

# ENROLMENT PACK (PART A)

## APPLICATION FOR ENROLMENT

### Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two step process. Parents first lodge an *Application for Enrolment* (attached) with the school. If your child is eligible for enrolment, you will be provided with *Parent information about enrolment* and an *Enrolment Form* (Part B).

The form is to be completed in English. If you need help including translation services, please ask the school staff about available assistance.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Regional Education Office where sufficient evidence may not have been supplied.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

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

#### Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child; and
2. Independent minors and persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court.

#### Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (see **Applications to local-intake schools** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

### **Where can students be enrolled?**

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies>, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

### **Applications to local-intake schools (compulsory years of schooling)**

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

<b>First Priority</b>	<b>Second Priority</b>	<b>Third Priority</b>
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

### **Applications to local-intake schools (pre-compulsory years of schooling)**

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

<b>First Priority</b>	<b>Second Priority</b>	<b>Third Priority</b>	<b>Fourth Priority</b>
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

### **Applications to non-local-intake schools (pre-compulsory and compulsory)**

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

### **Lodging Applications and Enrolment forms from local-intake area students**

Families residing in the local-intake area may lodge the Application for Enrolment form and the Enrolment Form concurrently, with the agreement of the school.

### **Applications for starting school and for the first year of secondary school**

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

### **Requested documentation**

You will be asked to show your child's Birth Certificate or birth extract or equivalent identity documents; your child's 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, driver's licence, statutory declaration; copies of any Family Court or other court orders; and visa details (if applicable).

Once accepted, you will be required to complete the enrolment procedures at the school. If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

### **Eligibility to enrol in a particular school**

The only guaranteed place in a public school is if you live in the local-intake area of that school.

Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

## **Applications to transfer from another school**

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once accepted, you will be required to complete the enrolment procedures at the school. You will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

## **Kindergarten**

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

## **Disclosure of information**

### *For parents of students with disability*

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

### *Suspensions and exclusions*

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

## **Confidentiality**

All information provided on this form will be treated confidentially. S 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; and
- to comply with legal requirements or ministerial directions.

## Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

# APPLICATION FOR ENROLMENT FORM FOR ENROLMENT IN A WESTERN AUSTRALIAN PUBLIC SCHOOL

Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.

## DECLARATION

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

Name of child: \_\_\_\_\_

Name of person enrolling child: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

*(Independent Minors and those aged 18 years or older may apply on their own behalf)*

Signature: \_\_\_\_\_

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

NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.

## DOCUMENTS TO BE PROVIDED

Please place **X** in  to indicate each document is attached to this application form.

1. Birth Certificate or extract or other identity documents if applicable
2. 'Immunisation Certificate'
3. Copies of Family Court or any other court orders (if applicable)
4. Proof of address (see **Requested documentation** in the attached Parent information)
5. Information relating to suspensions or exclusions
6. Information relating to disability

*If your child was not born in Australia, you must provide evidence of:*

1. Date of entry into Australia
2. Passport or travel documents
3. Current visa subclass and previous visa subclass (if applicable)

*If your child is a temporary visa holder, you must also provide:*

- Confirmation of enrolment or evidence of any permission to transfer provided by Education and Training International (ETI) at [study.eti@dtwd.wa.gov.au](mailto:study.eti@dtwd.wa.gov.au).   
*(if holding an International full fee student visa, sub class 571); or*
- Evidence of the visa for which the student has applied if the student holds a bridging visa.

### OFFICE USE ONLY

Date received: \_\_\_\_\_  
Birth certificate / other: YES  NO   
Visa sighted YES  NO   
Family Court Order YES  NO

## ENROLMENT PACK (PART B)

### ENROLMENT

#### Parent information about enrolment in a Western Australian public school

##### INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The document is to be completed in English. If you need help including translation services, please ask the school staff about available assistance.

**Where an item is marked with an asterisk (\*) the information must be provided.** This information is required by the Western Australian Department of Education to meet legal obligations. While it is not a legal requirement to provide non-asterisked details requested in the *Enrolment Form*, the information enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Regional Education Office where evidence has not been supplied.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent Details** section of the form.

The school needs to be advised of any court orders or any changes in relation to the child's name, usual place of residence and/or name and usual place of residence of parent/s.

##### TRANSPORT

In most cases, transporting your child to school is the parents' responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority [enquire@pta.wa.gov.au](mailto:enquire@pta.wa.gov.au) or telephone 136213. Some special programs include transfer arrangements.

##### CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*).

##### INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21<sup>st</sup> Century state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background.

Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

## **PHOTOGRAPHS AT SCHOOL**

Occasionally photographs are taken of individual students and classes of students at school. If you do not wish your child to be photographed, please make sure you indicate a response on the school's Permission to Publish Work/Images of Students form (see attached) or inform the school in writing.

