NORTH ALBANY
SENIOR HIGH SCHOOL
Students First and Foremost

47 Anson Road, Albany WA 6330
northalbany.shs@education.wa.edu.au
Ph: (08) 9892 0611

STUDENT ENROLMENT FORM

STUDENT DETAILS (Please complete all details below)

Student Surname

Legal Surname (if different)

Previous Surname (if applicable)

1st Name

2nd Name **3rd Name**

Preferred Name

Current Year Level

Date of Birth (dd/mm/yy) **Gender** ◯ Male ◯ Female ◯ Not Specified

Residential Address

Postcode

Telephone **Home** **Mobile**

Student's Mobile

Siblings - names of brothers and sisters attending this school

OFFICE USE ONLY

Student's official documentation all sighted (date): ◯ Yes ◯ No

◯ Birth Certificate ◯ Passport ◯ Visa Documents

Student's Residency status

◯ Australian Citizen ◯ Permanent Resident ◯ Temporary Resident Entry Date

Publications/Internet Permission Form completed ◯ Yes ◯ No

AIR Immunisation History Statement provided ◯ Yes ◯ No

Entered on school system by Date

Medical Details Forwarded to:

1. _____
2. _____
3. _____
4. _____

Medical Form sent to parent

◯ Yes Date

Student lives with ☐ Parent/Carer 1 ☐ Parent/Carer 2 ☐ Both Parents ☐ Neither Parent

☐ Shared Care Please specify (eg 50% with each parent) _____

PARENT/CARER 1 DETAILS

This person will be the family mail marker and will be the 1st contact in an emergency

Title _____ **First Name** _____

Surname _____

Relationship to Student _____

Postal Address *(if different from student residential address)* _____

_____ **Postcode** _____

Mobile Number _____ ***Text messages will be sent to this number***

Email Address _____

Workplace _____ **Workplace Phone** _____

Does the Parent/Carer 1 speak a language other than English at home?

○ No, English only ○ Yes, other - please specify _____

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

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.

What is the highest year of school Parent/Carer 1 has completed?

○ Year 12 or equivalent ○ Year 11 or equivalent

○ Year 10 or equivalent ○ Year 9 or equivalent or below

(If you did not attend school, mark '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 (including trade certificate) ○ No non-school qualification

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

What is the occupation group for Parent/Carer 1?

(Refer to Attachment 1 'Parent Occupation Groups' for more information regarding the categories)

○ 1. Senior Management in large business organisation, government administration & defence, and qualified professionals

○ 2. Other business managers, arts/media/sportspersons & associate professionals

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

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

○ 8. Unemployed, retired, student

(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 month, tick '8'.)

PARENT/CARER 2 DETAILS

Title | **First Name**

Surname

Relationship to Student

Postal Address
(if different from student residential address)

Postcode

Mobile Number

Email Address

Workplace | **Workplace Phone**

Does the Parent/Carer 2 speak a language other than English at home?

○ No, English only ○ Yes, other - please specify

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

What is the highest year of school Parent/Carer 2 has completed?

○ Year 12 or equivalent ○ Year 11 or equivalent

○ Year 10 or equivalent ○ Year 9 or equivalent or below

(If you did not attend school, mark '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 (including trade certificate) ○ No non-school qualification

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

What is the occupation group for Parent/Carer 2?

(Refer to Attachment 1 'Parent Occupation Groups' for more information regarding the categories)

○ 1. Senior Management in large business organisation, government administration & defence, and qualified professionals

○ 2. Other business managers, arts/media/sportspersons & associate professionals

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

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

○ 8. Unemployed, retired, student

(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 month, tick '8'.)

EMERGENCY CONTACTS OTHER THAN PARENT/CARER 1 & 2

1

Title | **First Name** | **Surname**

Preferred contact number | **Relationship to student**

2

Title | **First Name** | **Surname**

Preferred contact number | **Relationship to student**

ADDITIONAL INFORMATION

Religion (optional) **First Language**

Main Language other than English Spoken at home

Is the student of Aboriginal or Torres Strait Islander Origin ?
No | Yes, Aboriginal | Yes, Torres Strait Islander | Both, Aboriginal and TSI

Access Restriction Is the student subject to Access Restriction?
Please indicate [ ] Yes No

If 'yes' please attach supporting documentation at time of enrolment.

Court Orders Is the student subject to any court orders in respect to their care, welfare and development?
Please indicate [ ] Yes No

If 'yes' please specify and attach supporting documentation at time of enrolment.

