



OFFICE USE ONLY

Date Received: _____

Received by: _____

Date Entered on SIS: _____

Entered on SIS by: _____

Application for Enrolment 2024

Student's Surname:	Student's First Name:
Student's Year Group:	Student's Date of Birth:

Enrolment Checklist

When you enrol your child at Harrisdale SHS, please provide copies of the following documentation for the enrolment to be **complete and accepted**:

- 3 Proofs of address - Current and signed lease agreement (*if you are renting*) If you 'Private' rent, a copy of the Landlord's current Rates Notice will also be required. *The renting of a room in a property is not acceptable for enrolment.*
Current Rates Notice (*if you own your home*),
Settlement letter/email AND Land Title (*if you have recently purchased a home*)
Utility Bill (*Water, Gas or Electricity*) and
Drivers Licence (*with current address*)
- Birth Certificate
- Immunisation Record (Australian Immunisation Register or Medicare Immunisation Statement)
- Court order (*if applicable*)
- Most recent school report
- Most recent NAPLAN results (*applicable for Years 7, 8 and 9*)
- Most recent OLNA results (*applicable for Years 10, 11 and 12*)
- USI confirmation letter or email

If your child was not born in Australia OR both parents were born overseas, you must provide the following documents for the student:

- Passport or travel documents Australian **or** Overseas: Country _____
- Current Visa Grant Letter (*if applicable*)
- Citizenship Certificate (*if applicable*)

All information on this application form is stored and protected according to the "Information Privacy and Security" policy of the Department of Education. This policy may be viewed on the Department of Education web site – www.det.wa.edu.au

IT IS COMPULSORY TO INFORM THE SCHOOL OF ANY CHANGES TO ANY OF THE INFORMATION PROVIDED BELOW AT ANY TIME.

This information is required by the Western Australian Department of Education to meet legal obligations.

Student's Surname:	Street number and name: <i>(Student's Residential Address)</i>
Student's Legal Surname:	Suburb:
Student's First Name:	State: Postcode:
Student's Second Name:	Student's Mobile: <i>(please do not include parent mobile number)</i>
Student's Preferred Name:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified <input type="checkbox"/>
Student's Date of Birth:	Student Number:

Unique Student Identifier (USI) number

A USI is a reference number that creates an online record of your training and qualifications attained in Australia. Your USI links to an online account which contains all your training records which you have completed from 1 January 2015 onwards.

One of the main benefits of having a USI is having easy access to your training records and transcripts. When applying for a job or enrolling in further study, you often need to provide these records. You will be able to access your USI account online anytime from your computer, tablet or smart phone

Once you create your USI you will be able to:

- give your USI to each training provider you study with
 - view and update your details in your USI account
 - view and download your training records and transcript
- manage which training providers can view your transcript

To register and obtain a USI number please go to www.usi.gov.au and follow the instructions then print the USI in CAPITALS in the boxes below (please make sure that letters/numbers are written clearly) .

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If you are completing this enrolment form at the school, please ask for a USI letter and return it to the school as soon as you have obtained it.

DECLARATION

- 1. I declare that the information provided on this form is accurate. I understand that under the WA School Education Act [1999] the provision of false or misleading information, or failure to notify the principal of any changes to any enrolment particulars at any time, may result in the cancellation of my child's enrolment.**
- 2. My Child is expected to adhere to the policies and procedures of Harrisdale Senior High School, including:**
 - A. wearing school uniform**
 - B. punctuality and regular attendance at school**
 - C. behaviour according to the code of conduct and behaviour management policy**
 - D. striving to achieve their personal best**
 - E. contributing to a positive reputation for Harrisdale Senior High School**
 - F. adhere to the mobile phone policy and online services usage agreement**
- 3. I have informed the school of any disabilities, special needs or medical conditions for my child.**
- 4. We (parent and student) have read and understood the Information Technology form provided and have both signed the form.**
- 5. We (parent and student) have read and understood the Permission to Publish Students' Work or Images of Students on Web Sites form provided and have both signed the form.**

I, parent/carer of _____, have read this declaration and understand that if I provide

Student's Name

false or misleading information, or failure to notify the principal of any changes to any enrolment particulars at any time, may result in the cancellation of my child's enrolment.

Relationship to Student: _____

Signature of parent: _____ **Date:** _____

STUDENT CENTERED FUNDING ALLOCATIONS

In this application, you are asked for additional details of the parent's education, occupation etcetera. While this may appear puzzling, it is directly linked to the allocation of school funds.

Why are Additional Details and Additional Student Details so important?