## **STUDENT HEALTH CARE**

The Department's *Student Health Care* policy clarifies the actions to be undertaken by public schools to manage student health care needs. All students need an up to date Student Health Care Summary.

# ENROLMENT FORM

This form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school directly if there are changes needed to update the form.

The attached *Parent information about enrolment in a Western Australian public school* provides important information to read before lodging the form with the school.

## STUDENT DETAILS

\* Essential information

1. \* Surname \_\_\_\_\_

2. \* Legal Surname  
(if different from above name): \_\_\_\_\_

3. \* 1st Name \_\_\_\_\_ \* 2nd Name \_\_\_\_\_

4. The Class year are you seeking to enrol in (*mark one box*)

**K Pre-P 1 2 3 4 5 6 7 8 9 10 11 12 Other** (eg Intensive  
               Education Centres)

5. Preferred start date  
Beginning of 20 - - school year  
or

/   /    
Day Month Year

6. Preferred Name \_\_\_\_\_

7. Email Address \_\_\_\_\_

8. \* Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ 9. \*Sex  Male  Female

10. \* Residential Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

11. \* Telephone \_\_\_\_\_ 12. \*Student Mobile (*if applicable*) \_\_\_\_\_

13. Full names of any brothers and sisters attending this school

Sibling 1 \_\_\_\_\_ Sibling 2 \_\_\_\_\_

Sibling 3 \_\_\_\_\_

14. \* Is this student in the care of the Department for Child Protection (DCP) Chief Executive Officer?

YES  NO

If YES, please specify the name and contact details of the DCP Case Manager

\_\_\_\_\_

15. \* Is this student subject to any court orders in respect of their care, welfare and development?  
YES  NO   
If YES, please specify and attach supporting documentation.

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### Relationship with Parent/s

16. Child lives with  
Both Parents  Parent 1   
Parent 2  Other Person Responsible   
Relationship to child \_\_\_\_\_

17. Is this student subject to Access Restriction?  
YES  (If YES, please attach supporting documentation) NO

### Emergency Contact

18. \* Persons to be contacted in an emergency ranked in order of preference (*Telephone numbers must be specified*).

Parent/Person Responsible 1	Parent/Person Responsible 2	Additional Person's Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	Name	Name
Telephone	Telephone	Telephone

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### Parent/Responsible Person 1 – Details

1. Title:\* First Name \_\_\_\_\_ \* Surname \_\_\_\_\_

2. Relationship to the student \_\_\_\_\_

3. \* Postal Address (if different from student's residential address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

4. \* Telephone \_\_\_\_\_ \* Work Telephone \_\_\_\_\_ \* Mobile \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Occupation/Workplace \_\_\_\_\_

7. Do you mainly speak English at home? YES  NO   
If NO, please indicate the language \_\_\_\_\_  
(If more than one language, indicate the one spoken most often)

8. What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent   
Year 11 or equivalent   
Year 10 or equivalent   
Year 9 or equivalent or below

(If you did not attend school, mark 'Year 9 or equivalent or below')

9. What is the level of the highest qualification you have completed?

- Bachelor degree or above   
Advanced Diploma/Diploma   
Certificate I to IV (incl. trade certificate)   
No non-school qualification

10. What is your occupation group? ..... (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided (last page of this form).

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' above.

### Parent/Responsible Person 2 – Details

1. Title: \_\_\_\_\_ \* First Name: \_\_\_\_\_ \* Surname: \_\_\_\_\_

2. Relationship to the student: \_\_\_\_\_

3. \* Postal Address (if different from student's residential address): \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

4. \* Telephone \_\_\_\_\_ \* Work Telephone \_\_\_\_\_ \* Mobile \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Occupation/Workplace: \_\_\_\_\_

7. Do you mainly speak English at home? YES  NO

If NO, please indicate the language \_\_\_\_\_

(If more than one language, indicate the one spoken most often)

8. What is the highest year of primary or secondary school you have completed?

- Year 12 or equivalent   
Year 11 or equivalent   
Year 10 or equivalent   
Year 9 or equivalent or below

(If you did not attend school, mark 'Year 9 or equivalent or below')

9. What is the level of the highest qualification you have completed?

- Bachelor degree or above   
Advanced diploma/Diploma   
Certificate I to IV (including trade certificate)   
No non-school qualification

10. What is your occupation group? ..... (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided (last page of this form).

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, please enter '8' above.

### **Additional Person's Contact Details**

1. Title \_\_\_\_\_ \* First Name \_\_\_\_\_ \* Surname \_\_\_\_\_
2. Relationship to the student \_\_\_\_\_
3. \* Postal Address (if different from student's residential address) \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_
4. \* Telephone \_\_\_\_\_ \* Work Telephone \_\_\_\_\_ \* Mobile \_\_\_\_\_

Please advise the school if there are any other contacts you would like recorded.