Department of Child Protection and Family Services
Is the student in the care of the Department for Child Protection and Family Services (CPFS)?
Please indicate [ ] Yes No

If 'yes' please specify the name of the CPFS Case Manager, contact phone number, email and address:

RESIDENCY STATUS

Nationality (optional) **Country of Birth**

Is the student an Autralian Citizen? Yes No

If No, **Is the student a permanent resident of Australia?** No Yes - *If yes*, Visa Sub Class Number

Is the student a temporary resident of Australia? Yes No

If Yes, **Date of Arrival in Australia** **Visa Sub Class Number**

Visa Expiry Date
(if applicable)

Birth Certificate must be provided on enrolment.

MOVEMENT HISTORY

Previous School **OR**

If previously enrolled in Home Education, specify the Education District

Reason for moving

Is the student currently under suspension from a school? **Yes** **No**
If **Yes**, name of school

Has the student ever been excluded from a school? **Yes** **No**
If **Yes**, name of school

Hostel Student Yes No

SCHOOL UNIFORM

North Albany Senior High School has a School Uniform Policy for all students attending this school. In enrolling my child at North Albany Senior High School, I agree to support the school by ensuring that my child wears the correct school uniform at school, and when participating in school related activities.

☐ **Parent** - **Yes**, I agree to support the school by ensuring that my child conforms to wearing the school uniform.

☐ **Student** - **Yes**, I understand the above requirement and agree to abide by it.

STUDENT TRAVEL PERMIT – SMARTRIDER CARD WITH PHOTO

The Public Transport Authority (PTA) advises parents that students will require a student Smartrider card with student's photo to access concession travel on TransPerth bus, rail and ferry services, and TransWA country rail services. In order to issue the card in the first instance the PTA requires that parents/guardians give their permission to schools to provide student details and photo to the PTA, for the purpose of registering the student for concession travel. The card is linked to student printing accounts, can be used for borrowing from the library and resource lending at no cost to the parent. There is a $5.00 fee from Smartrider to replace the card if lost or damaged.

Refer to Online in Public Schools Policy supplied on enrolment.

UNIQUE STUDENT IDENTIFIER (USI)

It is an Australian government requirement for all students undertaking nationally recognised training to obtain a Unique Student Identifier (USI). All Vocational Education and Training (VET) training courses, including those delivered at high schools, will require a USI in order for students to enrol. The USI stays with the student for life and allows them access to their qualifications and training records at any time in the future.

If you do not have a USI you can create one at https://www.usi.gov.au/

USI Number _____

SCHOOL MOBILE PHONE & SMALL ELECTRONIC DEVICES

North Albany Senior High School has a mobile phone & small electronic device policy for all students attending this school which is outlined in the Parent Guide provided with this enrolment pack, or accessed from our website at www.nashs.wa.edu.au. The use of mobile phones and electronic devices at NASHS will be banned from the first bell to the last bell of the day. This includes break times. In enrolling my child at North Albany SHS, I agree to support the school by ensuring that my child follows the school mobile phone & small electronic devices policy.

☐ **Yes**, I have read the school mobile phone & small electronic devices policy.

☐ My child needs to use his/her mobile phone or small electronic device due to a health condition, as part of a school approved documented health care plan approved by the school nurse.

APPROPRIATE USE OF ONLINE SERVICES

Students at North Albany Senior High School need parent/guardian consent before they can use school computers, the internet, and certain online learning tools. This is covered in our ***Acceptable Usage Agreement***, which sets out the rules for safe, respectful, and legal technology use.

Some of our learning resources come from approved third-party providers. To give your child full access, please complete the Students Online in Public Schools Policy consent form — available on our website. Without consent, your child's internet access will be limited to school-approved websites only.

☐ I have completed and returned the Students Online in Public Schools Policy.

MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in newsletters, school website, school social media, newspapers, on the internet, or on film or video. While we don't often include student names, sometimes we do. No contact details are ever provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

☐ **Parent** I agree to the videoing or photographing of my child and my child's work during school activities for use by the school and the Department of Education in the ways stated in the "Permission to Publish Students Images and Work for School Purposes" document enclosed in this enrolment package.

☐ **Student** I agree to the videoing or photographing of me and my work during school activities for use by the school and the Department of Education in the ways stated in the "Permission to Publish Students Images and Work for School Purposes" document enclosed in this enrolment package.