Aboriginality - The Aboriginality allocation is provided to help the school address the learning needs of Aboriginal students and close the education achievement gap between Aboriginal and non-Aboriginal students.

A funding allocation is provided for each Aboriginal student in the school. Aboriginal students are identified through enrolment records based on information provided by parents and carers.

Disability Allocation - The disability allocation is provided to help schools address the learning needs of students with additional learning needs and disability, and comprises two components:

1. Educational adjustment allocation - for mainstream schools to implement programs and learning supports for students with additional learning needs. The allocation will be based on the latest available NAPLAN results for students enrolled at the school in the first semester Census.
2. Individual disability allocation – to support students with eligible disability based on application, approval and review.

Social Advantage / Disadvantage Allocation - This allocation is provided for eligible students to help schools address the higher and additional learning needs of students from the most disadvantaged backgrounds.

The measure of social disadvantage is based on parent occupation, school education and non-school education data obtained from enrolment records. It is therefore important to provide these details on the enrolment form.

English as a Second Language – The EAL allocation is provided to help schools address the learning needs of eligible students who are learning Standard Australian English as an additional language through:

- mainstream secondary English as an additional language (EAL) support programs
- Intensive English Centres (IECs).

To be eligible for support, students must:

- require English language support.
- be identified as Stage 1 or 2 EAL learners,
- hold eligible visa or be Australian citizens
- be enrolled in Years 7 to 12.

EAL Assessment: Please indicate your preference on page 7 if you would like your child assessed against progress maps in reference to eligibility for additional support

Stage 1

- Students born overseas enrolled in Years 2 - 12 in their first year of schooling in Australia.
- Students with a limited schooling background who are within the first two years of schooling in Australia.

Stage 2

- Students born overseas in Years 7-12 in their second or third year of schooling in Australia.
- Students with a limited schooling background in Years 3 - 6 and in their third year of primary schooling in Australia.
- Students with a limited schooling background in Years 7-12 in their third and/or fourth year of secondary schooling in Australia.

Occupation Group 1:

Senior management in large business organisation, government administration, defence and qualified professionals

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/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Occupation Group 2:

Other business managers, arts/media/sportspersons and associate professionals

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.

Occupation Group 3:

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesperson are included in this group.
Clerks [book keeper, 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].

Occupation Group 4:

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter and 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 above.
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, 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].

Parent/Guardian 1		Parent Guardian 2	
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	
Mail address to Mr and Mrs <input type="checkbox"/> or as above		Mail address to Mr and Mrs <input type="checkbox"/> or as above	
Surname:		Surname:	
First Name and Middle Name:		First Name and Middle Name:	
Relationship to student:		Relationship to student:	
Lives with student: Yes <input type="checkbox"/> No <input type="checkbox"/>		Lives with student: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Non Specified <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Non Specified <input type="checkbox"/>	
Are you responsible for this student? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you responsible for this student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you the person paying fees? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you the person paying fees? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Should you receive the family mail and school SMS? Yes <input type="checkbox"/> No <input type="checkbox"/>		Should you receive the family mail and school SMS? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Mobile:		Mobile:	
In the case of an emergency, should you be notified? 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>		In the case of an emergency, should you be notified? 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	
Mailing address (if not the same as student)		Mailing address (if not the same as student)	
Number/Street name:		Number/Street name:	
Town/Suburb:		Town/Suburb:	
State: Postcode:		State: Postcode:	
Telephone 1:		Telephone 1:	
Telephone 2:		Telephone 2:	
EMAIL:		EMAIL:	
PERSONAL DETAILS - NOTES		PERSONAL DETAILS - NOTES	
Country of Birth:		Country of Birth:	
Employer name/Location:		Employer name/Location:	
Work Phone:		Work Phone:	
Occupation:		Occupation:	
ADDITIONAL DETAILS		ADDITIONAL DETAILS	
Main Language other than English spoken at home?		Main Language other than English spoken at home?	
Mainly speak English at home? Yes <input type="checkbox"/> No <input type="checkbox"/>		Mainly speak English at home? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is the highest year of primary or secondary education completed? Year 9 or equal <input type="checkbox"/> Year 10 or equal <input type="checkbox"/> Year 11 or equal <input type="checkbox"/> Year 12 or equal <input type="checkbox"/>		What is the highest year of primary or secondary education completed? Year 9 or equal <input type="checkbox"/> Year 10 or equal <input type="checkbox"/> Year 11 or equal <input type="checkbox"/> Year 12 or equal <input type="checkbox"/>	
What is the highest qualification you have? Advanced Diploma/Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Certificate 1 to IV (including trade) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>		What is the highest qualification you have? Advanced Diploma/Diploma <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Certificate 1 to IV (including trade) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Occupation group? <i>Refer to previous page</i>		Occupation group? <i>Refer to previous page</i>	
Write 1, 2, 3 or 4		Write 1, 2, 3 or 4	

