## Newton Moore Senior High School

### Enrolment Information Booklet

**Name:**

**Year:**

**Previous School:**

**REQUIRED ATTACHMENTS**

- Birth Certificate
- Previous Report
- Proof of Address
- Immunisation
- Passport/Visa Documents

**Applying for Programs:**

- Science Horizons
- Engineering
- MASH
- Clontarf Academy (Boys)
- Role Models Academy (Girls)

**Comments**
The Enrolment Pack comprises:

Part A – Application for Enrolment

Information about applying for Enrolment in a Western Australian public school and the Application for Enrolment Form.

Documents which need to be supplied or sighted by the school are listed on the form.

Part B – Enrolment

Parent information about enrolment in a Western Australian public school and the Enrolment Form.

Attachment 1 – Parent Occupation Groups

Attachment 2 – Computer Use and Online Services

Attachment 3 – Consent Form

Attachment 4 – Code of Conduct Agreement

Attachment 5 – Health Care Summary
ENROLMENT PACK (PART A)

APPLICATION FOR ENROLMENT

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre - English as an Additional Language or Dialect (EAL/D) Program. Website: http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/

Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child’s legal name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department’s Enrolment Policy can be found at http://www.det.wa.edu.au/policies.

Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the School Education Act 1999 as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child’s schooling unless it is clearly not in the child’s educational interests to do so, is not possible, or has been determined otherwise by a court. For further information see Frequently Asked Questions (FAQs) in the Enrolment Policy, under Related Information).

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a ‘local-intake area’ (refer section Applications to local-intake schools (compulsory years of schooling) below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the Residential Parks (Long-stay Tenants) Act 2006 recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.
Schools may not enrol children who are:
1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) School Education Act 1999) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

**Where can students be enrolled?**

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the Declaration of Local-Intake Areas for Schools on the Department’s policies website at [http://www.det.wa.edu.au/policies](http://www.det.wa.edu.au/policies) (Browse via A-Z document list). Further information is available from the Enrolment policy/Enrolment Procedures/Local-intake area schools, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

**Applications to local-intake schools (compulsory years of schooling)**

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

<table>
<thead>
<tr>
<th>First Priority</th>
<th>Second Priority</th>
<th>Third Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child qualifying for an approved specialist program for that year.</td>
<td>Child who has a sibling also enrolled at the school in the current year, (other than siblings enrolled in specialist programs), and who lives nearest the school.</td>
<td>Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.</td>
</tr>
</tbody>
</table>

**Lodging Applications and Enrolment Forms**

At Newton Moore Senior High School families are asked to lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

**Applications for starting school and for the first year of secondary school**

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education’s Enrolment Policy which can be found at [http://www.det.wa.edu.au/policies](http://www.det.wa.edu.au/policies).

**Eligibility to enrol in a particular school**

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.
Requested documentation

You will be asked to show your child’s:

- Previous semester school report
- Birth Certificate (original or certified copy) or birth extract or equivalent identity documents
- Your child’s Immunisation Certificate
- Proof of residence: for example, rates notice, ownership deed, mortgage agreement, lease agreement of minimum three months, proof of ownership of property, driver's license.
- Statutory Declaration signed from the legal parent/guardian if you are not the child’s legal parent/guardian.
- Family Court or other court orders (if applicable)
- Passport and visa details (if applicable) - Principals may accept a maximum of 3 documents as evidence of residential address.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child’s level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

In addition to the Enrolment Form you will also need to supply evidence of your child’s progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

Disclosure of information

For parents of students with disability

In order to provide an appropriate education program the school may require specific information relating to your child’s disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child’s education.

Suspensions and exclusions

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

Confidentiality

All information provided to this school will be treated confidentially. Section 242 of the School Education Act 1999 precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

Disputes

Should you disagree with a school’s advice regarding your application for enrolment please contact the Principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department’s Enrolment Policy which can be found at http://www.det.wa.edu.au/policies.
APPLICATION FOR ENROLMENT FORM (PART A)

DECLARATION

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

Name of child:___________________________________________________________

Name of person enrolling child:

Title: _____ 1st Name: ___________________ Surname: ___________________

Relationship to child: ____________________________________________

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

Tel (H): ___________________ Tel (W): ___________ Mobile: _____________

Signature: __________________________ Date: __/____/____

NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.

