

## ENROLMENT PACK

Parent/Caregiver 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: <http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/>*

### PARENT INFORMATION ABOUT ENROLLING IN A WESTERN AUSTRALIAN PUBLIC SCHOOL

#### 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;
2. Independent minors; and
3. 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' (refer section **Applications to local-intake schools (compulsory years of schooling)** 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.



From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school, community kindergarten or day care program. This change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases. Parents/caregivers applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is 'up-to-date' to avoid their application for enrolment being declined.

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>, (Browse via A-Z document list). Further information is available from the **Enrolment policy/Enrolment Procedures/Local-intake area schools**, 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:

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

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

Students in the pre-compulsory year of schooling (Kindergarten) will be offered a place subject to meeting the immunisation requirements for enrolment.

The following selection criteria are to be applied in considering applications for Kindergarten enrolment:



First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in that year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in that year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in that year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in that year, and who lives nearest the school.

### **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/caregivers 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.

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

Parents/caregivers 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 (original or certified copy) or birth extract or equivalent identity documents; your child's Australian Immunisation Register (AIR) Immunisation History Statement; proof of your child's usual place of residence: for example, utilities account, lease agreement, ownership of the property, driver's licence, statutory declaration; copies of your child's school report/s; copies of any Family Court or other court orders, and visa details (if applicable).

Principals may accept a maximum of 3 documents as evidence of your child's usual residential address. Principals are able to request additional information where this is necessary to confirm your child's usual place of residence.

The Department of Education will provide a report about enrolled children whose immunisation status is 'not up to date' to the Department of Health when requested. The Department of Health will provide assistance to the families of under-vaccinated children. Children whose immunisation is 'not up to date' may be required to stay away from school if an outbreak of a vaccine preventable disease occurs.

You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol. You can provide one of the following:



- Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old; or
- Australian Immunisation Register (AIR) Immunisation History Form for children on a catch up schedule that is not more than six months old; or
- Immunisation Certificate issued by the Chief Health Officer.

Other immunisation documents are no longer accepted.

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 (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/Caregiver 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.

If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

### **Information about your occupation and education**

All parents/caregivers across Australia, no matter which school their child attends, are being asked to provide information about their family 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 and permission forms**

The following forms are attached for parents/caregivers to consider and sign if in agreement:

Permission to Publish Student Images and Work  
 ICT Acceptable Use Agreement  
 Online Services Acceptable Use Agreement  
 Permission for an Online Services Account  
 Connect Registration for Parents  
 Connect Conditions of Use for Parents  
 Uniform Requirements

### **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 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.



## **Eligibility to enrol in a particular school**

The only guaranteed Pre-primary to Year 12 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 the application has been accepted, in addition to the Enrolment Form 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.

## **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 [enquire@pta.wa.gov.au](mailto:enquire@pta.wa.gov.au) or telephone 136213. Some special programs include transfer arrangements.

## **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. Section 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>.





Year of enrolment: \_\_\_\_\_

Year level: \_\_\_\_\_

## STUDENT ENROLMENT FORM

### (For enrolment in a Western Australian Public School)

Please read the accompanying *Parent information about Enrolment in a Western Australian public school* before lodging the Enrolment Form with the school.

Note: If you are typing the information into this form, double click the check box ☐ and select the radio button under the heading Default value 'Checked' and click OK. e.g. ☒.

#### STUDENT DETAILS

Surname: \_\_\_\_\_ Legal Surname (if different): \_\_\_\_\_

Previous Surname (if applicable): \_\_\_\_\_

1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ 3<sup>rd</sup> Name: \_\_\_\_\_Preferred 1<sup>st</sup> Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex: ☐ Male ☐ Female ☐ Other

Residential Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Student's Mobile (if applicable): \_\_\_\_\_

Car Registration (if applicable): \_\_\_\_\_

Full Name/s of brothers and sisters attending this school: \_\_\_\_\_

My child is interested in one of the following programs offered at Swan View Senior High School:

☐ ACE ☐ Basketball ☐ Clontarf ☐ FAME ☐ Follow the Dream ☐ Girls Academy

#### Student lives with:

Both Parents ..... ☐Parent/Guardian/Carer 1 ..... ☐Parent/Guardian/Carer 2 ..... ☐Independent minor..... ☐

(Reg3. School Education Regulations 2000)

For information on access restriction, see *Confidential* section of this form.Other..... ☐

Name Relationship to student

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

#### Emergency Contacts (Indicate contacts in order of preference):

Name	Phone No.	Mobile No.	Relationship to student
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