For an emergency where the parent/guardian/carer cannot be contacted, please provide <u>alternative contacts</u> Eg: Relative, family friend etc. Contact has to be 18 years old or over and reside in WA		
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Address	
Surname:	House number:	
First Name:	Street name:	
Relationship to student:	Suburb:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	State:	Postcode:
Does this person have responsibility for the student? Yes <input type="checkbox"/> No <input type="checkbox"/> Should this person receive family mail? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is this person responsible for paying school fees? Yes <input type="checkbox"/> No <input type="checkbox"/> Does this person live with the student? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Telephone 1	Telephone 2	Email:
ADDITIONAL <u>STUDENT</u> INFORMATION		
Indigenous status (<i>Please Tick one</i>)		
Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>	
Both Aboriginal and Torres Strait Islander <input type="checkbox"/>	Neither Aboriginal nor Torres Strait Islander <input type="checkbox"/>	
Religion:	Australian Citizen/Permanent Resident	Yes <input type="checkbox"/> No <input type="checkbox"/>
First Language: (<i>the language that was used most by the student when he/she was learning to talk</i>)	Citizenship Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you mainly speak English at home? Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa Sub-Class Number :	
Main Language other than English spoken at home:	Visa Grant Number:	
	Visa Expiry Date:	
Country of Birth:	Passport details No:	Expiry date:
EAL Assessment: Please indicate your preference in having your child assessed against progress maps in reference to eligibility for additional support Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Arrival in Australia:	
Out of state enrolment Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa Sighted	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> (office use)
Out of area enrolment Yes <input type="checkbox"/> No <input type="checkbox"/>	Birth Certificate Sighted	Yes <input type="checkbox"/> No <input type="checkbox"/> (office use)
Court orders in respect of their care, welfare and development (eg: access restriction)? If yes, please specify and attach supporting documentation Yes <input type="checkbox"/> No <input type="checkbox"/>		
Entered in SLP Program (<i>Speech-Language Pathology</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous School:	
Is this child in the care of CPFS? (<i>Child Protection Family Support</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason for leaving:	
Name of case Manager	If previously enrolled in Home Education, specify district:	
District		
Phone	Entry Date to this school (office use)	
Documented Plan Review Date: _____		
Documented Plan forwarded to CPFS: _____	Has the student ever been excluded from another school? If YES please name the school:	
ESP (<i>Education Support Program</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the student in receipt of an allowance?	Secondary <input type="checkbox"/> Abstudy <input type="checkbox"/>
USER DEFINED INFORMATION (UDI) AND CONSENT		
Medical records can display photo Yes <input type="checkbox"/> No <input type="checkbox"/>	Use of student work	Yes <input type="checkbox"/> No <input type="checkbox"/>
Smartrider Card (<i>Compulsory</i>) Yes <input type="checkbox"/>	Able to watch PG movies in Years 7,8 and 9	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Able to watch M movies in Years 10,11 and 12	Yes <input type="checkbox"/> No <input type="checkbox"/>
SIBLINGS		
(Information on students currently enrolled at Harrisdale SHS only)		
Surname	First Name	Date of Birth

STUDENT DETAILS – MEDICAL / HEALTH

I give my permission for the school to administer First Aid in an emergency YES /NO

In addition to the information below, the Student Health Care Summary available at the back of this enrolment form, is to be completed for all students.

Note: For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.

Does the student have a recognised or qualified, medically/professionally diagnosed disability? Yes No

Do you have a current diagnostic medical report from a specialist? Yes No

If YES, please specify.

<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Severe Mental Disorder
<input type="checkbox"/> Deaf or Hard of Hearing	<input type="checkbox"/> Global Developmental Delay (<i>prior to age 6</i>)
<input type="checkbox"/> Specific Speech Language Impairment	<input type="checkbox"/> Vision Impairment
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Physical Disability
<input type="checkbox"/> Dyslexia Dysgraphia	<input type="checkbox"/> ADHD (<i>Attention Deficit Hyperactivity Disorder</i>)
<input type="checkbox"/> ADD (<i>Attention Deficit Disorder</i>)	<input type="checkbox"/> PTSD (<i>Post-Traumatic Stress Disorder</i>)
<input type="checkbox"/> Depression (severe)	<input type="checkbox"/> Other:
<input type="checkbox"/> FASD (<i>Foetal Alcohol Spectrum Disorder</i>)	

Does the student have a medical condition or intensive health care need? Yes No

If YES, please specify.

