="checkbox"/> | Certificate I to IV (including trade certificate) | <input type="checkbox"/> |
| Year 9 or equivalent or below | <input type="checkbox"/> | No non-school qualification                       | <input type="checkbox"/> |

Have not been in paid work in the last 12 months

**OR:**

Please refer to the table provided below when completing the following:

**What is your occupation group?**      1       2       3       4       8

*If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, tick '8' above).*

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<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 &amp; Associate Professionals.</b></p>	<p><b>Tradesmen / Women, Clerks And Skilled Office, Sales and Service Staff.</b></p>	<p>Machine Operators, Hospitality Staff, Assistants, Labourers and Related Workers.</p>
<p><b>Senior Executive, Manager, Department Head</b> in industry, commerce, media or other large organisation.</p>	<p><b>Owner / Manager</b> of Farm, construction, import / export, wholesale, manufacturing, transport, real estate business.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 Year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.</p>	<p>Drivers, mobile plant, production/ processing machinery and other machinery operators.</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 Commissioned Officer</b></p> <p><b>Professionals</b> generally have degrees 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 Professional.</b></p> <p><b>Business</b> Management consultant, business 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>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, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.</p> <p><b>Associate Professionals</b> Generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician / Associate Professional.</b></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>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> <b>Office</b> secretary, personal assistant, desktop publishing operator, switchboard operator.</p> <p><b>Sales</b> Company sales representative, auctioneer, insurance agent/accessories / loss adjuster, market researcher.</p> <p><b>Service</b> 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><b>Hospitality staff</b> Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.</p> <p><b>Office assistants, sales assistants and other assistants</b> <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> Trades' 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, nurseryman, greenkeeper, gardener, tree surgeon, forestry / logging worker, miner, seafarer / fishing hand.</p> <p><b>Other Worker</b> Labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</p>

**Other Emergency Contact Details**

Emergency Contact:

1 2 3 

**Note:** Please add here a **person other than PG1 or PG2**. This person is contacted only where PG1 or PG2 are not successfully reached (eg. Grandparent, Neighbour, Aunt, Uncle, Family Friend etc).

**Relationship to the Student:**

Title		First Name		Surname	
Address					
Suburb				Postcode	
Home Phone					
Mobile					

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

**ADDITIONAL STUDENT INFORMATION****Siblings Currently Attending Comet Bay College (or also enrolling):**

NAME:	YR:	NAME:	YR:
NAME:	YR:	NAME:	YR:

**Alternative Care Arrangements**

Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General?

YES  NO

If YES, please provide the following information:

CPFS Case Manager:	CPFS District:	Phone:
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Is this Student subject to any Court Orders in respect of their day to day care?

NO  YES  If YES, please attach supporting documents.

**Student Residential Status**

Student lives with: (please tick as appropriate)

Both Parents (One household)  PG 1  PG 2

Shared Care (PG1 & PG 2)

OTHER (Please provide details): \_\_\_\_\_

**Background Information**

RELIGION: \_\_\_\_\_

Is the student to be withdrawn from religious instruction?

YES  NO

Is the student of Aboriginal or Torres Strait Islander origin?

(For students of both Aboriginal and Torres Strait Islander origin mark both 'YES' boxes)

YES  Torres Strait Islander  
YES  Aboriginal

**Student Language**

Does the student mainly speak English at home?

YES  NO

If NO, Language Other Than English (LOTE) spoken at home:

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

## Country of Birth/Citizenship

In which country was the student born?

Australia

Other – please specify:

Citizenship:

Australian

Other – please specify:

PERMANENT RESIDENT:

YES  NO

If 'NO' please provide the following details:

Date Entered Australia:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Visa Grant Number: \_\_\_\_\_

Visa Sub-Class No: \_\_\_\_\_

IN RECEIPT OF ALLOWANCE:

ABSTUDY

YES  NO

Assistance for Isolated Children (AIC)

YES  NO

Secondary Assistance Scheme (SAS)

YES  NO

Youth Allowance

YES  NO

\*PREVIOUS SCHOOL:

OR

\*If previously enrolled in Home Education, specify the Education District:

MOVEMENT REASON (if applicable):

## STUDENT DETAILS – MEDICAL / HEALTH

In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students.

*Note:* For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

**NOTE:** If your child is enrolled in a TAFE, PEAC or an Alternative Education Program, this includes the transfer of their health care information to the Principal or Manager of the Program.

