



NEWMAN
SENIOR HIGH SCHOOL

2027 STUDENT ENROLMENT PACK

YEARS 7-12

STUDENT NAME	DATE OF BIRTH	YEAR LEVEL

Care and Compassion • Respect • Responsibility



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BEFORE YOU BEGIN

How to complete and return your enrolment pack

ENROLMENT & SUPPORTING DOCUMENTS

TICK	DOCUMENT	NOTES
☐	Enrolment Form	Complete all required fields and sign where indicated.
☐	Student Health Summary	Complete all required fields and sign where indicated.
☐	Birth Certificate / Identity Evidence	Provide a birth certificate, passport or other acceptable evidence of identity.
☐	Proof of Address	Provide current evidence of the student's usual residential address.
☐	Australian Immunisation Register (AIR) Immunisation History Statement	Provide an AIR Immunisation History Statement dated within the previous 2 months.
☐	Latest School Semester Report	Provide the most recent available school report, where available.
☐	Citizenship / Passport / Visa Documents	Provide relevant citizenship, residency or visa evidence where applicable or requested.
☐	Court / Care / Parenting Orders or Plans	Provide current orders or parenting plans where applicable.
☐	Medical / Disability Information	Provide relevant health, disability or support information where available to help the school plan appropriate support.
☐	School Support Plans	Provide relevant behaviour, attendance, risk management or individual education plans, where available.

- Please complete this pack carefully. Use the student's full legal name and provide clear copies of the supporting documents that apply.

WHAT HAPPENS NEXT

1. **SIGN** the student and parent/carers acknowledgements, agreements and consent sections (**Sections 5 and 6**).
2. **COMPLETE** and sign the Enrolment Form (**Section 8**) and Student Health Summary Form (**Section 9**).
3. **GATHER** the enrolment and supporting documents that apply.
4. **SUBMIT** everything via email to Newman.SHS@education.wa.edu.au or deliver hard copies to Administration Office.



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A MESSAGE FROM THE PRINCIPAL

Dear Parents and Caregivers,

Our school community welcomes all families and students to Newman Senior High School for 2027. We want every student to enjoy a positive secondary school experience, achieve strong educational outcomes and leave school with optimism, confidence and a desire to contribute to the wider community.

Newman Senior High School benefits from strong support from families, local industry and the wider community. These partnerships enrich learning, broaden pathways and create opportunities that extend well beyond the classroom.

We provide high-quality education for a wide range of future pathways. Vocational options include school-based traineeships, certificate courses and access to the Trade Training Centre. University pathway choices can also be enhanced through School of Isolated and Distance Education (SIDE) courses.

We look forward to you and your child becoming part of the Newman Senior High School community.

Mrs Danielle Sherlock
Principal

OUR SCHOOL

Newman Senior High School is an inclusive school that welcomes and embraces new students. Our priority is to improve student achievement, engagement and pathways through strong teaching, pastoral care and a strategic focus on STEM that connects classroom learning with the industries and future opportunities of the Pilbara.

OUR VALUES - Care and Compassion - Respect - Responsibility	QUALITY TEACHING "The Newman Way" provides a shared foundation for consistent, high-quality teaching.
STEM & PATHWAYS Learning is connected with Pilbara industries, vocational education, university pathways and future careers.	COMMUNITY Families, local industry and community organisations help extend student learning and opportunities.

PARTNERSHIPS AND PROGRAMS

- Follow the Dream
- Pilbara Education Partnership with BHP
- Clontarf
- Stars
- UWA Aspire Program
- The McClements Foundation Challenge



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YEAR 6 TO YEAR 7 TRANSITION

For incoming Year 7 students and their families

A Major Milestone

Moving from primary school to secondary school brings new routines, new learning environments and new opportunities. Our transition program is designed to help students and families feel informed, connected and ready before the first day of Year 7.

HOW TRANSITION WORKS

TRANSITION TEAM Newman Senior High School works closely with Newman Primary School and South Newman Primary School to plan a positive transition and share information that helps each student succeed.	PRIMARY SCHOOL VISITS High school staff and students may visit Year 6 classes to build relationships, answer questions and help students understand what life in Year 7 is like.
PARENT INFORMATION Families are given opportunities to meet key staff, learn about the school, ask questions and become familiar with the facilities and routines.	TRANSITION DAYS Year 6 students have opportunities to visit Newman Senior High School, experience the high school environment and learn new routines before commencing.
SUPPORT PROGRAMS Eligible students may connect with programs such as Follow the Dream, Clontarf and Stars before starting Year 7.	ADDITIONAL TRANSITION Students who need extra support can be provided with additional transition planning in consultation with their current school and family.

