

OFFICE USE ONLY Date received:		
Year Level: Birth certificate/Passport/Travel docume	ent sighted	(Circle).
Student resides within local intake area	YES	□ NO
Visa sighted: Family Court Order/s:	☐ YES	

# ENROLMENT PACK 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.

Parent information about Enrolment in a Western Australian public school (below) provides important information to read before lodging the Enrolment Form with the school.

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre English as an Additional Language or Dialect (EAL/D) Program. Website: <a href="http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/">http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/</a>

#### **ENROLMENT**

#### Parent information about Enrolment in a Western Australian public school

#### INFORMATION TO BE PROVIDED

The information you provide 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 Education Regional Office where evidence has not been supplied. All official records must be on the child's legal name. The use of a preferred name may be possible for informal communication.

Family details should include details of the parent residing at the same address as the student. Details relating to parents not residing with the student may also be included in the **Parent/Guardian 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 email <a href="mailto:enquire@pta.wa.gov.au">enquire@pta.wa.gov.au</a> 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

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.

#### **CONSENT FORMS (online via links on last page)**

Links to the following forms are available for parents to consider and submit if in agreement:

- General Consent (includes the following)
  - o Media Consent: Publication of images of the student and their work.
  - o Internet Access: Appropriate use of internet services by students.
  - Viewing Consent: For 'Parental Guidance (PG)' items deemed suitable by the teacher and school administration.
  - Local Excursions: Agreement to minor excursions within the Wongan Hills townsite, not including excursions which require individual agreement.
- Third Party Consent: required for student to access online services for educational purposes

#### AGREEMENTS (online via link on last page)

The following forms are attached for parents and students to consider and sign:

• Computer use agreement.

#### STUDENT HEALTH CARE

The Department's <u>Student Health Care policy</u> clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

#### **DOCUMENTS TO BE PROVIDED** Checklist: Please place an \*' $\mathbf{X}'$ in the box $\boxtimes$ to indicate each document attached (or sighted) to this application form. \*Note: If you are typing the information into this form, doubleclick the check box and select the radio button under the heading Default value 'Checked' and click OK. 1 Birth Certificate (original or certified copy) or extract or other identity documents..... if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided). 'Immunisation Certificate' 2. Copies of Family Court or any other court orders (if applicable) ...... 3. Proof of address (see Requested documentation in the attached Parent information) ..... 4. 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: Date of entry into Australia ..... 1. 2. Passport or travel documents..... Current visa subclass and previous visa subclass (if applicable)..... 3. 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) email: study.eti@dtwd.wa.gov.au (if holding an International full fee student visa, sub class 571); or Evidence of the visa for which the student has applied if the student holds..... a bridging visa



# STUDENT ENROLMENT FORM

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our school. The student's enrolment is complete once this form is submitted to the school with the necessary documentation.

Family details should include the details of the parent/carer residing at the same address as the student. Details relating to parents or other carers not residing with the student may be included in other contact details. You will also need to complete a Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

Older devices and some smart devices may need Adobe Reader to use this form. A free version of Adobe Reader is available to download via <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a>.

SCHOOL NAME				
School name			Year Level entering	g
STUDENT DETAILS				
Student surname				
Legal surname (if different)				
Previous Surname (if applicable)				
1st Name		2nd Name	3rd Name	
Preferred Name				
Date of birth (dd/mm/yy)	1 1	Gender Ma	le Female Other	
Residential Address				
			Postcode	
Telephone (Home)		Car Registration	n (if applicable)	
Student's Religion (if applicable)				
Is the student to be withdraw	vn from religious instruction	n or activities?	S NO	

