Hedland
Senior High School

Student Enrolment Form

Student Name:

D.O.B:

Together *we* achieve.

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General Information

Please complete this enrolment form and return it to the school with the required documents listed below.

Family details should include details of parents/carers 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.

Address: 78 Hamilton Road, South Hedland WA 6722

Telephone: 08 9158 1900

Email: hedland.shs@education.wa.edu.au

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:

https://www.adobe.com/au/acrobat/pdf-reader.html

Documents to be submitted with this Enrolment Form

	Birth Certificate
	Colour Copy of Medicare Card
	Immunisation Records
	Latest School Report
	Court Orders (if applicable)
	Passport & Visa documents (if applicable)
	NAPLAN/OLNA Results (if applicable)
	Medical Diagnosis documents (if applicable)
	School Support Plans (if applicable) Behaviour, Attendance, Risk Management, Learning (IEP)

Student Enrolment

School Name

School Name	Hedland Senior High School
Year Level Entering	

Previous School

School Name	
If previously enrolled in Home Schooling, please specify the Education Region.	

Student Details

Student Surname	
Legal Surname (if different)	
Previous Surname (if applicable)	
First Name	
Second Name	
Third Name	
Preferred Name	
Date of Birth (dd/mm/yyyy)	
Gender	Male Female Other
Residential Address	
Suburb & postcode	
Postal address Tick box if same as residential	
Telephone Number (Home)	

Parent Details - Parent/Carer 1

Title	
Surname	
First Name	
Relationship to student	
Gender	Male male er
Postal Address	
Email	
Mobile Number	

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary, however, your information will help the Department of Education to ensure all students are being well served by our public schools.

Does Parent/Carer 1 speak a language other than English at home? (If more than one language, indicate the one that is spoken the most often)	No, English only Yes, other - please specify: _____
What is the highest year of school Parent/Carer 1 has completed? (If you did not attend school, mark "Year 9 or equivalent or below")	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 Parent/Carer 1 has completed?	Bachelor Degree or above Advanced Diploma/Diploma Certificate I to IV (incl. Trade Cert) No non-school qualification
What is the occupation group for Parent/Carer 1? (Refer to page with the "Parent Occupation Groups" for information regarding the Group Number)	Group Number

Parent Details - Parent/Carer 2

Title	
Surname	
First Name	
Relationship to student	
Gender	Male male er
Postal Address	
Email	
Mobile Number	

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary, however, your information will help the Department of Education to ensure all students are being well served by our public schools.

Does Parent/Carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken the most often)	No, English only Yes, other - please specify: _____
What is the highest year of school Parent/Carer 2 has completed? (If you did not attend school, mark "Year 9 or equivalent or below")	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 Parent/Carer 2 has completed?	Bachelor Degree or above Advanced Diploma/Diploma Certificate I to IV (incl. Trade Cert) No non-school qualification
What is the occupation group for Parent/Carer 2? (Refer to page with the "Parent Occupation Groups" for information regarding the Group Number)	Group Number

Parent Occupation Groups

This page relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form.

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

Group 1

Senior Management in large business organisation, government administration and defense, and qualified professionals.

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,researchfacilitydirector

Defence Forces:
Commissioned Officer

Professionals:
Generallyhavedegreesorhigher 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 professionals

Business:
Managementconsultant,business analyst, accountant, auditor, policy analyst, actuary, valuer

Air/Sea Transport:
Aircraft/ships captain/officer/ pilot, flight officer, flying instructor, air traffic controller

Group 2

Other business managers, arts/media/ sports persons and associate professionals.

Owner/Manager:
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, media presenter,photographer, designer,illustrator,proofreader, sportsman/ woman, coach, trainer, sports official

Associate Professionals:
Generallyhavediploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computingtechnician/associate professional.

Business/Administration:
Recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative,retailbuyer,office/ project manager

Defence Forces:
SeniorNon-CommissionedOfficer

Group 3

Tradesmen/women, clerks and skilled office, sales and service staff.

Tradesmen/women:
Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ womenareincludedinthisgroup.