ORIENTATION AT THE START OF YEAR 7

Orientation activities at the beginning of the school year help students learn the school layout, find their classes, meet teachers and key staff, understand routines and build confidence as they become more independent.

- *Confirmed parent events, school visits and transition-day dates will be communicated separately. Please keep your contact details up to date so you receive updates.*

SCHOOL COMMUNICATIONS - CONNECT

Connect or ConnectNow is an integrated online environment developed by the Department of Education for staff, students and parents in public schools. Connect is primarily used for teachers, parents and students to exchange curriculum and classroom information. You will be able to view the latest notices from classrooms and your child's reports, assessments, and attendance notifications.

- *Your secure online details to Connect include a P number and password. This will be sent to you within days of your child commencing at Newman Senior High School.*



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STUDENT HEALTH CARE

Please complete the Student Health Care Summary in Section 9 so the school can understand and safely support your child's health care needs.

WHAT FAMILIES NEED TO PROVIDE

- ☐ Your child's Australian Immunisation Register (**AIR**) Immunisation History Statement, dated within the previous 2 months.
- ☐ A completed Student Health Care Summary with details of health care needs and information to use in a medical emergency (**Section 9**).
- ☐ If the Student Health Care Summary indicates that your child requires specific health support at school, please provide any relevant Management and Emergency Response Plans.

If your child does not require a Management or Emergency Response Plan, there is nothing further to complete in this section — please continue to Section 5.

Complex medical needs?

If your child has complex health needs, contact the school so a meeting can be arranged to discuss safe support and any required planning.

MANAGEMENT AND EMERGENCY RESPONSE PLANS

A Management and Emergency Response Plan gives the school the information needed to respond to a specific medical need. Depending on the condition, the plan may include:

- daily management requirements
- an emergency response
- staff training requirements
- medication instructions, including dosage, storage and timing
- parent/carer authority to act

Some plans may need to be signed by your child's medical practitioner. Plans should be in place as soon as possible and reviewed each year, or whenever your child's needs change.

MEDICATION AND EQUIPMENT

- ☐ Medication must be labelled with your child's name, remain in its original packaging and be within expiry.
- ☐ Written parent/carer authorisation is required before the school can administer medication.
- ☐ Medical equipment supplied for school use must be in good working order.
- ☐ Please tell the school promptly if your child's health needs, medication or equipment requirements change.



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POLICIES AND EXPECTATIONS

Please review the following school policies and expectations with your child. **Student and parent/carer acknowledgement is required at the end of this section.**

SCHOOL DRESS CODE AND UNIFORM

Our school uniform supports a safe, inclusive and positive learning environment. Wearing the correct uniform promotes school identity, pride and belonging. Exemptions may be considered in accordance with Department requirements.

What to Wear

FOOTWEAR	Closed-in shoes. Sandals, scuffs and thongs are not permitted.
BOTTOMS	Black uniform shorts or skorts. Leggings and tights are not permitted.
YEARS 7-10	Blue and gold school polo shirt.
YEARS 11-12	Blue and white school polo shirt.
YEAR 12	Leaver's polo or Country Week polo, where applicable.
OUTERWEAR	School uniform jacket, approved school jumper, or the Leavers jacket for Year 12 students.
UNDER LAYERS	A plain non-uniform jumper may be worn underneath the school polo.

Uniform Supplier

UNIFORM SUPPLIER	SportsPower Newman
UNIFORM SHOP HOURS	Mon-Fri 9-5, Sat 9-2, Sun 9-1
CONTACT	Shop 7, Parnawarri Shopping Centre, 1 Lee Lane, Newman

Need Help with Uniform?

Eligible families may be able to access the Western Australian Secondary Assistance Scheme. Applications are made through the school during Term 1. Please contact the school for current eligibility requirements, 2027 allowance amounts and the application closing date.

