



APPLICATION FOR ENROLMENT PART A Pre-Primary to Yr 6

Spring Hill Primary School

Address: 50 Spring Hill, TAPPING WA 6065
Phone: (08) 6207 3800
Website: www.springhill.wa.edu.au
Email: springhill.ps@education.wa.edu.au

Year Level at Entry Start Date

Office Use Only

Date Recieved

Enrolment Priority ☐ P1 ☐ P2 ☐ P3 ☐ P4

☐ This is a **local in-take area** application

☐ This is an **out of area** application

Student Details

First Name		Middle Name	
Surname		Legal Surname (If Different)	
Date Of Birth	 D D M M Y Y Y Y	Preferred Name	
		Gender	☐ Female ☐ Male
Residential Address			
Suburb		Postcode	

Language and Nationality

Is the student Aboriginal or Torres Strait Islander? ☐ No ☐ Yes, Torres Strait Islander
☐ Yes, Aboriginal ☐ Yes, both Aboriginal and TSI

Does the student speak a language other than English at home?
☐ No, English only ☐ Yes, please specify

If a language **other than English** is spoken at home, please specify how well English is spoken?
☐ Very well ☐ Well
☐ Not well ☐ Not at all

Student's Religion (if applicable) Is the student to be withdrawn from religious instruction? ☐ Yes ☐ No

Evidence of Immunisation Status ☐ Up to date ☐ Not up to date
(Australian Immunisation Register History Statement less than two months old)

Does your child have a disability, medical condition or additional needs?
(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 education program for your child)
☐ No ☐ Yes, please specify below:

Residency Details

Student's country of Birth *If born overseas, please provide copy of Passport*

Is the student an Australian Citizen? ☐ Yes ☐ No *If no, please complete the next questions*

Is the student an Permanent Resident? ☐ Yes ☐ No VISA Sub Class Number

Is the student a Temporary Resident? ☐ Yes ☐ No VISA Grant Number

Date of Arrival in Australia VISA Expiry



■ Parent /Guardian/Carer 1 Details

Parent 1 is the first point of contact for absences and emergencies

Title		First Name		Surname		
Residential Address					Postcode	
Email						
Mobile			Business Phone			
Relationship to student						
Does Parent 1 speak a language other than English at home?	☐ No,English only	☐ Yes, please specify				
Occupation			Employer			

What is the highest year of school completed?

(If you did not attend school, please select 'Year 9 or equivalent, or below')

☐ Year 12 or equivalent	☐ Year 11 or equivalent	☐ Year 10 or equivalent	☐ Year 9 or equivalent or below
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What is the highest qualification completed?

☐ Bachelor Degree or above	☐ Advanced Diploma/Diploma	☐ Cert I to IV (Including trade certificate)	☐ No non-school qualifications
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What is the parental occupation group?

(Please refer to the attached 'Parent Occupation Groups' for more information)

☐ Group 1	☐ Group 2	☐ Group 3	☐ Group 4	☐ Not in paid work in last 12 months
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■ Parent /Guardian/Carer 2 Details

Parent 2 is the second point of contact for absences and emergencies

Title		First Name		Surname		
Residential Address					Postcode	
Email						
Mobile			Business Phone			
Relationship to student						
Does Parent 1 speak a language other than English at home?	☐ No,English only	☐ Yes, please specify				
Occupation			Employer			



■ Parent /Guardian/Carer 2 Details - Continued

What is the highest year of school completed?

(If you did not attend school, please select ‘Year 9 or equivalent, or below)

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9

What is the highest qualification completed?

☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma ☐ Cert I to IV
(Including trade certificate) ☐ No non-school qualifications

What is the parental occupation group?

(Please refer to the attached ‘Parent Occupation Groups’ for more information)

☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Not in paid work in last 12 months

■ Emergency/Other Contact

People other than parents/carers who can be contacted in event of an emergency

Contact 1

Title First Name
Surname
Residential Address
Postcode
Mobile Relationship to Student

Contact 2

Title First Name
Surname
Residential Address
Postcode
Mobile Relationship to Student

■ Siblings at Spring Hill

Full Name Year Full Name Year
Full Name Year Full Name Year

■ Previous School Information

Name of school at which the child is currently/or was last enrolled?

Movement Reason?

Has your child ever been suspended from a school? ☐ No ☐ Yes

Has your child ever been excluded from a school? ☐ No ☐ Yes



Confidential

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?

Parent 1 % Parent 2 % Other %

Are there any Family Court Orders?

☐ No ☐ Yes, please provide copy

Is the child subject to any access restrictions?

☐ No ☐ Yes, please specify

Is the student in the care of the Department of Communities - Child Protection and Family Support?

☐ No ☐ Yes, please complete the following: Case Manager

District Contact Phone

Declaration

I declare that:

- ☐ This is the only enrolment I have made for the my child.
- ☐ All information provided on this form is true and correct.
- ☐ I understand that if I provide false or misleading information my child's enrolment may be terminated.
- ☐ I have read and understand the attached *Collection Notice for Enrolment*

Required Documents:

- ☐ Birth Certificate
- ☐ AIR Immunisation Statement
(not more than two months old)
- ☐ Two Proof of Address Documents
 - ☐ Council Rates/Water Rates (owner occupied)
 - Or
 - ☐ Rental Agreement or Statutory Declaration for Private Rental
 - Plus
 - ☐ Utility Bill, gas or electric
- ☐ Visa & Passport (if born overseas) ☐ Family Court Orders (if applicable)

Name of person enrolling student

Relationship to student

Signature

Date



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 organisations, 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 & 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, 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. All Australian states and territories use the same categories.

Collection notice for enrolment

Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the *School Education Regulations 2000*.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
 - NAPLAN in Years 3, 5, 7 and 9
 - Pre-primary Australian Early Development Census (AEDC)
 - secondary Online Literacy and Numeracy Assessment (OLNA)
 - Nationally Consistent Collection of Data (NCCD) on school students with disability
 - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
 - your child transfers from Year 6 to Year 7
 - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

More information

To learn more about how we protect your information, visit our website's page about [Privacy](#).