



THORNIE

Christian College

Family Enrolment

Thornlie Christian College, a Ministry of Thornlie Church of Christ
19 Furley Road, Southern River WA 6110

Phone: (08) 9455 1607 **Fax:** (08) 9455 1062 **Email:** registrar@thornlie.net **Web:** www.tcc.wa.edu.au ABN 42 983 626 009

Learning for life!

Thank you for choosing to register your interest in enrolling your child at Thornlie Christian College. Before we are able to arrange an enrolment interview, we request that you please provide the following documents for us:

Please tick:

- Family Enrolment Booklet**
- Your child's most current School Report**
- Your child's most current NAPLAN / OLNA test results**
- Your child's Birth Certificate (s)** (including any change of name documents)
- Your child's Immunisation Record**
- Your child's Visa (if applicable)**
If both parents are born outside of Australia irrespective of child being born in Australia we require evidence of parents/child, visa/citizenship status
- Court Orders (if applicable)**
- Learning and/or Behaviour Management Plans (if applicable)**

At the time of applying for enrolment there is an application fee of \$50 per family required. This fee applies to the administration costs associated with enrolments. Once a place has been offered at the College, a Confirmation Fee of \$300.00 for the first child and \$150.00 for the second child is required. There are no confirmation fees for additional children. The application and confirmation fees are non-refundable.

If you have any queries in regards to your application, please do not hesitate to contact either Pam Stringer or Charlene Moss at the College on 94551607.

Please request additional Child Enrolment forms if you have 4 or more children to enrol

OTHER DETAILS

PLEASE DESCRIBE YOUR RELATIONSHIP WITH THE LORD, JESUS CHRIST?

CHURCH ATTENDING: _____

PASTOR'S NAME: _____ PHONE NO: _____

HOW DID YOU HEAR ABOUT OUR COLLEGE?

WEBSITE _____ WORD OF MOUTH _____ SIGNAGE _____ RADIO ADVERTISING _____ OTHER _____

Why would you like your child/ren to attend our College? _____

EMERGENCY CONTACTS

Please advise who you would like us to contact if we are unable to reach you in case of an emergency or for urgent guidance in relation to your child's wellbeing.

CONTACT PERSON **Relative** **Neighbour** **Friend** (Please circle the appropriate)

NAME: _____ TELEPHONE: _____

ADDRESS: _____

CONTACT PERSON **Relative** **Neighbour** **Friend** (Please circle the appropriate)

NAME: _____ TELEPHONE: _____

ADDRESS: _____

PERMISSION TO CONTACT DOCTOR: **YES / NO**

NAME OF DOCTOR AND / OR MEDICAL CENTRE:

NAME: _____ TELEPHONE: _____

PRIVATE HEALTH FUND YES / NO If yes, name of fund: _____

MEDICARE No.: _____ **ST JOHN'S AMBULANCE COVER:** **YES / NO**

In the event of an emergency, I/we authorise the school to secure an ambulance & or medical attention for my child. **YES / NO**

CHILDS DETAILS (First Child)

NAME: _____
 (Family Name) (Given Names)

PREFERRED NAME: _____ MALE: FEMALE: DATE OF BIRTH: _____

ACADEMIC YEAR OF ENTRY: _____ TERM: _____ CALENDAR YEAR OF ENTRY: _____

*** Is your child of Aboriginal or Torres Strait Islander origin?**
 (For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)

- No.....
- Yes, Aboriginal
- Yes, Torres Strait Islander

IN WHICH COUNTRY WAS YOUR CHILD BORN?

Australia
 Other – please specify

CURRENT NATIONALITY: _____ LANGUAGE YOUR CHILD SPEAKS AT HOME: _____

MEDICAL DETAILS (First child)

KNOWN MEDICAL CONDITIONS

Does your child suffer from any of the following?:

Allergies		Asthma	
Heart Condition		Migraine	
Diabetes		Other (Specify)	
Epilepsy			

- Please provide us with a 'Medical Care Plan' for medical conditions / allergies to help us provide appropriate care for your child. This plan should be prepared in consultation with your doctor.
- The College will only administer prescribed medication by prior arrangement. To arrange for the administration of medication please provide written authorization.