## STUDENT DETAILS – ADDITIONAL INFORMATION

Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old shows my child's vaccination status is ☐ Up to date ☐ Not up to date as at \_\_\_\_\_ (date of Statement)  
OR

AIR Immunisation History Statement that is not more than six months old shows my child is on a catch up schedule as at \_\_\_\_\_ (date of Form)  
OR

Immunisation Certificate issued by the Chief Health Officer as at \_\_\_\_\_ (date of Certificate)

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_. Is the student to be withdrawn from religious instruction? ☐ YES ☐ NO

Student's First Language:      Aboriginal English      English      Other \_\_\_\_\_

Is the student's descent .....Aboriginal ☐ YES ☐ NO  
.....Torres Strait Islander (TSI) ☐ YES ☐ NO  
.....Both Aboriginal and TSI ☐ YES ☐ NO

Does the student speak a language other than English at home?..... ☐ YES ☐ NO

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

(If more than one language, indicate the one that is spoken most often.)

☐ NO, English only

☐ YES, other - please specify: \_\_\_\_\_

Australian Citizenship/Permanent Resident: ..... ☐ YES ☐ NO

Date of Arrival in Australia: \_\_\_\_\_ Visa Sub-class No: \_\_\_\_\_ Visa Sub-class No Expiry Date: \_\_\_\_\_

International Fee Paying (if known): ..... ☐ YES ☐ NO

Does the student receive any of the following allowances:

☐ Secondary Assistance

☐ Youth Allowance

☐ Assistance for Isolated Children (AIC)

☐ Abstudy

Previous School \_\_\_\_\_

Reason for change of school \_\_\_\_\_

If previously enrolled in Home Education, specify the Education Region: \_\_\_\_\_

Movement reason \_\_\_\_\_

## CONFIDENTIAL

Access Restriction - 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.

\_\_\_\_\_

Is this student in the care of the Department for Child Protection and Family Support's (CPFS) Director General?

..... ☐ YES ☐ NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## STUDENT DETAILS – MEDICAL / HEALTH

In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students.

*Note:* For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Does the student have a disability? ☐ YES ☐ NO If YES, please specify the disability/s:

\_\_\_\_\_

Please indicate where you have documentation about your child's disability in any of the following areas. Copies of this documentation will be required for school records

- |  |  |
|--|--|
| <input type="checkbox"/> Autism Spectrum Disorder            | <input type="checkbox"/> Severe Mental Disorder                      |
| <input type="checkbox"/> Deaf or Hard of Hearing             | <input type="checkbox"/> Global Developmental Delay (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment                           |
| <input type="checkbox"/> Intellectual Disability             | <input type="checkbox"/> Physical Disability                         |

Medical Practice (Name and Address): \_\_\_\_\_

\_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Valid to: \_\_\_\_ / \_\_\_\_\_

Health Care Card (if applicable): ☐ YES ☐ NO. If Yes, please provide no. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have ambulance cover? ☐ YES ☐ NO If yes, please state provider: \_\_\_\_\_

(If there is a medical emergency parents or caregivers are expected to meet the cost of the ambulance)



## PARENT / CAREGIVER DETAILS

### Parent/Caregiver 1 Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Workplace location \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

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:  
(If more than one language, indicate the one that is spoken most often)  
\_\_\_\_\_

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

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above
- ☐ Advanced diploma/Diploma
- ☐ Certificate I to IV (including trade certificate)
- ☐ No non-school qualification

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

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1 on Page 19. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

### Parent/Caregiver 2 Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Please

indicate relationship to the student: \_\_\_\_\_

Please indicate whether you have the: ☐ Day to day care of the student **or** ☐ Long term care of student.

Fees and charges billing: ☐ YES ☐ NO If no, who is responsible: \_\_\_\_\_

Postal Address (if different from student residential address):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Workplace location \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

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:  
(If more than one language, indicate the one that is spoken most often)

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

- ☐ Year 12 or equivalent  
☐ Year 11 or equivalent  
☐ Year 10 or equivalent  
☐ Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

- ☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV (including trade certificate)  
☐ No non-school qualification

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

What is your occupation group? \_\_\_\_\_ (Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1 on Page 19. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter '8' above).

### OTHER CONTACT(S) DETAILS

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student \_\_\_\_\_

Postal Address (if different from student residential address):

\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation/Workplace location \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

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

### PRIVACY AND INFORMATION SHARING

I understand that my child's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

I understand 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.