Clerks:
Bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payrollclerk,recording/registry/ filing clerk, betting clerk, stores/ inventoryclerk,purchasing/order clerk,freight/transport/shipping clerk,bondclerk,customsagent/ 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/childcare worker, nanny, meter reader, parkinginspector,postalworker, courier, travel agent, tour guide, flightattendant,fitnessinstructor, casino dealer/supervisor

Group 4

Machine operators, hospitality staff, assistants, labourers and related workers.

Drivers, mobile plant, production/processing machinery and other machinery operators
Hospitality staff:
Hotel service supervisor, receptionist,waiter,barattendant, kitchenhand,porter,housekeeper

Office assistants, sales assistants and other assistants

Office:
Typist, word processing/data entry/businessmachineoperator, 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,school/teacher's aide, dental assistant, veterinary nurse,nursingassistant,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,factoryhand,storeman, guard,cleaner,caretaker,laundry worker, trolley collector, car park attendant, crossing supervisor

Emergency Contact Details

Emergency Contact Details - 1

Title	
Surname	
First Name	
Relationship to student	
Mobile Number	

Emergency Contact Details - 2

Title	
Surname	
First Name	
Relationship to student	
Mobile Number	

Emergency Contact Details - 3

Title	
Surname	
First Name	
Relationship to student	
Mobile Number	

Emergency Contact Details - 4

Title	
Surname	
First Name	
Relationship to student	
Mobile Number	

Confidential Information - Access Restrictions

Is the student subject to any court orders in respect of their care, welfare and development or access restrictions?	No Yes
If Yes, please specify and attach supporting documentation	
Is the student in the care of the Director General of the Department of Communities - Child Protection and Family Support (CPFS)?	No Yes If yes, please complete details below.
CPFS Case Manager Name	
CPFS District	
CPFS Telephone Number	

Student Additional Information

Does the student identify as	Yes, Aboriginal Yes, Torres Strait Islander Yes, Both Aboriginal and Torres Strait Islander Neither
Does the student mainly speak Standard Australian English at home?	Yes No
If no, what language does the student speak at home?	Aboriginal English Aboriginal Language - Please specify: _____ Malay Akan Indonesian Filipino Tagalog Maori Thai Sinanese Indian Other - Please specify: _____

Residency Status - Please provide passport and visa documents if required

Nationality (Optional)	
Country of Birth	
Is the student an Australian Citizen?	Yes No
If no, is the student a Permanent Resident of Australia?	Yes No
If the student is not a Permanent Resident of Australia, please complete this section	Visa Grant Number: Visa Sub Class Number: Visa Expiry Date:
Date of Arrival in Australia (if applicable) (dd/mm/yyyy)	

Disability

Does the student have a diagnosed disability or a learning difficulty?	No Yes
If Yes, please specify and supply the appropriate specialist documentation.	

Religious Status

Religion (Optional)	
Is the student to be withdrawn from religious instruction or activities? (optional)	No Yes

Medical Practice

Medical Practice Name	
Doctor's Name	
Medical Practice Address	
Medical Practice Telephone Number	

Dental Practice

Dental Practice Name	
Dentist's Name	
Dental Practice Address	
Dental Practice Telephone Number	
Permission to call the Dentist?	Yes No

Student Health Care Summary

If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.

Does the student have ambulance cover?	Yes No
If yes, please provide the Ambulance Cover Insurance Provider	
Permission to call a Doctor	Yes No
Permission to Administer First Aid	Yes No
List any essential information that could affect your child in an emergency (e.g. allergy to penicillin)	

Medicare Details

Medicare Card Number	
Medicare Card Individual Reference Number (IRN)	
Expiry Date (dd/mm/yyyy)	

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?	No Yes
If no, and the information is to be restricted, who can be informed of your child's health care information?	

In the table below, 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. Please tick the relevant box/s for your child.

TICK	HEALTH CONDITIONS (TICK THE BOXES THAT APPLY)	STAFF REQUIRE SPECIFIC TRAINING
	Severe Allergy/Anaphylaxis	
	Minor and Moderate Allergies	
	Diabetes	
	Seizures	
	Asthma	
	Activities of Daily Living	

TICK	OTHER CONDITIONS OR NEEDS (PLEASE SPECIFY BELOW)	STAFF REQUIRE SPECIFIC TRAINING

Administration of Medication

Written authorisation must be provided for staff to administer any form of medication at school.

