

ENROLMENT GUIDELINES

Thank you for choosing Clarkson Community High School to enroll your child. Parents and students should visit our [enrolment information page](#) on our website and read all relevant policy documents before completing the enrolment application.

Submitting your application

- Please complete this form and all other required forms listed on our [enrolment page](#).
- The enrolment form must be signed by the parent/guardian and student
- Your completed application and all supporting documentation must be submitted to the school in person
- Only fully completed applications can be accepted
- **Where an item is marked with an asterisk (*) the information must be provided.**
This information is required by the Western Australian Department of Education and Training to meet legal obligations.

ENROLMENT CHECKLIST

When you enroll your child at our school and submit your application in person, please ensure you bring the following documents:

- Your child's birth certificate
- Two different documents as proof of address e.g. utility bill, rental lease agreement, driver's license etc.
- Immunisation certificate
- Court order (if applicable)
- Copy of last school report

If your child was born outside of Australia, please provide:

- Evidence of the date of entry into Australia
- Passport or travel documents
- Current visa and previous visas (if applicable)
- Citizenship certificate

If your child is a temporary visa holder please 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 the student holds a bridging visa).

Security and confidentiality

The information provided in the enrolment forms is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

Assistance with completing this application

If you require assistance completing this application, including translation services, please contact the school on 6206 5000

1. STUDENT DETAILS										Year Level Enrolling In																						
Legal Surname*																																
Surname*																																
Given and Preferred Names*																																
Date of Birth*												/				/			Gender	M	F	Other										
Home Address*																																
Postal Address* (if different)																																
Postcode*																																
Home Phone*										Mobile Phone*																						
Email address																																
Name of brothers/sisters attending this school*										1																						
2										3																						
Is this student in the care of the Department for Child Protection (DCP) Chief Executive Officer? *										Yes			No																			
If YES, please specify the details of the DCP Case Manager*																																
Name*										Phone*																						
DCP District*																																
Is this student subject to any court orders in respect of their care, welfare and development? * If yes please attach documentation										Yes			No																			
Parent/Guardian Carer Details* Child lives with:																																
Both Parents										Parent/Guardian 1			Parent/Guardian 2			Neither Parent																
Is this student subject to Access Restriction? If yes please attach supporting documentation										Yes			No																			
Emergency Contact* Please indicate, by placing a number in the boxes below, the order in which the following people should be contacted in an emergency																																
Parent/Guardian 1											Parent/Guardian 2											Other Contacts										

2. PARENT/GUARDIAN/CARER 1 DETAILS

Title*		First Name*		Surname*	
Relationship to the student*					
Home Phone*			Mobile Phone*		
Postal Address*					
Email address*					
Occupation*			Work Phone*		
Centrelink Health Care/Pensioner Card*	Yes		No		
Do you speak a language other than English at home? * (If more than one language, indicate the one that is spoken more often)					
No, English only		Yes, other – please specify			
What is the highest year of primary or secondary school you have completed?			What is the highest qualification you have completed?		
Year 12 or equivalent			Bachelor degree or above		
Year 11 or equivalent			Advanced diploma/Diploma		
Year 10 or equivalent			Certificate I to V		
Year 9 or equivalent or below			No tertiary qualification		
(If you did not attend school, please mark "Year 9 or equivalent or below"					
What is your occupation group? (Please select from the list provided at the end of this form)					

3. PARENT/GUARDIAN/CARER 2 DETAILS

Title*		First Name*		Surname*	
Relationship to the student*					
Home Phone*			Mobile Phone*		
Postal Address*					
Email address *					
Occupation*			Work Phone*		
Centrelink Health Care/Pensioner Card*	Yes		No		
Do you speak a language other than English at home? * (If more than one language, indicate the one that is spoken more often)					
No, English only		Yes, other – please specify			
What is the highest year of primary or secondary school you have completed?			What is the highest qualification you have completed?		
Year 12 or equivalent			Bachelor degree or above		
Year 11 or equivalent			Advanced diploma/Diploma		
Year 10 or equivalent			Certificate I to V		
Year 9 or equivalent or below			No tertiary qualification		
(If you did not attend school, please mark "Year 9 or equivalent or below")					
What is your occupation group? (Please select from the list provided at the end of this form)					

4. OTHER CONTACT DETAILS

Title*		First Name*		Surname*	
Relationship to the student*					
Home Phone*			Mobile Phone*		
Postal Address*					

Please advise the school if you would like additional contacts recorded

5. ADDITIONAL STUDENT DETAILS

Religion

Is the student of Aboriginal or Torres Strait Islander origin? *

No

Yes, Aboriginal

Yes, Torres Strait Islander

Does THE STUDENT speak a language other than English at home? * (If more than one language, indicate the one that is spoken more often)

No, English only

Yes, other – please specify

 Is the student from out of the [school intake area](#)? *

Yes

No

In which country was the student born? *

Australia

Other – please specify

Citizenship*

Australian

Other (please specify)

Permanent resident*

Yes

No

Date entered Australia*

/

/

Visa Sub-class Number

Birth certificate included in application? *

Yes

No

Is the student in receipt of any of the following allowances? *

Secondary Assistance

Youth Allowance

Assistance for Isolated Children (AIC)

Abstudy

Previous school*

OR if previously enrolled in Home Education, please specify the Education District *

Movement reason (if applicable)

6. PERMISSION TO USE STUDENT IMAGES

We politely request your permission to use any images of your child in some or all of the ways listed below:

- School website/Social Media/Newsletter or any other medium related to school activities
- Promotional materials for the Department of Education or the school
- Articles for external news publications such as Community News (North Coast Times etc.)

You are of course at liberty to withdraw your consent at any time by contacting the school in writing.

I give permission for Clarkson Community High School to use images of the student named on this enrolment form*	Yes	No
---	-----	----

7. DECLARATION

I declare that all the information on this form is true and I understand that a condition of enrolment at Clarkson Community High School is acceptance of the school dress code and all other school policies*

Parent/Guardian Signature		Student Signature	
Date		/	/

Document Checklist:

- Birth Certificate or extract or other identity documents
- Copies of Family Court and any other court documents (if applicable)
- Proof of address
- Information relating to suspensions and previous school history (if applicable)
- Information relating to health or medical condition, disability or additional needs (if applicable)
- If the student is not born in Australia, evidence of citizenship, current visa sub-class and previous sub-class

Please provide any other relevant information below:

--

OFFICE USE ONLY			
Received by		Date	
Passport/Visa copied		Year Group & Community	
Birth Certificate copied		Family Court Order copied	
Entered on SIS by		Date	
Enrolled by Deputy		Date	
Checked on SIS by		Date	
Start Date			

APPENDIX: PARENTAL OCCUPATION GROUPS:

(Relates to questions in Parent/Guardian/Carer 1 and Parent/Guardian/Carer 2 sections)

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 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/refugee/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</p> <p>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>