ENROLMENT PACK (PART A)

APPLICATION FOR ENROLMENT

Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two-step process. Parents first lodge an Application for Enrolment (attached) with the school. If your child is eligible for enrolment, you will be provided with Parent information about enrolment and an Enrolment Form (Part B).

The form is to be completed in English. If you need help, including translation services, please ask the school staff about available assistance.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Regional Education Office where sufficient evidence may not have been supplied.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department’s Enrolment Policy can be found at http://www.det.wa.edu.au/policies.

Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the School Education Act 1999 as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child; and
2. Independent minors and persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child’s schooling unless it is clearly not in the child’s educational interests to do so, is not possible, or has been determined otherwise by a court.

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a ‘local-intake area’ (see Applications to local-intake schools below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the Residential Parks (Long-stay Tenants) Act 2006 recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.
Schools may not enrol children who are:
1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) School Education Act 1999) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the Declaration of Local-Intake Areas for Schools on the Department’s policies website at http://www.det.wa.edu.au/policies, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

<table>
<thead>
<tr>
<th>First Priority</th>
<th>Second Priority</th>
<th>Third Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child qualifying for an approved specialist program for that year.</td>
<td>Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.</td>
<td>Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.</td>
</tr>
</tbody>
</table>

Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

<table>
<thead>
<tr>
<th>First Priority</th>
<th>Second Priority</th>
<th>Third Priority</th>
<th>Fourth Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.</td>
<td>Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.</td>
<td>Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.</td>
<td>Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.</td>
</tr>
</tbody>
</table>
Applications to non-local-intake schools (pre-compulsory and compulsory)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non local-intake schools.

Lodging Applications and Enrolment forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment form and the Enrolment Form concurrently, with the agreement of the school.

Applications for starting school and for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education’s Enrolment Policy which can be found at http://www.det.wa.edu.au/policies.

Requested documentation

You will be asked to show your child’s Birth Certificate or birth extract or equivalent identity documents; your child’s ‘Immunisation Certificate’; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, driver’s licence, statutory declaration; copies of any Family Court or other court orders; and visa details (if applicable).

Once accepted, you will be required to complete the enrolment procedures at the school. If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child’s level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once accepted, you will be required to complete the enrolment procedures at the school. You will also need to supply evidence of your child’s progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.
**Kindergarten**

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

**Disclosure of information**

*For parents of students with disability*

In order to provide an appropriate education program the school may require specific information relating to your child’s disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child’s education.

*Suspensions and exclusions*

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

**Confidentiality**

All information provided on this form will be treated confidentially. S 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; and
- to comply with legal requirements or ministerial directions.

**Disputes**

Should you disagree with a school’s advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department’s *Enrolment Policy* which can be found at [http://www.det.wa.edu.au/policies](http://www.det.wa.edu.au/policies).
APPLICATION FOR ENROLMENT FORM
FOR ENROLMENT IN A WESTERN AUSTRALIAN PUBLIC SCHOOL

PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

<table>
<thead>
<tr>
<th>Child’s surname:</th>
<th>Given names:</th>
<th>Date of birth:</th>
<th>Sex (M/F):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname of parent/responsible person:</td>
<td>Given names:</td>
<td>Mr/Mrs/Ms:</td>
<td></td>
</tr>
<tr>
<td>Residential Address (must be completed):</td>
<td>Postcode:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest intersecting street:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal Address (if different from residential address):</td>
<td>Postcode:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone – Home:</td>
<td>Mobile Phone No:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work (if convenient):</td>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? YES ☐ NO ☐
If applicable, year level child currently enrolled in (e.g. Year 7):
If applicable, name of school at which the child is currently or was last enrolled:
Are you applying to enrol in a specialist program at this school? YES ☐ NO ☐
Name of specialist program:
Will there be any brothers or sisters attending this school? YES ☐ NO ☐
Names and year levels:
Is your child currently under suspension from a school? YES ☐ NO ☐
If YES, name of school:
Has your child ever been excluded from a school? YES ☐ NO ☐
If YES, name of school:
Is your child a permanent resident of Australia? YES ☐ NO ☐
If NO, please indicate date entered Australia: ________________ Visa Sub Class No.: ___________

Does your child have a disability/medical condition? This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child. Please indicate whether:
Physical ☐ Intellectual ☐ Other medical condition ☐ ______________________
Please outline nature of disability/medical condition (or attach details).
APPLICATION FOR ENROLMENT FORM FOR ENROLMENT IN A WESTERN AUSTRALIAN PUBLIC SCHOOL. This is an application only and not an enrolment.

Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.

DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of child: ______________________________________________________________

Name of person enrolling child: _________________________________________________

Relationship to child: _________________________________________________________

(Independent Minors and those aged 18 years or older may apply on their own behalf)

Signature: _________________________________________

Date: _____/____/________

NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.

DOCUMENTS TO BE PROVIDED

Please place X in ☐ to indicate each document is attached to this application form.

1. Birth Certificate or extract or other identity documents if applicable
2. ‘Immunisation Certificate’
3. Copies of Family Court or any other court orders (if applicable)
4. Proof of address (see Requested documentation in the attached Parent information)
5. Information relating to suspensions or exclusions
6. Information relating to disability

If your child was not born in Australia, you must provide evidence of:
1. Date of entry into Australia
2. Passport or travel documents
3. Current visa subclass and previous visa subclass (if applicable)

If your child is a temporary visa holder, you must also provide:
- Confirmation of enrolment or evidence of any permission to transfer provided by Education and Training International (ETI) at study.eti@dtwd.wa.gov.au.
- Evidence of the visa for which the student has applied if the student holds a bridging visa.

OFFICE USE ONLY

Date received:
Birth certificate / other: YES ☐ NO ☐
Visa sighted: YES ☐ NO ☐
Family Court Order: YES ☐ NO ☐
ENROLMENT PACK (PART B)

ENROLMENT

Parent information about enrolment in a Western Australian public school

INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The document is to be completed in English. If you need help including translation services, please ask the school staff about available assistance.

Where an item is marked with an asterisk (*) the information must be provided. This information is required by the Western Australian Department of Education to meet legal obligations. While it is not a legal requirement to provide non-asterisked details requested in the Enrolment Form, the information enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Regional Education Office where evidence has not been supplied.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the Parent Details section of the form.

The school needs to be advised of any court orders or any changes in relation to the child’s name, usual place of residence and/or name and usual place of residence of parent/s.

TRANSPORT

In most cases, transporting your child to school is the parents’ responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority enquire@pta.wa.gov.au or telephone 136213. Some special programs include transfer arrangements.

CONFIDENTIALITY

All information provided on this form will be treated confidentially (s 242 of the School Education Act 1999).

INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that ‘the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students’.

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background.

Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

PHOTOGRAPHS AT SCHOOL

Occasionally photographs are taken of individual students and classes of students at school. If you do not wish your child to be photographed, please make sure you indicate a response on the school’s Permission to Publish Work/Images of Students form (see attached) or inform the school in writing.

STUDENT HEALTH CARE

The Department’s Student Health Care policy clarifies the actions to be undertaken by public schools to manage student health care needs. All students need an up to date Student Health Care Summary.
Please complete the Student Enrolment Form and return it to the school for confirmation of this student’s enrolment. Family details should include details of parents or carers residing at the same address as the student being enrolled. Any details relating to parents not residing with the student may be included in the Parent/responsible person details section of this form. Please place X in ☐ provided.

When you enrol your child at this school, please check that you have the following:

- Birth certificate ☐
- Identity documents (if applicable) ☐
- Immunisation certificate ☐
- Court order (if applicable) ☐
- Proof of address ☐

If your child was not born in Australia, you must provide:

- Evidence of the date of entry into Australia;
- Passport or travel documents; and
- Current visa and previous visas (if applicable).

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education International (if holding an International full fee student visa, sub class 571); or
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

INFORMATION TO BE PROVIDED

Where an item is marked with an asterisk (*) the information must be provided. This information is required by the Western Australian Department of Education to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the Enrolment Form, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/responsible person if the necessary teaching and learning adjustments are not currently available at the school;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student’s name, usual place of residence and/or name and usual place of residence of Parent/responsible person.

SECURITY AND CONFIDENTIALITY

The information provided in Enrolment Forms 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.

