

Student Name: _____ Enrolment Year Level: _____

General Information

Please find enclosed an enrolment package for 2022 at Alkimos College. A parent or legal guardian applying to enrol a child in a government school must complete an *Application for Enrolment* form.

Submitting an application for enrolment does not guarantee you will receive a place at the college. The college will notify you in writing of the outcome of your application.

Enrolment at the college is only guaranteed for students who live in the Local Intake Area (LIA). Information about the LIA can be found on our website. www.alkimoscollege.wa.edu.au

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

Security and Confidentiality

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

Local Intake Area (LIA) Applications

To assist the college in planning for 2022, it is recommended that the enrolment package for Alkimos College be completed and submitted no later than Friday 2 July 2021.

Out of Area (OOA) Applications

Please submit the completed enrolment package on or before **23 July 2021**. If spaces are available enrolments will be determined by (a) a child who is accepted into an Approved Specialist Program (b) children who have siblings enrolled at the college; and (c) children who live closest to the college. You will be informed in writing by 6 August 2021 to let you know whether your application to enrol for 2022 has been successful.

Specialised Autism Learning Program (SALP)

If you are seeking enrolment in the Specialised Autism Learning Program please tick here and please complete the SALP Expression of Interest Form (available from the college or is also available to download on our website).

College Contact Details

Email: alkimos.col.enrolments@education.wa.edu.au
Phone: (08) 9561 7300
Website: www.alkimoscollege.wa.edu.au

Enrolment Checklist

When you enrol a student at Alkimos College please provide **photocopies** of the following (our staff are unable to provide photocopying services and incomplete applications will be returned)

- A photocopy of two (2) different documents as **proof of address**. At least **one** must be a **rates notice** or **lease agreement**. Other evidence may include a letter from a builder or utilities bill.
- Photocopy of your **driver's licence**
- Photocopy of your child's **birth certificate** (plus bring in original to be sighted)
- Current **AIR Immunisation History** Statement (that is no more than 2 months old)
- Photocopy of **Medicare Card**
- Details of Ambulance cover (if applicable)
- Latest School Report (if available)
- Latest NAPLAN Report (if available)
- Guardianship details (if applicable)
- Copies of Family Court or any other court orders (if applicable)
- Information relating to suspensions or exclusions (if applicable)
- Copy of Diagnosed Learning Difficulty Report (If you have selected YES for Diagnosed Learning Difficulty)

If the student was not born in Australia, you **must** provide copies of all of the following:

- Date of entry into Australia
 - Copy of current Visa documentation and passport
 - Visa Grant and Sub Class number
- OR**
- Citizenship Certificate

Forms To Be Completed (In This Package)

- Enrolment form
- Student Health Care Summary
- Student Travel Permit
- USI (Unique Student Identifier)
- ICT Responsible Use Policy 2022
- Permission to publish student image/work
- SALP EOI (if applicable)

OFFICE USE ONLY	
Date enrolment received:	
LIA/OOA	
Specialist Program:	
Student CC number:	
Previous school:	
Proposed start date:	

Application for Enrolment 2022

Please ensure all sections are completed in full

STUDENT DETAILS (please complete in BLOCK letters)					
Legal surname:					
Surname (if different):					
First name:					
Middle name:					
Preferred name:					
Date of birth:		Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Indeterminate <input type="checkbox"/>
Residential address:	Street:				
	Suburb:		Postcode:		
Home Telephone:			Student USI:		
Student email address:					
Country of birth:			Nationality:		
Non English speaking background:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Language spoken at home (other than English)		
Culture:	Aboriginal <input type="checkbox"/>		Torres Strait Islander <input type="checkbox"/>	Neither <input type="checkbox"/>	
List of siblings who currently attend Alkimos College:					

If not born in Australia please complete this section					
Australia entry date:		Permanent Resident:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Citizenship: Yes <input type="checkbox"/>
Visa sub class number:			Visa expiry date:		
Visa grant number:					Photocopy of visa grant notice must be included in this application

Are there any family court orders regarding access restriction, the day to day or long term care, welfare and development of your child? <i>If yes, it is a legal requirement that you provide copies of the documentation to the college</i>	Yes <input type="checkbox"/>	No: <input type="checkbox"/>
Is this student in the care of the Department of Child Protection and Family Services? <i>If yes please specify CPFS district, CPFS case manager and contact number below</i>	Yes <input type="checkbox"/>	No: <input type="checkbox"/>

PARENT/GUARDIAN DETAILS – 1

Parent Guardian 1:	Title:		First name:		Surname:	
Relationship to student:				Language spoken at home:		
Postal address (if different from student residential address):	Street:					
	Suburb:		Postcode:			
Telephone (home):				Mobile number:		
Email address:						
Telephone (work):				Work location:		
What is the highest year of primary or secondary school you have completed?	Year 12 <input type="checkbox"/>		Year 11 <input type="checkbox"/>		Year 10 <input type="checkbox"/> Year 9 or below <input type="checkbox"/>	
What is the highest level of qualification you have completed?	Bachelor Degree or above <input type="checkbox"/>			Certificate I to IV <input type="checkbox"/>		
				Advanced Diploma/Diploma <input type="checkbox"/>		No non-school qualification <input type="checkbox"/>
<p>What is your occupation group? (Insert 1, 2, 3 or 4) Please select the appropriate parental occupation group from the list on page 6. 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, enter '8' above)</p>						
Please note Parent Guardian 1 is responsible for contributions and charges						

