



Sibling Application Form Enrolment





Enrolling



The Journey towards education at Dale:

The information below aims to clearly explain how we approach enrolments here at Dale. We encourage families to complete an Application Form early to increase the likelihood of securing a place at the School.

Step 1: Application

If you wish to enrol a student at Dale, please complete the Application form which is included in the Enrolment Pack or can be found online, www.dalecs.wa.edu.au. On receipt of the Application Form, relevant documents, and student names are entered on a waitlist. **Returning ALL the required documents is an essential first step.**

Lodgement does not assure enrolment of siblings.

Major Intakes are year 7 and Kindergarten. Applications for entry in other years are welcome, however enrolment is dependant on available vacancies.

Step 2: Waitlist

The enrolment process operates from a waitlist. When a place becomes available, families are invited to progress toward enrolment according to the date we received the Application Form. Waitlisted families will be rolled-over for enrolment in the following year/s until a place becomes available or they ask to be removed.

Step 3: Interview

When there is a vacancy, the Enrolments Officer will contact waitlist families to arrange a formal interview with the Principal. Following this successful interview, a place may be offered to the student.

Step 4: Enrolment

Following the successful interview.

The school reserves the right to close enrolment applications should the waitlist be extensive at a given time.

Current families: Tuition Fee in Arrears
The application will be presented to the finance department for approval. Families who have fees in arrears will be required to make a suitable payment arrangement with the Business Manager, before the enrolment is confirmed. Failure to adhere to the payment arrangement may result in your enrolment being placed under review or cancelled.



ENROLMENT CHECKLIST FOR PARENTS/GUARDIANS

Please ensure you have completed all forms in full, including all signatures and checkboxes, as this will help us to process your application promptly. Please use NA if not applicable. Each box must be completed please.

Family name			
Sibling Name already attending		Year level for Sibling Attending	
Sibling Name already attending		Year level for Sibling Attending	
Sibling Name already attending		Year level for Sibling Attending	

I hereby confirm that this application will be subject to the same terms and conditions as the initial family application form. This includes fees, uniforms, rebates, booklists and the like.

GUARDIAN DECLARATIONS

DATE	GUARDIAN 1 (Female) SIGNATURE	GUARDIAN 2 (male) SIGNATURE

The application will not be considered if any information or documents are not present.

1. STUDENT ENROLMENT FORM

- Student Enrolment Form** correctly completed (including Guardian Declarations and a signature for each)
- Copy of Birth Certificate (required)
- Copies of last two school reports
- Copy of the last NAPLAN test (Years 3, 5 7 and 9)
- Copy of current Immunisation History Statement (no older than 2 months)
- Copies of any Court Orders (where applicable)
- Copy of student disabilities reports (where applicable)
- Copy of Medicare Card
- School Reference Form completed and returned by current school (Not Kindy)
- ALL SIGNATURES IN ALL NECESSARY PLACES



Parent/Guardian 1 (Female)		Parent/Guardian 2 (Male)	
Full Name		Full Name	
Mobile Number		Mobile Number	
Address		Address	
Citizen (Y/N) /Visa (Attach copy)		Citizen (Y/N) /Visa (Attach copy)	
Email Address		Email Address	
Current Church		Current Church	

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

Circle the number that is relevant to you	1 Year 9 or below 2 Year 10 3 Year 11 4 Year 12	Circle the number that is relevant to you	1 Year 9 or below 2 Year 10 3 Year 11 4 Year 12
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What is the level of the highest qualification you can completed?

Circle the number that is relevant to you	5 Certificate I to IV (Incl trace Cert) 6 Advanced diploma / Diploma 7 Bachelor degree or above 8 No non-school Qualification	Circle the number that is relevant to you	5 Certificate I to IV (Incl trace Cert) 6 Advanced diploma / Diploma 7 Bachelor degree or above 8 No non-school Qualification
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What is your occupation group? (See below for details) *If you have not been in paid work in the last 12 months, circle '8'*

Circle the number that is relevant to you	1 2 3 4 8	Circle the number that is relevant to you	1 2 3 4 8
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GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation, government administration & defence, and qualified professionals	Other business managers, arts/media/sports persons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
<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 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] Air/sea transport [aircraft/ship's 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] 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 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 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]</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators. Hospitality staff [hotel service supervisor, receptionist, wait/bar attendant, kitchen hand, 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] 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</p> <p>Defence Forces ranks below senior NCO not included in other 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]</p>

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



APPLICATION FOR ENROLMENT

Student Enrolment Form

One form must be completed for each student that is to be enrolled.

