



# ENROLMENT FORM

**Student Name:**

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## Student/Applicant Details:

Anticipated Year of Entry: 20 Year Level at Entry: \_\_\_\_\_

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender:  Male  Female

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Student resides with:  Both Parents  Mother  Father  Other \*

\*Please complete name and relationship to student: \_\_\_\_\_

Current School: \_\_\_\_\_ Year Level: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Has the student applicant ever been suspended, asked to leave current school or have you withdrawn the student following a disciplinary incident?  Yes  No

If Yes, please provide details: \_\_\_\_\_

Has the student repeated a year level?  Yes  No

If Yes, please provide details: \_\_\_\_\_

Can the student's name, photo or work be published?  Yes  No

*As outlined in Section 7 of the Information/Collection Notice on Page 8 of this document)*

## Residency/Culture

Is the student an Australian Citizen?  Yes  No

If No, do they have Permanent Residency Status?  Yes  No

Does the student have a Visa?  Yes  No Visa type & sub-class: \_\_\_\_\_

Please state the student's country of Passport (if applicable): \_\_\_\_\_

Do you give permission for Peregrian Beach College to view your visa details and entitlements of the student online?  Yes  No

Is the student of Aboriginal or Torres Strait Islander descent:  Yes  No

If Yes:  Aboriginal  Torres Strait Islander

Ethnic background of student: (if applicable) \_\_\_\_\_

## Language other than English spoken at home

Does the student or parent/guardian speak a language other than English at home? (if more than one please indicate the language spoken most often)

Parent/Guardian 1:  Yes (Please state language) \_\_\_\_\_  No, English only

Parent/Guardian 2:  Yes (Please state language) \_\_\_\_\_  No, English only

Student:  Yes (Please state language) \_\_\_\_\_  No, English only

## Sibling Information

Are or have any siblings attended previously or currently enrolled at Peregian Beach College (complete only if applicable)?

Name: \_\_\_\_\_ First year attended/enrolled: 20 \_\_\_\_\_

Name: \_\_\_\_\_ First year attended/enrolled: 20 \_\_\_\_\_

Name: \_\_\_\_\_ First year attended/enrolled: 20 \_\_\_\_\_

## Emergency Contact (if Parents are unavailable)

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

## Student Profile

Does the student have any **medical** or **physical** conditions (i.e allergies, asthma, diabetes, epilepsy, speech delays or congenital or developmental condition) the College needs to be aware of? Please provide details and include any supporting documentation: \_\_\_\_\_

Are there any special instructions in relation to College staff administering medical assistance or first aid to the student? \_\_\_\_\_

Has the student been assessed by any of the following specialist services?

Specialist Services	Y/ N	Name of Centre	Date of First Visit	Currently attending?	Copy of Report
State / Child Guidance					
Speech Pathologist					
Occupational Therapist					
Physiotherapist					
Psychiatrist/Psychologist					
Specialist Clinic (Hospital / Private)					
Audiology Clinic					
Educational Psychologist					
Paediatrician					
Other (eg Optometrist)					

If you have answered Yes to any of the above please supply details, including copies of specialist's reports if available.  I give consent for this information to be disclosed to the appropriate teachers/wellbeing staff.

Has your child been diagnosed with any of the following?

Diagnosis	Y/ N	Seeing Professional Therapist	Copy of Report
Autistic Spectrum Disorder (including Aspergers)			
Hearing Impairment			
Visual Impairment			
Intellectual Disability			
Physical Impairment			
Social / Emotional Impairment			
Speech Language Impairment			
Conditions / Behaviours that interfere with Learning e.g. ADHD / OCD			
Dyslexia			
Learning Difficulty			
Mental Health Disorder			

If you have answered **Yes** to any of the above please supply details, including copies of specialist's reports **prior to enrolment**.

