



## Application for Enrolment

10890 Bussell Hwy, Forest Grove, 6286

Telephone: 08 9757 7515 Email: [office@mris.wa.edu.au](mailto:office@mris.wa.edu.au) Website: [www.mris.wa.edu.au](http://www.mris.wa.edu.au)

### Student

First Name .....Middle Name.....

Surname .....

Calendar Year of Entry..... Academic Year of Entry..... Date of Birth \_\_ / \_\_ / \_\_\_\_

Current School (if applicable) .....

All sections must be completed and the following documents included:

- Birth Certificate (not an extract)
- Australian Immunisation Register History Statement (Up to date at application)
- \$125 non-refundable application fee paid
- \$500 non-refundable New Family enrolment fee
- Court Orders

Do you have any other children that may attend our school in the future? If so,

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ D.O.B. \_\_ / \_\_ / \_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ D.O.B. \_\_ / \_\_ / \_\_\_\_

How did you first hear about our school?

### Office use only:

Application Received: \_\_ / \_\_ / \_\_\_\_

Accepted by GB: \_\_ / \_\_ / \_\_\_\_

Accepted by GB to Wait List: \_\_ / \_\_ / \_\_\_\_

Contacted confirming acceptance on: \_\_ / \_\_ / \_\_\_\_

Provisional acceptance:  Pending – Eligible visa

Pending - Up to date AIR statement (within 2mths of enrolment)

## Student Details

### General Information

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Date of Birth \_\_/\_\_/\_\_\_\_ Gender Male  Female  Other  Please specify \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Australian Citizen: Yes  No

Aboriginal: Yes  No  TSI: Yes  No

Language: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Visa No./Residency Details: \_\_\_\_\_

### Personal Information

#### *Health/Medical*

What is your child's immunisation status? Up to date  Not up to date

Family Doctor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Medicare Details: No: \_\_\_\_\_ Expiry: M\_\_/Y\_\_\_\_ No. on card: \_\_\_\_\_

Private Insurance: Yes  No  Provider: \_\_\_\_\_ Expiry: \_\_\_\_\_

Policy No: \_\_\_\_\_ Details: \_\_\_\_\_

Ambulance Cover: Yes  No

Emergency Contacts: (Other than parent, when parent not contactable)

Name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Name: \_\_\_\_\_ Phone no: \_\_\_\_\_

## Student Details cont.

Does your child have any ongoing medical conditions? (Eg. Asthma, Allergies) Yes  No

If so, please provide further information \_\_\_\_\_ and an Action Plan if applicable

Does your child have a diagnosed Disability? Yes  No

Nature/Name of Disability/Condition/Diagnosis: \_\_\_\_\_

Do you have any other concerns? Please tick appropriate boxes

Sight  Hearing

Sensory  Speech & Language

Other Physical (incl. mobility)  Learning

Cognitive/Intellectual

Autism Spectrum Disorder

Social/Emotional/Behavioural

Mental Health

Other not mentioned

### *Independence*

Does your child need support with personal care needs? Yes  No

(Toilet, dressing, eating, mobility)

Note: Students must be 3 years old and fully toilet trained to begin Little Indies Discovery School.

Does your child need adjustments, strategies, considerations to support their independence?  
(In the playground, dressing, eating, toileting, camps or excursions, other) Yes  No

Does your child require additional supervision or support in particular situations? Yes  No

### *Consent to medical attention:*

In the event of an accident or illness when it is impractical or impossible to communicate with me, I / we understand the school will arrange such emergency medical treatment as may be deemed necessary and I/we agree to pay for an ambulance for my child if required in an emergency Yes  No

Signature of parent/guardian: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Family Details

Household Representative: (Main household Contact) \_\_\_\_\_

### Parent 1 / Guardian / Carer 1 details (please circle one)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: (if different from residential address) \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

I \_\_\_\_\_ do/do not consent to have my *email address* and I do/do not consent to have my *phone numbers* released to the school community in the school directory.