Request an "Administration of Medication Form," or the relevant "Health Care Plan," to complete and return to the school.

Note: All medication required must be supplied by the parent/carer.

Privacy and Declaration

I declare and understand (Please tick to confirm):

TICK	
	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 this Student 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.
	This is the only enrolment I have made for the student at this school.
	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 canceled.
	I have provided all documentation available to me.

Person Enrolling student

First Name	
Surname	
Relationship to student	
Signature	
Date (dd/mm/yyyy)	

Independent minors and those aged 18 years or older may sign on their own behalf

	If you are completing this form online, and are unable to sign this form, please tick this box to confirm the above.

Department of Education Online Services

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

The School seeks approval for your child to be given access to these online services. The Department's online services currently provide students with access to:

Individual email and calendar accounts

The internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school

- Online teaching and learning services such as Connect, Compass, web-conferencing and digital resources
- Online file storage and sharing services and
- Online services at locations other than school

If you agree to your child using these online services, please sign the following sections:

Section 1: Permission for Student to have an Online Services Account

Section 2: Acceptable Use Agreement for Online Services Account

Section 3: Third Party Services (Notification/Consent for Online Services)

Please explain the content of the "Acceptable Use Agreement for Online Services Account" to your child before the permission section is signed.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (https://www.oic.wa.gov.au/en-au/)

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website (www.esafety .gov.au/iparent).

SECTION 1

Permission for Student to have an Online Services Account

Student Name	
Student Year	
School Name	Hedland Senior High School

	I DO give permission for my child to have an online services account, whilst at Hedland Senior High School.
	I DO NOT give permission for my child to have an online services account.

If you have given permission, please tick that you have read the following:

	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 follow through with consequences in accordance with Hedland Senior High School's "Positive Student Behaviour Support Guidelines".

Parent/Carer Name	
Parent/ Carer Signature	
Date (dd/mm/yyyy)	

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department provided Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

SECTION 2

Acceptable Use Agreement for Online Services Account

Student Agreement:

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 will not download software, games, music, graphics, videos or text materials or use valuable internet time playing games.
- I understand that I am responsible for all activity in my online services account. I am responsible for monitoring and rejecting materials, links, dialogues and information accessed/received by me on the internet.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services. I will not reveal personal information including names, addresses, credit card details and telephone numbers of myself or others.
- 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 follow the current sign-on procedures for access to the computer network.
- 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.
- Plagiarism is unacceptable. I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing and clearly stating directly quoted materials.
- 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 not break any copyright laws by posting or distributing copyrighted materials.
- I will use appropriate language in all internet communications. I will not use obscene, harassing or abusive language and will report any cases of such language use against me or others to my teacher.
- 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. If I discover any methods of causing damage, I will report them to the teacher and will not demonstrate them to others.

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 consequences determined by the Principal in accordance with Hedland Senior High School's "Positive Student Behaviour Support Guidelines" and I may be denied access to the Internet.
- I may be held liable for offences committed whilst using online services.
- This online service account and acceptable use agreement will be upheld until the conclusion of my schooling at Hedland Senior High School.

Parent/Carer Agreement:

As the parent/carer of (Student Name):

- I hereby acknowledge that I have read the "Acceptable Use Agreement for Online Services Account" and I have discussed this with my child.
- I understand that the Online Services Account and Acceptable Us Agreement is designed for educational purposes.
- I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for Hedland Senior High School staff to continually monitor and restrict access to all unacceptable materials.
- I further acknowledge that, while questionable material exists on the internet, the user must not actively seek it and therefore it is their responsibility to not bring such material into the school.
- I therefore do not hold the staff or Principal of Hedland Senior High School responsible for such materials taken from the Internet.

Access to the Internet is provided for the purposes of educational research and learning. The aim of the "Acceptable Use Agreement for Online Services Account " is to provide rules to ensure appropriate use of the Online Services and the Internet.

The student and parent/carer are required to read and sign the "Acceptable Use Agreement for Online Services Account". No student will be provided with internet access until the Agreement is signed.