IMMUNISED (Please circle): **YES / NO**

It is a present legal requirement for Thornlie Christian College to have written authorisation from the Parents/Guardians giving permission to administer Paracetamol / Ibuprofen medications to students. We will still ring on each occasion to confirm that we can administer these medications should the need arise.

Please Circle: **Tablet / Liquid**

PREVIOUS SCHOOL DETAILS (First child)

PRESENT SCHOOL YEAR: _____ PRESENT / PREVIOUS SCHOOL: _____

I consent to Thornlie Christian College contacting the previous school as part of the enrolment process. **Yes / No**

If No, please provide your reasons for this : _____

Has your child skipped or repeated a Grade? **Yes / No**

Reason: _____

Has your child ever been expelled or suspended from a School? **Yes / No**

Reason: _____

Does your child have a Learning or Behaviour Management Plan at their current school? **Yes / No**

If YES please provide details and attach a Copy of the current Plan: _____

SPECIAL NEEDS (First child)

Does your child have any Educational / Learning Difficulties / Special Needs **Yes / No**

In order to assist us to address students' learning, we require parents to provide documentation of their child's disability/special needs, at the time of enrolment. Please supply all medical/psychological/or other specialist assessments and reports relevant to your child's condition. This information is a requirement *prior* to us processing your application. Failure to disclose these details *prior* to enrolment may result in a review of your child's admission.

To determine the teaching and learning adjustments that may be necessary to support my child _____
 _____ in his/her education, I give permission for the release of information between Thornlie Christian College and the following agencies

- _____
- _____

EDUCATIONAL SUPPORT PROGRAMME:

Does your child have difficulty in any of the following areas?

Mathematics: _____ Oral Language: _____

Reading: _____ Writing: _____

Spelling: _____ Movement: _____

Behaviour: _____

Should an area of delay be identified in your child's knowledge, additional support may be offered. Instruction is in the form of individual or small group withdrawal. Most children do not require such assistance on a long term basis, so time outside the classroom is kept to a minimum. The program is designed to assist any child as the need arises. Parents/guardians will be informed should this support be required.

I hereby give permission for my child _____ to access the Learning Support facilities if required during their education at Thornlie Christian College.

Signed: _____ Date: _____

CHILDS DETAILS (Second Child)

NAME: _____
 (Family Name) (Given Names)

PREFERRED NAME: _____ MALE: FEMALE: DATE OF BIRTH: _____

ACADEMIC YEAR OF ENTRY: _____ TERM: _____ CALENDAR YEAR OF ENTRY: _____

*** Is your child of Aboriginal or Torres Strait Islander origin?**
 (For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)

- No.....
- Yes, Aboriginal
- Yes, Torres Strait Islander

IN WHICH COUNTRY WAS YOUR CHILD BORN?

Australia
 Other – please specify

CURRENT NATIONALITY: _____ LANGUAGE YOUR CHILD SPEAKS AT HOME: _____

MEDICAL DETAILS (Second child)

KNOWN MEDICAL CONDITIONS

Does your child suffer from any of the following?:

Allergies		Asthma	
Heart Condition		Migraine	
Diabetes		Other (Specify)	
Epilepsy			

- Please provide us with a 'Medical Care Plan' for medical conditions / allergies to help us provide appropriate care for your child. This plan should be prepared in consultation with your doctor.
- The College will only administer prescribed medication by prior arrangement. To arrange for the administration of medication please provide written authorization.