STUDENT DETAILS (Cont	STUDENT DETAILS (Continued)				
Is the student of Aboriginal or Torres Strait Islander origin?  No Yes, Aboriginal Yes, Torres Strait Islander (TSI) Yes, both Aboriginal and TSI  Does the student speak a language other than English at home?					
No, English only	es, Aboriginal English Yes, other I	language - please specify			
	ncluding an Aboriginal language, indica				
What was the first language					
		○ NO			
Does the student mainly sp	reak English at nome:	O NO			
The student's Australian Im  Up to date Not up to	munisation Register (AIR) Immunisa	ntion History Statement shows the immunisation status is: nisation Certificate issued by the Chief Health Officer			
SIBLING DETAILS					
Full Name /s of siblings attend	nding this sekeel				
Full Name/s of siblings atte	naing this school				
Student lives with:					
Both Parents					
Parent/Carer 1	Name	Relationship to student			
Parent/Carer 2	Name	Relationship to student			
Independent minor	Name	Relationship to student			
Adult Student	Name	Relationship to student			
Other, please specify	Name	Relationship to student			
RESIDENCY STATUS					
Nationality (optional)		Country of Birth			
Is the student an Australian citizen?					
If No, Is the student a permanent resident of Australia? NO YES - If Yes, Visa Sub Class Number					
Is the student a temporary resident of Australia?					
If Yes, Date of Arrival in Aust	ralia / /	Visa Sub Class Number			
Visa Expiry Date (if applicable)	1 1				

PREVIOUS SCHOOL			
Previous School			
If previously enrolled in Home	Education, specify the Educa	tion Region	
DISABILITY			
Does the student have a disabil	lity?	○ YES ○	) NO
If Yes, please specify			
Please tick if you can provide do	cumentation about (The scho	ool will request copies o	of this information)
Autism		Physical Disab	bility
Deaf or Hard of Hearing		Severe Menta	al Disorder
Global Developmental Delay (	prior to age 6)	Specific Speed	ech and/or Language Impairment
Intellectual Disability		Vision Impairr	ment
Other, please specify			
CONFIDENTIAL INFORMATI	ON		
Is this student subject to any co	ourt orders in respect of the	ir care, welfare and de	evelopment or access restrictions?
YES NO			
If YES, please specify and attach s	supporting documentation.		
Does the family or student hav	e a Health Care Card?	○ YES ○	) NO
If Yes, please provide card numb	er		Expiry Date / /
			illd Protection and Family Support (CPFS)?  CPFS District and their contact phone number.
District	re specify the flame of the of the	o case i lanager, anen el	and and contact phone hamber
District			
Name		Contact Number	
Does the student receive any of	the following allowances? (C	heck the boxes that ar	pply)
		ce for Isolated Children (	

PARENT / CARER 1 DETAIL	_S			
Title		First Name		
Surname				
Relationship to the student				
Date of birth (dd/mm/yy)	/ /	Gender	Male Female	Other
Postal Address (if different from student residential address)			Post	ccode
Telephone		Mobile Num	ıber	
Email Address				
All parents across Australia, background. Providing this is all students are being well s  Does Parent/Carer 1 speak a  NO, English only  YES	nformation is voluntary l served by our public sch	out your information wil nools.	•	
(If more than one language, inc		en most often)		
		•		
What is the highest year of s	chool Parent/Carer 1 ha			
	Year 12 or equivalent  Year 11 or equivalent  Year 12 or equivalent			
Year 10 or equivalent Year 9 or equivalent or below  (If you did not attend school, mark 'Year 9 or equivalent or below')				
	·	ŕ		
What is the level of the higher	est qualification Parent/			
Bachelor degree or above	tundo costificato)	$\smile$	ed diploma/Diploma	
Certificate I to IV (including trade certificate)  No non-school qualification				
What is the occupation group for Parent/Carer 1? (Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)				
1. Senior Management in large business organisation, government administration & defence, and qualified professionals				
2. Other business managers, arts/media/sportspersons & associate professionals				
3. Tradesmen/women, cler	ks and skilled office, sales	& service staff		
4. Machine operators, hospitality staff, assistants, labourers and related workers				
8. Unemployed, Retired, St	udent			
(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 month, enter '8'.)				

