



LEEMING SHS

HARMONY ~ EXCELLENCE

ENROLMENT APPLICATION

Student Name and Surname:

Seeking Entry into Year 7

or Year

in 20

Sibling/s Currently at Leeming SHS

Where an item is marked with an asterisk (*) the information must be provided.

The information provided in this form is securely stored in our school and Department databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

You need Adobe Reader to fill this form. A free version is available to download via <https://get.adobe.com/uk/reader/>.

STUDENT DETAILS

Student Surname

Legal Surname

Previous Surname

First Name

Preferred Name

Gender

Date of Birth

Previous School

Student ID Number

School Year

Student Address

Suburb

Post Code

Mobile Number

Name/s of Sibling/s currently at Leeming SHS

1.

2.

3.

4.

Student lives with (please select from dropdown)

Access Restriction – Is this student subject to any court orders in respect of their care, welfare and development?

If YES, please specify and attach a copy of supporting documentation.

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

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



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PARENT/GUARDIAN 1 – DETAILS – First Contact

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

Parent/Guardian 1 – Relationship to Student:

First Name

Surname

Do you mainly speak English at home?

If NO, please specify

Do you require a translator? YES

NO

Language

As a parent, do you have a specific requirement for giving/receiving information from the school eg disability such as deafness/physical mobility. YES

NO

Address

Suburb

PostCode

Mobile Number

Email (all correspondence in regards to this application will be sent to your e-mail address)

Work Phone

What is the highest level of schooling you have completed?

Occupation

What is the highest qualification you have completed? (Select from dropdown menu)

Occupation/Work Location

What is your occupation group?

(Refer to Attachment 1 'Parent Occupation Groupings' at the end of this document)

FAMILY MAIL MARKER (please select the Parent/Guardian you want all school correspondence/fees to be sent to) ~



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PARENT/GUARDIAN 2 – DETAILS – Second Contact

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

Parent/Guardian 2 – Relationship to Student:

First Name

Surname

Do you mainly speak English at home?

If NO, please specify

Do you require a translator? YES

NO

Language

As a parent, do you have a specific requirement for giving/receiving information from the school eg disability such as deafness/physical mobility. YES NO

Address

Suburb

PostCode

Mobile Number

Email (all correspondence in regards to this application will be sent to your e-mail address)

Work Phone

What is the highest level of schooling you have completed? (Select from dropdown menu)

Occupation

What is the highest qualification you have completed?

Occupation/Work Location

What is your occupation group?

(Refer to Attachment 1 'Parent Occupation Groupings' at the end of this document)

FAMILY MAIL MARKER (please select the Parent/Guardian you want all school correspondence/fees to be sent to) ~



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OTHER FAMILY DETAILS

If applicable, please talk to us about:

- Arrangements for the payment of contributions and charges;
- Distribution of information, including students reports.

EMERGENCY CONTACT INFORMATION IF FIRST TWO CONTACTS ARE UNAVAILABLE

First Name

Surname

Relationship to student (eg. friend)

Home Number

Mobile

Work Number

Which is the preferred contact number:

STUDENT ADDITIONAL INFORMATION

Student first language

Main language other than English spoken at home

Language studied at Primary School: Number of years studied

Does your child attend after school/weekend language lessons? YES NO

Nationality

Country of Birth

Is the Student Australian Citizen?

If the student is not an Australian Citizen, is the student a temporary resident of Australia?

If the answer is **YES**, please provide:

Date of Arrival:

Visa Sub Class Number:

Visa Expiry Date (if applicable)



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Is the student of Aboriginal or Torres Strait Islander origin?

Religion:

Does the student receive any of the following allowances?

SUSPENSION/EXCLUSION DETAILS

Is your child currently under suspension from another school? If your answer is YES (please provide information relating to suspension eg: behaviour, exclusion, etc)

MEDICAL DETAILS

Does your child have a medical or psychological disability that would require a health care plan?

If YES, please provide doctors' letters. (Attach supporting documents)

Please select medical condition/s from the drop down.

Details (if required)

DIAGNOSED LEARNING DISABILITY

Does your child receive a disability allocation for additional support at school?

If YES, proof of diagnosis must be provided with the enrolment.

DIAGNOSED LEARNING DIFFICULTIES (NOT FUNDED)

Does your child have a medical or psychological disability that would require a health care plan?

If YES, please provide doctors' letters.