THE FOLLOWING MUST BE INCLUDED WITH BOOKLET

Please tick in the box to indicate each document attached to this application form.

Previous Semester Report .................................................................

Birth Certificate (original or certified copy) or extract or other identity documents ........................................

(Principal will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).

Immunisation Certificate ..................................................................

Proof of address (see Requested documentation in the attached Parent information)..........................

Copies of Family Court or any other court orders (if applicable) ..............

Information relating to suspensions or exclusions ................................

Information relating to disability ......................................................

If your child was not born in Australia, you must provide evidence of:

1. Date of entry into Australia..............................................................

2. Passport ..........................................................................................

3. Visa Documents .............................................................................

If your child is a temporary visa holder, you must also provide:

Confirmation of enrolment or evidence of any permission to transfer ..........................................................

provided by Education and Training International (ETI) email: study.eti@dtwd.wa.gov.au

(if holding an international full fee student visa, sub class 571);

or

Evidence of the visa which the student has applied if holding a bridging visa........................................
**PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)**

<table>
<thead>
<tr>
<th>Child’s Surname</th>
<th>First Name</th>
<th>Second Name</th>
<th>Third Name</th>
<th>Preferred Name</th>
<th>Date of Birth</th>
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<th>Legal Surname (if different)</th>
<th>Sex (M / F)</th>
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<tr>
<th>Mr/Mrs/Ms/Miss/Other</th>
<th>Surname of Parent/Guardian/Carer</th>
<th>First Name of Parent/Guardian/Carer</th>
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<th>Residential Address</th>
<th>Postcode</th>
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<th>Nearest Intersecting Street</th>
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<th>Postal Address (if different from residential address)</th>
<th>Postcode</th>
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<tr>
<th>Telephone (Home)</th>
<th>Parent Mobile</th>
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<th>Work (if convenient)</th>
<th>Email</th>
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**Are there Family Court Orders regarding the day to day/long term care, welfare and development of the child?**  
☐ YES ☐ NO

**Is the child subject to access restriction?** If YES, please specify **and** attach supporting documentation.  
☐ YES ☐ NO

**Year level child currently enrolled in (eg: Year 7)**

**Name of school at which the child is currently or was last enrolled**

**Are you applying to enrol in a specialist program at this school?**  
☐ YES ☐ NO  
If YES, Name of specialist program

**Are there any brothers or sisters currently attending this school?**  
☐ YES ☐ NO  
If YES, Name/s and year levels

**Is your child currently under suspension from a school?**  
☐ YES ☐ NO  
If YES, name of school

**Has your child ever been excluded from a school?**  
☐ YES ☐ NO  
If YES, name of school

**Is your child a permanent resident of Australia?**  
☐ YES ☐ NO

**If NO, please indicate date entered Australia:**  
________________________  
**Visa Sub Class No.:**  
____________

**Does your child have a disability/medical condition?**  
_This information will assist the school principal with considering whether any specific or additional resources are required and available to assist the school with providing the best educational program for your child._  
Please indicate whether:

☐ Physical  
☐ Intellectual  
☐ Other medical condition/s

**Please outline nature of disability/medical condition/s (or attach details)**
ENROLMENT PACK (PART B)

PARENT INFORMATION ABOUT ENROLMENT IN A WESTERN AUSTRALIAN PUBLIC SCHOOL

The information below provides important information to read before lodging the Enrolment Form with Newton Moore Senior High School.

The form is to be completed in English. If you need help including translation and interpreting services, please ask the school staff about assistance available through the Statewide Services Resource and Information Centre English as an Additional Language or Dialect (EAL/D) Program. Website: http://det.wa.edu.au/curriculumsupport/eald/detcms/portal/

INFORMATION TO BE PROVIDED

The Enrolment Form is intended for children not enrolled at the school in the previous year. For students in the compulsory years of schooling who were enrolled in the previous year please inform the school if there are changes needed to update the form.