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PREVIOUS SCHOOL DETAILS (Second child)

PRESENT SCHOOL YEAR: _____ PRESENT / PREVIOUS SCHOOL: _____

I consent to Thornlie Christian College contacting the previous school as part of the enrolment process. **Yes / No**

If No, please provide your reasons for this : _____

Has your child skipped or repeated a Grade? **Yes / No**

Reason: _____

Has your child ever been expelled or suspended from a School? **Yes / No**

Reason: _____

Does your child have a Learning or Behaviour Management Plan at their current school? **Yes / No**

If YES please provide details and attach a Copy of the current Plan: _____

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Does your child have any Educational / Learning Difficulties / Special Needs **Yes / No**

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I hereby give permission for my child _____ to access the Learning Support facilities if required during their education at Thornlie Christian College.

Signed: _____ Date: _____

CHILDS DETAILS (Third Child)

NAME: _____
 (Family Name) (Given Names)

PREFERRED NAME: _____ MALE: FEMALE: DATE OF BIRTH: _____

ACADEMIC YEAR OF ENTRY: _____ TERM: _____ CALENDAR YEAR OF ENTRY: _____

*** Is your child of Aboriginal or Torres Strait Islander origin?**
 (For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)

- No.....
- Yes, Aboriginal
- Yes, Torres Strait Islander

IN WHICH COUNTRY WAS YOUR CHILD BORN?

Australia
 Other – please specify

CURRENT NATIONALITY: _____ LANGUAGE YOUR CHILD SPEAKS AT HOME: _____

MEDICAL DETAILS (Third child)

KNOWN MEDICAL CONDITIONS

Does your child suffer from any of the following?:

Allergies		Asthma	
Heart Condition		Migraine	
Diabetes		Other (Specify)	
Epilepsy			

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PRESENT SCHOOL YEAR: _____ PRESENT / PREVIOUS SCHOOL: _____

I consent to Thornlie Christian College contacting the previous school as part of the enrolment process. **Yes / No**

If No, please provide your reasons for this : _____

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Reason: _____

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Does your child have a Learning or Behaviour Management Plan at their current school? **Yes / No**

If YES please provide details and attach a Copy of the current Plan: _____

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I hereby give permission for my child _____ to access the Learning Support facilities if required during their education at Thornlie Christian College.

Signed: _____ Date: _____

GENERAL AUTHORISATION for Excursions, Medical Assistance and Photographs

General authorisation is given for my child/ren to attend educational and sporting excursions. Transportation for excursions is authorised by the Principal. Staff private transport may, on very rare occasions be necessary, no private student transport will be used. Parents/guardians will be informed of all details pertaining to each excursion prior to the event. A form will be sent home with more specific details of medical requirements and your signature prior to camps/tours.

I/We authorise the teachers and instructors to obtain medical assistance, which they may deem necessary should an accident or medical emergency occur, and I/We agree to pay all medical expenses (including ambulance call out) incurred on behalf of our children. I/We further authorise a qualified medical practitioner to administer anaesthetic if such an eventuality arises. Parents/guardians may withdraw this authorisation at any time by providing a letter to the Principal.

I/We understand that during the course of the year we take photographs of students involved in learning, sporting, cultural and spiritual activities. We also have a professional photographer who visits the school to take class, group and individual photographs. These photographs may be used in advertising or promotional materials or on our school website.

If you do not wish your child's photograph to appear in any promotional material, please email this instruction to the Registrar at the College: Email address: registrar@thornlie.net

Father's Signature: _____ Mother's Signature: _____

Guardian's Signature: _____ Date: _____

ENROLMENT CONDITIONS & PARENT DECLARATIONS

We believe that when parents partner with the College about the foundations for their children, that the outcomes are magnified both socially and academically for your children. As such your child's enrolment is conditional on your (parent / guardian) agreement and support of these conditions.

PLEASE READ THROUGH CAREFULLY before signing.

