

WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

Please complete the Student Enrolment Form and return it to the school for confirmation of this student's enrolment. *Family details should include details of parents or carers residing at the same address as the student being enrolled.* Any details relating to parents not residing with the student may be included in the Parent/responsible person details section of this form. Please place **X** in provided.

When you enrol your child at this school, please check that you have the following:

- | | |
|------------------------------------|--------------------------|
| Birth certificate | <input type="checkbox"/> |
| Identity documents (if applicable) | <input type="checkbox"/> |
| Immunisation certificate | <input type="checkbox"/> |
| Court order (if applicable) | <input type="checkbox"/> |
| Proof of address | <input type="checkbox"/> |

Student Surname: _____
First Name: _____
Enrolling in Year: _____

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

- Evidence of the date of entry into Australia;
- Passport or travel documents; and
- Current visa and previous visas (if applicable).

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, sub class 571); or
- Evidence of the visitor and temporary resident visa (other than sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if the student holds a bridging visa).

Information to be provided

Where an item is marked with an asterisk (*) the information must be provided.

This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the Enrolment Form, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/carer if the necessary teaching and learning adjustment are not currently available at the school;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student's name, usual place of residence and/or name and usual place of residence of Parent/Responsible person.

Security and Confidentiality

The information provided in Enrolment Forms is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school

WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

Student Details

* Surname: _____ * Legal Surname: _____

* 1st Name: _____ * 2nd Name: _____

Preferred Name: _____

* Date of Birth: ____/____/____ Sex: Male Female Indeterminate/Intersex

* Residential Address: _____

Postcode: _____

Student Mobile: _____

Names of brothers and sisters attending this school:

*Is this student in the care of a Department for Child Protection and Family Support (CPFS) Chief Executive Officer?

YES NO

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

Name: _____ Phone Number: _____

*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 subject to Access Restriction? YES NO

If YES, please attach supporting documentation.

Parent/Responsible Person 1 Details (This should be the most available SMS contact)

Title: _____ *First Name: _____ *Surname: _____

Please indicate relationship to the student: _____

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

Home Phone: _____ *Mobile No: _____

Occupation/Workplace: _____ *Work Phone: _____

Email Address (please print in capitals): _____

Emergency Contact

Are you an emergency contact for this student YES NO

Contributions and Charges Billing

Are you responsible for paying contributions and charges? YES NO

What percentage are you responsible for? _____%

Do you mainly speak English at home? YES NO

Do you speak a language other than English at home?

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

NO, English only YES please specify: _____

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

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the 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? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided on page 7.

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

Parent/Responsible Person 2 Details

Title: _____ *First Name: _____ *Surname: _____

Please indicate relationship to the student: _____

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

Home Phone: _____ *Mobile No: _____

Occupation/Workplace: _____ *Work Phone: _____

Email Address (please print in capitals): _____

Emergency Contact

Are you an emergency contact for this student YES NO

Contributions and Charges Billing

Are you responsible for paying contributions and charges? YES NO

What percentage are you responsible for? _____%

Do you mainly speak English at home? YES NO

Do you speak a language other than English at home?

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

NO, English only YES - please specify: _____

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

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the 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? (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided on page 7.

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

Other Contact(s) Details

Title: _____ First Name: _____ Surname: _____

Please indicate relationship to the student: _____

Postal Address (if different from student residential address):

Home Phone: _____ *Mobile No: _____

Occupation/Workplace: _____ *Work Phone: _____

Email Address (please print in capitals): _____

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

Student Details - Additional Information

Is the student enrolling in a Specialised Learning Program? YES NO

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

Is the student of Aboriginal or Torres Strait Islander origin? NO
 YES, Aboriginal
 YES, Torres Strait Islander

Does the student mainly speak English at home? YES NO

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

No, English only

Yes, other – please specify _____

In which country was the student born? _____

* Citizenship: _____

* Permanent Resident: YES NO

* Temporary Resident: YES NO

* Visa Expiry Date: _____

* Visa Expiry Date: _____

* Visa Sub-class No. _____

* Visa Sub-class No. _____

* Date entered Australia: ____/____/____

* Date entered Australia: ____/____/____

In Receipt of Allowance: Secondary Assistance Youth Allowance
 Assistance for Isolated Children (AIC) Abstudy

*Previous School: _____ or

*If previously enrolled in Home Education, specify the Education District: _____

Movement Reason (if applicable) _____

Student Details – Medical/Health

*Does the student have a disability? YES NO If YES, please specify.

Disability: _____

***Please indicate which of the following disabilities you have documentation for. Copies of this documentation will be required for school records.**

- | | |
|--|--|
| <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 (prior to age 6) |
| <input type="checkbox"/> Specific Speech Language Impairment | <input type="checkbox"/> Vision Impairment |
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Physical Disability |

Medicare Number: _____ Ref Number: ____ Expiry: ____ / 20 ____

Health Card YES NO Card Number _____ - ____ Expiry: ____ / 20 ____

Does the student have a medical condition or intensive health care need? YES NO

If YES, please specify.