The information you provide enables the Department to communicate with you about important matters, to care for your child in emergencies, to plan for special needs and to meet State and National reporting requirements.

Documentary evidence may be required to support any information supplied. Principals may need to consult with the Education Regional Office where evidence has not been supplied. All official records must be on the child’s legal name. The use of a preferred name may be possible for informal communication.

Family details should include details of the parent (see definition below) residing at the same address as the student. Details relating to parents not residing with the student may also be included in the Parent/Guardian Details section of the form.

The school needs to be advised of any court orders or any changes in relation to the child’s name, usual place of residence and/or name and usual place of residence of parent/s.

TRANSPORT

In most cases, transporting your child to school is the parents’ responsibility. Enquiries regarding school bus services should be directed either to the school where the application for enrolment is being submitted, or to the Public Transport Authority email enquire@ptaw.gov.au or telephone 136213. Some special programs include transfer arrangements.

INFORMATION ABOUT YOUR OCCUPATION AND EDUCATION

The National Goals for Schooling in the 21st Century state that ‘the learning outcomes of educationally disadvantaged students ‘…… should…..’ improve and, over time, match those of other students’.

All parents across Australia, no matter which school their child attends, are being asked to provide information about their family background to promote an education system which is fair for all Australian students regardless of their background. Providing this information is voluntary but your information will help the Department of Education to ensure that all students are being well served by our public schools.

CONSENT FORMS

The following forms are attached for parents to consider and sign if in agreement:

- Media Consent: Publication of images of the student and their work.
- Internet Access: Appropriate use of internet services by students.
- Viewing Consent: For ‘Parental Guidance (PG)’ items deemed suitable by the teacher and school administration.
- Local Excursions: Agreement to minor excursions, not including excursions which require individual agreement.
- Code of Conduct Agreement: students agreeing to commit to conducting themselves in an appropriate manner.

STUDENT HEALTH CARE

The Department’s Student Health Care policy clarifies the actions to be undertaken by public schools to manage student health care needs. All students require an up to date Student Health Care Summary which is available from the school. For students identified as having health conditions requiring support at school, additional form/s will be provided by the school.
STUDENT ENROLMENT FORM

Note: If you are typing the information into this form, double-click the check box and select the radio button under the heading Default value ‘Checked’ and click OK.

STUDENT DETAILS

Surname: ___________________________ Legal Surname (if different): ___________________________

Previous Surname (if applicable): __________________________________________________________

1st Name: ___________________________ 2nd Name: ___________________________ 3rd Name: ___________________________

Email Address: ___________________________

Date of Birth: __/__/___  Sex: □ Male □ Female

Residential Address: _____________________________________________________________

Postcode: ___________________________

Telephone (Home): ___________________________ Student’s Mobile: ___________________________

Car Registration (if applicable): __________________________________________________________

Full Name/s of brothers and sisters currently attending this school:

Student lives with:

Both Parents □ Other □

Parent/Guardian/Carer 1 □ Parent/Guardian/Carer 2 □ Independent minor □

Name ___________________________ Relationship to student ___________________________

(Rel 3. School Education Regulations 2000)

CONFIDENTIAL

Access Restriction - 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.

Is this student in the care of the Department for Child Protection and Family Support’s (CPFS) Director General? □ YES □ NO

If YES, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone number.

