

Student Name and Surname:

Seeking Entry into Year 7 or Year in the Year

Sibling/s Currently at Leeming SHS

COMPLETE THIS FORM ELECTRONICALLY, PRINT COMPLETED FORM AND BRING TO THE FRONT OFFICE.

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

Second Name

Third Name

Preferred Name

Gender

Date of Birth
DD/MM/YYYY

Previous School

WA Student Number

Current School Year

Student Address

Suburb

Post Code

Student Mobile
Number

Name/s of Sibling/s currently at Leeming SHS

1.

2.

3.

4.

Student lives with (please select from dropdown)

Other

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.

Student lives with:

Both parents	Name	Relationship to student
Parent/Guardian 1	Name	Relationship to student
Parent/Guardian 2	Name	Relationship to student
Independent minor	Name	Relationship to student
Adult Student	Name	Relationship to student
Other, please specify	Name	Relationship to student

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

Does the Parent/Guardian speak a language other than English at home?

YES, please specify:

NO, English only

Do you require a translator? NO YES

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

Address:

Suburb:

Post Code

Mobile Number

Work Phone

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

What is the highest level of schooling you have completed? *(If you did not attend school, mark 'Year 9 or equivalent')*

What is the highest qualification you have completed? *(Select from the drop-down menu)*

Occupation/Work Location

What is your occupation group?

Refer to **Attachment 1** 'Parent Occupation Groupings' at the end of this document. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

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

Confirm parent's name you want school correspondence/fees to be sent to:

OTHER FAMILY DETAILS

If applicable, please talk to us about:

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

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

CONTACT 1

First Name

Surname

Relationship to student (eg. friend)

Home Number

Mobile Number

Work Number

Postal Address:

(If different from student residential address)

Preferred Contact Number:

Postcode

Email

CONTACT 2

First Name

Surname

Relationship to student (eg. friend)

Home Number

Mobile Number

Work Number

Postal Address:

(If different from student residential address)

Preferred Contact Number:

Postcode

Email

STUDENT ADDITIONAL INFORMATION

Student first language

Main language other than English spoken at home

Language studied at Primary/High 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:

DD/MM/YYYY

Visa Sub Class Number:

Visa Expiry Date (if applicable)

DD/MM/YYYY

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 select medical condition and provide doctors' letters.

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 select condition and provide doctors' letters.

Details

MEDICAL PRACTICE INFORMATION

Medical Practice Name and Address

Phone Number

Preferred Doctor

Do you give permission to (please select)

Call your doctor

Administer First Aid

Do you have Ambulance Cover?

If yes, please provide 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
DD/MM/YYYY

Do you have a Centrelink Card?

Expiry Date
DD/MM/YYYY

If YES, Parent Centrelink Health or Pension Card Number

Signature of Parent/Guardian

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](#)

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 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 in 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.

I agree to the videoing and/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-stated purposes, the Internet is 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 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

DD/MM/YYYY

Name and Surname of Parent/Guardian (please indicate) Parent

Guardian

Signature of Parent/Guardian

(Please indicate)

Date of Signature

DD/MM/YYYY

Parent

Guardian

CONNECT ACCOUNT

Do you currently have a Connect 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 group to start at Leeming Senior High School

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

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/Guardian name

Parent/Guardian Signature
(Please indicate)

Parent

Guardian

Date of signature
DD/MM/YYYY

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.

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 of signature
DD/MM/YYYY

Signature of Parent/Guardian
(Please indicate)

Date of signature
DD/MM/YYYY

Parent

Guardian

OFFICE USE
Processed on:

Processed by
(Initials):

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

DD/MM/YYYY

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>

ENROLMENT AGREEMENT

I understand and agree (please select)

The completion of the enrolment process indicates that I understand, 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 even 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
DD/MM/YYYY

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. Public service manager (section head or above), regional director, health/education/police/ fire services administrator. Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</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. 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, proof reader, sportsman/ woman, coach, trainer, sports official]. Associate professionals generally have diploma/technical qualifications and support managers and professionals. Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional. Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]. Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk]. Skilled office, sales and service staff Office [secretary, personal assistant, desktop publishing operator, switchboard operator]. Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]. Service [aged/disabled/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>Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]. Office assistants, sales assistants and other assistants Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]. Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]. Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]. Labourers and related workers Defence Forces ranks below senior NCO not included in other groups. Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]. Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

CHECKLIST - DOCUMENTS TO BE PROVIDED WITH THIS APPLICATION

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

Was your child born in Australia? YES



- a. Australian Birth Certificate (if at least one parent born in Australia)
- b. Australian Birth Certificate (if both parents born overseas) together with:
 - i. Australian Passport for child; or
 - ii. Australian Citizenship Certificate for child or parent/s
- c. Overseas Birth Certificate together with:
 - i. Australian Passport for child; or
 - ii. Australian Citizenship Certificate for child or parent/sOR
 - iii. Foreign Passport for child; and
 - iv. Visa Grant Notice (full copy of document - 3/5 pages)
- d. Registered Change of Name or Gender document.

Australian Immunisation Certificate (AIR) - Immunisation History Statement (no more than 8 weeks old) - this can be obtained via myGov from the Medicare section and download the PDF History Statement.

[Click here to go to the myGov website.](#)

Proof of Address:

- a. Full copy of Rental Agreement (if renting property); and
 - b. Current Utility Bill (Power, Gas or Water)
- OR
- c. Copy of current Council Rates Notice (if own property); and
 - d. Current Utility Bill (Power, Gas or Water)

Court or Care Orders:

- a. Consent Order/s approved by Family Court
- b. Parenting Order from the Family Court
- c. Form 587 for student in the care of Chief Executive Officer, Department of Communities

Copy of last 2 School Reports (most recent)

Copy of last NAPLAN Report results (most recent)

Information relating to health or medical condition, disability or additional needs (if applicable)

If you are in Australia on a Visa, please contact us to confirm Enrolment process appropriate to your circumstances.

Please save this form, print it, and bring it to the Administration Office with all required documents.
Do not hesitate to contact us should you have any questions to complete this form.

OFFICE USE ONLY

Student's official documentation all sighted	Date	/	/	YES	NO
Birth Certificate	Passports			Visa Documents	
Other, please specify					
Year			House		
Student's Residency status	Australian citizen		Permanent Resident		Temporary Resident
International Fee Paying				YES	NO
Entry Date	/	/	Previous School		
LOTE Stage			Records Received	YES	NO
Contributions/Charges Billing	PG1 (%)		PG2 (%)		PG3 (%)
School records (including reports, to be sent to)	PG1	PG2	Other		
AIR Immunisation History Statement provided			YES		NO
Date of Issue	/	/	Immunisation status is	Up to date	Not up to date
Date AIR sighted	/	/			
If not up to date, additional request/s for documentation on date/s:					
Immunisation Certificate Issued by the Chief Health Officer				YES	NO
Kindergarten eligibility for immunisation exemption:			Code		
Enrolment approved by Principal	YES	Date	/	/	NO
Entered on School Information system by				/	/
Date Student Commences	/	/			
Student leaves school (Date)	/	/	Advice of Transfer (Date)	/	/
Destination					
Records received from transferring school	YES	NO	Date	/	/