



# Esperance Anglican Community School

## APPLICATION

### FOR

## ENROLMENT

*Please contact us if you have any queries:*

PO Box 400, ESPERANCE WA 6450 | 5 Griffin Street, WEST BEACH WA 6450

(08) 9083 2444 | [info@eacs.wa.edu.au](mailto:info@eacs.wa.edu.au) | [www.eacs.wa.edu.au](http://www.eacs.wa.edu.au)

*A school of The Anglican Schools Commission (Inc)*

# Application for Enrolment

## 1. STUDENT INFORMATION

Surname		First Name		Second Name/s	
Gender		Date of Birth		Religion <i>(If none, please indicate.)</i>	
				Year Level <i>(e.g. Year 8)</i>	Year <i>(e.g. 2015)</i>
Proposed Entry to Esperance Anglican Community School					

Country of Birth		Student Nationality		First Language	
<i>Please supply a certified copy of student's birth certificate (or provide the original to the school for copying).</i>					
Where applicable, please provide details of student's residency status:		Date Entered Australia		Visa Sub-Class	

*The school is not registered to accept students who do not have permanent residency or an appropriate visa status.*

Is the student of Aboriginal or Torres Strait Islander origin? <i>(Please circle. For persons of both Aboriginal and Torres Strait Islander origin, please circle both.)</i>	No	Yes, Aboriginal	Yes, Torres Strait Islander
---	----	-----------------	-----------------------------

Current School		Year Level/s	
Previous School/s		Year Level/s	

### Medical Details

Medical Practice		Doctor's Name	
Address			Postcode
Phone		Medicare Number <i>(Used only in emergencies.)</i>	
<b>Immunisation:</b> Has the student been immunised against the following? <i>(Please circle and provide relevant dates.)</i> <i>Please supply a copy of student's immunisation records to the school.</i>	Diphtheria/ Polio/ Tetanus (DPT/ADT)		Yes / No / /
	Hepatitis B		Yes / No / /
	Hib		Yes / No / /
	Mumps/ Measles/ Rubella (MMR) Mumps/Measles only? Yes / No		Yes / No / /

**Does the student take medication?** *(Please circle.)*

*Please include relevant details which might affect the student's wellbeing at school.*

Ventolin	Yes / No	Ritalin	Yes / No	Prosac	Yes / No
Other: <i>(Please specify.)</i>					
Details:					

**Does the student suffer any allergic reactions?** *(Please circle.)*

Yes / No

*(If yes, please provide relevant details.)*

Details:					
----------	--	--	--	--	--

**Does the student suffer from or ever had any of the following?**  
*(Please circle.)*

*Please include relevant details which might affect the student's wellbeing at school.*  
*(If yes, please provide relevant details.)*

ADHD	Yes / No	Glandular Fever	Yes / No	Pneumonia	Yes / No
Blood Disorder	Yes / No	HIV	Yes / No	Speech Impairment	Yes / No
Chronic Fatigue	Yes / No	Hearing Impairment	Yes / No	Visual Impairment	Yes / No
Diabetes	Yes / No	Heart Condition	Yes / No	Requires use of wheelchair	Yes / No
Eating Disorders	Yes / No	Hepatitis B or C	Yes / No	Other <i>(Please specify.)</i>	
Epilepsy	Yes / No	Migraine	Yes / No		

Details:					
----------	--	--	--	--	--

# Application for Enrolment

## Specific Requirements (Please circle.)

(If yes, please provide brief details.)

Are there any medical/physical needs that the student requires to operate effectively in the school?	Yes / No
Are there any individual educational needs that the student requires to operate effectively in the school?	Yes / No
Has the student ever received Guidance or Counselling?	Yes / No
Details:	

## 2. CONFIDENTIAL FAMILY INFORMATION

The pastoral care of students is one of the school's greatest concerns. Additional family and personal details will assist the school in caring for our students.

### Parent/Guardian Particulars

Child lives with: (Please circle.)

Please specify relationship

Both Parents	Mother Only	Father Only	Other:	
<b>Access Restrictions:</b>		<small>(e.g. Sole custody, mutual agreement, court orders, etc. Please provide details and written validation where applicable.)</small>		
Details:				

<b>Full details of:</b> <small>(Please circle)</small>	Father	Legal Guardian 1	Other: <small>(Please specify legal relationship)</small>	
Surname			Given name/s	
Home Address			Postcode	
Postal Address			Postcode	
Home Phone		Mobile		
Home Email			Religion <small>(If none, please indicate.)</small>	
Occupation			Employer	
Work Address			Postcode	
Work Phone			Work Email	

<b>Full details of:</b> <small>(Please circle)</small>	Mother	Legal Guardian 2	Other: <small>(Please specify legal relationship)</small>	
Surname			Given name/s	
Home Address			Postcode	
Postal Address			Postcode	
Home Phone		Mobile		
Home Email			Religion <small>(If none, please indicate.)</small>	
Occupation			Employer	
Work Address			Postcode	
Work Phone			Work Email	

# Application for Enrolment

## 3. OTHER CHILDREN IN THE FAMILY

Please list other brothers/sisters including those already enrolled at Esperance Anglican Community School.