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_

Language: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Do you have any specific skills that could be of assistance for school activities and events? Yes  No

What could you offer? \_\_\_\_\_

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

Year 9 or equivalent or below  Year 10 or equivalent

Year 11 or equivalent  Year 12 or equivalent

### What is the level of highest qualification you have completed?

Bachelor degree or above  Certificate I to IV (including trade certificate)

No non-school qualifications  Advanced diploma / Diploma

Current Driver's Licence Type \_\_\_\_\_

What is your occupation Group?  Please select the appropriate parental occupation group from the attached list. (1, 2, 3 or 4)

- If the person is currently not 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 '8' in the space above.

## Family Details cont

### Parent 2 / Guardian / Carer 2 details (please circle one)

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: (if different from residential address) \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

I \_\_\_\_\_ do/do not consent to have my *email address* and I do/do not consent to have my *phone numbers* released to the school community in the school directory.

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_

Language: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Do you have any specific skills that could be of assistance for school activities and events? Yes  No

What could you offer? \_\_\_\_\_

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## Payment of fees

I agree to abide by the terms and conditions of the MRIS fees policy (available on the school website). I understand fees must be paid in advance for the year or via Fat Zebra periodic direct debit payment.

I understand that if the student is withdrawn from the School (temporarily or permanently), or if an enrolment is to be cancelled I/we are required to give the Principal one term's notice, in writing, before the withdrawal or cancellation date. In the event that this notice is not given, I understand that we will be liable to pay the School an amount equal to 25% of annual tuition fees in lieu of such notice.

I understand that non-payment of fees will result in termination of enrolment and may incur additional costs and/or interest when handed to the school collection agency.

I/we agree to the above and understand that all parties signing this form will be liable for the Student's fees.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

## Volunteer Policy/Code of Conduct

MRIS has adopted this policy as part of its commitment to the welfare of students, volunteers and staff at our School. All parents are expected to undergo induction in the Volunteer Policy as offered by the school usually at the start of the year or when a new enrolment has been confirmed.

I/we understand that failure to undertake induction in the Volunteer Policy OR abide by its rights and responsibility may result in exclusion from school grounds.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

## Chaplaincy

Social and Emotional Learning together with Pastoral care is currently provided by teaching staff supported by the Chaplain and overseen by the Principal. The Chaplain is funded by a Federal Government grant under the National School Chaplaincy Program for Pastoral Care services or the practice of looking after the personal needs of students, not just their academic needs, through the provision of general spiritual and personal advice. At our School the Chaplain provides immediate and/or ongoing support for a student in need and adults in the school community also in need e.g. parents or staff; support the inclusive and welcoming nature of MRIS and assist our focus on mental health and wellbeing throughout the school community. Participation in any services provided by the Chaplain is voluntary; please note Chaplains are not permitted to proselytize.

I/we understand that we have the right to opt out of the chaplaincy programme and agree to advise the school in writing if I/we wish to do so.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

## Privacy/Publishing

The School takes and uses a range of photos and videos of school-related activities and events throughout the year, for use in various school publications, marketing, advertising and social media.

Please indicate whether you provide consent to photos or videos of your child being used for the following:

Internal Publications

External Publications

Social Media

In class technology

I/we hereby give permission for photos and video images of my child to be published as above.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

## MRIS Parent Commitment

MRIS values the strong family/school partnership which underpins the ethos/value of our school.

It is important for the school's continuing success that prospective families understand the commitment in time and energy that will be required of them.

In an effort to cater for all families, MRIS offers a wide range of options to fulfill this commitment.

Single-parent families and families with working parents can now enjoy more flexible parental involvement, whilst the school continues to maintain its history of excellence and nurture the important parent/school partnership. You should discuss your circumstances with the Principal at enrolment or anytime during the year should your personal circumstances change.