### SIGNATURE

Name of person enrolling student:

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

If this is an enrolment for Kindergarten, I declare this to be the only enrolment made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(independent minors and those aged 18 years or older may sign on their own behalf)



## CONSENT FORMS

### Department of Education Online Services

#### Student to complete:

I agree to follow the rules set out below when I use the Department-provided online services:

- ☐ I will only use online services for purposes which support my learning and educational research.
- ☐ I understand that I am responsible for all activity in my online services account.
- ☐ I will check with the teacher before sharing images or giving information about myself or anyone else when using online services
- ☐ I will keep my password private and not share with other students.
- ☐ I will not let other people logon and/or use my online account
- ☐ I will tell the teacher if I think someone is using my online account.
- ☐ I understand the school and the Department of Education can monitor my use of online services.
- ☐ 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 violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- ☐ I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- ☐ I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- ☐ I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- ☐ I will use appropriate language in all internet communications.
- ☐ I will not try to access internet sites that have been blocked by the school or the Department of Education.
- ☐ I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

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 disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and
- ☐ I may be held liable for offences committed using online services.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Parent/Caregiver to complete:

- ☐ I give permission for my child to have an online services account.
- ☐ I DO NOT give permission for my child to have an online services account.
- ☐ I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.
- ☐ I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_



## Information and Communication Technology

Please read the document *Information and Communication Technology Responsible Use Policy and Procedures* and indicate with a tick once you have read, understood and accepted each of the sections identified. It is advised that you read this policy with/to the student named above and explain any details they are unclear on.

I have read, understood and accept:

- ☐ The Principles of the ICT Responsible Use Policy and Procedures.
- ☐ What is considered acceptable and unacceptable use of ICT at Swan View Senior High School.
- ☐ Understand the Department of Education Off and Away All Day Policy relating to the ban on Mobile Electronic Devices at Swan View Senior High School.
- ☐ Understand that headphones and earphones cannot be used for any reason at Swan View Senior High School.
- ☐ That emails sent through the Department of Education's email service will be monitored.
- ☐ That all internet use is tracked, monitored and logged while connected to the Swan View Senior High School Network.
- ☐ The responsibilities of the student regarding the protection of their password.
- ☐ That students who are in breach of this policy will be disciplined according to the Behaviour Management Policy and may have the privilege of using ICT revoked.
- ☐ The legal implications of breaching State or Federal law in regards to electronic information.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_



## Uniform Requirements

At Swan View Senior High School, we are proud of our school's identity and public image and we expect that all students are in full school uniform every day. Wearing correct uniform is also part of our Positive Behaviour Support program, DARE. At Swan View Senior High School, we DARE to be Accountable by wearing our uniform with pride. Evidence shows that school uniforms play an important role in promoting positive images of schools, as well as helping to create a sense of identity and a school culture in which every student experiences a sense of belonging.

Adherence to the Swan View Senior High School uniform is an expectation of enrolment. If a student does not adhere with the school's uniform expectations, this will be managed through the school behaviour management processes which may result in a student losing their Good Standing.

An outline of our uniform can be found below. Please read this thoroughly and indicate that you have read, understood and agree to the expectations.

### Lower School (Years 7 – 9):

- School uniform shop emerald green polo with school logo
- School uniform shop jacket or jumper with logo
- Plain black shorts/pants/skirts/skorts at an appropriate length (no denim, logos or stripes)
- Enclosed footwear

### Upper School (Years 10 – 12):

- School uniform shop grey polo with school logo
- School uniform shop jacket or jumper with logo
- Plain black shorts/skirts/skorts at an appropriate length (no denim, logos or stripes)
- Enclosed footwear

### Physical Education (All students):

- Physical education polo with logo (only during PE and prior to Period 1 or after Period 5)
- Suitable pair of shoes

I have read, understood and accept:

- ☐ The Swan View Senior High School uniform expectations
- ☐ That adherence to the school uniform is expected when enrolling at Swan View Senior High School
- ☐ The importance of the school uniform to promote the school's public image and identity and create a school culture where every student has a sense of belonging
- ☐ That wearing correct uniform is part of our PBS program, DARE and at Swan View Senior High School we DARE to be Accountable by wearing our uniform with pride
- ☐ That failing to adhere to the uniform expectations, students will be managed through the school behavior management process, which can result in a student losing their Good Standing.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_



## Connect

The Department of Education provides secure online access for parents or responsible persons such as caregivers to teaching and learning information about their children via Connect. It is a secure, easy to use tool to communicate with teachers. Parents/Caregivers can view course outlines, assessments that are due and email teachers for clarification.