<input type="checkbox"/> Allergy – Anaphylaxis	<input type="checkbox"/> Hearing condition (eg otitis media)
<input type="checkbox"/> Allergy – Other	<input type="checkbox"/> Asthma
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Intensive Health Care Need (eg tube feeding)
<input type="checkbox"/> Diagnosed migraine/headaches	<input type="checkbox"/> Other:
<input type="checkbox"/> Seizure Disorder (eg epilepsy)	

Specialist medical reports must be provided at time of enrolment for conditions that are current, as this will be recorded on your child's records. Reports from CAMHS (Child Adolescent Mental Health Services) can be no older than six months from the date on the report. Specialist medical reports will aid with special exam conditions during classroom assessments, NAPLAN, OLNA and ATAR.

For medically diagnosed conditions such as Anaphylaxis, Asthma, Diabetes. Seizures etc. please provide a current and signed Action Plan from the specialist.

****Medical forms will be required to be completed when handing in the enrolment.****

STUDENT MOBILE PHONES IN PUBLIC SCHOOLS POLICY

Policy

At Harrisdale Senior High School students are not permitted to have mobile phones or electronic devices such as iPods, MP3/4s, PSPs, digital cameras or similar with them during the school day. There is no acceptable reason for any student to have a mobile phone or other electronic devices at school during school hours. Mobile phones and other devices must also not be used in the immediate external perimeter of the school before or after school.

Unauthorised sound recording and image capture of any member of the school community on or in the vicinity of the school grounds using any electronic device including laptops is strictly prohibited and sanctions including a period of suspension will apply. Posting any such unauthorised images on social media, and filming fights and/or posting fights, are considered a serious breach of school discipline and will result in up to ten days suspension and related sanctions such as loss of Good Standing. Third-party participation in any such recording or image capture will also result in a period of suspension up to five days.

Procedures

Students who bring mobile phones to school are to leave their phone at Student Services during the school day. There is no authorisation for students to access family and friends during school time. Any emergency contact that may be required can be made through the school administration staff.

Student safety travelling to and from school

The school recognises that there are times when it is appropriate and useful for students to have access to a mobile phone; for example:

- to contact parents outside school hours
- to confirm or change arrangements to pick up a child from music rehearsals, sport practice or similar activities
- for security to and from school and/or part-time work commitments.

Parents/carers who wish their child to have a mobile phone for these reasons can arrange for the student to leave the phone at school for the day. Students must take the phone to Student Services before school where the phone will be stored securely with the relevant student details recorded. The phone can be collected at the end of the school day. Students are responsible for ensuring that their mobile phones are clearly identifiable as belonging to them.

Non-compliance with the policy

Students who are seen with mobile phones or other electronic devices at school will have these confiscated.

- **1st Offence:** The confiscated item will be logged and stored at the Front Office and can be collected by the student after school hours.
- **2nd and Subsequent Offences:** As for the first offence, the device will be confiscated, logged and stored at the front office and can be collected by the student after school. Students will lose their Good Standing status and the normal behaviour management processes that may apply also include detention or suspension.

NOTE: At any time, a student's refusal to follow a staff member's request to hand their phone to the staff member will be treated as a serious breach of the school's behaviour code. Sanctions will include loss of Good Standing and detention or may involve suspension from school.

Reasons that mobile phones and other electronic devices are not permitted at our school

- These devices are a distraction to students, and a disruption to classes and the teaching process.
- Mobile phones pose security problems. Mobile phones and other electronic devices are a target for theft. The school cannot accept any responsibility for any theft, loss or damage to these devices.
- Teenagers are some of the worst perpetrators of cyberbullying, and the popularity of social media and the use of mobile phones and other devices is spreading this problem.
- The ease with which anonymous harassment can occur using the internet, email and SMS is a concern, as users cannot easily block unwanted or unsolicited material. It is an area of bullying where the perpetrator is invisible and undetected.
- Mobile phone and other device functions are constantly evolving and currently include SMS or text messaging, sound recording, image capture and image messaging – all of which may be used to bully. Digital bullying is insidious and powerful and can have serious consequences for those who are the subject of the attack.
- Invasion of privacy is a serious concern. A person can be photographed, videoed or recorded, unaware and without permission. This can occur at any time and in any circumstance, for example, in students' change rooms. The inappropriate sharing and use of such images, which can also be digitally altered or enhanced, is a real concern.
- With the capabilities that mobile phones and other devices have, security of students and staff, security of confidential school information such as tests, examinations and assessment procedures and the possibility of students cheating are potentially major issues.
- Security in the school grounds is also potentially compromised when a student in conflict with others chooses to enlist the help of "outsiders" with the aid of a mobile phone (instead of reporting the problem to school staff).
- The school's duty of care may be compromised where students contacted parents directly when they are unwell and may be collected without the school's knowledge.
- Parents may unintentionally interfere in the good order and management of the school when their students contact them directly for matters related to student behaviour management.