You will be asked to –

- Contribute 60hrs (family) or 30hrs (sole-parent family) of help annually.  
Hours can be accrued through the participation in the STEP course, classroom rosters, fundraising events, Busy Bees and portfolios e.g. grounds/maintenance, Book Club, administration assistance, special projects, book covering, library assistance.
- Participate in Busy Bees scheduled in Term 1 and Term 3.
- Hours not completed at the end of the year are charged at \$20 per hour.
- Systematic Training for Effective Parenting (STEP)  
Teachers and parents are expected to do a STEP course (free). The course promotes a consistent approach to behaviour management both at home and school.  
Reflective listening and the use of logical consequences instead of reward/punishment are among some of the strategies taught.
- Stay in Touch – Keep up to date with communications via the School App – School Stream and the Newsletter published every Thursday.

I/we agree to the commitment outlined above.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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

### **COLLECTION NOTICE Information**

1. *The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.*
2. *Some of the information we collect is to satisfy the School's legal obligations, and to enable the School to discharge its duty of care.*
3. *Certain laws governing or relating to the operation of schools require that certain information is collected. This includes Public Health 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. (see MRIS Privacy Policy)*
5. *The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, (Catholic Education Office, the Catholic Education Commission), medical practitioners, and people providing services to the School, including specialist visiting teachers, and volunteers.*
6. *Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines (and on our Facebook and website).*
7. *Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied.*
8. *As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.*
9. *If you provide the School with personal information of others, eg. Doctors and emergency contacts the school assumes you have notified these people of your intention to supply this information and for what purpose. A request can be made by these third parties to access this information. As a general rule the school does not disclose personal information to third parties.*



## STUDENT ENROLMENT & BACKGROUND DETAILS UPDATE

### Information to be updated if incomplete or changed

The attached information is held on the school's administrative system. Please check the information and make any changes that are necessary, provide any missing data, or indicate that no changes are necessary. **Please sign and return the Student Update Form to the school** to enable your child's enrolment records to be kept up-to-date.

The information on this document is provided to assist in updating the background data held in the school's database with your child's enrolment records. The full text of the questions is reproduced below and the occupation group details are overleaf.

### Why the information is needed

All schools in Australia are required to collect background information on students as part of national reporting arrangements aimed at providing a fairer education system for all children. This background information is collected by schools in a uniform way across the country.

The information collected will not be used to identify individual students. It will be used to better understand how background factors may affect student educational levels, and help in developing policies to better assist those children not meeting expected standards.

While it is not a legal requirement to provide all of the background information requested, the information is sought to enable the Department to:

- Collect necessary statistical information and undertake analysis of the composition and performance of the student population;
- Construct socio-economic indexes of schools; and
- Meet State and National reporting requirements.

### Security and confidentiality

The information provided for enrolment records is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

### Parent/Guardian/Carer Additional Information

<b>Do you speak a language other than English at home?</b> <i>(If more than one language, indicate the one that is spoken most often.)</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes Other, <i>please specify:</i> _____
<b>What is the highest year of primary or secondary school you have completed?</b> <i>(If you did not attend school, mark 'Year 9 or equivalent or below')</i>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
<b>What is the level of the highest qualification you have completed?</b>	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification
<b>What is your occupation group?</b> <i>Please select the appropriate parental occupation group from the list provided. 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.</i>	<i>(Write 1, 2, 3, 4 or 8)</i>

## Parental Occupation Groups

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/sportspersons 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  <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.                      Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]                      Air/sea transport [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  <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> 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)  <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, admission clerk]</p> <p><b>Skilled office, sales and service staff</b>  <b>Office</b> (secretary, personal assistant, desktop publishing operator, switchboard operator)  <b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]  <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></p> <p><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>  <b>Office</b> (typist, word processing/data entry/business machine operator, receptionist, office assistant)  <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)  <b>Assistant/aide</b> (trades' assistant, school/teachers' 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>  <b>Defence Forces</b> ranks below senior NCO not included in other groups  <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)  <b>Other worker</b> (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, carpark 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.

Please select the appropriate parental occupation group from the list above.

- 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' instead.

All information collected on this form will be used and stored in accordance with the MRIS Privacy policy which is available on the school's website at [www.mris.wa.edu.au](http://www.mris.wa.edu.au)