2027 Secondary Assistance Scheme

2027 allowance amounts and application dates will be updated when the Department releases the annual Student Allowances Guidelines. Applications are made through the school during Term 1.



SCHOOL ATTENDANCE

The School Education Act 1999 requires enrolled students to attend school or participate in the school's educational program. The compulsory education period generally continues until the end of the year in which a student turns 17 years and 6 months, or until the student turns 18, whichever occurs first, unless an approved exemption or alternative arrangement applies.

Risk of School Absence from Year 7 → Year 12 (6 years total):

- **1 day** per week = 80% attendance rate = **about 1.2 years of school missed**
- **1.5 days** per week = 70% attendance rate = **about 1.8 years of school missed**
- **2 days** per week = 60% attendance rate = **about 2.4 years of school missed**

Students Arriving Late to School

Late arrivals reduce learning time and can disrupt the class. We recognise that some delays are unavoidable; however, students should arrive ready to begin at the scheduled start of the school day. Students who arrive late must report to Administration and follow the school's late sign-in process.

MOBILE PHONE POLICY

Students may bring a mobile phone to school, but it must be turned off and kept out of sight from arrival until the end of the school day ("**off and away all day**"), unless an approved health or teacher-directed exemption applies.

Students may hand their phone to the Administration Office on arrival and collect it at the end of the day. Phones handed in will be stored securely for the duration of the school day. Students who keep a phone in their possession remain responsible for its security, including the risk of loss, theft or damage.

Mobile Phone Procedure

- Mobile phones must be turned off and kept out of sight from arrival until the end of the school day. Smart watches must be on aeroplane mode.
- Students may hand phones to the Administration Office on arrival for secure storage during the school day.
- If a device is used contrary to the policy, staff will follow the school's mobile phone procedures, which may include requiring the device to be handed to Administration for secure storage.
- Students who hand in a phone must collect it from the Administration Office when leaving school.

Repeated breaches will be dealt with in accordance with the School Behaviour Management Policy and Procedures as outlined in the Mobile Phone Policy available on the school's website: <https://www.newmanshs.wa.edu.au/our-school/policies/>



INTERNET / ONLINE SERVICES

Department-provided online services support learning and may include email/calendar accounts, internet access, digital learning services, file storage and sharing, and access from locations other than school.

Reasonable safeguards are used to reduce exposure to inappropriate online content when students use Department-provided services, but no filtering system can eliminate all risk.

The school and the Department of Education may monitor use of Department online services for administrative, legal, security and student safety purposes.

At Home and Away from School

The Department's network filtering does not apply to internet access that does not use the Department network. Families are encouraged to supervise internet use and use appropriate filtering and online safety tools.

Acceptable Use Agreement

When using Department of Education online services, students agree that:

- you will use online services only for purposes that support learning and educational research.
- you understand that you are responsible for all activity in your online services account.
- you will check with a teacher before sharing images or information about yourself or anyone else when using online services.
- you will keep your password private and will not allow another person to log on to or use your online services account.
- you will tell a teacher if you think someone is using your account, and you understand that the school and Department may monitor use of online services.
- if you find information that is inappropriate or makes you feel uncomfortable, you will tell a teacher.
- you will not try to access inappropriate material or sites, services or applications that have been blocked by the school or Department.
- you will acknowledge the creator or author of material used for school work and obtain copyright permission where required for reuse beyond private research and study.
- you will use appropriate and respectful language in online communications.
- you will not use Department online services for personal gain or illegal activity, to bully, offend or intimidate others, or to access or send inappropriate or harmful material.
- you will not damage or disable computers, computer systems or networks of the school, the Department of Education or any other organisation.
- you understand that you are responsible for your actions and for breaches caused by allowing another person to use your online services account.
- you understand that misuse may result in disciplinary action and that you may be held liable for offences committed using online services.



ACKNOWLEDGEMENTS AND AGREEMENTS

Please read each item and indicate your consent. By signing below, students agree to follow these school expectations and parents/carers agree to support their child to do so.