Has the student ever been Verified  Yes  No Date of Verification: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_

If Yes please circle the category(ies) of Verification(s):

ASD	HI	VI	ID	PI	SED	SLI
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Has the student ever had an Independent Learning Plan (ILP) / Education Plan (IEP)?  Yes  No

Has the student ever had a Student Profile or Adjustment Plan?  Yes  No

Is this Profile current?  Yes  No

If you have answered **Yes** to any of the above please supply details, including copies of specialist's reports **prior to enrolment**.

## Parent/Guardian 1 Information

Mr/Mrs/Ms/Dr Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
Address (if different to student): \_\_\_\_\_ Post Code: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Business Hours Contact: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Employers Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

## Parent/Guardian 2 Information

Mr/Mrs/Ms/Dr Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
Address (if different to student): \_\_\_\_\_ Post Code: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Business Hours Contact: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Employers Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_

## Parent/Guardian Education/Occupation Group

(Required for Government Data Collection Purposes)

What is the highest year of primary or secondary schooling the parents/guardians have completed?

Mark one box only in each column:

	Parent/Guardian 1	Parent/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

*Persons who have never attended school, mark 'Year 9 or equivalent or below'*

What is the level of the *highest* qualification the parents/guardians have completed?

	Parent/Guardian1	Parent/Guardian2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advance diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of parent 1/guardian1? \_\_\_\_\_

What is the occupation group of the parent 2/ guardian 2? \_\_\_\_\_

*Please select the appropriate occupation group from Page 9.*

*If the person is not currently in paid work but has had a job in the last 12 months or has 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, enter ' on the line above.*

## Parent/Guardian Declaration

I/We have read and agreed with the application conditions and information collection notice set out on the following page/s. I enclose or have transferred by EFT:  \$150.00 per enrolment application

I/We understand that payment of this fee & lodgement of this Application will give my child a chronological registration on the College's Application for Enrolment list.

\_\_\_\_\_  
Parent/Guardian 1 Signature

\_\_\_\_\_  
Parent/Guardian 2 Signature

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

## Payment Information – Person Responsible for Fees (including Academy Programs)

Parent/Guardian 1:

Parent/Guardian 2:

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_

OR, if being paid by a third party, complete below

Mr/Mrs/Ms/Dr Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Postal Address : \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Signed: \_\_\_\_\_

Please identify the payment in the description by name and where available, by invoice number. The preferred method of payment for fees and other charges is by EFT to:

**Peregrin Beach College BSB: 084-855 Account: 983952618**



**Information/Collection Notice:** Please read the following in association with the College Privacy Policy available on the College Website or from the College upon request.

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health, for example, notification of contagious diseases and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, medical practitioners and people providing services to the College, including visiting teachers, (sport) coaches and volunteers, **and reporting to Government Departments as required by law.**
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information and images such as academic and sporting achievements, pupil activities and other news is published in the College newsletter and website, external magazines and newspapers, and for other proper school purposes.
8. Parents may seek access to personal information collected about them and their child by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil or where pupils have a right to provide information in confidence.
9. The College from time to time may wish to coordinate parent support or organise fundraising activities. Information received from you may be used to contact you. It may also be disclosed to persons authorised to assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We include your contact details such as your name, address and home telephone number in a class list and College directory. This is made available to other parents in the year group. If you do not agree to this you must advise the Principal.
11. The normal functioning of Peregian Beach College I.T. system involves logging and recording Internet activity and e-mail messages. The Internet activity and e-mails are periodically analysed for reasons of system maintenance and security. These details will only be used for internal purposes at PBC.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and the reason why so that they can access that information if they wish and that the College does not usually disclose the information to third parties.

## Parent Support

At Peregian Beach College we require the support and enthusiasm for fund-raising events and activities. You as a member of the College play an important part. All parents are warmly encouraged to participate meetings in this regard.

Parents also play a significant part in Support Groups to assist in the major co-curricular areas of the College. If you have an expertise and/or enthusiasm for any specific area, please enquire at the College administration office.



## List of Parental Occupation Groups

### Group 1:

#### **Senior management in large business organisation, government administration and defence, and 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, flight 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, financial/investment/insurance broker, credit/loans officer]

**Retail sales/service 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** technical/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 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]

### 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, waiter, 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 above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, 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]