These matters are of concern for parents, teachers and all who have a responsibility for the education and care of young people.

CONSENT FORM

I, *(insert student's name)* _____ agree to abide by the *Student Mobile Phones in Public Schools Policy*. I understand that if I break any of the rules stated in the policy above, it will result in suspension from school and related sanctions such as loss of Good Standing. The period of suspension for this breach of school policy is between five and ten school days.

Signature of student: _____ **Date:** _____

Signature of parent: _____ **Date:** _____

PERMISSION TO PUBLISH STUDENTS' WORK OR IMAGES OF STUDENT ON WEB SITES

The school requests your permission for video or photographic images of your child to be taken during school activities. If such images are captured, they would be used for the purpose of educating students, promoting the school, or promoting public education. We also seek your permission for the school to publish images and/or samples of your child's work.

If you give your permission, the school may publish images of your child and/or samples of work done by your child in a variety of ways, including, but not limited to, online and hard copy school newsletters, Department of Education internet web sites or intranet web sites, school annual magazines and local newspapers. If published, third parties would be able to view the photographs and work.

If you sign the attached form it means that you agree to the following:

- The school is able to publish images of your child and samples of your child's work as many times as it requires in the ways mentioned above.
- Your child's image may be reproduced either in colour or in black and white.
- The school will not use your child's image or samples of your child's work for any purpose other than for the education of students or for the general promotion of public education and the school.
- The school will only publish the first name of the student. Family names will not be revealed.

Any images captured by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the image or work.

If you agree to permit the school to capture images of your child, and to publish images of your child, or samples of your child's work, in the manner detailed above, please complete the consent form below and return it to the school with this enrolment form. This consent, if signed, will remain effective until such time as you advise the school otherwise.

CONSENT FORM

I agree to the videoing or photographing of my child during school activities for use by the school in educating students and promoting the school and public education. I also agree to the publication of images or samples of work of **(insert student's name)** _____ in ways including, but not limited to, web sites or intranet web sites of the Department of Education, school newsletters (print and online), magazines and the local newspaper, subject to the conditions set out above. I will notify the school if I decide to withdraw this consent.

Name of student: _____

Signature of student: _____ Date: _____

Signature of parent: _____ Date: _____

Please note: If you do not consent to images of your child being used on the school website, school Facebook page and/or school publications, your child will be excluded from all photos (not including school photos unless stated at the time).

PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

CONNECT / STUDENT EMAIL / INTERNET

(Please write the name using one capital letter per box)

Student's first name

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Student's last name

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Student's preferred name

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School

H	A	R	R	I	S	D	A	L	E		S	E	N	I	O	R		H	I	G	H		S	C	H	O	O	L									
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Parents / Responsible Persons

Do you give permission for your child to have an online services account? **YES / NO** (please circle one)

I agree to and understand the responsibilities my child has 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's *Behaviour Management in Schools* policy.

Name of parent or responsible person: _____

Signature of parent or responsible person: _____ **Date:** _____

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

ONLINE SERVICES ACCEPTABLE USAGE AGREEMENT (SECONDARY STUDENTS)

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- I will not give anyone my logon password.
- I will not let others logon and / or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts without permission from the teacher.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account without permission.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- 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 materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will obtain permission from the copyright owner of any materials inserted into my school work before I subsequently reuse it as a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- 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 others or send inappropriate materials including software that may damage computers, data or networks.
- 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 will be mindful of the possible problems caused by sharing or transmitting large files online.

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 the withdrawal of access to services and other consequences dictated in the School's policy; and
- I may be held liable for offences committed using online services.

I agree to abide by the Acceptable Usage Agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____ **Date:** _____

Harrisdale Senior High School is requesting permission to disclose personal information to the entities listed below for the purpose of improved school administration and/or teaching and learning programs. Personal information may include information relating to both students and parents. If you wish to access or correct any of the personal information or discuss how the information will be used, please email us at harrisdale.shs@education.edu.au

Dear Parent/Guardian,

The use of online educational resources and cloud based storage are used by teachers across Western Australia to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students.