STUDENT DETAILS – ADDITIONAL INFORMATION

Nationality (optional): ___________________________ Country of Birth: ___________________________

Religion: ___________________________ Is the student to be withdrawn from religious instruction? □ YES □ NO

Student’s First Language: ___________________________

Is the student’s descent: Aboriginal □ Torres Strait Islander (TSI) □ Both Aboriginal and TSI □

□ YES □ NO

□ YES □ NO

□ YES □ NO

Does the student speak a language other than English at home? □ YES □ NO

Does the student mainly speak English at home? □ YES □ NO

(If more than one language, indicate the one that is spoken most often.) □ YES, other - please specify: ___________________________

Australian Citizenship/Permanent Resident: □ YES □ NO

Date of Arrival in Australia: _____________ Visa Sub-class No: _____________ Visa Sub-class No Expiry Date: __/__/_____

International Fee Paying (if known): □ YES □ NO
Does the student receive any of the following allowances:  ☐ YES ☐ NO
☐ Secondary Assistance ☐ Youth Allowance
☐ Assistance for Isolated Children (AIC) ☐ Abstudy

Previous School: __________________________________________ Date Left: __________

Reason for change of school (optional): _____________________________________________________

If previously enrolled in Home Education, specify the Education Region: __________________________

STUDENT DETAILS – MEDICAL / HEALTH

In addition to the information below, a separate form (Student Health Care Summary) ATTACHMENT 4, is to be completed.  
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 disability?  ☐ YES ☐ NO  If YES, please specify the disability/s: __________________________

Please indicate where you have documentation about your child’s disability in any of the following areas.  Copies of this documentation will be required for school records

☐ Autism Spectrum Disorder ☐ Severe Mental Disorder
☐ Deaf or Hard of Hearing ☐ Global Developmental Delay (prior to age 6)
☐ Specific Speech Language Impairment ☐ Vision Impairment
☐ Intellectual Disability ☐ Physical Disability

Does the student have a medical condition or intensive health care need?  ☐ YES ☐ NO
If YES, please specify.

☐ Allergy – Anaphylaxis ☐ Hearing condition (eg otitis media)
☐ Allergy – Other _________________________ ☐ Mental health or behavioural (eg depression, ADD/ADHD)
☐ Asthma ☐ Diagnosed migraine/headaches
☐ Diabetes ☐ Intensive Health Care Need (eg tube feeding)
☐ Seizure Disorder (eg epilepsy) _________ ☐ Other: ________________________________

Medical Practice: __________________________________________ Telephone: __________________________

Doctor’s Name: __________________________________________ Telephone: __________________________

Dental Surgery Practice: __________________________________________ Telephone: __________________________

Dentist’s Name: __________________________________________ Telephone: __________________________

Health Care Card: ☐ YES ☐ NO  Number:  __________________________  Expiry Date: / /

Permission to call a Doctor:  ☐ YES ☐ NO  Permission to call a Dentist:  ☐ YES ☐ NO
Permission to administer First Aid:  ☐ YES ☐ NO  Medic Alert:  ☐ YES ☐ NO

Do you have ambulance cover?  ☐ YES ☐ NO  Ambulance Provider: ____________________________________

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

STUDENT TRANSPORT TO NEWTON MOORE SENIOR HIGH SCHOOL

On foot / Bike / Parent  ☐  Number _______  Capel / Stirling Bus  ☐  Number _______
City Transit Bus  ☐  Number _______  Any Other Bus  ☐  Number _______

CONSENT/AGREEMENT FORMS

Parent consent is sought in ATTACHMENT 2 for a variety of school related activities.  
Student and Parent consent is sought in ATTACHEMENT 3 in agreement with our schools Code of Conduct.
PARENT / GUARDIAN / CARER / 1st CONTACT DETAILS

Parent/Guardian/Carer 1 Details

Title:  
First Name:  
Surname:  

Please indicate relationship to the student: 

Please indicate whether you have the:  
☐ Day to day care of the student 
or  
☐ Long term care of student. 

Fees and charges billing:  
☐ YES  
☐ NO  
If NO, who is responsible: 

Postal Address (if different from student residential address):  

Telephone (Home):  
Email Address:  
Occupation:  
Workplace/Employer:  
Telephone (Work):  
Mobile No:  

Do you mainly speak English at home?  
☐ YES  
☐ NO  

Do you speak a language other than English at home?  
☐ YES, other - please specify:__________________________________________

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

What is the highest year of 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 level of the highest qualification you have completed?  
☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV (including trade certificate)  
☐ No non-school qualification

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

What is your occupation group? _______  
(Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter ‘8’ above).