(Please note, a separate application form must be submitted for each student.)

Surname <i>(where different)</i>	Given Name/s	Date of Birth	Current School <i>(if applicable)</i>	Current Year Level <i>(if applicable)</i>

## 4. FINANCIAL INFORMATION

*(Please circle and provide relevant details.)*

Please supply name, address and contact details for the person/s responsible for paying the fees.

<b>Father/Guardian 1:</b>	Contact Details as per section 2? Yes / No <i>(If no, please provide details below)</i>	Responsible for _____ % of fees
<b>Mother/Guardian 2:</b>	Contact Details as per section 2? Yes / No <i>(If no, please provide details below)</i>	Responsible for _____ % of fees

<b>Other:</b> <i>(Please specify relationship)</i>		Responsible for _____ % of fees
Surname		Given Name/s
Billing Address		Postcode
Contact Phone		Mobile
Contact Email		

## 5. EMERGENCY CONTACT PARTICULARS

*Please provide details of two contacts for use in an emergency situation where we can not contact parent/guardian/s.*

### Contact 1

Surname		Given name/s	
Relationship <i>(e.g. Friend, Neighbour, Grandparent)</i>			
Home Address		Postcode	
Home Phone		Work Phone	
Mobile			

### Contact 2

Surname		Given name/s	
Relationship <i>(e.g. Friend, Neighbour, Grandparent)</i>			
Home Address		Postcode	
Home Phone		Work Phone	
Mobile			

# Application for Enrolment

## PRIVACY STATEMENT

The Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 requires that the following be brought to your attention before completing this form - please read this information. A full copy of the school's Privacy Policy is available upon request. Completion and lodgement of this form is taken as your acknowledgement and acceptance of the information provided.

1. Esperance Anglican Community School collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student'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, particularly 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. These include Public Health and Child Protection laws.
4. The School, from time to time, discloses personal and sensitive information to others, in respect to students attending the School, for administrative and educational purposes. This may include to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers and sports coaches.

## ENROLMENT POLICY

Application for enrolment is open to all families and children who agree to accept the School's rules and expectations. Preference in enrolment will be given to children from families who are actively involved in the Anglican Church or in other Christian churches and to the brothers and sisters of children who have already accepted places in this School.

## PARENT/GUARDIAN PARTICIPATION

Parental assistance across a wide range of activities is essential to the proper functioning of Esperance Anglican Community School. Assistance will be needed in a variety of areas including canteen, working bees and fundraising. The talents of parents will be utilised as far as possible in whatever areas they are offered. While acknowledging that parents are in various situations with regard to the time they can make available to the School, a positive commitment to provide some assistance is required if an offered place is accepted.

---

## NON REFUNDABLE REGISTRATION FEE

A non-refundable registration fee of \$55.00, which includes GST, must accompany this form.

Acceptance of an Application for Enrolment by The Anglican Schools Commission (Inc) and the School does not constitute an enrolment or an agreement to offer a place to a student. Offers of places will be made subject to an interview and the provision of such information as the School requires.

## BOTH PARENTS/GUARDIANS MUST SIGN THIS APPLICATION FOR ENROLMENT.

### **I/We hereby apply for the above-named child to be enrolled at Esperance Anglican Community School.**

I/We have read and retained a copy of the Enrolment Handbook and Tuition Fees and Financial Guide and have agreed to support and cooperate with the School Authorities in all matters contained therein. I/We agree to support the policies and rules of the School and I/we undertake that ten (10) school weeks' notice in writing will be given before the removal of a student and acknowledge that one (1) term's tuition fees may be charged in lieu of notice.

I/We understand that all parents are required to pay in advance at the time of making application for enrolment a Registration Fee of \$55 per student (including GST), which is not refundable. I/We agree to be solely/jointly responsible for the payment of all fees and charges. The parent/guardian also agrees to pay the school's costs and disbursements incurred in recovering monies owed by the parent/guardian, including debt recovery agency fees and legal costs on an indemnity basis.

I/We agree that in signing this form we grant permission for Esperance Anglican Community School and The Anglican Schools Commission (Inc.) to publish the student's image, work and/or name in school community publications and/or publications aimed at the wider community both in print and electronic form.

---

Signature of Father/Guardian 1

Date \_\_\_\_\_

---

Signature of Mother/Guardian 2

Date \_\_\_\_\_

## Application for Enrolment

### MCEETYA REPORTING REQUIREMENTS

(For Australian Government data collection only – not for school use.)