Harrisdale Senior High School wishes to utilise the third party application provider/s listed below to support students learning. These providers require personal information to be disclosed to them. Personal information that may be disclosed about your student(s) includes:

- Student Name
- Health Records
- Gender
- Student ID
- Age/ Date of birth
- Year group
- School/Class Teacher
- Photos/videos
- Parent details (E.g. name, email, phone numbers and bank details)
- Address
- Student email (*Note: for all school recommended databases students are required to use their school email address only.*)

It is important that you understand the reasons why we may provide this information to each respective entity, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the links below referring to each provider's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service. If you have any queries around the storage of student's information, please feel free to email us at harrisdale.shs@education.wa.edu.au

Note: Parents have the option of advising the school that they do not provide consent for their child to access any or all of the listed providers.

<p><i>Name of Provider:</i> Academy <i>Type of Service:</i> Interfaces with Student Information System to provide school with additional functionality <i>Website:</i> internal <i>Terms of Use:</i> <i>Privacy Policy:</i> <i>File Storage:</i> Local to School <i>Risk assessment:</i> Low</p>	<p><i>Name of Provider:</i> Education Perfect <i>Type of Service:</i> Curriculum aligned custom content <i>Website:</i> educationperfect.com <i>Terms of Use:</i> https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf <i>Privacy Policy:</i> https://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_privacy_policy_2018-08-13.pdf <i>File Storage:</i> Cloud Servers <i>Risk assessment:</i> Low</p>
<p><i>Name of Provider:</i> Kerboodle <i>Type of Service:</i> Packed with customisable learning content, assessment materials and reporting tools. <i>Website:</i> https://global.oup.com/education/secondary/kerboodle/?region=international <i>Terms of Use:</i> https://global.oup.com/legal?cc=au <i>Privacy Policy:</i> https://global.oup.com/privacy?cc=au <i>File Storage:</i> Oxford, United Kingdom <i>Risk assessment:</i> Low</p>	<p><i>Name of Provider:</i> Kahoot <i>Type of Service:</i> Game-based learning platform. <i>Website:</i> https://kahoot.it/ <i>Terms of Use:</i> https://kahoot.com/terms-and-conditions/?utm_name=controller_app&utm_source=controller&utm_campaign=controller_app&utm_medium=link <i>Privacy Policy:</i> https://kahoot.com/privacy-policy/?utm_name=controller_app&utm_source=controller&utm_campaign=controller_app&utm_medium=link <i>File Storage:</i> Oslo, Norway <i>Risk assessment:</i> Low</p>

<p><i>Name of Provider:</i> Manga High <i>Type of Service:</i> Game-based learning platform for primary and secondary school mathematics <i>Website:</i> mangahigh.com <i>Terms of Use:</i> https://app.mangahigh.com/en-au/about/termsandconditions <i>Privacy Policy:</i> https://app.mangahigh.com/en-au/about/termsandconditions#privacy-policy <i>File Storage:</i> Amazon Web Servers (US & Ireland) <i>Risk assessment:</i> Low</p>	<p><i>Name of Provider:</i> MathSpace <i>Type of Service:</i> Provides digital learning based on maths with practice, revision, and tracking capabilities. <i>Website:</i> mathspace.co <i>Terms of Use:</i> https://mathspace.co/terms-of-use <i>Privacy Policy:</i> https://mathspace.co/au/privacy-policy <i>File Storage:</i> Amazon Web Services, United States <i>Risk assessment:</i> Low</p>
<p><i>Name of Provider:</i> Oliver <i>Type of Service:</i> Oliver is a web based learning, teaching, information and library management tool. <i>Website:</i> https://www.softlinkint.com/product/oliver/ <i>Terms of Use:</i> https://www.softlinkint.com/data-protection-privacy-policy/ <i>Privacy Policy:</i> https://www.softlinkint.com/data-protection-privacy-policy/ <i>File Storage:</i> Queensland, Australia <i>Risk assessment:</i> Low</p>	<p><i>Name of Provider:</i> Oxford Online <i>Type of Service:</i> Provides access to online literary resources. <i>Website:</i> https://www.oxforddigital.com.au/ <i>Terms of Use:</i> https://www.oxforddigital.com.au/terms.html <i>Privacy Policy:</i> https://global.oup.com/privacy?cc=au <i>File Storage:</i> Oxford, United Kingdom <i>Risk assessment:</i> Low</p>
<p><i>Name of Provider:</i> Pearson <i>Type of Service:</i> Provides access to digital learning material for students <i>Website:</i> https://www.pearsononline.com.au/wa/ <i>Terms of Use:</i> https://pearson.com.au/terms-of-use/ <i>Privacy Policy:</i> https://pearson.com.au/privacy-policy/ <i>File Storage:</i> Melbourne, VIC <i>Risk assessment:</i> Low</p>	<p><i>Name of Provider:</i> Schoolzine <i>Type of Service:</i> Multi-functional, interactive newsletter. <i>Website:</i> http://www.schoolzine.com/ <i>Terms of Use:</i> https://www.schoolzineplus.com/terms <i>Privacy Policy:</i> http://www.schoolzine.com/privacy.html <i>File Storage:</i> Sydney <i>Risk assessment:</i> Low</p>
<p><i>Name of Provider:</i> Tynker <i>Type of Service:</i> Easy-to-learn, visual programming courses. <i>Website:</i> https://www.tynker.com/ <i>Terms of Use:</i> https://www.tynker.com/terms/ <i>Privacy Policy:</i> https://www.tynker.com/privacy/ <i>File Storage:</i> <i>Risk assessment:</i></p>	