PARENT / GUARDIAN / CARER / 2nd CONTACT DETAILS

Title:  
First Name:  
Surname:  

Please indicate relationship to the student: 

Please indicate whether you have the:  
☐ Day to day care of the student 
or  
☐ Long term care of student. 

Fees and charges billing:  
☐ YES  
☐ NO  
If NO, who is responsible: 

Postal Address (if different from student residential address):  

Telephone (Home):  
Email Address:  
Occupation:  
Workplace/Employer:  
Telephone (Work):  
Mobile No:  

Do you mainly speak English at home?  
☐ YES  
☐ NO  

Do you speak a language other than English at home?  
☐ YES, other - please specify:__________________________________________

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

What is the highest year of 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 level of the highest qualification you have completed?  
☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV (including trade certificate)  
☐ No non-school qualification

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

What is your occupation group? _______  
(Insert 1, 2, 3 or 4. Please select the appropriate parental occupation group from the list provided in ATTACHMENT 1. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. However, if you have not been in paid work in the last 12 months, enter ‘8’ above).
3rd CONTACT OR OTHER CONTACT DETAILS

Title: First Name: Surname:

Please indicate relationship to the student:

Postal Address (if different from student residential address):

Telephone (Home): Email Address:

Occupation: Workplace/Employer:

Telephone (Work): Mobile No:

Please advise the school if there are any other contacts you would like recorded.

Emergency Contact

Emergency Contacts (Indicate contacts in order of preference)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to student</th>
<th>Mobile No.</th>
<th>Phone No.</th>
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<tbody>
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<td>3.</td>
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SIGNATURE

Name of person enrolling student:

Title: First Name: Surname:

Relationship to the student:

Signature: Date:

(independent minors and those aged 18 years or older may sign on their own behalf)

OFFICE USE ONLY

Student’s official documentation all sighted

☐ YES ☐ NO Date: __________________________

☐ Birth Certificate ☐ Immunisation ☐ Proof of Address ☐ Previous Report ☐ Passport ☐ Visa Documents

Student’s Residency status: ☐ Local ☐ Permanent Resident

Date arrived to Australia: __________________________ Visa Subclass Number: __________________________

☐ Overseas Student: If yes, International fee paying: ☐ YES ☐ NO

Publications/Internet Permission Form completed: ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1 ☐ PG2 ☐ Other: __________________________

Entered on School Information system by: __________________________ Date: __________________________

Transfer Note Sent: ☐ YES ☐ NO Date: __________________________ Previous School: __________________________

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 3 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.
## Parent Occupation Groups

Relates to questions in Parent 1 and Parent 2 sections of the Application for Enrolment form.

<table>
<thead>
<tr>
<th>GROUP 1</th>
<th>GROUP 2</th>
<th>GROUP 3</th>
<th>GROUP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior management in large business organisation; government administration &amp; defence, and qualified professionals</td>
<td>Other business managers, arts/media/sportspersons and associate professionals</td>
<td>Tradesmen/women, clerks and skilled office, sales and service staff</td>
<td>Machine operators, hospitality staff, assistants, labourers and related workers</td>
</tr>
<tr>
<td>Senior executive/manager/department head in industry, commerce, media or other large organisation.</td>
<td>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</td>
<td>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</td>
<td>Drivers, mobile plant, production/processing machinery and other machinery operators</td>
</tr>
<tr>
<td>Public service manager (section head or above), regional director, health/education/police/fire services administrator.</td>
<td>Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing].</td>
<td>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].</td>
<td>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</td>
</tr>
<tr>
<td>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</td>
<td>Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer].</td>
<td>Skilled office, sales and service staff</td>
<td>Office assistants, sales assistants and other assistants</td>
</tr>
<tr>
<td>Defence Forces Commissioned Officer.</td>
<td>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</td>
<td>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</td>
<td>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].</td>
</tr>
<tr>
<td>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.</td>
<td>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author].</td>
<td>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].</td>
<td>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].</td>
</tr>
<tr>
<td>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</td>
<td>Associate professionals [musician, actor, dancer, painter, potter, sculptor, journalist, author].</td>
<td>Service</td>
<td>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</td>
</tr>
<tr>
<td>Volunteers generally have diploma/technical qualifications and support managers and professionals.</td>
<td>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</td>
<td>Defence Forces ranks below senior NCO not included in other groups.</td>
<td>Defence Forces ranks below senior NCO not included in other groups.</td>
</tr>
<tr>
<td>Employment as a technician/associate professional is included in this group.</td>
<td>Defence Forces senior Non-Commissioned Officer.</td>
<td>Agriculture, horticulture, forestry, fishing, mining worker</td>
<td>Agriculture, horticulture, forestry, fishing, mining worker</td>
</tr>
</tbody>
</table>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.
All students of Newton Moore Senior High School have the privilege of access to ICT resources including on-line services - the Internet. Computer and on-line access is a privilege, not a right and can be lost if used inappropriately. Our school provides access to ICT resources and online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