PARENT / CARER 2 DETAIL	LS				
Title		First Name			
Surname					
Relationship to the student					
Date of birth (dd/mm/yy)	1 1	Gender Male Female Other			
Postal Address (if different from student					
residential address)		Postcode			
Telephone		Mobile Number			
Email Address					
	nformation is voluntary b served by our public sch				
NO, English only YES	, other - please specify				
(If more than one language, ind	licate the one that is spoke	en most often)			
What is the highest year of so	chool Parent/Carer 2 has				
	Year 12 or equivalent Year 11 or equivalent				
Year 10 or equivalent  Year 9 or equivalent or below  (If you did not attend school, mark 'Year 9 or equivalent or below')					
(II you did not ditend school, mark itear 9 or equivalent or below)					
What is the level of the higher	est qualification Parent/C	Carer 2 has completed?			
Bachelor degree or above		Advanced diploma/Diploma			
Certificate I to IV (including trade certificate)  No non-school qualification					
What is the occupation group for Parent/Carer 2? (Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)					
Senior Management in large business organisation, government administration & defence, and qualified professionals					
2. Other business managers, arts/media/sportspersons & associate professionals					
3. Tradesmen/women, clerks and skilled office, sales & service staff					
4. Machine operators, hospitality staff, assistants, labourers and related workers					
8. Unemployed, Retired, St	udent				
(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 month, enter '8'.)					

## OTHER FAMILY DETAILS

#### If applicable, please talk to your school about:

- arrangements for the payment of contributions or charges;
- distribution of information, including student reports and newsletters

### OTHER CONTACT DETAILS (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

OTTIER CONTACT BET	(People other than ParentyCarer	1 and Parenty Carel 2 Willo Hidy be (	contacted in an emergency.)
CONTACT 1:			
Title		First Name	
Surname			
Relationship to the student			
Postal Address (if different from student residential address)			
Telephone (Home)		Mobile Number	Postcode
		Wobile Number	
Email Address			
CONTACT 2:			
Title		First Name	
Surname			
Relationship to the student			
Postal Address (if different from student			
residential address)			Postcode
Telephone (Home)		Mobile Number	
Email Address			

PRIVACY AND DECLARATION	ON			
Please tick to confirm:    understand:   that the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.   that information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.   I declare:   This is the only enrolment I have made for the student.   I understand that I am required to notify the school as soon as any of the enrolment details for the student change.   I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.   I have provided all documentation available to me.				
Name of person enrolling stu	udent			
Title	F	First Name		
Surname				
Relationship to the student				
If you are completing this information is true and cor	e aged 18 years or older may sign on thei form online and are unable to sign this rect. Note: In the event that statements mad a supplied may need to be checked by the sci	s form please check this b		
APPROVAL OF PRINCIPAL	OR DELEGATE			
Principal's approval	Enrolment approved	YES NO		
Signature			Date / /	

OFFICE USE ONLY	
Student's official documentation all sighted Date	/ / YES O NO
Birth certificate Passport	Visa document/s
Other, please specify	
Year/Form/Class	House Faction
Student's Residency status Australian citizen	Permanent resident Temporary resident
International Fee Paying	○ YES ○ NO
Entry Date / /	Previous School
LOTE Stage	Records received YES NO
Contributions/Charges Billing PG1 (%)	PG2 (%) Other (%)
School records (including reports, to be sent to) PG1	Other
AIR Immunisation History Statement provided	○ YES ○ NO
Date of issue / /	Immunisation status is Up to date Not up to date
Date AIR sighted / /	
If not up to date, additional request/s for documentation on date/	s:
Immunisation Certificate issued by the Chief Health Officer	○ YES ○ NO
Kindergarten eligibility for immunisation exemption:	Code
Enrolment approved by Principal YES Date	/ / NO
Entered on School Information system by	Date / /
Student leaves school (Date) / /	Advice of Transfer (Date) / /
Destination	
Records received from transferring school YES NO	Date / /

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
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/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].	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]. or 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.	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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].	Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].  Office assistants, sales assistants and other assistants  Office [typist, word processing/ data entry/business machine operator, receptionist, office assistant].  Sales [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, weterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].  Labourers and related workers  Defence Forces ranks below senior NCO not included in other groups.  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].  Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant,

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.



