

Harvey Senior High School

APPLICATION FOR ENROLMENT

51 SOUTH WESTERN HIGHWAY
HARVEY WA 6220

PH: 9782 3800
E: harvey.shs@education.wa.edu.au



SCHOOL DETAILS

Student Name:

Year Group:

20

USI Number (*applicable to Senior School students*):

DOB:

In Area

☐

Out of Area

☐

STUDENT DETAILS

First Name:

Second Name:

Legal Surname:

Preferred Surname:

Preferred First Name:

Gender:

☐

Male

☐

Female

☐

Other

Student Mobile Number:

Residential Address:

Sibling Details:

Full name/s of siblings attending Harvey Senior High School

1.

2.

Student lives with:

☐

Both Parents

☐

Parent/ Carer 1

☐

Parent/ Carer 2

☐

Other

Is this student in the care of the Department for Child Protection (DCP)?

☐

Yes

☐

No

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

☐

Yes

☐

No

If YES, please specify and attach supporting documentation.

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PARENT/GUARDIAN 1

Title:	First Name:	Last Name:

Relationship to student:	Gender:
	☐ Male ☐ Female ☐ Other

Postal Address (if different from student residential address):

Mobile:	Work:	Phone:

E-Mail:	Occupation/Workplace:

Do you mainly speak English at home?

☐ Yes ☐ No

Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

☐ NO, English only ☐ YES, other - Please specify: _____

What is the highest year of primary or secondary school you have completed?

☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below

What is the highest year of primary or secondary school you have completed?

☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (ie. trade certificate)
☐ No non-school qualification

What is your occupation group? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided PAGE 10. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

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PARENT/GUARDIAN 2

Title:

First Name:

Last Name:

Relationship to student:

Gender:

☐

Male

☐

Female

☐

Other

Postal Address (if different from student residential address):

Mobile:

Work:

Phone:

E-Mail:

Occupation/Workplace:

Do you mainly speak English at home?

☐

Yes

☐

No

Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)*

☐

NO, English only

☐

YES, other - Please specify: _____

What is the highest year of primary or secondary school you have completed?

☐

Year 12 or equivalent

☐

Year 11 or equivalent

☐

Year 10 or equivalent

☐

Year 9 or equivalent or below

What is the highest year of primary or secondary school you have completed?

☐

Bachelor degree or above

☐

Advanced diploma/Diploma

☐

Certificate I to IV (ie. trade certificate)

☐

No non-school qualification

What is your occupation group? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided PAGE 10. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

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OTHER CONTACT DETAILS 1

Title:	First Name:	Last Name:
Relationship to student:		Gender:
		☐ Male ☐ Female ☐ Other
Postal Address (if different from student residential address):		
Mobile:	Work:	Phone:
E-Mail:	Same address as student:	
	☐ Yes ☐ No	

OTHER CONTACT DETAILS 2

Title:	First Name:	Last Name:
Relationship to student:		Gender:
		☐ Male ☐ Female ☐
Postal Address (if different from student residential address):		
Mobile:	Work:	Phone:
E-Mail:	Same address as student:	
	☐ Yes ☐ No	

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ADDITIONAL STUDENT DETAILS

Is the student of Aboriginal or Torres Strait Islander origin?

☐

YES

☐

NO

☐

Yes, Torres Strait Islander (TSI)

☐

Yes, both Aboriginal and TSI

Does the student mainly speak English at home?

☐

YES

☐

NO

☐

Other _____

What was the first language spoken at home? _____

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

RESIDENCY STATUS

Nationality:

Country of Birth:

Is the student an Australian Citizen? ☐ YES ☐ NO If No, Is the student a permanent resident of Australia?

☐

YES - If Yes, Visa Sub Class Number _____

☐

NO

Is the student a temporary resident of Australia?

☐

YES - If Yes, Date of Arrival in Australia _____

☐

NO

Visa Expiry Date (if applicable)

Visa Sub-class Number

Visa Grant Number

Passport Number

Visa holders - A copy of the student Visa required at enrolment.

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CURRENT SCHOOL

Previous School

Reason for leaving

If previously enrolled in Home Education, specify the Education Region _____

BUS DETAILS (BUS STUDENTS ONLY)

- ☐ Harvey North (Davis)
- ☐ Bunbury Regional Bus Services Bus 19 - Yarloop (Buswest)
- ☐ Bunbury Regional Bus Services Bus 25 - Brunswick (Buswest)
- ☐ Harvey Wokalup (Morabito)
- ☐ Harvey North No 2 (Davis)
- ☐ Harvey Uduc Myalup (Davis)

THIRD PARTY ONLINE SERVICES CONSENT

Harvey Senior High School uses a range of approved Third Party Online Services to support teaching and learning. We are required to provide parents and carers with information about these services and seek consent for student access.