POLICIES AND EXPECTATIONS	STUDENT	PARENT/ CARER
SCHOOL DRESS CODE AND UNIFORM I understand the school dress code and agree to follow it / support my child to follow it.	☐	☐
ATTENDANCE I understand the importance of regular attendance, arriving on time and participating in the school's educational program, and I agree to meet / support this expectation.	☐	☐
MOBILE PHONE POLICY I have read and understood the Newman Senior High School Mobile Phone Policy and agree to follow / support it.	☐	☐
INTERNET / ONLINE SERVICES I have read and understood the Acceptable Use Agreement. The student agrees to follow it when using Department of Education online services.	☐	☐



	STUDENT	PARENT/CARER
FULL NAME		
SIGNATURE		
DATE		



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PARENT / CARER CONSENTS

Please read each item and indicate your consent. These permissions support day-to-day learning, communication and student participation. You may contact the school if you need to change or withdraw a consent.

MEDIA CONSENT

With your consent, the school may publish your child's image and/or work to recognise achievement and promote school activities. Publication may include school newsletters, the school website and social media, print media, displays, film/video and school-produced yearbooks. Identifying information will be limited and contact details will not be published.

☐ **YES**, I give permission for my child's image and/or work to be published for school purposes as described above.

☐ **NO**, I do not give my consent

ONLINE SERVICES ACCOUNT

Department-provided online services may include email, internet access, digital learning and file storage. Parent/carer permission is required for a student to have an online services account. Use is subject to the student Acceptable Use Agreement.

☐ **YES**, I give permission for my child to have and use a Department of Education online services account.

☐ **NO**, I do not give my consent

VIEWING CONSENT

Students may watch videos, television programs or documentaries as part of learning. Most material is G rated; PG-rated material may occasionally be used where educationally appropriate.

☐ **YES**, I consent to my child participating in viewing where PG-rated material is used for learning.

☐ **NO**, I do not give my consent

PARENTS AND CITIZENS (P&C) CONSENT

With your consent, the school may provide your name and contact details to the Newman Senior High School P&C Association so you can receive relevant P&C information and updates.

☐ **YES**, I give permission for my details to be provided to the NSHS P&C Association.

☐ **NO**, I do not give my consent

LOCAL AREA EXCURSIONS

Students may participate in approved, supervised local-area excursions as part of a recurring school program, including visits to local parks, reserves, other schools, council facilities or the library. Families will be notified and separate consent will be sought where required.

☐ **YES**, I consent to my child participating in the notified recurring local-area excursion program.

☐ **NO**, I do not give my consent

PARENT/CARER FULL NAME

SIGNATURE

DATE





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RETURNING YOUR PACK & CONTACT DETAILS**RETURN COMPLETED ENROLMENT DOCUMENTS**

EMAIL	Newman.SHS@education.wa.edu.au
IN PERSON	Administration Office, 1A Gregory Avenue, Newman WA 6753
PHONE	(08) 9175 8100

ENROLMENT INTERVIEW *(Not required for Year 7 Transition Students)*

Once the enrolment application has been received, the school will arrange an enrolment interview for the parent/carer and student with the relevant Deputy Principal. The interview supports transition planning and provides an opportunity to discuss the student's needs, subject choices and relevant specialist or support programs.

COLLECTION NOTICE FOR ENROLMENT - SUMMARY

The Department of Education Western Australia collects your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system that is fair for all students. This is done under the School Education Act 1999 and the School Education Regulations 2000.

- *The full Department Collection notice for enrolment explains what information is collected, how it may be used or shared, and privacy arrangements. A copy is included at the end of this pack.*

CONTRIBUTIONS AND CHARGES

Each year Newman Senior High School releases the Contributions and Charges. This outlines costs associated with educating our students. Payment of these contributions will significantly assist the quality of education programs delivered. In addition, compulsory charges outside the basic core program may be requested for consumables and additional resources.

- *The Contributions and Charges are approved by the school board and are available on our website, via email, and paper form prior to the commencement of the school year.*



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STUDENT ENROLMENT FORM

Department of
Education

The Student Enrolment Form should be completed if you wish to accept an offer of a place at our school. The student's enrolment is complete once this form is submitted to the school with the necessary documentation.

Family details should include the details of the parent/carer 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. You will also need to complete a Student Health Care Summary. Please complete the forms in English. Please contact the school if you require assistance with translation.

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://get.adobe.com/reader/>.