# FORM 1 STUDENT HEALTH CARE SUMMARY

SECTION A		
Year	Form	Teacher
Student's name		
Date of birth (dd/mm/yy)	1 1	Gender Male Female Not Specified
Address		
		Postcode
FAMILY CONTACT DETAILS	8	
TAMILI CONTACT DETAILS	)	
Name		
Relationship to student		
Address		
		Postcode
Telephone (Home)		Telephone (Work)
Telephone (Mobile)		
Name		
Relationship to student		
Address		
		Postcode
Telephone (Home)		Telephone (Work)
Telephone (Mobile)		

**Department of Education** | Form 1 - Student Health Care Summary

MEDICAL DETAILS				
Medical practice				
Doctor 1		Telephone		
Doctor 2		Telephone		
Do you have ambulance insur	rance? YES NO - If yes	s, specify insurance provider:		
If there is a medical emergency,	, parents/carers are expected to mee	t the cost of an ambulance.		
List any essential information	n that could affect your child in an	emergency e.g. allergy to penic	illin.	
		Madiaava Caud Individual		
Medicare Card number		Medicare Card Individual Reference Number (IRN)		
Expiry date (dd/mm/yy)	1 1			
ADMINISTRATION OF MED	ICATION			
Written authorisation must be p	rovided for staff to administer any for	rm of medication at school.		
·	plete the Medication section of the re uest an Administration of Medication be supplied by parents/carers.	ž:		
INFORMED CONSENT				
Your child's health care information will be shared with staff on a need to know basis unless otherwise stated.				
Do you give permission for the school to share your child's health care information? YES NO  Note: If your child is enrolled in a TAFE, PEAC or an alternative education program, this includes the transfer of their health care information to the				
principal or manager of that program.				
If no, and the information is t	to be restricted, who can be infor	med of your child's health care	information?	
Does your shild have one or n	nore health condition(s) that will re	aquire cunnort from echool etaf	(Check the how that applied)	
	Section A of this form to the school			
Signature			Date / /	
If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.				
YES - Complete the remain	der of this form and return to the sch	nool office. You will be given addi	tional forms to complete.	
List your child's health condit	tion(s)			

Department of Education | Form 1 - Student Health Care Summary

SECTION B	
IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF.  (In response to the information below, you will be given further forms for specific health conditions to complete)	
Health conditions (Check the box that applies)	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis	YES NO
Minor and Moderate Allergies	YES NO
Diabetes	YES NO
Seizures	YES NO
Asthma Activities of Daily Living	YES NO
Other Conditions or Needs (Please specify below)	YES NO
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?  YES NO - If yes, advise the Principal:	
If you have ticked Yes for specific staff training, please discuss the type of training needed with the Principal.	
SECTION C - CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN	
If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.	
I give permission for my child's medical details and photo to be on view for staff.	
If yes, please attach photo to the relevant health care p	an(s).
SECTION D - MEDIC ALERT INFORMATION	
Does your child have a Medic Alert bracelet or pendant? YES NO - If yes, provide details below:	
Parent/Carer Signature	Date / /
Parent/Carer Name	
If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct. Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.	
ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS.  Note: Where appropriate students should be encouraged to participate in their health care planning.	
OFFICE USE ONLY	
Does the child have an allergy that needs to be flagged or	n SIS? YES NO Date / /
Have relevant health care plans been issued to the paren	? YES NO Date / /
Has the Principal been informed if: specific training is required to support the student? the student's health care information is to be restricted?	YES NO
Date Student Health Care Summary was completed and uploa	
navious can can many may verify according apply	

Department of Education | Form 1 - Student Health Care Summary

# Have you completed your childs ONLINE forms?



Click the links or scan the QRcodes below

**Computer Use Agreement** 





**General Consent Form** 

## **Third Party Consent**



At Wongan Hills DHS we use the below apps to communicate with parents/carers. Updat-Ed is used to communicate with the whole school and SeeSaw is used by Primary school teachers.

## **Updat-Ed App**



## **SeeSaw App**