ASSISTANCE WITH COMPLETING THIS FORM

If you require assistance completing this form, including translation services, please contact your school.
ENROLMENT FORM
This form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school directly if there are changes needed to update the form. The attached Parent information about enrolment in a Western Australian public school provides important information to read before lodging the form with the school.

**STUDENT DETAILS**

* Surname:________________________________  * Legal Surname:__________________________________________
  (As shown on birth certificate/extract; passport: or family Court Order)

* 1st Name:________________________________  * 2nd Name:___________________________________________

Preferred Name:________________________________

* Date of Birth: _____/_____/____  Sex:  □ Male  □ Female

* Residential Address:________________________________
                          __________________________________________  Postcode: _____________

*Student Home Telephone  *Student Work Telephone  * Student Mobile
  _____________________________   ____________________ _______   _____________________________

Names of brothers and sisters attending this school:

________________________________  ______________________________________  ______________________

* Is this student in the care of the Department for Child Protection's (DCP) Chief Executive Officer?
  YES □  NO □
  If YES, please specify the name of the DCP Case Manager, their DCP District and their contact phone number.

________________________________

* Is this student subject to any court orders in respect of their care, welfare and development?
  YES □  NO □
  If YES, please specify and attach supporting documentation.

________________________________

**Relationships with Parent/s**

Child lives with:

- Both Parents  □
- Neither Parent  □
- Parent 1  □
- Parent 2  □

**Is this student subject to Access Restriction?**

YES □ (If YES, please attach supporting documentation)  NO □

**Emergency Contact**

Indicate, by placing a number in the box, the order in which the following people should be contacted in an emergency. Telephone number must be specified for the preferred emergency contact.

Parent/responsible Person 1  □
Parent/responsible Person 2  □
Other Contacts  □
**Parent/Responsible Person 1 – Details (this should be the most available SMS contact)**

Title:  
* First Name:   
* Surname:  

Please indicate relationship to the student:  

* Postal Address (if different from student residential address):  

Postcode:  

* PG1 Telephone  
* PG1 Work Telephone  
* PG1 Mobile  

Email Address:  

Occupation/Workplace:  

Do you mainly speak English at home?  

☐ YES  
☐ NO  

Do you speak a language other than English at home?  

☐ NO, English only  
☐ YES, other - please specify:  

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

<table>
<thead>
<tr>
<th>Year 12 or equivalent</th>
<th>Year 11 or equivalent</th>
<th>Year 10 or equivalent</th>
<th>Year 9 or equivalent or below</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

(b) What is the level of the highest qualification you have completed?  

<table>
<thead>
<tr>
<th>Bachelor degree or above</th>
<th>Advanced diploma/Diploma</th>
<th>Certificate I to IV (including trade certificate)</th>
<th>No non-school qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

(If you did not attend school, mark ‘Year 9 or equivalent or below’)  

What is your occupation group?  

(Write 1, 2, 3, 4 or 8)  

Please select the appropriate parental occupation group from the list provided (last page). 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.

**Parent/Responsible Person 2 – Details**

Title:  
* First Name:   
* Surname:  

Please indicate relationship to the student:  

* Postal Address (if different from student residential address):  

Postcode:  

* PG2 Telephone  
* PG2 Work Telephone  
* PG2 Mobile  

Email Address:  

Occupation/Workplace:  

Do you mainly speak English at home?  

☐ YES  
☐ NO  

Do you speak a language other than English at home?  

☐ NO, English only  
☐ YES, other - please specify:  

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

<table>
<thead>
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(b) What is the level of the highest qualification you have completed?  

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<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

(If you did not attend school, mark ‘Year 9 or equivalent or below’)  

What is your occupation group?  

(Write 1, 2, 3, 4 or 8)  

Please select the appropriate parental occupation group from the list provided (last page). 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.

