



# APPLICATION FOR ENROLMENT – **KINDY PART A**

(For enrolment in a Western Australia Public School) **Expression of Interest**

## SPRING HILL PRIMARY SCHOOL

### PREFERRED DAYS

Monday / Tuesday (Wednesday)  
Thursday / Friday (Wednesday)

Wednesdays / Alternating Weeks

### ENROLMENT PRIORITY

P1 P2 P3 P4

### OFFICE USE ONLY

Date Received \_\_\_\_\_

Year Level \_\_\_\_\_

ID: Birth Certificate/Passport/Travel Doc's  YES  NO  
 Visa sighted  YES  NO  
 AIR Immunisation History Statement  YES  NO  
 Family Court Orders  YES  NO

### IMPORTANT

- Please check that all requested documentation is included and returned to Spring Hill Primary School.
- This application will **NOT** be processed unless all supporting documentation is received.
- Immunisation:** You are required to provide the school with this information when you apply to enrol your child.
- You must supply an **AIR Immunisation History Statement, no more than two months old.**
- Children may be enrolled in Kindergarten in one school only, either public or private.
- Interpreters may be available during school interviews; would an Interpreter be required? **Yes No**

<b>ENROLMENT YEAR 20</b>			
This is a <b>local in-take area</b> application		This is an <b>out of area</b> application	
Student Name		Year Level at Entry	Indicate a start date
<b>STUDENT DETAILS</b>			
Legal Surname		First Name	
Middle Name/s		Preferred First Name	
Date of Birth:		Gender	Male Female
Is the student Aboriginal or Torres Strait Islander?			
No	Aboriginal	Torres Strait Islander	Both Aboriginal and Torres Strait Islander
Residential Address		Suburb	Postcode
Mailing Address <i>(if different from above)</i>		Suburb	Postcode
Nearest Intersecting Street			
Home Telephone			
<b>LANGUAGE</b>			
<i>Please write the actual language(s) used, for example: Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole</i>			
What is the student's first Language?		What is the language the student mostly speaks at home?	
If the language spoken at home is <b>other than English</b> , state how well English is spoken			
Very well	Well	Not well	Not at all Not stated
Religion	Is the student to be withdrawn from religious instruction?		Yes No
<b>FAMILY DETAILS</b>			
<b>PARENT / GUARDIAN / CARER 1</b>			
<b>Parent/Guardian/Carer 1 is the first point of contact for absences and emergencies</b>			
Title	First Name	Surname	
Residential Address		Suburb	Postcode
Nationality		Country of Birth	
Is a language other than English spoken at home? No, English Yes		If yes, what is the main language spoken at home?	
Mobile		Business Phone	



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Occupation		Employer	
Relationship to Student		Pension / Health Care Card	Yes    No
Parent 1 Email Address			
<b>What is the highest year of primary or secondary school completed?</b> <i>(For persons who never attended school, select 'Year 9 or equivalent or below')</i>			
Year 12 or equivalent		Year 11 or equivalent	
Year 10 or equivalent		Year 9 or equivalent, or below	
<b>What is the level of the highest qualification completed?</b>			
Bachelor's degree or above		Advanced diploma / Diploma	
Certificate I to IV (including trade certificate)		No non-school qualification	
<i>Please select the appropriate <b>parental occupation group</b> from the list on page 5. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</i>			
<b>What is the parental occupation group?</b>			
<b>PARENT / GUARDIAN / CARER 2</b>			
Group 1	Group 2	Group 3	Group 4
<b>Parent/Guardian/Carer 2 is the second point of contact for absences and emergencies</b>			
Title	First Name	Surname	
Residential Address		Suburb	Postcode
Nationality		Country of Birth	
Is a language other than English spoken at home? No, English    Yes		If yes, what is the main language spoken at home?	
Mobile		Business Phone	
Occupation		Employer	
Relationship to Student		Pension / Health Care Card	Yes    No
Parent 2 Email Address			
<b>What is the highest year of primary or secondary school completed?</b> <i>(For persons who never attended school, select 'Year 9 or equivalent or below')</i>			
Year 12 or equivalent		Year 11 or equivalent	
Year 10 or equivalent		Year 9 or equivalent, or below	
<b>What is the level of the highest qualification completed?</b>			
Bachelor's degree or above		Advanced diploma / Diploma	
Certificate I to IV (including trade certificate)		No non-school qualification	
<i>Please select the appropriate <b>parental occupation group</b> from the list on page 5. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</i>			
<b>What is the parental occupation group?</b>			
Group 1	Group 2	Group 3	Group 4
Parent responsible for payment of fees and charges? Parent 1    Parent 2 If neither, who is responsible:		Are you a Defence Force Family? Yes    No	
<b>SIBLINGS AT SPRING HILL</b>			
Full Name		Year	Full Name    Year
Full Name		Year	Full Name    Year