GENERAL CONDITIONS

1. Students and parents/guardians agree to actively support the College's Vision and Values.
2. Students are required to attend all official College functions (eg. Awards Evenings) and all timetabled activities, including intra/inter school sporting events, camps, etc. Students are required to attend College during the published term dates. If a student is going to be absent from the College for a period greater than five (5) days, advance notification must be made in writing to the Head of the relevant school.
3. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. The Principal reserves the right to suspend or permanently exclude a student from the College.
4. Parents/guardians who enrol their child in the College agree to accept liability, jointly and individually, for the cost of restitution for any damage resulting from the wilful or negligent actions of their child.
5. All fees and charges are to be paid in accordance with the College's fees schedule as published. The arrangements for payment of fees and charges must be made prior to the commencement of the period to which they relate. Parents or guardians are jointly and individually responsible for ensuring payment of fees and charges are made to the College in accordance with the fee schedule.
6. A student may be refused admission to a new term at the College if any fees and charges from the previous term remain unpaid and satisfactory alternative arrangements are not in place.
7. One term's notice in writing must be provided to the College before the withdrawal of a student. Failure to provide notice by the last day of any term for withdrawal no earlier than the last day of the following term will involve the payment of one term's tuition fee dating from the last day of attendance of the student. This fee will only be waived in the case of there being, in the view of the Principal or Business Manager, extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw.
8. Full fee payment is required to hold a place for a student who is absent from the College for any period of time during the year.
9. The College reserves the right to amend these conditions and the College fee schedule without prior notice.
10. The College accepts no liability for personal property brought to the College or taken to a College excursion or event.
11. All students are bound by the College rules and regulations issued by the Principal.

12. Parents agree to provide details of any mental, physical or behavioural conditions of a student enrolled at the College that may affect their learning or welfare, or the learning or welfare of another student, or the welfare of any person at the College.
13. Parents or guardians have read and agree to the College Privacy Policy (below).
14. It is the responsibility of the parent or guardian to provide the College with current and updated information.

CHRISTIAN EXPECTATIONS

1. Parents and guardians will declare unequivocal support for the Statement of Faith of the College.
2. Parents and guardians will support the College's endeavours to develop in their children an understanding and acceptance of the Christian world-view.

PRIVACY POLICY

Introduction and General Principals

1. Thornlie Christian College ("the College") respects the right to privacy of individuals and the need to protect their confidential information.
2. The College is committed to acting in accordance with the National Privacy Principles (NPP) contained in the Privacy Act 1998 (Cth) and with this policy.
3. This policy sets out the terms on which the College will collect, store, use and release personal information regarding its students, parents, guardians and third parties.
4. This policy will apply to all information collected by the College about students or their parents and guardians before, during and after their enrolment at the College unless otherwise stated.
5. The College reserves its right to review and update this policy as required to take into account new laws, technologies and the College's operations and activities.

Collection and Use of Personal Information

6. The College collects personal information, including 'sensitive information' as that term is defined in the Privacy Act (Sensitive Information) about students, parents and guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide of the students' educational, social, spiritual, mental and physical well-being and development.
7. The College may also collect, use, disclose and retain personal information about students and their parents and guardians for the following purposes:

- 7.1 keeping parents and guardians informed about their child's schooling and school activities. This may occur through personal meetings, correspondence, newsletters, magazines and on the College's website;
 - 7.2 day to day administration of the College
 - 7.3 marketing and promotion of the College to prospective students and their parents and guardians;
 - 7.4 fundraising for the College;
 - 7.5 developing and maintaining a student alumni.
8. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care to students and staff.
 9. The Education Act and other Commonwealth and State Government statutory authorities governing or relating to the operation of colleges require that certain information is collected. Some information is required to be passed on to these authorities.
 10. Health information about students is Sensitive Information within the terms of the National Privacy principles under the Privacy Act. We may ask parents or guardians to provide medical reports or medical information about students from time to time in order to assist the College in obtaining appropriate medical assistance for students if required and in discharging the College's duty of care.
 11. The College may, from time to time, disclose personal and Sensitive Information to others about students for administrative and educational purposes. This includes to other colleges, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers. Such information is only provided to the extent necessary for the providing of the relevant services to the College or student or as required by law.
 12. Sensitive Information will be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose unless the College is authorised to use or disclose the information by law, is authorised by the person the information relates to or is required to do so to prevent imminent danger or personal harm.
 13. On occasions student information (which is not Sensitive Information) such as academic and sporting achievements and activities is published in College newsletters, local newspapers and on our web site. Student information (although not Sensitive Information) may also be used in the course of fundraising and promotional activities by the College in order to assist the College in achieving or maintaining optimum student numbers, and to maximise the financial resources of the College.
 14. Parental contact details are made available to Thornlie Christian College staff members as required.
15. The College will not disclose personal information about current or former students to third parties for marketing purposes of the third parties without the person's consent.
 16. If you provide the College with the personal information of others, such as doctor or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