1 Valid as of 10.04.2013
Other Contact - Details

Title: _______  * First Name: __________________      * Surname: __________________________

Please indicate relationship to the student: _________________________________________________________

* Postal Address (if different from student residential address): _______________________________________

__________________________________________________________________  Postcode: _____________

* Telephone  * Work Telephone  * Mobile

______________________________________________________________________________________________

Email Address:______________________________________________________________________________

Occupation/Workplace:________________________________________________________________________

Please advise the school if there are any other contacts you would like recorded

Student Details – Additional Information

Religion: _____________________

Is the student of Aboriginal or Torres Strait Islander origin?  
(For students of both Aboriginal & Torres Strait Islander origin
Mark both 'YES' boxes)

☐ NO  ☐ YES, Aboriginal

☐ YES, Torres Strait Islander

Does the student mainly speak English at home?  YES  ☐   NO  ☐

Does the student speak a language other than English at home?  
(If more than one language, indicate the one that is
spoken most often.)

☐ NO  ☐ English only

YES  ☐ Other - please specify: ________________________________________________________________

Out of school intake area:  YES  ☐   NO  ☐

* Citizenship:  Australian  ☐   NO  ☐

Other nationality- please specify___________

* Permanent Resident:  YES  ☐   NO  ☐  

* Temporary Resident:  YES  ☐   NO  ☐

Visa Sub Class Number

Visa Sub Class Number

Visa Expiry Date

Visa Expiry Date

Date Entered Australia

Date Entered Australia

(UDI) Limited Schooling  YES  ☐   NO  ☐

In Receipt of Allowance:  Secondary Assistance  ☐   Youth Allowance

☐ Assistance for Isolated Children (AIC)  ☐   Abstudy

Birth Certificate seen:  YES  ☐   NO  ☐   Date sighted: _____/_____/____

(or passport or Travel documents)

In which country was the student born?  Australia  ☐

Other – please specify: ______________________________________________________________________

* Previous School: ____________________________________________________________________________

OR

* If previously enrolled in Home Education, specify the Education District: ____________________________

Movement Reason (if applicable): ___________________________________________________________________________
Does the student have a disability?  

YES ☐  NO ☐

If YES, please specify the disability ______________________________________________________

- Autism Spectrum Disorder ☐
- Severe Mental Disorder ☐
- Deaf or Hard of Hearing ☐
- Global Developmental Delay ☐
- Specific Speech Language Impairment ☐
- Vision Impairment ☐
- Intellectual Disability ☐
- Physical Disability ☐
- Severe Medical/Health Condition ☐
- Other ☐
- Please specify ___________________

Please indicate if you have documentation regarding your child’s disability (Copies of this documentation will be required for school records).  YES ☐  NO ☐

Student Details – Medical/Health

A separate form, the Student Health Care Summary, is also to be completed for all students prior to enrolment and needs to be updated if the student’s health care needs change. It will be used by the school in the event of care being needed. If the student has medical conditions or intensive health care needs you also will be asked by the school to complete the relevant Health Care Authorisations.

Please provide details of any other information you would like noted about the student’s health.

_______________________________________________________________________________

Does the student have a medical or health care need?  YES ☐  NO ☐

If YES, please specify.

- Allergy – Anaphylaxis ☐
- Hearing condition (e.g. otitis media) ☐
- Allergy – Other _____________________________ ☐
- Mental health or behavioural - (eg ADD/ADHD, depression) ☐
- Asthma ___________________________________ ☐
- Intensive Care Needs (e.g. tube feeding) ☐
- Diabetes __________________________________ ☐
- Other _________________________________ ☐
- Seizure Disorder (e.g. epilepsy) _______________ _______________ ☐

If the student has a medical condition or intensive health care need you will also need to complete a separate Health Care Authorisation.

Medical Practice (Name and Address) ________________________________________________

Doctor’s Name ____________________________________________  Phone ____________________

Medicare Number             Student Ref         Expiry Date

Do you have a Health Care Card?  YES ☐  NO ☐

Expiry -- / --

Do you have ambulance cover?  YES ☐  NO ☐

(If there is a medical emergency, parents/guardians are expected to meet the cost of the ambulance)

Name of Insurance Company __________________________

Signature __________________________________    Date_____/_____/____

Name of person enrolling student: ______________________________________________________

_______________________________________________________________________________

Signature __________________________________    Date_____/_____/____

OFFICE USE ONLY

Entry Date:____/____/____  Date Transfer Note Sent:____/____/____

Publications/Internet Permission Form/CC Release form Completed:  Yes ☐  NO ☐  Blank

Immunisation records provided:  Yes ☐  N ☐

Entered on School Information System by:____________________Date:____/____/____
### Parent Occupation Groups

(Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment Form)

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior management in large business organisation</strong>&lt;br&gt;Government administration &amp; defence, and qualified professionals</td>
<td>Other business managers, arts/media/sportspersons and associate professionals</td>
<td>Tradesmen/women, clerks and skilled office, sales and service staff</td>
<td>Machine operators, hospitality staff, assistants, labourers and related workers</td>
</tr>
<tr>
<td><strong>Senior executive/manager/department head (not in industry, commerce, media or other large organisation)</strong></td>
<td>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</td>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</td>
<td>Drivers, mobile plant, production/processing machinery and other machinery operators</td>
</tr>
<tr>
<td><strong>Public service manager</strong>&lt;br&gt;(section head or above), health/education/police/fire services administrator</td>
<td>Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]</td>
<td>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]</td>
<td>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]</td>
</tr>
<tr>
<td><strong>Other administrator</strong> [school Principal, faculty head/dean, library/museum/gallery director, research facility director]</td>
<td>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]</td>
<td>Skilled office, sales and service staff</td>
<td>Office assistants, sales assistants and other assistants</td>
</tr>
<tr>
<td><strong>Defence Forces</strong>&lt;br&gt;Commissioned Officer</td>
<td>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</td>
<td></td>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</td>
</tr>
<tr>
<td><strong>Professionals</strong> 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</td>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]</td>
<td>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]</td>
<td>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</td>
</tr>
<tr>
<td><strong>Health, Education, Law, Social Welfare, Engineering, Science, Computing</strong> professional.</td>
<td>Associate professionals generally have diploma/technical qualifications and support managers and professionals</td>
<td>Assistant/aid [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</td>
<td>Assistant/aide [trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</td>
</tr>
<tr>
<td><strong>Air/sea transport</strong> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</td>
<td>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</td>
<td>Defence Forces ranks below senior NCO not included in other groups</td>
<td>Defence Forces</td>
</tr>
<tr>
<td></td>
<td>Defence Forces senior Non-Commissioned Officer.</td>
<td>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]</td>
<td>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]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</td>
<td>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</td>
</tr>
</tbody>
</table>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.
PERMISSION TO PUBLISH WORK/IMAGES OF STUDENTS

Parents/responsible persons

We request permission for work and/or images of your child to be taken during school activities and published. Work/images would be used for the purposes of educating students, promoting our school and/or promoting public education.

If you give your permission, we may publish images of your child and/or samples of work done by your child in a variety of ways including, but not limited to, online and printed school newsletters, magazines, reports and other materials; school websites; Department of Education/Government of Western Australia online and printed information; and online and printed external media. If published, third parties would be able to view the photographs and work.

Signing the consent form means you agree to:

• images of your child and samples of your child's work being published as many times as required in the ways mentioned above; and
• your child's first name only being published. Family names will not be published.

Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

If you agree to permit the school to capture images of your child, publish images of your child and publish samples of your child's work, please complete the consent form below and return it to the school.

This consent will remain effective until such time as you advise the school otherwise.

__________________________
CONSENT FORM

I agree to the school capturing images of my child during school activities for use in educating students, promoting the school and promoting public education. I also agree to the publication (electronic and/or print) of images and/or samples of my child's work in a range of ways including, but not limited to, websites, intranet sites, school newsletters (print and online), magazines and the electronic and print external media subject to the conditions set out above.

I will notify the school in writing if I wish to withdraw this consent.

Name of student: ________________________________ Home Room/Year: _______

Signature of student: ____________________________ Date: ________________

Signature of parent/guardian: ________________________ Date: ________________
SCHOOLS CURRICULUM & STANDARDS AUTHORITY
AND DEPT OF EDUCATION (DOE)
RELEASE OF INFORMATION FORM

The Curriculum Council and DET are now required by legislation to establish and maintain a record of all High
School students. On some occasions it may need to release information to other organisations as follows:

1. Results of studies may warrant the granting of an award. If you DO NOT wish the School Curriculum &
   Standards Authority and/or DOE to publish or release your student’s name or address to an individual or
   organisation. Please enter “N” in this square.

