COMET BAY COLLEGE
SEEK EXCELLENCE

Student Surname:						
Student First Name:						
Current Academic Year:	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

❶

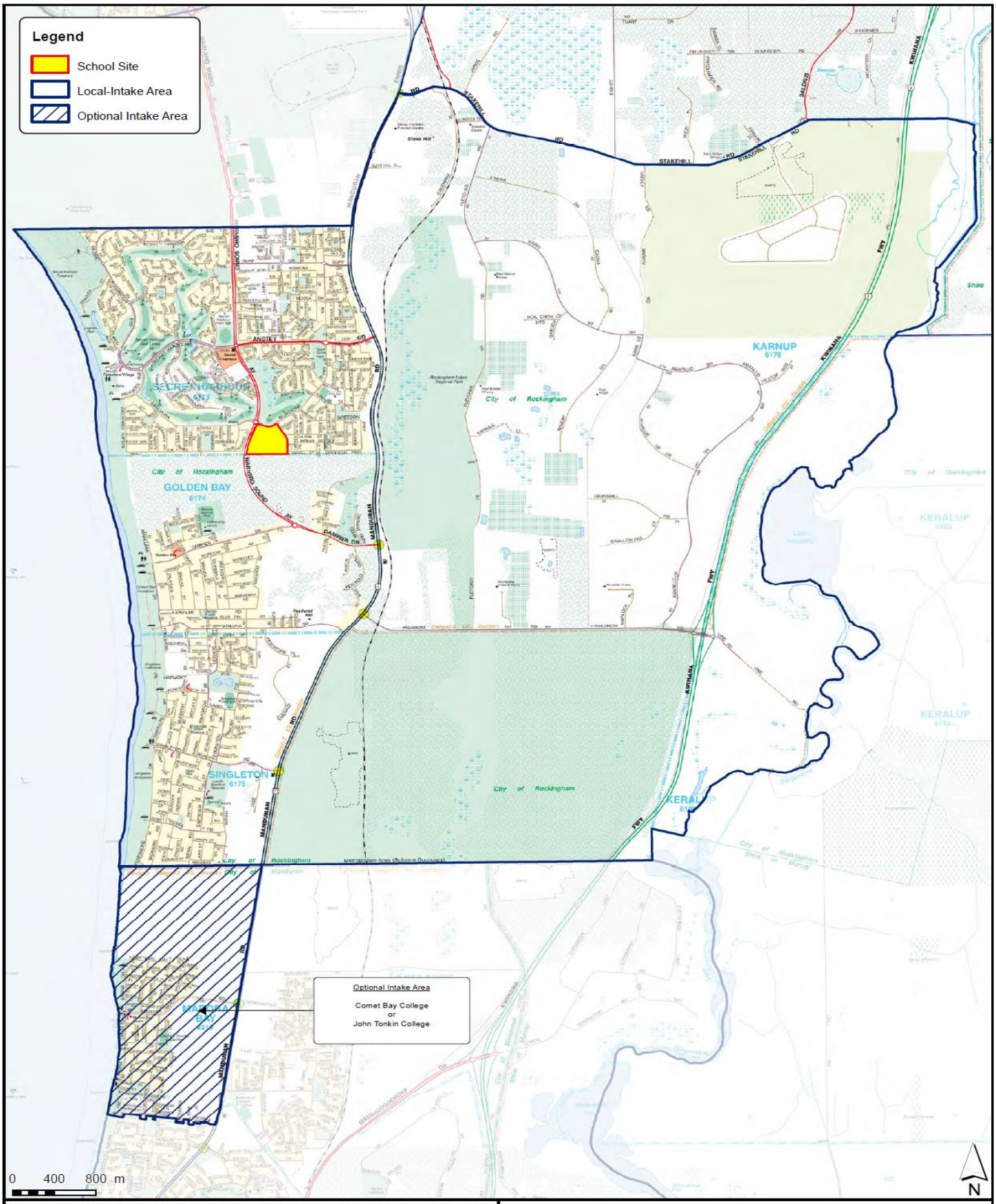
Enrolment Booklet 1 includes the following information for your reference and completion:

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 2) to Administration at your earliest convenience.*

[150317]

COMET BAY COLLEGE LOCAL INTAKE AREA



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 LIA description, for some houses near the boundary (especially on street corners), it may be necessary to refer to the written description. The street address of a residence is used to determine whether that dwelling is inside a particular LIA. The LIA description can be found in the School Profile 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.

