Alkimos College Enrolment 2023

Student Name: _____ Enrolment Year Level: _____

General Information

This is the enrolment package for 2023 at Alkimos College. A parent or legal guardian applying to enrol a child in a government school must complete the ***Application for Enrolment*** form and provide all documentation.

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

Local Intake Area (LIA) Applications

To assist the college in planning for 2023, it is recommended that the enrolment package for Alkimos College be completed and submitted by **Friday 22 July 2022**.

Out of Area (OOA) Applications – CLOSING DATE FRIDAY 22 JULY 2022

Please submit the completed enrolment package on or before **Friday 22 July 2022**.
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 5 August 2022 to let you know if your 2023 application has been successful.

Specialised Autism Learning Program (SALP) – CLOSING DATE FRIDAY 20 MAY 2022

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

Enrolment Checklist

When you enrol a student at Alkimos College please provide **photocopies** of the following (our staff are unable to provide photocopying services) **Please note applications that are missing information or do not have all supporting documents (as detailed below) cannot be accepted.**

Documentation needed for enrolment

- ☐ **Rates notice** or **lease agreement.** Other evidence may include a letter from a builder for new builds.
- ☐ Recent utility bill
- ☐ Photocopy of your **driver's licence**
- ☐ Photocopy of student's **birth certificate**
- ☐ Current **AIR Immunisation History Statement** (that is no more than 2 months old)
- ☐ Photocopy of **Medicare Card** detailing student's name

Other forms to be completed (in package)

- ☐ Enrolment form
- ☐ Student Health Care Summary
- ☐ Student Travel Permit
- ☐ USI (Unique Student Identifier)
- ☐ ICT Responsible Use Policy 2023
- ☐ Permission to publish student image/work
- ☐ SALP EOI (if applicable)

Previous Education Information

- ☐ Latest School Report
- ☐ Latest NAPLAN Report
- ☐ Information relating to any suspensions or exclusions
- ☐ Diagnosed Learning Difficulty Report (if applicable)

If student is not born in Australia

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

College Contact Details

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

ALKIMOS COLLEGE

Application for Enrolment 2023 **Please complete all sections**

STUDENT DETAILS (please complete in BLOCK letters)					
Legal surname:					
Surname (if different):					
First name:					
Middle name:					
Preferred name:					
Date of birth:		Gender	Male ☐ Female ☐ Other ☐		
Residential address:	Street:				
	Suburb:		Postcode:		
Home Telephone:			Student USI:		
Country of birth:			Nationality:		
Residential Status	Permanent Resident ☐ Australian Citizen ☐ Other ☐				
Non English speaking background:	Yes ☐ No ☐	Language spoken at home (other than English)			
Is student of Aboriginal or Torres Strait Islander Origin?:	Yes, Aboriginal ☐ Yes, Torres Strait Islander (TSI) ☐ Yes, both Aboriginal and TSI ☐		No ☐		
List of siblings who currently attend Alkimos College:					

If student was not born in Australia or is not an Australian Citizen please complete this section					
Australia entry date:		Permanent Resident:	Yes ☐ No ☐	Citizenship:	Yes ☐ No ☐
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? *If yes, it is a legal requirement that you provide copies to the college.*	Yes ☐	No ☐
Is this student in the care of the Department of Child Protection and Family Services? *If yes please specify CPFS district, CPFS case manager and contact number below:*	Yes ☐	No ☐

CPFS District:	CPFS Case Manager:	Contact Number:

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 ☐	Year 11 ☐	Year 10 ☐	Year 9 or below ☐		
What is the highest level of qualification you have completed?	Bachelor Degree or above ☐	Certificate I to IV ☐	Advanced Diploma/Diploma ☐	No non-school qualification ☐		
What is your occupation group? (Insert 1, 2, 3 or 4) *Please select the appropriate parental occupation group from the list on page 7.* *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*						
Please note Parent Guardian 1 is responsible for payment of 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 ☐	Year 11 ☐	Year 10 ☐	Year 9 or below ☐		
What is the highest level of qualification you have completed?	Bachelor Degree or above ☐	Certificate I to IV ☐	Advanced Diploma/Diploma ☐	No non-school qualification ☐		
What is your occupation group? (Insert 1, 2, 3 or 4) *Please select the appropriate parental occupation group from the list on page 7.* *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'*						
Who does the student live with?	Both parents ☐ Parent/Guardian 1 ☐	Parent/Guardian 2 ☐ Independent minor ☐	Other ☐ 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 ☐	No ☐
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 ☐ No ☐	If YES please specify:	

Please indicate where you have documentation about your child's disability in any of the following areas. Please provide details of diagnosis and information regarding level of support required

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

Does the student have a medical condition or intensive health care need?	Yes ☐ No ☐ If YES please specify below:

- ☐ Allergy – Anaphylaxis to _____
- ☐ Allergy – Other _____
- ☐ Asthma
- ☐ Diagnosed migraine/headaches
- ☐ Hearing condition (eg otitis media)
- ☐ Intensive Health Care Need (eg Diabetes)
- ☐ Mental health or behavioural (eg ADD, ADHD, Anxiety, Depression, Sensory)
- ☐ Seizure Disorder (eg epilepsy)
- ☐ Other _____

Has student accessed previous Psychologist support?	Yes ☐ No ☐	Has student received previous Chaplain involvement?	Yes ☐ No ☐

Does student have any diagnoses?	Yes ☐ No ☐	(if yes please specify below and include copy of documentation) _____

Has the student been previously, or is currently involved with an external Agency? (e.g CAMHS, Therapy Focus, Headspace etc.)	Yes ☐ No ☐	(if Yes please specify below) _____

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 ☐ No ☐	If Yes please provide insurance provider:	
Does student require medication to be administered by the school?	Yes ☐ No ☐	If Yes please specify:	

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 your 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, 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.

POLICIES AND AGREEMENTS
Please tick below to confirm 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.

☐ Assessment Policy
☐ Attendance Policy
☐ Student Dress Code Policy
☐ Good Standing Policy
☐ Drugs and Illegal Substances Policy
☐ Healthy Food and Drink Policy
☐ ICT Responsible Use Policy
☐ Mobile Phone and Electronic Devices Policy
☐ Positive Behaviour Policy
☐ Anti-bullying Policy

ENROLMENT AGREEMENT AND DECLARATION

Please tick to confirm:

☐ I understand that the student'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.

Please tick to declare that:

☐ This is the only enrolment I have made for the student.

☐ I understand that I am required to notify the school as soon as any of the enrolment details for the student change.

☐ I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.

☐ I have provided all documentation available to me.

Parents are reminded that under the Education Act 1999, the Principal may cancel the enrolment if it was obtained by giving false or misleading information; or notice of changes have not been provided about the names and usual place of residence of the child, parents, or about any provisions in force at law for the long term and day to day care, welfare and development of a child (ss 16,17,20 School Education Act 1999).

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.

Name of Student:	
Name of person enrolling the student:	
Relationship to student:	
Date:	

Parental Occupation Groups

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 and 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 **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/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]	**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.	**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 staff** **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/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]	**Drivers, mobile plant, production/processing machinery and other machinery operators** **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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.

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							
Date Enrolment Received:		**Received by (initials):**		**SALP/GAT**	**LIA/OOA**	**Proposed Start date:**	

Document	**Initial**	**Date:**	**Notes:**
Rates notice/lease agreement			
Letter from builder & stat dec			
Utilities bill			
Drivers licence			
Birth certificate			
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 ☐		Not approved ☐	