



NSW Department of Education and Training

STUDENT ENROLMENT FORM

Please check that you have completed the Student Enrolment Form and return it to school as soon as possible. Family details should include details of parents or guardians residing at the same address as the child being enrolled. Any details relating to parents not residing with the child may be included in the student section of this form.

When you enrol your child at this school, please check that you have the following:

- ☐ Birth certificate or identity documents
- ☐ Transfer certificate (if transferring from another NSW government school)
- ☐ Immunisation certificate
- ☐ Court order (if applicable)
- ☐ Proof of address

If your child is not an Australian Citizen, you will need to provide:

- ☐ Passport or travel documents
- ☐ Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you will also need to provide:

- ☐ Authority to Enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub class 571P)
- ☐ Authority to Enrol for visitor and temporary resident holders may be required (other than sub class 571P referred to above) issued by the Temporary Visa Holders Program Unit
- ☐ Evidence of the visa the student has applied for (if the student holds a bridging visa)

NOTE

Where an item is marked with an asterix (*) the information must be provided. This information is required by the NSW Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

The school and the NSW Department of Education and Training are subject to the *Privacy and Personal Information Protection Act 1998* (NSW). The information provided on the Enrolment Form is being obtained for the purpose of processing the student's application for enrolment. It may be used and where necessary disclosed by the NSW Department of Education and Training for the following purposes:

- General student administration
- Communication with students and parents
- State and National reporting purposes
- Promotion of the school
- School-related activities (e.g. reunions, school publications, school histories, school anniversary celebrations)
- To ensure the health and safety of students, staff and visitors to the school
- For other matters relating to the education and welfare of the student; and
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information provided by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you may contact the school.

The health-related information collected is subject to the *Health Records and Information Privacy Act 2002*. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.



NSW Department of Education and Training

STUDENT ENROLMENT FORM - PART A

Family Details

Student's Home Address

Name for correspondence
(e.g. Mr and Mrs Smith)

*Address for correspondence
RMB/P.O. Box

Street Number/Property Name

Street Name

Suburb/Town

Post Code

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*Home Telephone Number

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Family Email Address

OFFICE USE ONLY

Family Code

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OFFICE
USE ONLY

Out of Area

☐

Y/N

Emergency Contact

Please nominate a person who may be contacted in the event of an emergency, if parents cannot be contacted.
Ideally, the contact person should be someone who lives in the neighbourhood of the school.

*Emergency Contact Name

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*Daytime Telephone Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Mobile Telephone Number
(if available)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship to Family
(e.g. Neighbour, Uncle, Aunt)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Alternative Emergency Contact

Please nominate an alternative person who may be contacted in the event of an emergency, if parents cannot be contacted. Ideally, the alternative contact person should be someone who lives in the neighbourhood of the school.

*Alternative Emergency
Contact Name

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*Daytime Telephone Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Mobile Telephone Number
(if available)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship to Student
(e.g. Neighbour, Uncle, Aunt)

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For parent/guardian not residing at the same address, please complete the section on page B-3: Other Parent not residing at the same address as the student.

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[illegible][illegible][illegible][illegible]

Occupation

[illegible]

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PARENTAL SCHOOL EDUCATION

For persons who have never attended school, mark "Year 9 or equivalent or below"



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4

What is the level of the highest qualification the student's Parent/Guardian 1 has completed?



5

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4

[illegible]

Does the student's Parent/Guardian 1 speak a language other than English at home?

If "Yes", what languages (including English) does the student's Parent/Guardian 1 speak at home?

[illegible][illegible][illegible]

Please write the specific language spoken.
For example, "Cantonese" or "Mandarin", not simply "Chinese". Please do not write the nationality such as "Indian", specify the language spoken e.g. "Hindi" or "Punjabi".

☐ No

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For parent/guardian not residing at the same address, please complete the section on page B-3: Other Parent not residing at the same address as the student.

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[illegible][illegible][illegible][illegible]

Occupation

[illegible]

What is the occupation group of the student's Parent/Guardian 2? (write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided on page B-4. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, please write "8" in the box above.

What is the highest year of primary or secondary school the student's Parent/Guardian 2 has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent ☐ Mark one box only

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the level of the highest qualification the student's Parent/Guardian 2 has completed?

Bachelor degree or above..... ☐ Mark one box only

Advanced Diploma/Diploma.....	
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Certificate I to IV (including trade certificate).....	
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No non-school qualification	
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[illegible]

Does the student's Parent/Guardian 2 speak a language other than English at home?

☐ No, English only ☐ Yes, language other than English spoken

If "Yes", what languages (including English) does the student's Parent/Guardian 2 speak at home?

[illegible][illegible][illegible]

Please write the specific language spoken.
For example, "Cantonese" or "Mandarin", not simply "Chinese". Please do not write the nationality such as "Indian", specify the language spoken e.g. "Hindi" or "Punjabi".

Interpreters may be made available during school interviews.
Would an interpreter be required?

☐ Yes ☐ NoOFFICE
USE
ONLY



STUDENT ENROLMENT FORM - PART B

Student Details

S.I.D.

F.C.