PLEASE COMPLETE THE CONSENT FORM BELOW.

Student(s)

First name:

Surname:

Year Level:

I, parent/carer of _____, have read the terms of use and privacy policy of each of the
Student's Name

applications listed. I understand that my student's personal information will be provided to the third party software providers for the purpose of improved school administration or teaching and learning programs and that this information may be stored outside of Australia.

Relationship to student

Signature

Date

MUSIC (Instrumental) EXPRESSION OF INTEREST FORM

STUDENT NAME: _____

The study of Music is very beneficial for young learners and has been proven to build perseverance and coordination, promote social skills, instil discipline, improve confidence, foster creativity, enhance listening skill, improve cognitive functioning, and relieve stress.

Our school is offering selected students the option to study Music as a special program. Students enrolled in the program are provided with specialist music instruction and valuable performance opportunities.

This program will run as part of the school timetable and will also extend beyond the school day to include before/after school rehearsals. A student electing to study Music is expected to commit to the program/s **for a minimum of four years**, to the end of Year 10.

Students in the Music Program have access to a comprehensive class music curriculum comprising of Musicianship (ear training and theory), Music Literature (music history, analysis, and score reading) and Musical Performance. In addition to this, all Music students are required to be attending an instrumental/vocal lesson once a week, and participating in school ensembles before and/or after school hours.

In 2024 the school will be offering Music for selected beginners, as well as students continuing in the Instrumental Music School Services (IMSS) from primary school, and to students who are learning an instrument outside of school (pending a short audition). Beginner places are highly sought after and students will be selected for a place using an aptitude assessment.

Throughout 2024, an exciting range of special events and co-curricular before school and after school programs will also be offered to extend and enrich the students' schooling experience. Details of these programs and associated costs will be provided separately at the beginning of the 2024 school year.

There is a large after hours commitment required for ensemble rehearsals and performances in this program which may conflict with other pursuits. Please ensure this is carefully considered, as students in the Music program will be expected to prioritise Music over other activities when planning their weekly schedule.

Please also note, throughout Year 7 and 8, students complete three elective subjects per semester. Committing to the Music program means that one of these elective subjects will be their specialised Music class. Therefore, over the course of Year 7 and 8 students selected into the Music program complete eight other elective subjects rather than twelve.

Completing this form will not guarantee a student entry into the Music Program, interested families must also attend the Information and Selection afternoon and be offered a place in the program. Details regarding the Information and Selection afternoon will be sent out via email in due course.

Please complete this form ONLY if you would like your child to be considered to study Music. Note that this is an Expression of Interest only. A selection process will apply for entry to study Music; you will be contacted regarding this process via email in Term 3, 2023.

Parent signature: _____ Student Signature: _____

LANGUAGES PROGRAM

From 2022 the study of a language other than English was made compulsory at High School. Our school teaches French and Japanese. In 2024, Year 7 and 8 students will have the option to enrol in either:

A) Japanese (there is a two year minimum requirement for Year 7)

OR

B) French for more advanced studies that will require a **three year commitment**. This option is for students with a special interest in the study of French, and is a prerequisite for students who may wish to study French in Upper School*.

(Please note: This is not a guarantee that Harrisdale Senior High School will offer Year 11 and 12 ATAR French. A Year 11 and 12 French course will only run if sufficient students enrol to make a class viable.)