☐ **No** I do not give 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. Occasionally a program has a 'PG' rating for which we need parental permission. For anything with a higher rating than 'PG' – you will be advised by the teacher.

☐ **Yes** I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.

☐ **No** I do not give consent.

IMMUNISATION

It is an enrolment requirement that parents provide an Immunisation History Statement to the school. The Australian Childhood Immunisation Register (ACIR) records the immunisation history of children up until they turn 7 years old. If parents do not have a copy of their child's early childhood immunisation history, they can call the ACIR on 1800 653 809 or through humanservices.gov.au.

I have attached a copy of the student's ACIR (Australian Childhood Immunisation Register) Immunisation History Statement ◯ Yes ◯ No

MEDICAL DETAILS

(If there is a medical emergency, parents or guardians are required to meet the cost of the ambulance)

Do you have ambulance cover? ◯ Yes ◯ No Ambulance Insurance Provider

Permission to call Doctor ◯ Permission to Administer First Aid ◯

Medical Practice Name

Medicare Number Ref Expiry Date

List any essential information that could affect your child in an emergency situation e.g allergy to Penicillin.

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

NOTE: If your child is enrolled in an alternative education program, this includes the transfer of their health care information to the principal or manager of that program.

HEALTH CONDITIONS

Does your child have one or more health condition/s that will require the support from school staff? ◯ Yes ◯ No

If Yes, please complete the following section below:

Please indicate any disability or medical conditions [ ]

Severe Allergy/Anaphylaxis (Form 5)	☐ Yes ☐ No	If Yes, please specify	
Minor and Moderate Allergy (Form 4)	☐ Yes ☐ No	If Yes, please specify	
Diabetes (Form 6)	☐ Yes ☐ No	If Yes, please specify	
Seizures (Form 7)	☐ Yes ☐ No	If Yes, please specify	
Asthma (Form 8)	☐ Yes ☐ No	If Yes, please specify	
Activities of Daily Living (Form 9)	☐ Yes ☐ No	If Yes, please specify	
Other Conditions or Needs	☐ Yes ☐ No	If Yes, please specify	

Has your child's Medical Practitioner provided a Health Care Plan to assist the school to manage the condition?

☐ Yes ☐ No Please provide a copy (if applicable)

ADMINISTRATION OF MEDICATION

For Long Term Medication: complete the Medication section of the relevant Health Care Plan.
For Short Term Medication: request an Administration of medication form then complete and return to the school.

Written authorisation must be provided for staff to administer any form of medication at school. All medication required must be supplied by parents/carers to the school.

Is your child presently taking medication ◯ Yes ◯ No If Yes: ◯ Long Term or ◯ Short Term

Does your child need to take medication at school? ◯ Yes ◯ No Please advise further

Does your child self-administer medication? ◯ Yes ◯ No

DISABILITY INFORMATION

Does your child have one or more health condition/s that will require the support from school staff? ◯ Yes ◯ No

If Yes, please specify Disability

Do you have documentation about your child's disability in any of the following areas? Copies of the documentation will be required for school records.

- ☐ Autism Spectrum Disorder
- ☐ Deaf or Hard of Hearing
- ☐ Specific Speech Language Impairment
- ☐ Intellectual Disability
- ☐ Diagnosed Mental Health Condition
- ☐ Vision Impairment
- ☐ Physical Disability

OTHER INFORMATION

Please provide details here of any other information you would like noted

PRIVACY AND DECLARATION

Please tick to confirm:

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.
- ☐ 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 declare:

- ☐ This is the only enrolment I have made for the student.
- ☐ 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 cancelled.
- ☐ I have provided all documentation available to me.

Name of the person enrolling student | Signature

Student Signature | Date

☐ **If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct.** Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

Please return this form to northalbany.shs@education.wa.edu.au

PARENT OCCUPATION GROUPS *Attachment 1*

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation government administration & defence, and qualified professionals	***Other business managers,arts/ media/sportspersons and associate professionals***	***Tradesmen/women, clerks and skilled office, sales and service staff***	***Machine operators, hospitality staff, assistants, labourers and related workers***
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]. **Defence Forces** Commissioned Officer. **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. **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional. **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]. **Air/sea transport** [aircraft/ships captain/officer/ pilot, flight officer, flying instructor, air traffic controller].	**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] or 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 NonCommissioned Officer.	**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/refuge/ child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/ supervisor].	**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].

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

ADDITIONAL INFORMATION

Please provide any other details you would like noted.

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