*Family Name

*Given Names

*Preferred First Name

Sex

☐

Male

☐

Female

*Date of Birth

Day

Month

Year

In which country was the student born?

Do you wish your child to receive Special Religious Education (SRE) at this school (if available)?

☐ Yes

☐ No

If yes, please specify religion

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USE ONLY

LANGUAGES SPOKEN AT HOME

Does the student speak a language other than English at home?

☐ No, English only

☐ Yes, language other than English spoken

If "Yes", what languages (including English) does the student speak at home?

Main language

Other language

Other language

Please write the specific language spoken. For example, "Cantonese" or "Mandarin", not simply "Chinese".
Please do not write the nationality such as "Indian", specify the language spoken e.g. "Hindi" or "Punjabi".

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ Yes, both Aboriginal and Torres Strait Islander

OTHER SCHOOL ATTENDED

Please provide the name of any other school where the student is also attending this year.

*PREVIOUS SCHOOLS ATTENDED

Please provide the name and details of any school where the student has previously been enrolled (NSW, interstate or overseas) starting with the most recent. If more space is required please attach a page to the back of this enrolment form and mark as "Previous schools attended".

Name of school	Years attended	Location of school

FOR ENROLMENTS INTO KINDERGARTEN, YEARS 7 and 11 ONLY

Please provide the name of the school where the student was enrolled at the end of the previous school year. For students enrolling into Kindergarten, please write the name of the pre-school or long day care or any other prior-to-school service attended. For students enrolling into Year 7, please write the name of the school attended at the end of Year 6. For students enrolling into Year 11, please write the name of the school which the student attended at the end of Year 10.

*What was the first date of enrolment at an Australian school?

Day

Month

Year

OFFICE USE ONLY																					
Date of enrolment at this school				Day		Month		Year													
Current scholastic year in which the student is enrolled (K-12)																					
Roll Class (e.g. 3 SMITH, 9R2)																					
House Group																					
Bursary		Fee		% Fee		Day		Month		Year											
A		B		C																	
										Enrolment Terminated				Destination School							

Student Details continued

*What is the student's residency status?

☐
☐
☐

Australian Citizen
 NZ Citizen
 Norfolk Islander

☐
☐

Permanent Resident
 Temporary Visa Holder

*If born overseas, what date did the student arrive in Australia?

Day	Month	Year

*If the student is a permanent or temporary visa holder please provide the following information:

Current Visa class

For principal holders write "P" in the last box, for subordinate holders write "S".

Current Visa sub-class

Visa expiry date

Day	Month	Year

*Is the student an international full fee-paying student on Visa sub class 571? ☐ Yes ☐ No

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Authority to Enrol (ATE) expiry date				Day		Month		Year		Integration number									
Census report				<input type="checkbox"/> (Y/N)		Parental consent to access Web Services (see pg SA2-04)								<input type="checkbox"/> (Y/N)					
Does the student need to be assessed for English as a Second Language (ESL) support?																<input type="checkbox"/> (Y/N)			
If yes, what ESL phase is the student?				<input type="checkbox"/> (N, 1, 2, 3, T)		Is the student receiving ESL support?								<input type="checkbox"/> (Y/N)					

Parent/Guardian Declaration

Medical Attention	Yes	No
I give my permission for the school to seek information from the Doctor listed in this Enrolment Form about how to manage any allergy or medical condition experienced by the student.	<input type="checkbox"/>	<input type="checkbox"/>
Web Services		
Web Services provides the opportunity for all students to obtain an email account and enable learning opportunities using Internet facilities in a protected and secure environment. Students must understand and agree to the terms outlined in the acceptable usage agreement, which is available from the school when they commence use of web services. I agree to my child having an e-learning account and using the web services of the NSW DET for educational purposes in accordance with the acceptable usage agreement.	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Guardian Signatures		
I certify that the information provided in this form is true and correct. I understand that in ticking "yes" to the above options I authorise consent. I understand that if I wish to withdraw my consent, it will be my responsibility to inform the school in writing.	<input type="checkbox"/>	<input type="checkbox"/>
Signature of Parent/Guardian 1: _____	Date: _____	
Signature of Parent/Guardian 2: _____	Date: _____	

Parental Occupation Groups: (relates to questions on pages A3-A4)

Group One	Group Two	Group Three	Group Four
Senior management in large business organisation, government administration, defence & qualified professionals 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/ship's captain/ officer/pilot, flight officer, flying instructor, air traffic controller.	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.	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 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.	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, 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 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 previous 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.

OFFICE USE ONLY: original documents sighted and photocopied

All students:		Transfer certificate		Day	Month	Year
Birth certificate or identity documents	<input type="checkbox"/> Y/N					
Immunisation certificate/history statement sighted (primary students only)	<input type="checkbox"/> Y/N	Court order (if applicable)		Day	Month	Year
Complete <input type="checkbox"/> Incomplete <input type="checkbox"/>						
In addition, for students who are not Australian citizens:						
Passport or travel documentation no.	<input type="text"/>					
Country of issue	<input type="text"/>					
Current visa and previous visas (if applicable)	<input type="checkbox"/>					
In addition, for temporary visa holders:						
Authority to enrol	<input type="checkbox"/>					