



## Application for Enrolment Year 7

Applications for enrolment are received by the Administration Office and initial information about the student is documented and given to a Deputy Principal and to the Principal.

Applications for enrolment are discussed at an interview with a Deputy Principal. The administrative officer faxes to the student's current school the Sir Joseph Banks' *Student Information Request* form and the DET *Request for Student Background Information and Documents* form. The administrative officer informs the applicant that they will be contacted by a Deputy Principal to arrange an application for enrolment interview. Applicants are also informed that if they do come to an application for enrolment interview, the following documentation must be provided:

- Last two school reports
- Birth certificate or passport
- Proof of address
- Copy of visa and passport (if international or temporary visa student)

Applications must be approved by the Principal. If enrolment is approved the following additional documentation is provided for an enrolment interview with a Deputy Principal:

- Transfer/Clearance Form
- Proof of date of birth and official name copy (eg birth certificate or passport)
- OASIS Enrolment Form
- Student Personal Commitment to Strive for Success
- Uniform Agreement
- Photograph Permission Form
- Media Interview Permission Form
- Computer Code of Behaviour
- Secure Internet browsing and email information
- Student Travel for Sport Consent Form
- Health Form
- Photograph (passport size)
- Mobile Phone Agreement
- Special Religious Education Information

At the enrolment interview this documentation is checked and the following must be finalised.

- School, computer network and course contributions paid (or application for student assistance completed at a meeting with the School Administrative Manager)
- School uniform purchased

Students are provided with the following:

- *Student Information Booklet* which includes school rights, responsibilities and rules
- *Student Diary* which includes a summary of the school's high expectations in all areas of school life
- *Bullying No Way*
- School Uniform Requirements
- Uniform pricelist
- School, computer network and course contributions

## Application for Enrolment Year 7

### Section A

To be completed by an Administrative Officer when an application for enrolment is received.

Student's family name \_\_\_\_\_

Given names \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Gender \_\_\_\_\_ DOB \_\_\_\_\_

Current school \_\_\_\_\_ Current year \_\_\_\_\_

Current school telephone number(s) \_\_\_\_\_

Current school fax number \_\_\_\_\_

In area - Yes / No

Reason for leaving current school

\_\_\_\_\_  
\_\_\_\_\_

Reason for wishing to enrol at Sir Joseph Banks High School

\_\_\_\_\_  
\_\_\_\_\_

School's Student Information Request form and the DET Request for Student Background Information and Documents form faxed to current school (fax report confirming OK transmission to be attached) Yes / No

Administrative officer's name \_\_\_\_\_ Date \_\_\_\_\_

Administrative officer's signature \_\_\_\_\_

Please put this application for enrolment in a Deputy Principal's pigeon hole on the day it is received.

Put a copy of this page and the fax confirmation in the Principal's pigeon hole.

**Section B**

To be completed by the Deputy Principal responsible for the year.

**Name of Deputy Principal** \_\_\_\_\_

**Contact person at previous school** \_\_\_\_\_ **Position** \_\_\_\_\_

**Contacted by Deputy Principal** \_\_\_/\_\_\_/\_\_\_ **Telephone number** \_\_\_\_\_

**Details of telephone contact with former school (including dates)**

\_\_\_\_\_  
\_\_\_\_\_

**Discussion with Principal**

The Deputy Principal discusses the application for enrolment with the Principal and a decision is made about whether an application for enrolment interview will be held.

**Date of discussion** \_\_\_\_\_ **Decision** **Yes / No**

**Principal's signature** \_\_\_\_\_

The Deputy Principal phones the family to inform them whether an application for enrolment interview will be held. If an interview is to be held the family is reminded they must bring the following documentation.

- Birth certificate or passport
- Last two school reports
- Proof of address
- Copy of visa and passport (if international or temporary visa student)

**Date of phone call** \_\_\_\_\_

**If application interview held, date and time of interview** \_\_\_\_\_

**Details of other contact with family (including dates)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of application for enrolment interview** \_\_\_\_\_

**Last two school reports sighted**

**Comments on reports**

\_\_\_\_\_  
\_\_\_\_\_

**Proof of address sighted**

**Australian citizen**

**Yes / No**

(If no, copy of visa and passport if international or temporary visa student)

At the application for enrolment interview the Deputy Principal explains that the enrolment must be approved by the Principal, provides and explains the following documentation in detail. The Deputy Principal explains that if the Principal approves enrolment the documents must be completed and brought to the enrolment interview with a passport size photograph.

- OASIS Enrolment form
- Student Personal Commitment to Strive for Success
- Uniform Agreement
- Photograph Permission Form
- Media Interview Permission Form
- Computer Code of Behaviour
- Secure Internet browsing and email information
- Student Travel for Sport Consent Form
- Health Form
- Mobile Phone Agreement
- Special Religious Education Information

In addition, the Deputy Principal provides and explains the following.

- School, computer network and course contributions
- School Uniform Requirements
- Uniform Pricelist

The Deputy Principal explains that if enrolment occurs after the beginning of the year, the contributions are calculated on a pro-rata basis which is worked out by the School Administrative Manager.

I wish for my son/daughter to be enrolled as a student at Sir Joseph Banks High School.  
I understand and accept the expectations and requirements of the school.  
I understand enrolment must be approved by the Principal and that enrolment cannot start until all documentation is completed and signed by the family and, where appropriate, the school (eg Principal's signature on OASIS Enrolment Form).