Online third-party services (E.g. websites such as 'Mathletics' or 'Class Dojo') often require separate account creation and logins. They provide teaching and learning content and activities via the internet. These services can require schools to provide personal information of students, and we are responsible for confirming that a risk-assessment of the website provider has been completed, and the service meets a genuine teaching and learning need.

For more information about each category please refer to our website:

<https://harveyshs.wa.edu.au/about-us/reports-policies/>

- ☐ I consent for my child to have online service accounts with an Appendix G notification rating.
- ☐ I do not consent for my child to have online service accounts with an Appendix G notification rating.

Signature

Date

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APPENDIX F PHOTO PERMISSION

I give permission for my child's photograph/video, work and name to be published in our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

IMPORTANT: *I understand that while the Department will only use and/or publish my child's information for the above-stated purposes the Department has no control over its subsequent use and disclosure by other parties once it is published. I understand that I can withdraw this permission at any time by contacting the Department in writing; however, this will not affect materials that have already been published and disseminated.*

☐ I consent

☐ I DO NOT Consent

Signature

Date

SCHOOL POLICY ACKNOWLEDGMENT

By enrolling my child at Harvey Senior High School, I acknowledge and agree to the following:
School Policies can be read on our website via <https://harveyshs.wa.edu.au/about-us/reports-policies/>

- Digital Technology Policy
- Drive to School Policy
- Good Standing Policy
- Preventing and Managing Bullying Policy
- School Assessment Policy
- School Uniform Policy
- Student Leadership Policy

Signature

Date

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FORM 1 – STUDENT HEALTH CARE SUMMARY

MEDICAL DETAILS

Medical Practice:

Doctor :

Telephone:

I give permission for the school to seek medical attention for my child as required Yes ☐ No ☐

Do you have ambulance cover? Yes ☐ No ☐ If yes, provider _____

If there is a medical emergency, parents/caregivers 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.

Health Care Card/ Pension Card: Yes ☐ No ☐

Card Number:

Expiry Date: __/__/____

Medicare No:

Student Number on Card:

Expiry Date: __/____

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.

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?

No ☐ - sign below and return Section A of this form to the school office. If your child's requirements change, please notify 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): _____

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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	Tick health condition	Will school staff require specific training to support your child?
Severe Allergy/Anaphylaxis		YES / NO
Minor & 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):

	YES / NO
	YES / NO
Has your child’s Medical Practitioner provided a health care plan to assist the school to manage the condition?	YES / NO

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: _____

Parent/Caregiver Signature: _____ Date: _____

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OCCUPATION GROUP LIST

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, 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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DECLARATION

1. 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.
2. I understand that the 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.
3. This is the only enrolment I have made for the student.
4. I understand that I am required to notify the school as soon as any of the enrolment details for the student change (EG: Residential address).
5. I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.
6. I have provided all documentation available to me.
7. I understand that in the event of an emergency, or a practice evacuation, it may be necessary to move students outside the perimeter of the school, under the direct supervision of staff members.
8. I agree to provide a reason when the student is absent from school.
9. The student is expected to adhere to the policies and procedures of Harvey Senior High School.

Signature

Date

OFFICE USE ONLY

Entry Date: ____/____/____

Date Transfer Note Sent: ____/____/____

Previous School: _____

Records Received: YES ☐ NO ☐

Photos/Publications/Internet Permission Form Completed: YES ☐ NO ☐

Birth Certificate provided: YES ☐ NO ☐

Immunisation records provided: YES ☐ NO ☐

Proof of Address: YES ☐ NO ☐

Visa provided (if applicable): YES ☐ NO ☐

Medical Form req'd: YES ☐ NO ☐ Returned: Date ____/____/____

NCCD recording YES ☐ NO ☐ ____/____/____

LBOTE: YES ☐ NO ☐

Entered on School Information System by: _____ Date: ____/____/____

Billing Items and Charges added: YES ☐ NO ☐

Student Number: _____

OUTGOING

Leave Date: ____/____/____

Destination: _____

Records Sent: YES ☐ NO ☐

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COLLECTION NOTICE FOR ENROLMENT

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
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Languages spoken at home
- Health and medical conditions (including Form 1: Student health care summary)
- Residential address and contact details
- Level of education, qualifications and occupation
- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

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 managed following our Records Management policy and the State Records Act 2000.