Map created October 2012 by Strategic Asset Planning Branch, Department of Education WA

COMET BAY COLLEGE

SCHOOL CODE - 4176

Local-Intake Area boundary published April 2012

Department of **Education**

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. For further information see Frequently Asked Questions (FAQs) in the Enrolment Policy, under Related Information).

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.

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.	**Child who has a sibling also enrolled at the school in the current year,** (other than siblings enrolled in specialist programs), **and who lives nearest the school**.	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.

Lodging Applications and Enrolment Forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

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 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of 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 residential address.

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.

Kindergarten

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

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

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).

Additional Information to be Provided

This information collected by the College is required by the Western Australian Department of Education and Training to meet legal obligations or to meet the purposes outlined below.

- Undertake administrative and 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 in your local school and Departmental databases. The management of these is governed by State and Departmental Policies to ensure security, privacy and confidentiality at all times.

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.

APPLICATION FOR ENROLMENT FORM

(PLEASE PRINT CLEARLY USING BLOCK LETTERS)

SURNAME*		**DATE OF BIRTH:**	
LEGAL SURNAME		**GENDER:** MALE ☐ FEMALE ☐	
FIRST NAME			
MIDDLE NAME		**ENROLLING INTO YEAR (7 - 12)**	
HOME ADDRESS		**POSTCODE**	
HOME PHONE		**STUDENT MOBILE**	
POSTAL ADDRESS *(if different to the above):*		**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	☐	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	☐

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*
Senior Management In Large Business / Organisation Government, **Administration & Defence, and Qualified Professionals.**	**Other Business Managers, Arts / Media / Sportspersons & Associate Professionals.**	**Tradesmen / Women, Clerks And Skilled Office, Sales and Service Staff.**	Machine Operators, Hospitality Staff, Assistants, Labourers and Related Workers.
Senior Executive, Manager, Department Head in industry, commerce, media or other large organisation.	**Owner / Manager** of Farm, construction, import / export, wholesale, manufacturing, transport, real estate business.	**Tradesmen/women** generally have completed a 4 Year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.	Drivers, mobile plant, production/ processing machinery and other machinery operators.
Public Service Manager (Section head or above), regional director, health/education / police / fire services administrator **Other administrator** School principal, faculty head/dean, library/museum/gallery director, research facility director. **Defence Forces** Commissioned Officer **Professionals** 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. **Health, Education, Law, Social Welfare, Engineering, Science, Computing** Professional. **Business** **M**anagement consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer. **Air / Sea Transport** Aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller.	**Specialist Manager** Finance, engineering, production/ personnel, industrial relations, sales, marketing. **Financial Services Manager** Bank branch manager, finance, investment/insurance broker, credit/loans officer. **Retail Sales / Services Manager** Shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency. **Arts / Media / Sports** Musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official. **Associate Professionals** Generally have diploma/technical qualifications and support manages and professionals. **Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician / Associate Professional.** **Business / Administration** Recruitment, employment, industrial relations, training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager. **Defence Forces** senior Non-Commissioned Officer.	**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. **Skilled Office, Sales & Service Staff** **Office** secretary, personal assistant, desktop publishing operator, switchboard operator. **Sales** Company sales representative, auctioneer, insurance agent/accessories / loss adjuster, market researcher. **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.	**Hospitality staff** Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper. **Office assistants, sales assistants and other assistants** **Office** [typist, word processing, data entry, business machine operator, receptionist, office assistant. **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. **Assistant / Aide** Trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant. **Labourers & Related Workers** **Defence Forces** ranks below senior NCO not included in other groups **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. **Other Worker** Labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

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	☐	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	☐