The use of on-line resources will involve the school using the student’s full name, preferred name, class and year to access their unique online services account.

The Department’s online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students’ access to web sites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

Please note that while every reasonable effort is made by schools and the Department 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.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. Additionally all files that are written, copied, opened or used on the school network are tagged with the user’s logon name for security purposes.

You should also be aware that general Internet browsing not conducted via the Department’s network is not monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

BYOD (Bring Your Own Device)

We acknowledge that many students own personal technology devices and see a benefit in students being able to use personal and familiar devices in the school environment. Students are able to BYOD (bring your own device) to school and access the school’s network and internet service. This is in addition to the many and diverse technology and computer resources that the school already provides to students whilst at school. Devices must be an appropriate laptop, notebook or tablet computing device that is easily portable. Smartphones are unsuitable for learning activities because of their small screen size.

Students can bring devices to the school that have the following specifications:

Essential

- Have WiFi capabilities so they can be connected to the school’s wireless network
- Use a Windows, Android or Apple operating system.
- Can use Microsoft or compatible apps for Word (Pages), Excel (Numbers) and Powerpoint (keynote).
- Have internet browsing software and active antivirus software
- Have a battery life of at least 5 hours without needing to re-charge. There will be no charging facilities at school.
- Have a screen size no smaller than 8 diagonal inches/20cm.
Highly Recommended

- Have USB capability
- Have a minimum of 16 GB storage and 2GB RAM
- Have a Keyboard or external keyboard for tablets
- Have an in-built camera and microphone
- Have a screen size of at least 9.7 diagonal inches/25cm.

ICT Resources, BYOD and On-Line Services Acceptable Use Agreement for Students.

If you use the ICT Resources or On-Line Resources of the Department of Education you must agree to the following rules:

- I will **NOT** access ICT resources, On-line resources or connect my BYOD unless I have signed the Agreement.
- I will abide by copyright laws and understand it is illegal to copy or reproduce any text, pictures, music, video, games or symbols without the permission of the Copyright Owner. I can only copy these if a request has been made and permission granted by the Copyright Owner.
- I will only use ICT resources, including Internet and E-mail communications, for activities that have an educational purpose.
- 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 not install any software on the schools computers or network storage.
- I will keeping printing costs to a minimum and only use my own printing account. Once my printing account is used up, I will place more funds in my account.
- I will use only appropriate BYOD computing devices that are consistent with the school’s recommendations.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- 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 be courteous and use appropriate language in all Internet and email 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 understand that I will be held responsible for my actions while using ICT resources and online services and for any breaches caused by allowing any other person to use my account.
- I will ensure my BYO device is fully charged with at least 5h of battery life.
- I will ensure my BYO device is looked after and kept safe and secure at all times.
- I am aware that the school is unable to accept responsibility for lost, damaged or stolen BYO devices. Similarly the student is solely responsible for the repair and maintenance of student owned devices.
- I will only access the internet through the school’s network and not by any other means (i.e. not through the use of a sim card).
ICT Resources, BYOD and On-Line Services Acceptable Use Agreement for Students.