\_\_\_\_\_  
Parent's/Caregiver's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

### Section C

The Deputy Principal discusses the application for enrolment interview with the Principal and the documentation returned by the student's current school.

I approve this student's enrolment at Sir Joseph Banks High School into Year 7.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

### Section D

The Deputy Principal phones the family to inform them of the Principal's decision. If enrolment has been approved the Deputy Principal reminds the parent/caregiver to bring all documents including a Transfer/Clearance Form and a passport size photograph

**Date of phone call** \_\_\_\_\_

**If enrolment proceeds, date and time of enrolment interview** \_\_\_\_\_

To be completed by Deputy Principal at enrolment interview. The following documents are provided and explained in detail.

- *Student Information Booklet*
- *Student Diary*
- *Bullying No Way*
- *School map and bell times*

**Is ESL support required?**

**Yes / No / Needs to be assessed**

(If needs to be assessed, the Deputy Principal makes an appointment for the student with appropriate support staff.)

**Is learning assistance support required?**

**Yes / No / Needs to be assessed**

(If needs to be assessed, the Deputy Principal makes an appointment for the student with appropriate support staff.)

The following documentation is checked by the Deputy Principal and taken to the Principal who meets the family and signs the OASIS Enrolment Form Certification (page 12). The family, with the documentation, is taken to the Administration Officer where all documentation is checked.

- |                                                                                    |                          |                                           |                          |
|------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|--------------------------|
| ▪ Last two school reports                                                          | <input type="checkbox"/> | ▪ Uniform Agreement                       | <input type="checkbox"/> |
| ▪ Proof of address                                                                 | <input type="checkbox"/> | ▪ Photograph Permission Form              | <input type="checkbox"/> |
| ▪ Transfer/Clearance Form                                                          | <input type="checkbox"/> | ▪ Media Interview Permission Form         | <input type="checkbox"/> |
| ▪ Copy of visa and passport (if international or temporary visa student)           | <input type="checkbox"/> | ▪ Computer Code of Behaviour              | <input type="checkbox"/> |
| ▪ Proof of date of birth and official name copy (eg birth certificate or passport) | <input type="checkbox"/> | ▪ Student Travel for Sport Consent Form   | <input type="checkbox"/> |
| ▪ OASIS Enrolment Form                                                             | <input type="checkbox"/> | ▪ Health Form                             | <input type="checkbox"/> |
| ▪ Student Personal Commitment to Strive for Success                                | <input type="checkbox"/> | ▪ Photograph (passport size)              | <input type="checkbox"/> |
|                                                                                    |                          | ▪ Mobile Phone Agreement                  | <input type="checkbox"/> |
|                                                                                    |                          | ▪ Special Religious Education Information | <input type="checkbox"/> |

**Section E**

To be completed by Administration Office. Please note that enrolment is not to be finalised until all documentation is completed and checked by the Administration Office and the Principal has signed the OASIS Enrolment Form.

**Payment**

- |                                                          |                          |                            |                          |
|----------------------------------------------------------|--------------------------|----------------------------|--------------------------|
| ▪ School, computer network and course contributions paid | <input type="checkbox"/> | ▪ School uniform purchased | <input type="checkbox"/> |
|----------------------------------------------------------|--------------------------|----------------------------|--------------------------|

		Code
School contribution	_____	_____
Computer network contribution	_____	_____
Course contributions	_____	_____
	_____	_____
	_____	_____
Total	_____	_____

**Principal's authorisation**

I confirm I have approved this enrolment and signed the OASIS Enrolment Form.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Registration of enrolment**

Student entered on Enrolment Register  Number \_\_\_\_\_

Name placed on Weekly School Bulletin  Date \_\_\_\_\_



**SIR JOSEPH BANKS HIGH SCHOOL**  
ALWAYS STRIVING FOR SUCCESS

**FACSIMILE**

**To** Principal or Deputy Principal                      **Fax no.**  
**From** Deputy Principal -                                      **Date**                                      **No. of pages**  
**Re:** Student application to enrol at this school

**Student Information Request**

Please fax back this Student Information Request to our school.  
Please also fax back the DET Urgent Request for Student Background Information and Documents.

Name \_\_\_\_\_ Year \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of enrolment at your school \_\_\_\_\_

Please provide advice on the following.

	Excellent	Good	Satisfactory	Needs improvement	Unsatisfactory
Academic record					
Attendance					
Punctuality					
Follows school rules					
Wears school uniform					

Courses studied this year \_\_\_\_\_

Number of suspensions

Type	At your school	At other schools	Total
Short			
Long			

Support for student – please provide details

Funding support            Yes/No \_\_\_\_\_  
 STLA                            Yes/No \_\_\_\_\_  
 ESL                              Yes/No \_\_\_\_\_  
 Support unit                IM / IO / BD / HI / VI / ED

Additional comments \_\_\_\_\_

Name of school contact person \_\_\_\_\_ Position \_\_\_\_\_

Thank you.

Turvey Street, REVESBY NSW 2212  
PO Box 4965, MILPERRA B/C NSW 1891

Telephone 9773 6054  
Facsimile 9792 3863