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*
Senior Management In Large Business / Organisation Government, **Administration & Defence, and Qualified Professionals.**	**Other Business Managers, Arts / Media / Sportspersons & Associate Professionals.**	**Tradesmen / Women, Clerks And Skilled Office, Sales and Service Staff.**	Machine Operators, Hospitality Staff, Assistants, Labourers and Related Workers.
Senior Executive, Manager, Department Head in industry, commerce, media or other large organisation.	**Owner / Manager** of Farm, construction, import / export, wholesale, manufacturing, transport, real estate business.	**Tradesmen/women** generally have completed a 4 Year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.	Drivers, mobile plant, production/ processing machinery and other machinery operators.
Public Service Manager (Section head or above), regional director, health/education / police / fire services administrator **Other administrator** School principal, faculty head/dean, library/museum/gallery director, research facility director. **Defence Forces** Commissioned Officer **Professionals** 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. **Health, Education, Law, Social Welfare, Engineering, Science, Computing** Professional. **Business** Management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer. **Air / Sea Transport** Aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller.	**Specialist Manager** Finance, engineering, production/ personnel, industrial relations, sales, marketing. **Financial Services Manager** Bank branch manager, finance, investment/insurance broker, credit/loans officer. **Retail Sales / Services Manager** Shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency. **Arts / Media / Sports** Musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official. **Associate Professionals** Generally have diploma/technical qualifications and support manages and professionals. **Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician / Associate Professional.** **Business / Administration** Recruitment, employment, industrial relations, training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager. **Defence Forces** senior Non-Commissioned Officer.	**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. **Skilled Office, Sales & Service Staff** **Office** secretary, personal assistant, desktop publishing operator, switchboard operator. **Sales** Company sales representative, auctioneer, insurance agent/accessories / loss adjuster, market researcher. **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.	**Hospitality staff** Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper. **Office assistants, sales assistants and other assistants** **Office** [typist, word processing, data entry, business machine operator, receptionist, office assistant. **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. **Assistant / Aide** Trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant. **Labourers & Related Workers** **Defence Forces** ranks below senior NCO not included in other groups **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. **Other Worker** Labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

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					

ADDITIONAL STUDENT INFORMATION

Siblings Currently Attending Comet Bay College (or also enrolling):

NAME:	**Yr:**	**NAME:**	**Yr:**
NAME:	**Yr:**	**NAME:**	**Yr:**

Alternative Care Arrangements

Is the student in the care of the Department for Community Development Chief Executive Officer?

YES ☐

If YES, please provide the following:

DCD Case Manager:	**DCD District:**	**Phone:**

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) ☐

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

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	☐	Physical Disability	☐
Deaf or Hard of Hearing	☐	Severe Mental Disorder	☐
Global Developmental Delay (prior to age 6)	☐	Specific Speech Language Impairment	☐
Intellectual Disability	☐	Vision Impairment	☐

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		**Fax**	

DENTAL PRACTICE					
Dental Practice					
Address					
Suburb				Post Code	
Phone		Fax			

IN THE EVENT OF AN EMERGENCY:			
MEDICARE CARD NUMBER: ☐☐☐☐ ☐☐☐☐☐ ☐		EXPIRY: ☐☐ ☐☐	
In the event of a Medical Emergency, Parents / Guardians are <u>expected to meet the cost of the Ambulance</u>.			
Do you have Ambulance Cover?		YES ☐	NO ☐
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 office or school website). Student access is contingent on abiding by the users' Code of Conduct.

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

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/Agreements including the following:

- ☑ ***Uniform Standards Agreement***
- ☑ ***Mobile Phone Policy***
- ☑ ***Bring Your Own Device (BYOD) Agreement***
- ☑ ***Internet Usage 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:**

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 required 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** ☐	**NO** ☐
Publications / Internet Permission Form Completed:		**YES** ☐	**NO** ☐		
Contributions and Charges Billing:	**PG1** ☐ _____%	**PG2** ☐ _____%	**Other** ☐ _____%		
Immunisation Records Provided:	**YES** ☐	**NO** ☐			
House / Faction:	NAVIGATOR ☐	VOYAGER ☐	MARINER ☐	CHALLENGER ☐	
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 Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.***
4. ***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.***
5. ***Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.***