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:	
Diagnosed Migraine / Headaches			
Does the Student have a Disability?			
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 College records:

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 Language Impairment	<input type="checkbox"/>
Intellectual Disability	<input type="checkbox"/>	Vision Impairment	<input type="checkbox"/>

If the student has a medical condition or intensive health care need you will need to make an appointment with the School Nurse to discuss completion of a Medical Action Plan.

**NOTE:** As your child's healthcare needs change, you MUST notify the College as a matter of priority.

**MEDICAL PRACTICE**

Medical Practice

Preferred Doctor

Address

Suburb

Post Code

Phone

**DENTAL PRACTICE**

Dental Practice

Address

Suburb

Post Code

Phone

Fax

**IN THE EVENT OF AN EMERGENCY:***In the event of a Medical Emergency, Parents/Guardians are expected to meet the cost of the Ambulance.***Do you have Ambulance Cover?**YES  \*NO **\*If you do not have Ambulance Cover, and an Ambulance is required to transport your child to hospital in an emergency, you will liable for the cost of the Ambulance.**

MEDICARE CARD NUMBER:

EXPIRY:

**Do you provide your permission to:**

Call Doctor

YES  NO 

Call Dentist

YES  NO 

Administer First Aid

YES  NO **DEFENCE FORCE FAMILIES**

Either parent employed by the Defence Forces? (✓)

YES

Name of Force:

**PARENTAL CONSENT/PERMISSIONS**

Comet Bay College aims 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.

Policies relevant to the following permissions (where applicable) are available from the College website.

**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.

**INTERNET ACCESS**

Student access to the internet is provided in accordance with the school policy (available from the 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.

**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.

## ENROLMENT AGREEMENT

I/We understand that completion of the enrolment process implies acceptance of and adherence to College Policies and Agreements, including the following:

- Uniform Standards Agreement**
- Mobile Phone Policy**
- Bring Your Own Device (BYOD) Agreement**
- Internet Usage Agreement**
- Community Code of Conduct Agreement**

I/We understand the College's Information Technology Policy prohibits inappropriate use of the internet and that students who contravene this Policy will be denied access to the College computer system.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## PRIVACY AND INFORMATION SHARING

I understand that my child's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

I understand 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.

## ENROLLING PARENT DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of child: \_\_\_\_\_

**Name of person enrolling child:**

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

Relationship to child: \_\_\_\_\_  
(Independent Minors and those aged 18 years or older may apply on their own behalf)

Tel (H): \_\_\_\_\_ Tel (W): \_\_\_\_\_

Mobile: \_\_\_\_\_

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

**NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.**

# Supporting Document Checklist

**COPIES** of the following documents are to be submitted along with this Enrolment Application Booklet. **PLEASE NOTE: Your Enrolment Application WILL NOT BE ACCEPTED BY ADMINISTRATION STAFF WITHOUT THE PROVISION OF ALL RELEVANT/REQUESTED DOCUMENTS.** Please check the following list carefully:

- Birth Certificate** (Extract not accepted)
- Proof of Residency – THREE CURRENT DOCUMENTS**  
(eg. Utility Invoice, Phone Invoice, Rental Agreement indicating your CURRENT residential address etc.)
- Student Health Care Summary (FORM 1)**
- Immunisation Record (Up-to-date)**
- Passport if NOT an Australian Citizen**
- Visa Documentation** (where applicable)

**Additional supporting documents if requested** (list as required below):

- \_\_\_\_\_
- \_\_\_\_\_

OFFICE USE ONLY:

ENROLMENT INTERVIEW SCHEDULE (IF APPLICABLE)			
Associate Principal			
Date		Time	
Parent Confirmed?			

OFFICE USE ONLY					
Entry Date:			Date Transfer Note Sent:		
Previous School:			Records Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Publications / Internet Permission Provided:			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Contributions and Charges Billing:	PG1 <input type="checkbox"/> _____ %	PG2 <input type="checkbox"/> _____ %	Other <input type="checkbox"/> _____ %		
Immunisation Records Provided:	YES <input type="checkbox"/> NO <input type="checkbox"/>				
House / Faction:	NAVIGATOR <input type="checkbox"/>	VOYAGER <input type="checkbox"/>	MARINER <input type="checkbox"/>	CHALLENGER <input type="checkbox"/>	
Entered on SIS By:			Date:		
Leave Date:		Destination:			Records Sent: Yes / No

**RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:**

1. Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.
2. Enrolment Applications (unsuccessful) –The School to retain for 2 years after last action and then destroy.
3. 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.
4. Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.