By signing up for the service, a parent or caregiver understands and accepts the below Conditions of Use. Please read this carefully and complete the following details. Once this information is confirmed in the system and you have been processed to access Connect you will be provided with a user name and a password, as well as details on how to access the service.

### Conditions of Use:

1. Only parents or responsible persons as defined in the School Education Act 1999 and verified by the school will be given access to Connect.
2. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.
4. Parents/Caregivers agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect sign in screen. Parents/Caregivers are required to accept that they have read and understood these policies before access to Connect is provided.

### Limits of the Service:

Connect is an initiative by the Department of Education to improve communication between schools and parents/caregivers on matters impacting student education. It is an optional communication channel and the Department of Education does not undertake to provide all student-related information via Connect. The Department of Education is providing Connect as a trial and reserves the right to modify or withdraw the service at any time.

### When using Connect, I agree that:

- ☐ The information contained in Connect is personal and private information.
- ☐ The parent/caregiver username and password is only shared between the child's legal parents or caregivers.
- ☐ I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
- ☐ If I become aware of unauthorised access to my parent account I will immediately inform the school.
- ☐ I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
- ☐ Any breach of these conditions for which I am responsible will result in my access to
- ☐ Connect being suspended or revoked.
- ☐ I agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Login screen.

Parent/Caregiver Name \_\_\_\_\_

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

Email: Please print your full email address clearly in the boxes below (including any full stops) and check that it is correct. Any errors in your email address will result in delays in setting up your access to Connect.




## Publication of Student Images and Work

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education internet sites including social media websites (e.g. Facebook, YouTube etc.), and third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below. Once signed, the consent will remain effective until such time as you advise, in writing, the school or Department of Education otherwise.

☐ I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

IMPORTANT: I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is easily accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published or disseminated.

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

## CANCELLATION OF ENROLMENT

I confirm that the information that is provided in this enrolment form to the school is accurate and not misleading.

I understand that it is a requirement that the school is informed immediately of any change of address.

I understand and accept that under the School Education Act 1999, Division 2.20 "the Principal may cancel the enrolment if false or misleading information was given".

Parent/Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_

## APPROVAL OF PRINCIPAL OR DELEGATE

Name of person reviewing enrolment:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ATTACHMENT 1

### PARENT OCCUPATION GROUPS

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p> <p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> 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.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/productio n/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author].</p> <p>media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/indus trial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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].</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [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].</p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p> <p><b>Drivers, mobile plant, production/ processing machinery and other machinery operators</b> <b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [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].</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

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



## OFFICE USE ONLY

Student's official documentation all sighted (Date): \_\_\_\_\_ ☐ YES ☐ NO

☐ Birth certificate ☐ Passport ☐ Travel document/s  
 Student's Residency status: ☐ Local ☐ Permanent Resident

☐ Overseas Student: If yes, International fee paying: ..... ☐ YES ☐ NO

Entry Date: \_\_\_\_\_

Previous School: \_\_\_\_\_ Records received: ☐ YES ☐ NO

Publications/Internet Permission Form completed: ..... ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: \_\_\_\_\_% ☐ PG2: \_\_\_\_\_% ☐ Other: \_\_\_\_\_%

Official documentation: ☐ PG1: \_\_\_\_\_ ☐ PG2: \_\_\_\_\_ ☐ Other: \_\_\_\_\_  
 (including reports, to be sent to) ☐

AIR immunisation history statement provided: ☐ YES ☐ NO

Date of issue: \_\_\_\_\_ Vaccination status is ☐ Up to date ☐ Not up to date

If not up to date, additional request/s for documentation on date/s: \_\_\_\_\_

Other immunisation evidence provided: AIR Immunisation History Form ☐ YES ☐ NO Immunisation

Certificate issued by the Chief Health Officer ☐ YES ☐ NO

**Kindergarten students only** Eligibility for immunisation exemption approved: Code ☐

Form/Class: \_\_\_\_\_ House Faction: \_\_\_\_\_

Approved by Principal: ☐ NO ☐ YES on (Date): \_\_\_\_\_

Entered on School Information system by: \_\_\_\_\_ on (Date): \_\_\_\_\_

Student leaves school: (Date) \_\_\_\_\_ Date Transfer Note Sent: \_\_\_\_\_

Destination: \_\_\_\_\_

Records received from transferring school: NO YES on (Date): \_\_\_\_\_

### RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

1. **Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.**
2. **Enrolment Applications (unsuccessful) – The School to retain for 2 years after last action and then destroy.**
3. **Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.**
4. **Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.**
5. **Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.**

### Notes:

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