Right to Access and to Correct Personal Information

17. The Privacy Act grants individuals the right to obtain access to personal information held by the College about them.
18. Parents may seek access to personal information collected about them and their child. Students may also seek access to personal information about themselves. Access may need approval by the Principal and there will be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care for the student, or where students have provided information in confidence.
19. If a person wants to have access to information held by the College about them or their child then they should apply in writing to the Principal.
20. The College will use its reasonable endeavours to ensure that information it collects and/or discloses is accurate and up to date. It is the obligation of parents/guardians of students to provide the College with current and updated information and to notify the College if the personal or contact information of the student, parent, guardian or emergency contact persons change.
21. Full Fee Paying Overseas Students: Information provided to the College about the student may be made available to State and Commonwealth agencies.

Security of Personal Information

22. College staff are required to respect the privacy of individuals and to take reasonable steps to keep personal information that the College holds about individuals confidential except to the extent it is required to be disclosed or used for the purposes set out in this Privacy Policy or as contemplated by it.
23. The College takes reasonable measures to protect personal information from wrongful disclosure, misuse, loss or unauthorised access or modification.
24. The College will take reasonable steps to destroy personal information when it is no longer required by law to be held by it or is no longer required by the purposes contemplated by this policy.

By proceeding with the enrolment of your child at Thornlie Christian College, you:

- **Acknowledge and support the distinctly Christian culture that underpins all learning and life within the College.**
- **Support the College's unequivocal intention to develop in your child an understanding and acceptance of the Christian worldview.**

Father/Guardian: _____ Mother/Guardian: _____ Date: _____

MYCEETA DATA COLLECTION

1. Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

	Student	Mother/parent 1/ guardian 1	Father/parent 2/ guardian 2
No, English only.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other – please specify.....			

2. What is the highest year of primary or secondary school the parents/guardian have completed? (For persons who have never attended school, mark Year 9 or equivalent or below)

Mark one box only in each column

	Mother/parent 1 guardian 1	Father/parent 2 guardian 2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

3. What is the level of the highest qualification the parents/guardians have completed?

Mark one box only in each column

	Mother/parent 1 guardian 1	Father/parent 2 guardian 2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate 1 to IV (including trade Certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

4. What is the occupation group of the Mother/parent1/guardian1?

5. What is the occupation group of the Father/parent2/guardian2?

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

- If the person is not currently 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 box above.

Why is this information needed?

All schools in Australia are required to collect some additional background information on students as part of new national reporting arrangements aimed at providing a fairer education system for all children, regardless of background. Most of this information is already collected by schools but it will now be collected 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 details requested in this form, 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; and
- Meet State and National reporting requirements.

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.

LIST OF PARENTAL OCCUPATION GROUPS

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 organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator.

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

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.

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/sportspersons 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/loans officer]

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]

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-Commissioned officer]

Group 3: Trades and advanced/intermediate clerical, 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 clerk, purchasing/order clerk, freight/ transport/shipping clerk, bond clerk, 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Other occupations

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

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

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

Defence Forces other ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, 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]



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