Student’s First Name ______________________________

Student’s Surname ______________________________

Parents / responsible persons
I have read the ‘Computer Use and On-line Services’ 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.

I give permission for my child to have an online services account?  Yes / No

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.

Student
I agree to abide by the ‘Computer Use and On-Line Services.’
I understand that if I am given access to ICT Resources and 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.

Signature of student: __________________________  Date: __________
School Consent Form

At Newton Moore Senior High School, we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may require some form of parental consent. This form asks you to consent (or otherwise) to your child’s participation/use/access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care. PLEASE TICK OPTIONS.

MEDIA CONSENT
Children’s images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely. At Newton Moore Senior High School we utilise our website social media and newsletters to promote achievement and school activities.

☐ Yes, I give consent to my child to have his/her image and/or work published as described above.
☐ Yes, I give consent for my child’s image to be on the Newton Moore Senior High School social media site.
☐ No, I do not give consent.

In addition, see Appendix F of the Student’s online policy.

INTERNET ACCESS
Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users’ Code of Conduct.

☐ Yes, my child has permission to access the internet in accordance with school policy.
☐ No, I do not give consent.

In addition, see the School’s policy and the Student’s online policy.

VIEWING CONSENT
Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are ‘G’ rated and don’t require consent. Very occasionally something with a ‘PG’ rating is appropriate for which we would need parental permission.

☐ Yes, I consent to my child viewing items with a ‘PG’ rating if deemed suitable by the teacher and school administration.
☐ No, I do not give consent.

LOCAL EXCURSIONS
Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

☐ Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
☐ No, I do not give consent.

The school also has the Newsletter accessible on the following website www.newtonmooreshs.wa.edu.au

Name of student: Year:

Name of Parent/Guardian: First Name: Surname:

Signature:
Code of Conduct Agreement

Newton Moore Senior High School is committed to ensuring that our students have access to quality curriculum and the best practices in delivering engaging lessons. Overwhelmingly our school has well established pastoral care services and support. We are well known for ensuring our students meet their potential and beyond. All staff are committed to ensuring that Newton Moore Senior High School is an outstanding school so we have successful students. Our exceptional staff provide individualised 'wrap-around' support for every child. We do look after their individual academic, social, physical and emotional needs at our school.

To support the schools endeavours to provide such high quality education we ask all students to commit to conducting themselves in an appropriate manner to ensure they get the best from their education. At Newton Moore Senior High School our Code of Conduct Expectations are based around the understanding that students have the right to learn and teachers have the right to teach.

SCHOOL RULES AND EXPECTATIONS

We have four very important school rules at Newton Moore Senior High School.

- Be Prepared
- Be Courteous
- Respect Others’ Rights and Property
- Let Others’ Learning

At Newton Moore Senior High School we focus on teaching students behaviours that compliment effective learning through the educative approach and contemporary behaviour improvement processes known as Positive Behaviour Learning.

ATTENDANCE AND ENGAGEMENT

Research has proven that students who attend school between 90-100% are more likely to succeed at school and achieve their potential. It is also essential that the learner is motivated to engage in the lesson being delivered.

At Newton Moore Senior High School we monitor the attendance on our students. It is essential that every absence is explained by a parent/guardian or a medical certificate. Any unexplained absence will be followed-up by the Attendance Officer, Year Coordinator or Student Services Program Coordinator.

Students must attend every lesson in the school day. If they truant (skip a period) they will be required to do lunch time detention to make up for the time missed in class.

Parents will be informed of their child’s absence through our SMS system. Students may lose their Good Standing if they do not meet attendance targets.

SCHOOL DRESS CODE

All Newton Moore Senior High School students wear the ‘School Uniform' with pride. It is expected that all students will come to school in attire that meets the School Dress Code. Parents will be contacted if students do not adhere to the School Dress Code and students will be expected to make changes to their dress.