Please select learning difficulties from the drop down:

Other

MEDICAL PRACTICE INFORMATION

Medical Practice Name and Address

Phone Number

Preferred Doctor



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Do you give permission to (please select)

Call your doctor

Administer First Aid

Do you have Ambulance Cover

Ambulance Cover Provider

⊕ PLEASE BE AWARE THAT AN AMBULANCE WILL BE CALLED IN AN EMERGENCY ⊕

Please provide a copy of your child's immunisation records and complete health care information.

Medicare Number

Child's number on the card

Expiry Date

Do you have a Centrelink Health Care Card?

Expiry Date

If YES Parent Centrelink Health or Pension Card Number

Signature of Parent Guardian



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CONSENT FORM

At **Leeming SHS** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

MEDIA CONSENT

Your permission is sought for Leeming SHS 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, emails, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc., any 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, year group and school may be published along with images.

In addition, see the [Students Online in Public Schools Policy](#)

INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website. Student access is contingent on abiding by the users' Code of Conduct.

In addition, see the School's policy and the [Students Online in Public Schools Policy](#)

REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (BUNDLED CONSENT)

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.

In addition, see the school's policy and the Requesting Consent to Disclose Personal Information to Third Party Services (Bundled Consent) page. [Third Party Consent](#)



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VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

MEDICAL PHOTO

For quick access in the event of an emergency, photos of students with diagnosed medical conditions will be displayed on a poster in the staff offices.

SCHOOL CURRICULUM AND STANDARDS AUTHORITY (SCSA)

I give permission for the following action to be taken.

SCSA Awards: You agree that in circumstances where your child sits the WACE and receives a SCSA Award or other recognition, your child's name and school details can be published.

SCSA: You agree that circumstances where your child sits the WACE and produces an outstanding answer, your child's work can be published by SCSA for other students to use as a model answer.

CAREERS INFORMATION

You agree that SCSA is permitted to release your postal details so that career information can be directly sent to your home address by Universities, TAFE, SCSA and other agencies.



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I agree to the videoing or photographing of my child and my child's schoolwork 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 the Department of Education will only publish my child's information for the above-state purposes, the Internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by another 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 and disseminated.

By signing this consent form, I am giving the school authority to act **AS I HAVE INDICATED ABOVE.**

Name and surname of student

Signature of student

Date of signature

Name of parent or guardian Please

indicate who is signing this form

Signature of parent/guardian

Date of parent signature



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CONNECT ACCOUNT

Do you currently have a Connect account and would like your child to be added to your account? YES NO

If you don't have a Connect account, please provide the details of the student and parent/s or guardian/s who would like to register for a Connect account

STUDENT DETAILS FOR CONNECT ACCOUNT

Student First Name

Student Last Name

Year Level

PARENT/GUARDIAN 1 DETAILS FOR CONNECT ACCOUNT

Parent 1 First Name

Parent 1 Last Name

Email

PARENT/GUARDIAN 2 DETAILS FOR CONNECT ACCOUNT

Parent 1 First Name

Parent 1 Last Name

Email

OFFICE USE ONLY

Registered

P-Number

Associated

Connect Validation

Email sent

Password



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CONNECT CONDITIONS OF USE FOR PARENTS

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. Any person/s 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.

Limits of the Service

The Department of Education provides Connect as an online service for teachers, students, parents and Department staff. Connect is a communication channel that schools may use to communicate with parents/guardians on matters impacting student education. The Department of Education does not undertake to provide all student-related information via Connect.

When using Connect, I agree that:

1. The information contained in Connect is personal and private information.
2. I will not interfere with network security, the data of another user, or attempt to log into the network with a username and/or password of another user.
3. If I become aware of unauthorised access to my parent account, I will immediately inform the school.
4. 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.

Parent name

Parent Signature

Date signed

USE OF COMPASS EDUCATION - School Management System

At Leeming Senior High School we use a web-based school management system which connects many facets of our school community. We use Compass for attendance, timetables, payments and communications. Upon the beginning of the school year parents will receive an e-mail from our IT team with all log in details.

I understand I will receive log in details at the beginning of the school year.



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LEARNING TECHNOLOGIES ACCEPTABLE USE AGREEMENT YEARS 7-12

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 other or access or send inappropriate materials including software that may damage computer, data or networks.
- I will acknowledge the creator or author of any material used in my research for schoolwork by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my schoolwork 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.

I agree to abide by the Leeming SHS Learning Technologies Acceptable Use Agreement for school students.