Acceptable Use Agreement for Online Services Account

I have read and understand the "Acceptable Use Agreement for Online Services Account":

Student		Parent/Carer	
Student Name (Print)		Parent/Carer Name	
Student Signature		Parent/Carer Signature	
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	

SECTION 3

Third Party Services (Notification/Consent for Online Services)

As part of the Department of Education's 'Students Online in Public Schools' policy, Hedland Senior High School is required to notify you and obtain your consent for a range of third-party services. Students access these services for educational purposes while at school or under staff direction to complete their work at home. Staff access these services for planning and management in a safe and responsible manner.

As part of this process, all Department of Education schools must ensure that the online services we use have an acceptable level of security and safety, to ensure that the service meets the standards deemed fit for use with students by the Department of Education's third-party assessment process.

PART A: Notification to Disclose Personal Information to Third Party Services

The following third party services are being used in our school. Please contact the school if you have any queries.

- AB Tutor (https://www.abtutor.com/)
- Arduino IDE (https://www.arduino.cc/education)
- Compass (https://www.compass.education/)
- Docusign (https://www.docusign.com.au/)
- EducationPerfect (https://www.educationperfect.com/)
- Grok Learning (https://groklearning.com/)
- Oxford (https://www.oxforddigital.com.au/)
- SpaceDraft (https://www.spacedraft.com/)
- Stile (https://stileeducation.com/au/)
- Stop Motion Studio (https://www.cateater.com/)

PART B: Requesting Consent to Disclose Personal Information to Third Party Services (Bundled Consent)

The following third-party services are being used in our school. These services require us to share some personal information about your child and require you to provide consent for each service before we do so, by signing the 'Third Party Consent' at the end of the list of the services. Please contact the school if you have any queries.

- Adobe Creative Cloud (https://www.adobe.com/au/)
- Autocad (https://www.autodesk.com.au/)
- Blooket (https://www.blooket.com/)
- Book Creator (https://bookcreator.com/)
- Canva for Education (https://www.canva.com/education/)
- Cengage - NelsonNet (https://cengage.com.au/primary/browse-series/pm/pmecollection)
- ClassDojo (https://www.classdojo.com/)
- Clickview (https://www.clickview.com.au/)
- Gsuite Enterprise/Workspace for Education (https://www.google.com/)
- IXL (https://au.ixl.com/)
- Kahoot (https://kahoot.it/)
- Lucidchart (https://www.lucidchart.com/pages/)
- Mathspace (https://mathspace.co/)
- Mega Seating Plan (https://www.megaseatingplan.com/)
- Padlet (https://padlet.com/)
- Seesaw (https://web.seesaw.me/)
- Zoom (https://zoom.com/)

Further information about each of these Third Party Services can be found on the school's website.

I consent to my child's information being provided, if required, to each of the Third Party service providers until the conclusion of their schooling at Hedland Senior High School.

Parent/Carer Name	
Student Name	
Student Year Level	
Parent/ Carer Signature	
Date (dd/mm/yyyy)	

Office Use Only - Third Party Consent

Date (dd/mm/yyyy)	
Staff Name	

Permission to use Student Images and Work

The Department of Education's "Information Privacy and Security Policy and Procedures" cover the use of personal information, and in particular that persons providing confidential information have the right to know how it will be used.

This policy also relates to the use of student/staff stills, video footage, digital images, and any other means of electronic communication. The policy requires that permission must be sought from parents/carers when photographs or digital images of students are to be used outside the classroom environment.

Examples of this would include:

- Photographs taken for the local community paper (North West Telegraph) to promote a school activity/event
- Digital images taken electronically and placed on the school website and/or included in school promotional material
- Video footage of students to use to promote the school

Hedland Senior High School is seeking your permission to use photographs, digital images or videos of your child to promote school activities and/or events in all forms of media.

Examples of this include:

- School Ball photos in the local community paper (North West Telegraph) Art and Photography work at exhibitions
- Country Week team photos in newspapers and/or on the school website
- Student images in the Hedland Senior High School Prospectus, and associated booklets Any other public displays of images and/or work or reference to thereof
- The school's social media channels (Facebook, Instagram, etc.)