OUT OF BOUNDS

To ensure the safety of all students areas of the school are identified as out of bounds. It is expected that students remain out of these areas during recess and lunch.
HOMEWORK AND STUDY GUIDE

Homework – is any work that is set by the teacher to be completed out of class time.

Study – involves consolidating concepts and information learnt in class. Broadly, it involves committing newly learnt concepts to memory and making sure that you understand what has been taught. Regular revision is essential for success in tests and examinations.

All staff at Newton Moore SHS expects students to do complete set homework and commit to doing some study throughout school nights. In Year 11 and 12, students are expected to do a minimum of 12 hours out of school study and homework to succeed in achieving graduation.

GOOD STANDING AND LOSS OF GOOD STANDING

Newton Moore Senior High School students commence the year with Good Standing and retain this providing they adhere to this ‘Code of Conduct’ and enables students to participate in extra-curricular school activities and school privileges, such as:

- Special events [School Ball, Graduation]
- Interschool sport (including Country Week and Winter Carnival)
- Work experience
- Any non-essential camps, excursions, performances, productions, competitions
- Reward events associated with the Shining Knights or Golden Knights program
- Use of the student car park

Students may lose their Good Standing if they don’t meet the school expectations relating to attendance, behaviour, work standards and uniform. A student will lose their Good Standing for a period of five school weeks, however if they lose their Good Standing because of non-completion of assessments or failing to return their library books they will gain it back once they rectify the situation.

MAINTAINING A GOOD WORKING ENVIRONMENT

It is the expectation at Newton Moore Senior High School that students will take pride in the school environment and conduct themselves in a manner to ensure the learning environment is kept to a high standard of presentation. It is expected that students:

- Will not indulge in boisterous and unruly behaviour;
- Will dispose of rubbish in an appropriate manner;
- Will not deface or damage any part of the school buildings, property or resources;
- Will demonstrate care for the gardens and plants; and
- Will not ride bikes, skateboards, scooters etc in the school grounds.

ASSESSMENT POLICY

There are two Assessment Policies at Newton Moore Senior High School. It is expected that students adhere to the Assessment Policy which is relevant to them.

ILLEGAL SUBSTANCES OR ITEMS

It is expected that students will not bring illegal items or substances onto school premises.

STUDENT AGREEMENT

I ...........................................agree to abide by the Newton Moore Senior High School code of conduct and I have read, understood and accepted them as they are outlined above and strive to:

Be a positive role model for the school community and abide by the principle that students have the right to learn without disruption.

Student Signature:                      Date: / /  

Parent Signature:                      Date: / /
## FORM 1 – STUDENT HEALTH CARE SUMMARY

### SECTION A

<table>
<thead>
<tr>
<th>Newton Moore Senior High School</th>
<th>Year:</th>
<th>Date of Birth:</th>
<th>Gender: Male / Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FAMILY CONTACT DETAIL

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to student:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Practice:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor 1:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Doctor 2:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>I give permission for the school to seek medical attention for my child as required from the above medical centre. Yes ☐ No ☐</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone: (W) (H) (M)</th>
<th>If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance. Do you have ambulance cover? Yes ☐ No ☐</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to student: List any essential information that could affect your child in an emergency e.g. allergy to penicillin.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Health care card: Yes ☐ No ☐ Expiry Date: / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone: (W) (H) (M)</th>
<th>Medicare No: Student No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiry Date:</td>
<td>/</td>
</tr>
</tbody>
</table>

### 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.

Signature: ___________________________ Date: ___________________________

**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)

<table>
<thead>
<tr>
<th>Health Conditions</th>
<th>Tick health condition</th>
<th>Will school staff require specific training to support your child?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe Allergy/Anaphylaxis</td>
<td></td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>Minor &amp; Moderate Allergies</td>
<td></td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>Seizures</td>
<td></td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>Asthma</td>
<td></td>
<td>YES ☐ NO ☐</td>
</tr>
<tr>
<td>Activities Of Daily Living</td>
<td></td>
<td>YES ☐ NO ☐</td>
</tr>
</tbody>
</table>

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:__________________________ Date:__________________________

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: __/__/____