1. STUDENT DETAILS

Academic year level of entry

Calendar year of entry

Term

Student surname

Family surname (if different to student surname)

First/Given names

Preferred name

Date of birth

Gender (✓)

Male

Female

Alternative address (if student is not living full-time at the address provided on the **Guardian Application**)

Please provide details about which days or times these alternate arrangements occur

Student's country of birth

Nationality

Language spoken at home

Other Languages spoken

Is the student an Australian Citizen? (✓)

Yes

No



If "Yes" please provide a copy of the student's Birth Certificate/Australian passport

If "No" please complete the "Student Not Born in Australia" section 2

Name of Guardian (if applicable)

Is the student of Aboriginal or Torres Strait Islander descent? (✓)

No

Yes (Aboriginal descent)

Yes (Torres Strait descent)

Both (Aboriginal and Torres Straits descent)

Are there any Court Parenting Orders in place for this student?

(✓)

Yes

No

If "Yes" please provide brief details and attach a copy of any Parenting/Guardian Plan or other Court documents

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a



Students who are not Australia Citizens must complete this section

Visa type/sub class/number

Expiry date

Passport number

[Blank input fields for visa details]

Students born outside Australia and who have become Citizens are required to provide a copy of either their Citizenship document or Australian passport showing the visa sub class and expiry date. Please refer to the **Enrolment Checklist** to ensure the appropriate documents are attached to this application.

2. STUDENT'S EDUCATIONAL HISTORY

Student Curriculum Council Number (All Year levels)	Year 11 and 12 Unique Student Identifier Number
[Blank]	[Blank]

Please attach a copy of the last two available reports from the previous school, together with their latest NAPLAN result (if applicable)

Name and address of last school attended

Grade on leaving

[Blank input fields for last school details]

Other previous schools (please attach an separate page if additional space is required)

Year level	Name and address of school	Date commenced (Month/Year)	Date left (Month/Year)
[Blank]	[Blank]	[Blank]	[Blank]

Has your child ever been expelled from, or refused permission to re-enrol at, any previous school, or have you been asked to withdraw your child from any previous school? If "Yes" please indicate the most appropriate reason (✓)

Expelled Refused re-enrolment Asked to withdraw

Please state which previous school and describe the circumstances (please attach a separate sheet if additional space is needed)

[Blank input area for school details]

Do you give the Principal permission to contact this school, should this be considered necessary? Yes No

Has your child skipped or repeated a year level at any time? If so, please provide details

[Blank input area for year level details]

3. STUDENTS WITH DISABILITIES

Has your child experienced any special difficulties in schooling that the School would need to know about? For example, does he or she have any physical, intellectual, or sensory disabilities? (✓)

Yes No

If "Yes" please provide any information that you are aware of that will be most useful or relevant to the care and education of your child at the School. This may include social, emotional, behavioural, physical, learning, or developmental delays or disabilities.

Ensure you fill in a Supplementary form and return it with this application.

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a



In determining acceptance of enrolment of your child, the School will undertake an analysis of your child's needs and the School's available resources to cater for his or her care and education. You may be required to discuss with the Principal the extent or nature of your child's disability to ensure that the School has, or is able to obtain, the necessary resources to provide a sufficient level of care for your child. The School reserves its position not to accept enrolment if it is of the opinion that it is unable to adequately provide for your child's education, care and safety.

It is your responsibility to truthfully disclose any form of delay, concern, or disability that your child might have at the time of enrolment. Should a delay or disability arise over the course of your child's enrolment at the School, the School reserves its position to re-consider a child's enrolment should there be a failure to disclose, or it is of the opinion that it is unable to adequately provide for your child's education, care and safety.

Please be aware that failure to disclose information, or the provision of incorrect information, may be deemed a contravention of the law according to the School Education Act as revised from time to time.

4. STUDENT MEDICAL HISTORY

Please provide details of any ongoing medical conditions (including allergies, anaphylaxis, asthma, etc., or any significant past illnesses or accidents) which may be relevant to the care of your child at the School. Please include the procedure which is to be followed if the condition needs to be attended to at the School or a care plan from your practitioner (please attach a separate sheet if additional space is needed).

Are you a member of an ambulance fund? (✓) Yes No

Name of Fund:

Name of family doctor Name of medical centre (if applicable) Phone number

Address of medical centre

Immunisation status (✓)

Fully immunised Incomplete Not immunised Personal objection (or exemption letter from yourself stating as such)

Medicare Number Expiry date Student's position on Card

I hereby give permission for a school representative to administer basic first aid if needed (✓)

In the event of an accident, injury or serious illness, the school will contact guardians or emergency contacts and an ambulance if deemed necessary.