SCHOOL NAME

School name

Year Level entering

STUDENT DETAILS

Student surname

Legal surname (if different)

Previous Surname
(if applicable)

1st Name

2nd Name

3rd Name

Preferred Name

Date of birth (dd/mm/yy)

/ /

Gender

Male

Female

Other

Residential Address

Postcode

Telephone (Home)

Car Registration (if applicable)

Student's Religion
(if applicable)

Is the student to be withdrawn from religious instruction or activities?

YES

NO

STUDENT DETAILS (Continued)

Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal Yes, Torres Strait Islander (TSI) Yes, both Aboriginal and TSI

Does the student speak a language other than English at home?

No, English only Yes, Aboriginal English Yes, other language - please specify

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

What was the first language spoken at home?

Does the student mainly speak English at home? YES NO

EVIDENCE OF IMMUNISATION STATUS

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows the immunisation status is:

Up to date Not up to date The student has an Immunisation Certificate issued by the Chief Health Officer

SIBLING DETAILS

Full Name/s of siblings attending this school

Student lives with:

Both Parents

Parent/Carer 1	Name	Relationship to student
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Parent/Carer 2	Name	Relationship to student
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Independent minor	Name	Relationship to student
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Adult Student	Name	Relationship to student
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Other, please specify	Name	Relationship to student
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RESIDENCY STATUS

Nationality (optional)

Country of Birth

Is the student an Australian 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)

PREVIOUS SCHOOL

Previous School

If previously enrolled in Home Education, specify the Education Region

DISABILITY

Does the student have a disability?

YES NO

If Yes, please specify

Please tick if you can provide documentation about (The school will request copies of this information)

Autism

Physical Disability

Deaf or Hard of Hearing

Severe Mental Disorder

Global Developmental Delay (prior to age 6)

Specific Speech and/or Language Impairment

Intellectual Disability

Vision Impairment

Other, please specify

CONFIDENTIAL INFORMATION

Is this student subject to any court orders in respect of their care, welfare and development or access restrictions?

YES NO

If YES, please specify and attach supporting documentation.

Does the family or student have a Health Care Card?

YES NO

If Yes, please provide card number

Expiry Date / /

Is this student in the care of Director General of the Department of Communities - Child Protection and Family Support (CPFS)?

NO YES - If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

District

Name

Contact Number

Does the student receive any of the following allowances? (Check the boxes that apply)

Secondary Assistance

Youth Allowance

Assistance for Isolated Children (AIC)

Abstudy

PARENT / CARER 1 DETAILS

Title	First Name
Surname	
Relationship to the student	
Date of birth (dd/mm/yy) / /	Gender Male Female Other
Postal Address (if different from student residential address)	
	Postcode
Telephone	Mobile Number
Email Address	

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.

Does 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)

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

What is the occupation group for Parent/Carer 1?

(Refer to Attachment 'Parent Occupation Groupings' 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, enter '8'.)

PARENT / CARER 2 DETAILS

Title	First Name
Surname	
Relationship to the student	
Date of birth (dd/mm/yy) / /	Gender Male Female Other
Postal Address (if different from student residential address)	Postcode
Telephone	Mobile Number
Email Address	

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.

Does 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

What is the occupation group for Parent/Carer 2?

(Refer to Attachment 'Parent Occupation Groupings' 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, enter '8'.)

OTHER FAMILY DETAILS

If applicable, please talk to your school about:

- arrangements for the payment of contributions or charges;
- distribution of information, including student reports and newsletters

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

CONTACT 1:

Title	First Name
Surname	
Relationship to the student	
Postal Address <i>(if different from student residential address)</i>	Postcode
Telephone (Home)	Mobile Number
Email Address	

CONTACT 2:

Title	First Name
Surname	
Relationship to the student	
Postal Address <i>(if different from student residential address)</i>	Postcode
Telephone (Home)	Mobile Number
Email Address	

PRIVACY AND DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of person enrolling child

Title Mr Mrs Ms Other

Relationship to child

(Independent minors and those aged 18 years or older may apply on their own behalf)

Telephone

Telephone (Work)

Mobile Phone No. (Home)

Signature

Date / /

If you are completing this form online and are unable to sign this form please tick 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.

DOCUMENTS TO BE PROVIDED

The school will advise you of any additional documentation required.

Checklist: Tick the box ☒ to indicate documents you can provide to support this application.