Name and surname of Student

Year Group

Signature of Student

Date signed by Student

Signature of Parent/Carer

Date signed by Parent/Carer

OFFICE USE

Processed on:

Processed by

(initials):



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PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

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.

Leeming Senior High School seeks approval for your child to be given access to these online services.

The Department's online services current 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 web sites while at school.
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the *Acceptable Use Agreement* form and complete the permission slip below. Please explain the content of the *Acceptable Use Agreement* to your child before it is signed.

Parents/Carers

Do you give permission for your child to have an online services account? YES NO

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 Usage 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 of Education Student Behaviour Policy and Procedures*.

Name of Parent/Carer

Signature of Parent/Carer

Date of signature

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 risk of such exposure

Be aware that the Department of Education has the right to review, audit, intercept, access and disclose messages created, received or sent over the Department's 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.legislation.gov.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 be found on the Office of the E Safety Commission website.

<https://www.esafety.gov.au/parents>



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ENROLMENT AGREEMENT

I understand and agree (please select)

The completion of the enrolment process indicates that I accept and adhere to the school policies including daily wearing of the school uniform. Before signing this enrolment, you agree to have visited the school website and read all the school policies. <https://www.leeming.wa.edu.au/>

Inappropriate use of the internet will result in access being denied to the school computer system.

I understand that if the school determines that an ambulance is required for my child, **the cost will be my responsibility.**

I am aware that it is the Department of Education's policy that any personal property belonging to the students, parents or visitors which has been lost or stolen is not covered by the Department of Education's Insurance.

To give the school two weeks' notice, in writing, in the event that my child will be leaving Leeming SHS. My child will complete a clearance form prior to exiting the school.

All school fees to be up-to-date and cleared prior to students exiting the school.

PRIVACY AND DECLARATION

I understand that the student'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.

I understand that I am required to notify the school as soon as any of the enrolment details for the student change.

I declare that this is the only enrolment I have made for the student

I declare that I have provided all documentation available to me.

Name and Surname of Parent/Guardian

Relationship to Student

Signature of Parent/Guardian

Date Signed



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PARENT OCCUPATION GROUPS

Attachment 1

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form. Please select the appropriate parental occupation group from the list provided.

*If you are not currently in **paid** work, but have had a job in the last 12 Months, or have returned in the last 12 months, please use the person's last occupation. *If the person has not been in paid work in the last 12 months, enter '8' in the box.

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

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



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CHECKLIST - DOCUMENTS TO BE PROVIDED WITH THIS APPLICATION

Please select each document to check that you have attached the relevant documentation.

Birth Certificate or extract or other identity documents (if applicable).

Medicare Immunisation Certificate (AIR) – you can obtain this certificate via <https://my.gov.au/> and download the PDF from the Medicare section.

Copies of Family Court or any other court orders (if applicable).

Proof of address, copy of bills, statements, lease agreements, etc

Information relating to suspensions or exclusions

Copy of last 2 school reports (most recent)

Copy of last NAPLAN results (most recent)

Information regarding any disability/learning difficulties/medical condition (if applicable)

Was your child born in Australia? YES NO (if NO answer questions below)

If your child was not born in Australia please provide:

Date of Entry into Australia

Passport or travel documents

Current visa subclass and previous visa subclass (if applicable)

If your child is a temporary visa holder, you must also provide:

Confirmation of enrolment or evidence of any permission to transfer provided by TAFE International Western

Australia (TIWA) Admissions.TIWA@dtwd.wa.gov.au

If your child is holding an International full fee student visa, sub class 571

Evidence of the visa for which the student has applied if the student holds a bridging visa.

OFFICE USE ONLY

Enrolment Accepted	YES	Start Date:	YEAR	NO
NAME AND SIGNATURE OF ENROLLING OFFICER				
STUDENT NUMBER FROM REPORTS				
COPY OF BIRTH CERTIFICATE OR VISA PROVIDED			YES	NO
COPY OF LAST 2 SCHOOL REPORTS PROVIDED			YES	NO
COPY OF LAST NAPLAN RESULTS PROVIDED			YES	NO
EVIDENCE OF CURRENT ADDRESS PROVIDED			YES	NO
IMMUNISATION RECORDS PROVIDED			YES	NO

Email to our Enrolment Officers with all of the required supplementary documentation. Write the student's name on the Subject Box.

Leeming.SHS.Enrolments@education.wa.edu.au