Please only tick one box below to show your preference.

Option A

Option B

STUDENT'S NAME: _____

Parent signature: _____ **Student Signature:** _____

FORM 1 – STUDENT HEALTH CARE SUMMARY

SECTION A

School: Harrisdale Senior High school
 Student's Name:
 Address:

Year Group: 7 8 9 10 11 12
 Date of Birth:
 Gender: male female

FAMILY CONTACT DETAIL

Name:
 Relationship to student:
 Address:
 Telephone: (W)
 (H)
 (M)

Name:
 Relationship to student:
 Address:
 Telephone: (W)
 (H)
 (M)

MEDICAL DETAILS

Name of Medical Practice:
 Doctor 1: Telephone:
 Doctor 2: Telephone:
 I give permission for the school to seek medical attention for my child as required from the above medical centre: **Yes No**
 Ambulance cover: **Yes No** 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.
 Health care card (Centrelink): **Yes No**
 Card No: Expiry Date:
 Medicare No:
 Student's Reference No: Expiry Date:

ADMINISTRATION OF MEDICATION INFORMATION

If at any time your child requires short term medication to be given at school, please request an *Administration of Medication* form to complete and return to Administration or Student Services. The school requires written authorisation from you to administer any form of medication

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 a health condition or need that **requires support** from school staff while he or she is in their care?
 Yes - complete the remainder of this form and return to the school office. You will be given additional forms to complete.
 No - sign and return to the school office. If your child's requirements change, please notify the school immediately.

List your child's health condition(s): _____
 Signature: _____ Date: _____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION WHICH REQUIRES THE SUPPORT OF SCHOOL STAFF

(In response to the information below, you will be given further medical 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	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minor & Moderate Allergies	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Seizures	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Asthma	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Activities Of Daily Living	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other Conditions or Needs (Please specify)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?		YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, advise the Principal

If you have ticked "Yes" for specific staff training, please discuss the type of training 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: _____

Signature:

Parent/Carer Signature: _____ Date: _____

Parent/Care Name: _____

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: / /

CLERICAL OFFICER/ENROLMENT OFFICER: Please remove original, photocopy, and place original for First Aid Officer and photocopy in student file.

SUPPORTING DOCUMENTS*Office Use Only*

	PROVIDED		
BIRTH CERTIFICATE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
IMMUNISATION STATEMENT	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
PROOF OF ADDRESS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
COURT/LEGAL DOCUMENTS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
PASSPORT/VISA DOCUMENTS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
MEDICAL DOCUMENTS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>
DISABILITY DOCUMENTS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NOT APPLICABLE <input type="checkbox"/>

TRANSFER NOTE AND LEAVE DATE PROCESSING

SCHOOL YEAR:	7	8	9	10	11	12
ENTRY DATE:	/	/	DATE TRANSFER NOTE SENT:	/	/	
LEAVE DATE:	/	/	DESTINATION:	_____		

RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

1. *Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.*
2. *Enrolment Applications (unsuccessful) – The School to retain for 2 years after last action and then destroy.*
3. *Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.*
4. *Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.*
5. *Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.*

ENROLMENT PROCESS CHECKLIST – *Office Use Only*

Student Name	
OSI (Online Student Information) Data printed	YES <input type="checkbox"/> NO <input type="checkbox"/>
SCM (Student Case Management) Referral Form in student file	YES <input type="checkbox"/> NO <input type="checkbox"/>
Education Profile Form in student file	YES <input type="checkbox"/> NO <input type="checkbox"/>
Interview date and time	__/__/____ _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Interviewing Associate Principal's name/s	
Parent notified of interview date and time	YES <input type="checkbox"/> NO <input type="checkbox"/>
Timetable Grid printed (day before interview)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Start Date confirmed	YES <input type="checkbox"/> NO <input type="checkbox"/> __/__/____
Timetable completed on SIS	YES <input type="checkbox"/> NO <input type="checkbox"/>
Timetable printed for student	YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy of timetable emailed to parents	YES <input type="checkbox"/> NO <input type="checkbox"/>
Email informing of new student commencing sent to AP's, Year Co's, Teachers, Program Coordinator, HOLAS/HODS, Finance, ICT and Library	YES <input type="checkbox"/> NO <input type="checkbox"/>
Email asking Year Co to meet and greet student on first day	YES <input type="checkbox"/> NO <input type="checkbox"/>
Student Photo taken	YES <input type="checkbox"/> NO <input type="checkbox"/>
Transfer Note sent to previous school	YES <input type="checkbox"/> NO <input type="checkbox"/>