The school follows a process to ensure students and families who do not wish to be photographed, are recorded on our system in order for their images not to be used.

Permission to use Student Images and Work

I have read and understand the "Permission to use Student Images and Work Policy":

Student Name	
Parent/ Carer Name	
Parent/ Carer Signature	
Date (dd/mm/yyyy)	

I DO give permission

I DO NOT give permission

Mobile Phone/ Electronic Device Policy

To ensure the safety of all students and staff, mobile phones/electronic devices including listening accessories are to be turned off during school hours (8:05am - 2:15pm).

"Off and Away All Day"

For the purposes of this policy, 'mobile phones' include smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.

- Mobile phones/electronic devices, including listening accessories, are easily lost and damaged, looking after them is an unnecessary distraction for students at school.
- Mobile phones/electronic devices and listening accessories that are confiscated are to be collected from Administration Office (Hamilton Road).
- Emergency contact for students can always be made through Administration on 9158 1900. Students who feel unwell are required to contact home via Administration. Students are NOT to use their mobile phone for this purpose.
- The school will not take responsibility for mobile phones/electronic devices or listening accessories that are lost or damaged while at school.
- Taking still or moving images with a camera on school grounds is prohibited without the permission of a staff member.
- Students must switch their smart watches to "Aeroplane mode" so phone calls and messages cannot be sent or received during the school day.

Students may be granted an exemption for the following uses of mobile phones:

- To monitor a health condition as part of a school approved documented Health Care Plan
- For a particular educational purpose under the direct instruction of a teacher

Mobile Phone/Electronic Device Policy

I have read and understand the "Mobile Phone/Electronic Device Policy":

Student		Parent/Carer	
Student Name (Print)		Parent/Carer Name	
Student Signature		Parent/Carer Signature	
Date (dd/mm/yyyy)		Date (dd/mm/yyyy)	

Office Use Only

Student's official documentation all sighted? Date (dd/mm/yyyy): _____

Yes 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 (dd/mm/yyyy): _____

Previous School: _____

LOTE Stage: _____ Records Received: Yes No

Contributions/Charges/Billings:

PC1 (%) PC2 (%) PC3 (%)

School Records (including reports being sent to)

PC1 PC2 Other (Specify) _____

AIIR Immunisation History Statement Provided

Yes No Other (Specify) _____

Current immunisation Status is: Up to date Not up to date

Date of issue (dd/mm/yyyy): _____

Date AIIR Sighted (dd/mm/yyyy): _____

If AIIR is not up to date, additional requests for documentation on date/s:

_____

Office Use Only

Immunisation Certificate issues by the Chief Health Officer:

Yes No

Kindergarten eligibility for immunisation exemption:

Code: _____

Enrolment Approved by the Principal?

Yes Date (dd/mm/yyyy): _____

Entered on School Information by: _____

Date (dd/mm/yyyy): _____

Student leaves school (dd/mm/yyyy): _____

Advice of transfer (dd/mm/yyyy): _____

Destination: _____

Requested Student Numbers (Interstate and Overseas): Yes No

Records received from transferring school:

Yes No Date (dd/mm/yyyy): _____

Office Use Only - Student Health Care

Does the child have an allergy that needs to be flagged on SIS?

Yes No Date (dd/mm/yyyy): _____

Have relevant health care plans been issued to the parent/s?

Yes No Date (dd/mm/yyyy): _____

Has the Principal been informed if:

Specific training is required to support the student: Yes No

The student's health care card is restricted: Yes No

Student Health Care Summary was completed and uploaded to SIS:

(dd/mm/yyyy): _____

Office Use Only

Enrolment Appointment Booked	Date	
	Time	
	DP	
Support for Enrolment	AIEO	
	Shooting Stars	
	Clontarf	
OSI Printed		Yes No
Transfer Note Emailed		Yes No
Entered on SIS by (NAME)		
Date		

Hedland
Senior High School

78 Hamilton Road, South Hedland WA 6722

(08) 9158 1900

hedland.shs@education.wa.edu.au

www.hedlandshs.com.au