In addition to the previous information, the Commonwealth Department of Department of Education, Employment and Workplace Relations (DEEWR) requires the completion of the following data.

#### Does the student or their Father/Guardian 1 or their Mother/Guardian 2 speak a language other than English at home?

If yes, please indicate language below. If more than one language, please indicate the one that is spoken most often.

If not, please go to next question.

Language	Student	Father/Guardian 1	Mother/Guardian 2
English Only	Yes / No	Yes / No	Yes / No
Language other than English <i>(Please specify.)</i>			

#### What is the highest year of primary or secondary schooling completed by the student's parent/guardians?

<i>(Please mark one box ONLY in each column.)</i>	Father/Guardian 1	Mother/Guardian 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

<i>(Please mark one box ONLY in each column.)</i>	Father/Guardian 1	Mother/Guardian 2
Bachelor Degree or above		
Advanced Diploma/Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

#### Please select the appropriate parent/guardian occupation group from the categories listed on the following page.

If the person is not currently in paid work but has held 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 the numeral '8' in the box.

<i>(Please indicate the relevant occupational group number in each column.)</i>	Father/Guardian 1	Mother/Guardian 2
Occupational Group Number		

## *Application for Enrolment*

### **GROUP 1 - SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATION, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS**

**Senior Executive/Manager/Department head** in industry, commerce, media or other large organisations.

**Public Service Manager** (Section head or above), regional director, health/education/police/fire services administrator.

**Other Administrators** School Principal, faculty head/dean, library/museum/gallery director, research facility director.

**Defence Forces** Commissioned Officer.

**Professionals** generally have degree or higher qualification and experience in applying this knowledge to design, develop or operate complex systems; identify, treat or advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional.

**Business** Management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer.

**Air Sea transport** aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.

### **GROUP 2 - OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTSPERSON AND ASSOCIATE PROFESSIONALS**

**Owner/Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

**Specialist manager** finance/engineering/production/personnel/industrial relations/sales/marketing.

**Financial services manager** bank branch manager, finance/investment/insurance broker, credit/loan officer.

**Retail sales/service manager** shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.

**Arts/media/sports** musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** 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.

**Defence Forces** senior Non-Commissional Officer.

### **GROUP 3 - TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship ALL tradesmen/women are included in this group.

**Clerks** bookkeeper, bank /PO clerk, statistical/actuarial clerk, accounting claims/audit clerk, payroll clerk, recording/registry filing clerk, ,betting clerk, stores/inventory, customs agent, customer services clerk, admissions clerk.

**Skilled office, sales and service staff.**

**Office** secretary, personal assistant, desktop publishing operator, switchboard operator.

**Sales** company sales representative, auctioneer, insurance/agent/assessor/loss adjuster, market researcher.

**Service** aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector/postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.

### **GROUP 4 - MACHINE OPERATORS, HOSPITALITY STAFF, ASSISTANTS, LABOURERS AND RELATED WORKERS**

**Drivers, mobile plant, production/processing machinery and other machine operators.**

**Hospitality** staff hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper.

**Office assistants, sales assistants and other assistants.**

**Office** typist, word processing/ data entry/business machine operator, receptionist, office assistant.

**Sales** assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker.

**Assistant/aide** trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.

**Labourers and related workers.**

**Defence Forces** ranks below senior NCO not included above.

**Agriculture, horticulture, forestry, fishing, mining worker** farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryperson, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.

**Other worker** labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

If the person is not currently in paid work but has held 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 the numeral '8' in the box.

**FOR SCHOOL OFFICE USE:**

Surname		First Name		Second Name/s	
Student ID		Family ID		Date of Birth	
				Year Level (e.g. Year 8)	Year (e.g. 2009)
Proposed Entry to Esperance Anglican Community School					

<b>Registration:</b>					
Date Received		Amount	\$	Receipt Number	
Birth Certificate Received?		Immunisation Records Received?		Date Application Acknowledged	
<b>Interview:</b>					
Date		Time		Letter of Offer Date	
<b>Enrolment:</b>					
Date Received		Amount	\$	Receipt Number	
Code of Conduct		Parent Agreement		Date Enrolment	
<b>School Records:</b>					
Date Future Students Updated		MCEETYA Entered		Staff Signature	



**ESPERANCE ANGLICAN COMMUNITY SCHOOL**  
 PO Box 400 ESPERANCE WA 6450 | 5 Griffin Street, WEST BEACH WA 6450  
 (08) 9083 2444 | [info@eacs.wa.edu.au](mailto:info@eacs.wa.edu.au) | [www.eacs.wa.edu.au](http://www.eacs.wa.edu.au)  
*A school of The Anglican Schools Commission (Inc)*