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a



5. EMERGENCY CONTACTS (Not parents/guardians of child / Not yourself or applicant)

Please provide the name and phone numbers of someone we can contact should Guardians be unavailable in an emergency – **Are these different to before? Do you want us to replace them with these, or add these?**

Name	Relationship to student
<input type="text"/>	<input type="text"/>
Home phone	Mobile phone
<input type="text"/>	<input type="text"/>

Name	Relationship to student
<input type="text"/>	<input type="text"/>
Home phone	Mobile phone
<input type="text"/>	<input type="text"/>

Please refer to the Enrolment Checklist to ensure the appropriate documents are attached to this application.

6. STUDENT PRIVACY

Visual images of your child (including photographic and videographic images) may be collected and reproduced by the School for use in student records and for promotional purposes, in both printed and electronic form. The collection and use of such personal information is carried out according to the current **Privacy Act 1988** to ensure the protection of an individual's privacy. It is the School's policy to request consent from parents/guardians for the use of a student's visual image(s) at the time of enrolment, and then to renew this consent annually as part of its Term 1 Information Update.

Please note: By providing consent, you are agreeing that your student's visual image(s) may be used in any of the following: website, newsletters, yearbooks, promotional items (e.g. prospectus, banners), marketing items (e.g. brochures, flyers, newspaper ad), handbooks, class publications, or other publications produced from time to time. By **not** providing consent, the School will be required to exclude your child from activities such as annual class photos, and he or she may be requested by the class teacher or other representative of the School to be removed from photos of excursions, class activities, carnivals etc. The School is committed to maintaining the integrity of personal information it holds about members of its community, and it is not our intention to cause a student or parent distress as a result of exclusions. Consent may be granted or withdrawn at any time.

Do you give consent for the School to use visual images of the child named in this application? (✓) Yes No

If you do not give consent, please be so kind as to indicate your reason(s) for this exclusion

Video Surveillance is used in public areas throughout the school 24 hours a day year around. This is necessary to keep staff and students safe and to protect external assets.

For more information, please refer to the School's **Privacy Policy** and **Visual Surveillance Policy**, both of which are available from our website or upon request.

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a



7. EXCURSIONS

One of the aims of Dale Christian School is to provide your child/ren with experiences outside of the classroom to reinforce or compliment what is being taught in the classroom. With this in mind, the School has organised several excursions throughout the year and the purpose of this letter is to provide you with some details and to seek your permission for your child/ren to participate in **ALL** the activities. These may include, but are not limited to; swimming carnivals, class excursions, athletics, cross country and interschool competitions.

I give my:

1. permission for my child/ren named above, to attend **ALL** the excursions and school outings, which I understand has been approved by the school Principal,
2. consent for my child/ren to travel on or in any form of public or private transport where such transport is deemed by the school to be necessary or desirable for the safe conduct of the excursion,
3. consent for my child/ren to participate in all activities, outings, trips and functions arranged as part of this excursion,
4. consent for the school, by its servants or agents:
 - to seek such medical or dental advice on behalf of my child/ren as seen fit in the event of an accident or illness, and
 - if, in the opinion of an attending medical or dental practitioner or medical officer ('health practitioner') my child/ren requires medical or dental attention or treatment (including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation), to that health practitioner giving such attention or treatment provided that reasonable efforts are made to inform me of any serious injury or illness,
5. certification that the consent which I have given in point 4 is valid at all times while my child/ren is in the custody of the school while attending or participating in the excursion,
6. certification that I understand that the school will take reasonable care (a supervisor with first aid qualifications will be in attendance) in the event of my child/ren suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my child/ren in such event nor will it be directly responsible for any act or omission of any health practitioner attending or treating my child/ren,
7. certification that if my child/ren should bring or consume drugs, alcohol, or cigarettes or otherwise exhibit behaviour that seriously endangers themselves or others, I will bear the full cost of return transport home for my child/ren and any adult supervisor that may be required to ensure the safety of my child/ren during that transport, and
8. notification in writing to the class teacher, should there be an occasion where I do not want my child/ren to participate in, before the excursion or outing.

8. GUARDIAN DECLARATIONS

DATE	GUARDIAN 1 (Female) SIGNATURE	GUARDIAN 2 (Male) SIGNATURE

Please note: By signing this document, you agree to abide by the policies and procedures, and the terms and conditions, as approved by the Board of Dale Christian School, which may be altered from time to time.

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a



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