### **Student Details – Additional Information**

1. Religion \_\_\_\_\_
2. Is the student to be withdrawn from religious instruction? YES  NO
3. Is the student of Aboriginal or Torres Strait Islander origin?  NO  
(For children of both Aboriginal & Torres Strait Islander origin mark both 'YES' boxes)  YES, Aboriginal  
 YES, Torres Strait Islander
4. If the school has a local-intake area, does the student reside outside the area?  
YES  NO
5. \* Citizenship Australian   
Other nationality \_\_\_\_\_  
Visa Sub Class Number \_\_\_\_\_  
Visa Expiry Date -- / -- / --  
Date Entered Australia -- / -- / --
6. Does the student receive any of the following allowances?  
Secondary Assistance Allowance   
Youth Allowance   
Assistance for Isolated Children (AIC)   
ABSTUDY
7. \* Name of previous school \_\_\_\_\_
8. Reason for change of school (if applicable) \_\_\_\_\_  
OR
9. \* If previously registered for home education, please specify the Education Region in which registration was recorded \_\_\_\_\_

10. \*Does the student have a disability? YES  NO

If YES, please specify the disability \_\_\_\_\_

- |                                     |                          |                            |                          |
|-------------------------------------|--------------------------|----------------------------|--------------------------|
| Autism Spectrum Disorder            | <input type="checkbox"/> | Severe Mental Disorder     | <input type="checkbox"/> |
| Deaf or Hard of Hearing             | <input type="checkbox"/> | Global Developmental Delay | <input type="checkbox"/> |
| Specific Speech Language Impairment | <input type="checkbox"/> | Vision Impairment          | <input type="checkbox"/> |
| Intellectual Disability             | <input type="checkbox"/> | Physical Disability        | <input type="checkbox"/> |
| Severe Medical/Health Condition     | <input type="checkbox"/> | Other                      | <input type="checkbox"/> |
|                                     |                          | Please specify _____       |                          |

11. \*Please indicate if you have documentation regarding your child's disability (*Copies of this documentation will be required for school records*). YES  NO

**Student Details – Medical/Health**

A separate form, the *Student Health Care Summary*, is also to be completed for all students prior to enrolment and needs to be updated if the student's health care needs change. It will be used by the school in the event of care being needed. *If the student has medical conditions or intensive health care needs you also will be asked by the school to complete the relevant Health Care Authorisations.*

12. Please provide details of any other information you would like noted about the student's health.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the student have a medical or health care need? YES  NO   
If YES, please specify.

- |                                                           |                                                                                 |
|-----------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Allergy – Anaphylaxis            | <input type="checkbox"/> Hearing condition (e.g. otitis media)                  |
| <input type="checkbox"/> Allergy – Other _____            | <input type="checkbox"/> Mental health or behavioural (eg ADD/ADHD, depression) |
| <input type="checkbox"/> Asthma                           | <input type="checkbox"/> Intensive Care Needs (e.g. tube feeding)               |
| <input type="checkbox"/> Diabetes                         | <input type="checkbox"/> Other _____                                            |
| <input type="checkbox"/> Diagnosed migraine/headaches     |                                                                                 |
| <input type="checkbox"/> Seizure Disorder (e.g. epilepsy) |                                                                                 |

Medical Practice (Name and Address) \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Dental Practice (Name and Address) \_\_\_\_\_

Dentist Name \_\_\_\_\_ Phone \_\_\_\_\_



## Parent Occupation Groups

(Relates to questions in **Parent 1** and **Parent 2** sections of the Application for Enrolment Form)

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

# PERMISSION TO PUBLISH WORK/IMAGES OF STUDENTS

Parents/responsible persons

Leeman Primary School request permission for work and/or images of your child to be taken during school activities and published. Work/images would be used for the purposes of educating students, promoting our school and/or promoting public education.

If you give your permission, we may publish images of your child and/or samples of work done by your child in a variety of ways including, but not limited to, online and printed school newsletters, magazines, reports and other materials; school websites; Department of Education/Government of Western Australia online and printed information; and online and printed external media. If published, third parties would be able to view the photographs and work.

Signing the consent form means you agree to:

- images of your child and samples of your child's work being published as many times as required in the ways mentioned above; and
- your child's first name and surname name being published.

Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

If you agree to permit the school to capture images of your child, publish images of your child and publish samples of your child's work, please complete the consent form below and return it to the school by .

This consent will remain effective until such time as you advise the school otherwise.

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## CONSENT FORM

I agree to the school capturing images of my child during school activities for use in educating students, promoting the school and promoting public education. I also agree to the publication (electronic and/or print) of images and/or samples of my child's work in a range of ways including, but not limited to, websites, intranet sites, school newsletters (print and online), magazines and the electronic and print external media subject to the conditions set out above.

I will notify the school in writing if I wish to withdraw this consent.

**Name of student:** \_\_\_\_\_ **Form/Class:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_