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<b>EMERGENCY CONTACT OTHER THAN PARENTS /CAREGIVERS</b>				
Title	First Name	Surname		
Residential Address		Suburb	Postcode	
Mobile No		Relationship to Student		
<b>PLEASE ADVISE THE SCHOOL IF THERE ARE ANY OTHER CONTACTS YOU WOULD LIKE RECORDED</b>				
Who does the student live with?				
Both Parents	Parent 1	Parent 2	Guardian	Carer
In shared custody arrangements, show the percentage split as determined by Centrelink <i>(this information must be included)</i>				
Parent 1 %	Parent 2 %		Other %	
Are there any family court orders in place? Yes      No			Is the child subject to access restriction? Yes      No	
If YES, please specify and attach supporting documentation				
<b>OTHER PROVISIONS</b>				
Is the student in the care of the Department for Child Protection and Family Support (CPFS)?			Yes      No	
Name CPFS Case Manager		District		
CPFS Address		Phone No		
<b>STUDENT RESIDENTIAL STATUS</b>				
What is the student's country of Birth?			Is the student an Australian Citizen? Yes      No	
If <b>NO</b> , please answer the following If <b>YES</b> , leave this section blank	Is the student a Permanent Resident? Yes      No		Is the student a Temporary Resident? Yes      No	
Visa Sub-Class Number		Visa Expiry Date		
Visa Grant Number		Date Entered Australia		
From which country has the student arrived?				
Name of school at which the child is currently / or was last enrolled in.				
Is your child currently under suspension from a school? Yes      No		If <b>YES</b> , Name of School		
Has your child ever been excluded from a school? Yes      No		If <b>YES</b> , Name of School		
<b>MEDICAL</b>				
<b>Please indicate if your child has a disability/medical condition?</b> <i>(This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child.)</i>				
Physical	Intellectual		Other/ Medical Conditions	
Please outline nature of disability/medical condition/s <i>(attach details)</i>				



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**PART - A ENROLMENT DOCUMENTS CHECKLIST**

Select the documents you have included in this application

The school requires **two items of Proof of address**. ONE of which must be:

Your current water or council rates bill  
*(if owner occupier)* **OR**

Rental Agreement *(from Real Estate Agent)*, showing a minimum of 6 months tenancy *(into the following school year)* or Statutory Declaration must be provided

Private Rental, Statutory Declaration must be provided

and the **SECOND** item, a utilities bill showing residential address

Electricity account  
*(most recent)*

Gas account  
*(most recent)*

**ADDITIONAL DOCUMENTS**

Copy of Full Birth Certificate

Copy of Visa / Passport *(if born overseas)*

Copy of AIR Immunisation History Statement  
*(not more than two months old)*

Copies of any Family Court Orders *(if applicable)*

**DECLARATION**

**PLEASE READ CAREFULLY BEFORE SIGNING**

1. I declare that the information provided on this form is true. I understand that if false information is provided, the enrolment of my child at Spring Hill Primary School will be terminated
2. My child is not currently under suspension at, nor excluded from, another school  
*(If YES, details have been provided in this application)*
3. I have read and understood the Enrolment Overview. Please note that this application will **NOT** be processed unless:
4. All requested documentation is included
5. The points above have been read and the application is signed below

**NAME OF THE PERSON ENROLLING STUDENT**

Title

First Name

Surname

Parent/Guardian/Carer

\_\_\_\_\_  
*(Signature)*

Date \_\_\_\_\_

**SUBMITTING ENROLMENT**

After checking that **all** required documents are included, please ensure the application is signed and submit the enrolment application to the Spring Hill Administration office.

**OFFICE USE ONLY**

Application for Enrolment Approved

\_\_\_\_\_  
*(Signature of Representative)*

Date \_\_\_\_\_



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### OCCUPATION GROUPS

#### What is your Occupation Group?

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool. You will need to use this table to complete the 'Occupation Group' section.

The five groups listed here are used by the **Australian Bureau of Statistics** to classify occupations. Please choose the group (1, 2, 3, 4) that you think best describes your occupation. If you are not currently in paid work but have had a job in the last 12 months, please use your last occupation.

#### GROUP 1

##### Senior management in large business organisation, government administration & defence, and qualified professionals

Senior executive/ manager/ department head in industry, commerce, media or another large organisation  
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 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  
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional  
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
Air/sea transport [aircraft/ ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

#### GROUP 2

##### Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
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 managers 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

#### GROUP 3

##### Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group  
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 and Service Office [secretary, personal assistant, desktop publishing operator, switchboard operator]  
Sales [company sales representative, auctioneer, insurance agent/ assessor/ loss adjuster, market researcher]  
Service [aged/disabled/ refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

#### GROUP 4

##### Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.  
Hospitality staff [hotel service supervisor, receptionist, wait/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 and 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]

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