PARENT/GUARDIAN DETAILS - 2

Parent Guardian 2:	Title:		First name:		Surname:	
Relationship to student:				Language spoken at home:		
Postal address (if different from student residential address):	Street:					
	Suburb:		Postcode:			
Telephone (home):				Mobile number:		
Email address:						
Telephone (work):				Work location:		
What is the highest year of primary or secondary school you have completed?	Year 12 <input type="checkbox"/>		Year 11 <input type="checkbox"/>		Year 10 <input type="checkbox"/> Year 9 or below <input type="checkbox"/>	
What is the highest level of qualification you have completed?	Bachelor Degree or above <input type="checkbox"/>			Certificate I to IV <input type="checkbox"/>		
				Advanced Diploma/Diploma <input type="checkbox"/>		No non-school qualification <input type="checkbox"/>
<p>What is your occupation group? (Insert 1, 2, 3 or 4) Please select the appropriate parental occupation group from the list on page 6. 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, enter '8' above)</p>						

Who does the student live with?	Both parents <input type="checkbox"/>	Parent/Guardian 2 <input type="checkbox"/>	Other <input type="checkbox"/>
	Parent/Guardian 1 <input type="checkbox"/>	Independent minor <input type="checkbox"/>	Name:
			Relationship to student:

EMERGENCY CONTACTS (indicate contacts in order of preference)

Name	Phone Number	Mobile Number	Relationship to student
1.			
2.			
3.			
4.			

What school did the student previously attend?		Year level:	
Has student ever been suspended or excluded from a school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes which school:			

STUDENT DETAILS – MEDICAL AND HEALTH

In addition to the information below, a separate form (student health care summary) included in this pack is to be completed for all students. **NOTE:** For students identified as having health conditions requiring support from the college, additional forms will be provided by the college for completion

Does the student have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES please specify:	
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			
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Severe Mental Disorder		
<input type="checkbox"/> Deaf or Hard of Hearing	<input type="checkbox"/> Global Developmental Delay (prior to age 6)		
<input type="checkbox"/> Specific Speech Language Impairment	<input type="checkbox"/> Vision Impairment		
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Physical Disability		
Does the student have a medical condition or intensive health care need?		Yes <input type="checkbox"/> No <input type="checkbox"/> If YES please specify below:	
<input type="checkbox"/> Allergy - Anaphylaxis	<input type="checkbox"/> Hearing condition (eg otitis media)		
<input type="checkbox"/> Allergy – Other _____	<input type="checkbox"/> Mental health or behavioural (eg depression, ADD/ADHD)		
<input type="checkbox"/> Asthma	<input type="checkbox"/> Intensive Health Care Need (eg tube feeding)		
<input type="checkbox"/> Diagnosed migraine/headaches	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Seizure Disorder (eg epilepsy)			
Medical practice:			
Doctors name:		Telephone:	
Medicare number:		Valid to:	_____/____
Health care card: (if applicable)		Valid to:	_____/____
Do you have ambulance cover? (If there is a medical emergency parents/guardians are expected to meet the cost of the ambulance)	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes please provide insurance provider:	

PARENTAL/GUARDIAN CONSENT AND PERMISSIONS

At Alkimos College we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may require some form of parental consent. This form asks you to consent (or otherwise) to child's participation/use/access to several aspects of the college 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 on the college website.

VIEWING CONSENT

As part of the college learning program, there may be occasions throughout the year to screen videos, DVD's and television documentaries – 'PG' and 'M' as deemed suitable by the teacher and college administration.

- Yes, I consent to my child viewing items with a 'PG' and 'M' rating if deemed suitable by the teacher and college 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 college.
- No, I do not give consent.

ENROLMENT AGREEMENT AND DECLARATION

I/We understand that completion of the enrolment process implies acceptance of and adherence to Alkimos College Policies/Agreements, which can be found on our website, including the following:

- Assessment Policy
- Attendance Policy
- Dress Code Policy
- Good Standing Policy
- Healthy Food and Drink Policy
- ICT Responsible Use Policy
- Mobile Phone and Electronic Devices Policy
- Positive Behaviour Policy

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

Name of child: _____

Name of parent/guardian: _____

I declare that I have not enrolled in any other Public School in WA (as per Department of Education Enrolment Policy)

Note: in the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

Student signature:		Date:	
Parent/Guardian signature:		Date:	

Parental Occupation Groups

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation, government administration & defence, and qualified professionals</p>	<p>Other business managers, arts/media/sports persons and associate professionals</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</p>
<p>Senior executive/manager/ department head in industry, commerce, media or other large organisation</p> <p>Public service manager (section head or above), regional director, health/education/police/ fire services administrator</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p>Defence Forces Commissioned Officer</p> <p>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</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>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]</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p>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]</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p>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]</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups</p> <p>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]</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

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

Please select the appropriate parental occupation group from the list above.

- If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.
- If you have not been in paid work in the last 12 months, enter '8' instead.

OFFICE USE ONLY

Document	Initial	Notes
Rates notice/lease agreement		
Letter from builder & stat dec		
Utilities bill		
Drivers licence		
Birth certificate (original sighted)		
AIR Immunisation History		
Medicare card		
Ambulance cover (if applicable)		
Family court order		
Suspension/exclusion info		
Diagnosed learning difficulty report		
Latest School report		
Latest NAPLAN report		
If parents not born in Australia		
Visa documentation & passport		
Citizenship certificate		
Visa grant & sub class number		
International fee paying student		
Completed paperwork		
Student health care summary		
Smartrider permission		
USI		
Permission to publish images		
Online acceptable use agreement		
Permission for online account		
Administration		
Entered on SIS		
SIS Checked by		
Added to spreadsheet		
Appointment with AP		
Start date		
Transfer notice sent		
Email acceptance/decline sent		

PRINCIPAL'S APPROVAL

Principal signature:		Date:	
Approved <input type="checkbox"/> Not approved <input type="checkbox"/>			