



## HEDLAND SENIOR HIGH SCHOOL APPLICATION FOR ENROLMENT

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, guardians 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/Guardian/Carer 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 document (if applicable)
- Immunisation certificate
- Court order (if applicable)
- Proof of address
- Last school report
- Visa documents & passport

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

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

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

- Confirmation of enrolment or evidence of permission to transfers provided by Education and Training 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 and Training 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;
- 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/Guardian/Carer.

## SECURITY AND CONFIDENTIALITY

If you require assistance completing this form, including translation services, please contact your school.

## ASSISTANCE WITH COMPLETING THIS FORM

If you require assistance completing this form, including translation services, please contact your school.

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A PARENT/GUARDIAN APPLYING TO ENROL A CHILD IN A GOVERNMENT SCHOOL SHOULD COMPLETE THIS FORM. ONLY PERMANENT RESIDENTS OF AUSTRALIA AND THOSE CHILDREN HOLDING AN APPROVED VISA SUBCLASS NUMBER ARE ELIGIBLE TO BE ENROLLED IN GOVERNMENT SCHOOLS.

## GENERAL INFORMATION

A parent/guardian applying to enrol a child in a government school should complete this form. Only permanent residents of Australia and those children holding an approved visa subclass number are eligible to be enrolled in government schools.

Before you submit this application, please contact the school of your choice to find out about the school policies and whether required courses and facilities are available for your child. Please complete one form for each child and attach proof of your usual place of residence to this application form. An example of this would be a utilities account (electricity, water or telephone) showing your name and usual place of residence.

***This is an Application for Enrolment only*** - submitting this form to the school does not mean that the enrolment has been accepted by the school. The Principal will firstly need to determine if there is classroom accommodation and whether an appropriate educational program and health care can be provided for your child at the school. In determining whether an appropriate educational program and health care can be provided for your child at the school, the Principal will need to fully consider the information provided in Section 3 on the application form.

You will be notified by the Principal about the outcome of your application at the earliest possible opportunity. In the majority of cases, parents/guardians will be advised within 48 hours. Parents applying to enrol their children in schools for next year will be advised of the outcome by early fourth term.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents/guardians should ensure that the child's birth certificate, immunisation records, school reports, records and samples of work from the previous school, medical advice and any Family Court Orders or parenting plans registered with the Family Court are made available at the time of enrolment.

**NB:** *It is a requirement of the Department of Education and Training that any information on suspensions and exclusions must be provided to the school at the time of applying to enrol a child. This information will help the school to provide your child with the appropriate support, if required. Children currently under suspension from a government school cannot be enrolled at another government school until the suspension period is over. Children who have previously been suspended or excluded from a government school may be required to enter into a behaviour agreement with the school if enrolment is accepted.*

## TRANSPORT

If you are applying to attend a school other than your local school, transport will be your responsibility. All enquiries regarding school bus services should be directed either to the school where the "Application for Enrolment" is being submitted or to the Department of Transport.

## APPEALS

Should you disagree with a school's decision regarding your "Application for Enrolment" you can appeal to the District Education Office in the district in which the school is located.

The District Education Office will then seek to verify whether the process for managing the enrolment decision at the school complied with departmental policies and guidelines. Prior to submitting an appeal, however, it is recommended that you contact the Principal or the Manager District Operations at the District Education Office to discuss your grievance informally. Appeal forms are available from either the school or the District Education Office.

***For parents of students with a disability*** - If you remain dissatisfied with the decision about placement of your child, you may request an independent review of the decision. You should put your request in writing to the Director General, through the relevant District Director. A Disabilities Advisory Panel will be convened to review the placement decision. An opportunity will be provided by the panel for you to present your case. The District Director will be able to provide you with detailed information about the panel.

## CONFIDENTIALITY

All information provided on this form will be treated confidentially. Section 242 of the School Education Act 1999 and the Department of Education and Training's Information Privacy and Security Policy 2001 preclude 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.

*Enrolment All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all the Department of Education and Training employees.*



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## APPLICATION FOR ENROLMENT (CONFIDENTIAL)

### 1. PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)

Child's surname	Given names	D.O.B	Sex (M/F)
Surname of parent/guardian	Given names	Mr/Mrs/Ms	
Residential Address (must be completed)			Postcode
Postal Address (if different from residential address)			Postcode
Telephone Home:	Mobile:	Work (if convenient):	
Email Address:			
Are there any Family Court orders regarding the day to day or long term care, welfare and development of the child? Please indicate (✓)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Year level child currently enrolled in (e.g. Year 7)			
Name of school (if any) at which the child is currently or was last enrolled			
Is your child currently under suspension from a school? Please indicate (✓)			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, name of school			
Has your child ever been excluded from a school? Please indicate (✓)			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, name of school			
Names of any brothers and sisters currently attending this school			
Are you applying to enrol in a specialist program at this school? Please indicate (✓)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of specialist program			
<b>2. PERMANENT RESIDENT OF AUSTRALIA? Please indicate (✓)</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please indicate date entered Australia		VISA SUB CLASS No.	
<b>3. DISABILITY/MEDICAL CONDITION?</b>			
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 (✓) and outline nature of disability/medical condition			
Physical (provide details)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Intellectual (provide details)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (provide details)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Medical Condition (provide details)			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b><i>I declare that the information provided on this form is true.</i></b>			
Signature of parent/guardian			Date