1. Birth Certificate or extract or other identity documents
2. Copies of Family Court, other court, or care orders (if applicable)
3. Proof of address
4. Information relating to suspensions
5. Immunisation History Statement and any other information relating to health or medical condition, disability or additional needs
6. If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass if current visa is a bridging visa

Please provide any other relevant information:

OFFICE USE ONLY

Documents provided:

1. Birth Certificate or extract or other identity documents	YES	NO
2. Copies of Family Court or any other court orders	YES	NO
3. Proof of address	YES	NO
4. Information relating to suspensions	YES	NO
5. Immunisation History Statement and any other information relating to health or medical condition, disability or additional needs	YES	NO

Date application received / / Year Level

Principal's approval Application for Enrolment approved YES NO

Name

Signature of principal/
delegate

Date / /

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

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<i>Senior management in large business organisation government administration & defence, and qualified professionals</i>	<i>Other business managers, arts/media/sportspersons and associate professionals</i>	<i>Tradesmen/women, clerks and skilled office, sales and service staff</i>	<i>Machine operators, hospitality staff, assistants, labourers and related workers</i>
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 Non-Commissioned 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.



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STUDENT HEALTH CARE SUMMARY

Department of
Education

SECTION A

Year	Form	Teacher
Student's name		
Date of birth (dd/mm/yy)	/ /	Gender Male Female Not Specified
Address		
Postcode		

FAMILY CONTACT DETAILS

Name	
Relationship to student	
Address	
Postcode	
Telephone (Home)	Telephone (Work)
Telephone (Mobile)	
Name	
Relationship to student	
Address	
Postcode	
Telephone (Home)	Telephone (Work)
Telephone (Mobile)	

MEDICAL DETAILS

Medical practice

Doctor 1

Telephone

Doctor 2

Telephone

Do you have ambulance insurance? YES NO - If yes, specify insurance provider:

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

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

Medicare Card number

Medicare Card Individual
Reference Number (IRN)

Expiry date (dd/mm/yy) / /

ADMINISTRATION OF MEDICATION

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

Long term medication – Complete the *Medication* section of the relevant health care plan – see below.

Short term medication – Request an *Administration of Medication* form to complete and return to the Principal or class teacher.

Note: All medication required must be supplied by parents/carers.

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? YES NO

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

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

Does your child have one or more health condition(s) that will require support from school staff? (Check the box that applies)

NO - Sign below and return *Section A* of this form to the school office. If your child's requirements change, please notify the school.

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.

YES - Complete the remainder of this form and return to the school office. You will be given additional forms to complete.

List your child's health condition(s)

SECTION B

IN THE FOLLOWING TABLE, 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)

Health conditions (Check the box that applies)	Will school staff require specific training to support your child?	
Severe Allergy/Anaphylaxis	YES	NO
Minor and Moderate Allergies	YES	NO
Diabetes	YES	NO
Seizures	YES	NO
Asthma	YES	NO
Activities of Daily Living	YES	NO
Other Conditions or Needs (Please specify below)	YES	NO

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

YES NO - If yes, advise the Principal:

If you have ticked Yes for specific staff training, please discuss the type of training needed with the Principal.

SECTION C - CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's medical details and photo to be on view for staff. YES NO

If yes, please attach photo to the relevant health care plan(s).

SECTION D - MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? YES NO - If yes, provide details below:

Parent/Carer Signature **Date** / /

Parent/Carer Name

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.

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS.

Note: Where appropriate students should be encouraged to participate in their health care planning.

OFFICE USE ONLY

Does the child have an allergy that needs to be flagged on SIS?	YES	NO	Date	/	/
Have relevant health care plans been issued to the parent?	YES	NO	Date	/	/
Has the Principal been informed if:					
specific training is required to support the student?	YES	NO			
the student's health care information is to be restricted?	YES	NO			
Date Student Health Care Summary was completed and uploaded on SIS:			Date	/	/

Collection notice for enrolment

Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the *School Education Regulations 2000*.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
 - NAPLAN in Years 3, 5, 7 and 9
 - Pre-primary Australian Early Development Census (AEDC)
 - secondary Online Literacy and Numeracy Assessment (OLNA)
 - Nationally Consistent Collection of Data (NCCD) on school students with disability
 - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
 - your child transfers from Year 6 to Year 7
 - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

More information

To learn more about how we protect your information, visit our website's page about [Privacy](#).