

STUDENT ENROLMENT FORM

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our College. The student's enrolment is complete once this form is submitted to the College with the necessary documentation.

Family details should include the details of the parent/carer residing at the same or different address as the student. Details relating other carers, not parental, may be included in other contact details. You will also need to complete the Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

Older devices and some smart devices may need Adobe Reader to use this form. A free version of Adobe Reader is available to download via <https://get.adobe.com/reader/>

John Curtin College of the Arts

Entering school year In the year Previous school

Students Details

Student surname

Legal surname (if different)

Previous Surname
(if applicable)

1st Name

2nd Name

3rd Name

Preferred Name

Date of birth

Sex

Male

Female

Other

Pronouns

Residential Address

Postcode

Telephone (Home)

Student mobile number

Siblings attending John Curtin College of the Arts

Sibling 1

Year

Sibling 2

Year

Sibling 3

Year

Students Details (Continued)

Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander (TSI) Yes, both Aboriginal and TSI

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

No, English only Yes, Aboriginal English Yes, other language - please specify

(If more than one language, including an Aboriginal language, indicate the one that is spoken most often)

What was the first language spoken at home?

Does the student mainly speak English at home? YES NO

Immunisation

EVIDENCE OF IMMUNISATION STATUS

Please provide a current Australian Immunisation Registry (AIR) history statement - no more than two months old.

To access a statement online go to my.gov.au and sign into your Medicare online account

OR

Use the Express Plus Medicare mobile app. This can be downloaded to your mobile device.

Up to date Not up to date The student has an Immunisation Certificate issued by the Chief Health Officer

Residency Status

Has the student lived in Australian for the last 3 years YES NO - please enter date of arrival

If no, what was the country the student previously lived in

Nationality (optional)

Country of Birth

Is the student an Australian Citizen? YES NO

If no, is the student a permanent resident of Australia or a temporary resident of Australia?

Permanent Resident

Temporary Resident

Date of arrival in Australia

Visa Sub Class Number

Visa Grant Number

Visa Expiry Date

Previous School

If previously enrolled in Home Education, specify the Education Region

Is your child currently under suspension/exclusion from a school? NO YES

Parent / Carer 1

Should be the most available SMS contact and 1st Emergency Contact.
Contributions & charges will be sent to Parent / Carer 1 only. Accounts are not separated.

Title**First Name****Surname****Relationship to the student**

Country of birth

Date of birth (dd/mm/yy)

/ /

Gender

Male

Female

Other

Postal Address*(if different from student residential address)*

Postcode

Telephone**Mobile Number****Email Address**

Do you have Parent Responsibility

Does this child live with you

Should you receive College emails

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 1 speak a language other than English at home?

NO, English only

YES, other - please specify

*What language is spoken mostly at home***What is the level of the highest year of school Parent/Carer 1 has 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')***What is the level of the highest qualification Parent/Carer 1 has completed?**

Bachelor degree or above

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualifications

What is the occupation group for Parent/Carer 1?*(Refer to page 8 'Parent Occupation Groupings' for more information regarding the categories)*

1. Senior Management in large business organisation, government administration & defence, and qualified professionals
2. Other business managers, arts/media/sportspersons & associate professionals
3. Tradesmen/women, clerks and skilled office, sales & service staff
4. Machine operators, hospitality staff, assistants, labourers and related workers
8. Unemployed, Retired, Student

(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'.)

Title

First Name

Surname

Relationship to the student

Country of birth

Date of birth (dd/mm/yy)

/ /

Gender

Male

Female

Other

Postal Address

(if different from student residential address)

Postcode

Telephone

Mobile Number

Email Address

Do you have Parent Responsibility

Does this child live with you

Should you receive College emails

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

Does Parent/Carer 2 speak a language other than English at home?

NO, English only

YES, other - please specify

What language is spoken mostly at home

What is the level of the highest year of school Parent/Carer 2 has 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')

What is the level of the highest qualification Parent/Carer 2 has completed?

Bachelor degree or above

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualifications

What is the occupation group for Parent/Carer 2?

(Refer to page 8 'Parent Occupation Groupings' for more information regarding the categories)

1. Senior Management in large business organisation, government administration & defence, and qualified professionals
2. Other business managers, arts/media/sportspersons & associate professionals
3. Tradesmen/women, clerks and skilled office, sales & service staff
4. Machine operators, hospitality staff, assistants, labourers and related workers
8. Unemployed, Retired, Student

(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 month, enter '8'.)

Other Family Details

If applicable, please talk to your school about:

- arrangements for the payment of contributions and charges (please note: accounts are not separated for individuals)
- distribution of information, e.g. student reports and notifications

Other Contact Details (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

CONTACT 1:

Title

First Name

Surname

Relationship to the student

Postal Address

(if different from student residential address)

Postcode

Telephone (Home)

Mobile Number

Email Address

CONTACT 2:

Title

First Name

Surname

Relationship to the student

Postal Address

(if different from student residential address)

Postcode

Telephone (Home)

Mobile Number

Email Address

Unique Student Identifier (USI)

Registered Training Organisations require students to provide a USI for an enrolment in any VET training undertaken in Australia. Please refer to www.usi.gov.au for information about the USI and how to create one.

Unique Student Identifier (USI) Number:

Privacy 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.

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.

I declare:

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.

I acknowledge that I have read the code of agreement

I agree to meet my obligations regarding payment of compulsory charges and voluntary contributions

John Curtin College of the Arts expects our students to follow the college's Policies and Procedures as outlined in the Parent Handbook and Code of Agreement.

Information Updates - If information, you have provided on this form, needs to be updated at any time please use the following email address - studentupdate@JCCA

Parent/Carer 1 Name

Parent/Carer 1 Signature

Date

Parent/Carer 2 Name

Parent/Carer 2 Signature

Date

If you are completing this form online and are unable to sign this form please type your name and check this box to confirm the above information is true and correct. Note: 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.

(Independent minors and those aged 18 years or older may sign on their own behalf)

Office Use Only

	Date Received:	In Boundary / Out of Boundary	Accepted / Declined
Name of Enrolment Officer	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> GAT Acceptance & Agreement	<input type="checkbox"/> Visa Grant Notice
	<input type="checkbox"/> High School Health Record	<input type="checkbox"/> GAT Subject Selection	<input type="checkbox"/> Visa Sub Class Number
	<input type="checkbox"/> Health Action Plan	<input type="checkbox"/> Football Acceptance & Agreement	<input type="checkbox"/> Music Enrichment
Enrolment Officer Signature	<input type="checkbox"/> ACIR Immunisation Statement	<input type="checkbox"/> Football Subject Selections	<input type="checkbox"/> Front of House
	<input type="checkbox"/> Conscientious Objector	<input type="checkbox"/> Local Subject Selections	<input type="checkbox"/> Utility Account
Date entered on SIS	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Proof of Residency Rates	<input type="checkbox"/> Proof of Residency Lease
	<input type="checkbox"/> Online Services Use Agreement	<input type="checkbox"/> Permission to Publish	<input type="checkbox"/> Online Service Account

PARENT OCCUPATION GROUPS

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

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]. or 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</p> <p>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 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>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.