2. Organisations may request your student’s name and address from the School Curriculum & Standards
   Authority and/or DOE so that they can send you career information. If you DO NOT give the School
   Curriculum & Standards Authority and DOE permission to release your student’s name and/or address to
   any such organisation, please enter “N” in this square.

3. Relevant for students who will be doing Schools Curriculum & Standards Authority
   examinations this year:
   The School Curriculum & Standards Authority and/or DOE organisations and/or committees may wish to
   use your student’s answers to examination questions in educational publications. If you DO NOT give
   permission for the School Curriculum & Standards Authority and/or DOE to use and/or release your
   student’s examination script for such publications, please enter “N” in the square below. (At any time
   your student’s work is used in a publication, he or she will be advised and sent a complimentary copy of
   the relevant publication.)

STUDENT NAME:______________________________________________FORM___________

STUDENT SIGNATURE:_______________________________________________________

PARENT/GUARDIAN SIGNATURE:______________________________________________

DATE:____________________________________________________________________
Online Acceptable Use Agreement  
(COMPUTER USE, INTERNET and EMAIL)

Access to online services (internet and email) is provided for the purposes of educational teaching and learning. The aim of this policy is to provide the rules and conditions for appropriate use by students of school online services. Students must read and sign the following agreement in order to access online services. A comprehensive copy of the Department of Education’s Students Online Policy can be found at http://www.det.wa.edu.au/policies/detcms/portal/

Student Agreement
I understand that access to the internet and email services by Wanneroo Secondary College must be in support of educational research, teaching and learning. This agreement includes but is not limited to the points listed below.

I agree that:

- **If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.** Examples of inappropriate content include cyber bullying, violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages violent, dangerous or illegal activity.

- **I will not attempt to access inappropriate material online.** This includes material that involves entertainment such as gaming (unless authorised sites) without consent from the teacher. I will not try to access Internet sites that have been blocked by the school or the Department of Education.

- **I will not download** software, games, music, graphics, videos or text materials without teacher or school administrator permission.

- **I am responsible for monitoring and rejecting materials, links, dialogues and information accessed/received by me on the internet or by email.**

- **I will be courteous and use appropriate language**
  - I will not use obscene, harassing or abusive language and will report any cases or such language use against me or others.
  - I will make sure that any email and I send or any work that I wish to have published is polite, carefully written and well presented.

- **I will not damage or disable devices or systems** such as computers, computer systems, computer networks, printers, scanners, furniture, hardware and other school or Department of Education resources.

- **I will report any methods or techniques eg hacking, that cause harm or damage to software, computer systems or hardware.**

- **I will not use the Department’s online services for personal gain or illegal activity,** to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks. I will report such activities by others to a school administrator or teacher immediately.

- **I will follow the instructions of teachers** and only use online services for purposes which support my learning and educational research.

- **I will not use or distribute material from another source unless authorised to do so by the copyright owner.** I will acknowledge the works of others and source of information inclusive of text, photographs, images, illustrations, drawings or otherwise through referencing, bibliographies, acknowledgements or credits. I will not plagiarise material; see school policy.
• I will not reveal personal information including names, addresses, credit card details and telephone numbers of myself or others.
• I will not use CD/DVDs, flash drives or other storage media unless explicitly authorised by the teacher.
• I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account; the misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and I may be held legally liable for offences committed using online services.

Be Aware – DO NOT ASSUME PRIVACY!
Wanneroo Secondary College will regularly monitor student use accounts/hard drives/email to ensure proper running of computers and network systems.

Special Note for Macbook/Notebook Users - Students issued with Macbook/Notebook computers will have hard-drive content scanned, history logs checked and performance tasks scheduled regularly. In the event of a breach of this policy, Macbook/Notebook hard-drives will be erased without notice and reissue to student will be at the discretion of school administrators. Please complete the following Acceptance and return it with your student enrolment form.

Acceptance
• I agree to abide by the acceptable usage agreement for school students.
• I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Education Department’s Behaviour Management in Schools policy.

_________________________________________  _________________________
(Student’s Name – please PRINT)                   (Year)

_________________________________________  _________________________
(Student’s Signature)                              (Date)

_________________________________________  _________________________
(Parent’s Signature)                                (Date)

Note: This Policy will be made available through the school website www.wanneroosc.wa.edu.au