- | | |
|---|--|
| <input type="checkbox"/> Allergy – Anaphylaxis | (4) <input type="checkbox"/> Hearing condition (e.g. otitis media) |
| <input type="checkbox"/> Allergy – Other _____ | (5) <input type="checkbox"/> Mental health or behavioural |
| <input type="checkbox"/> Asthma | (8) (e.g. depression, ADD/ADHD) |
| <input type="checkbox"/> Diabetes | (6) <input type="checkbox"/> Diagnosed migraine/headaches |
| <input type="checkbox"/> Intensive Health Care Need (e.g. tube feeding) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Seizure Disorder (e.g. epilepsy) | (7) |

If you have indicated that the student has a medical condition or intensive health care need you will be required to complete a separate Health Care Authorisation

Medical Practice (Name and Address): _____

Doctor's Name: _____ Phone: _____

Permission to call doctor YES NO

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

Do you have ambulance cover? YES NO Provider _____

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

Parental Occupation Groups:

(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p>Senior management in large business organisation, government administration & defence, and qualified professionals</p>	<p>Other business managers, arts/media/sportspersons and associate professionals</p>	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<p>Machine operators, hospitality staff, assistants, labourers and related workers</p>
<p>Senior executive/ manager/ department head in industry, commerce, media or other large organisation</p> <p>Public service manager(section head or above), regional director, health/education/police/ fire services administrator</p> <p>Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p>Defence Forces Commissioned Officer</p> <p>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</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p>Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>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]</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p>Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p>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]</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups</p> <p>Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>
<p>These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.</p>			



1:1 MacBook Program

Eaton Community College has expanded its comprehensive technology plan and we offer a take home MacBook Air to all students. This means that every student in our school will be provided with a 13" MacBook Air for both educational use and home use while they are enrolled at Eaton Community College. To be included in this program, please read and complete the MacBook User Guidelines and Network Access Consent Form in this package and return it to the College.

Students are required to purchase the approved protective bag. This is available to be purchased from the College at the cost of \$45. We aim to allocate students a MacBook as soon as possible once they commence at the College; however, MacBooks will not be issued until the approved bag has been purchased.

All students who sign up for a MacBook will spend a session with our Network Support Officers and teachers going through the user guidelines, care and setup. Below are the MacBook Guidelines which outline the responsibility of both Parents/Guardians and students. Please read this document and ensure you have a full understanding of the content.

You do not have to accept this offer if you are concerned about the responsibility that clearly rests with your child for the security and appropriate use of the laptop; however, many lessons will rely on this technology. At present, the school is unable to support other types of laptops or digital devices brought in by students from home and no access will be provided to the school's network resources for other devices.

Students must maintain regular attendance (90% or above) or the privilege of the take home MacBook Program may be revoked.

MacBook Guidelines:

- The MacBook must be surrendered to the school staff immediately and without question when requested.
- Students must purchase the recommended protective bag and carry the MacBook in the protective bag at all times; failure to do so will result in confiscation of the MacBook at the discretion of Eaton Community College staff.
- Students must adhere to the Eaton Community College Computer Network User Agreement at all times. This includes use of the MacBook out of school hours. The Agreement is available on our website.
- Students are expected to have their MacBook at school every day. Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day.
- Students may not disassemble the MacBook. All repairs will be organised by the school.
- MacBooks must be secured whenever they are not in the student's direct possession, such as at recess and lunch times. MacBooks should not be left unattended in bags or in classrooms.
- The MacBook is provided for the sole use of the student named in this agreement. Students should not share their MacBook with other students.
- No illegal software is to be installed. All software on the MacBook must be licensed. Unauthorised copying of software or information belonging to others is prohibited.
- Students must not change any of the configured settings for the MacBook.
- Students are responsible for backing up personal data, including school work. It is recommended that students do every night as data may not be recoverable.
- Students are responsible for the safety and integrity of the data on the MacBook.
- Network Support Officers may view files and communications to maintain system integrity and ensure that users are using the MacBook responsibly. Users should not expect that files stored on the MacBook will be private. This includes any and all files contained on a memory stick or other storage device connected to the MacBook.
- The student is responsible for the appropriateness of all files and data stored on the MacBook, including all files and/or data contained within cookies, caches and temporary internet storage areas.
- Students may not add or remove any identifying labels on the MacBook as this will void any warranty. They may not place stickers or use marking pens to write on the MacBook.
- Misuse of the MacBook will result in the equipment being removed from the student.
- MacBooks are to be returned when students leave the school. MacBooks not returned will be considered stolen and the matter referred to the Police for recovery.
- MacBooks are to be kept away from food and drink, both at school and at home.

- Solvents are not to be used to clean the MacBook.
- You may not use Eaton Community College's services to create, host or transmit material that is designed to cause annoyance, inconvenience, needless anxiety to others, or services to create, host or transmit offensive or obscene material, or engage in activities that could cause offence to others on the grounds of race, creed or sex.

Any malfunctions must be reported immediately to the school's Network Support Officers. Failure to report faults may void the warrant, and repairs may then be at the expense of the Parent/Guardian.

Loss/Damage/Theft of MacBooks

The MacBook is covered by a manufacturer's warranty and by Risk Cover, the WA Government's insurer. Lost MacBooks, however, are not always covered by insurance. Students are responsible for knowing where the MacBook is at ALL times. If students damage their MacBook intentionally or through carelessness, it will not be covered by insurance or warranty and parents will be required to cover the cost of repairs. If the MacBook is stolen, accidentally damaged (liquid spills, run over or crushed) or destroyed (electrical surges, short circuits) students and parents will be responsible for notifying the Network Support Officers immediately.

Remember: Honesty is the best policy. We can do our job faster if you can simply tell the truth about what has happened to your MacBook.

MACBOOK GUIDELINES AND NETWORK ACCESS CONSENT FORM

I acknowledge that I have read and agree to abide by the MacBook Guidelines document and that I understand the MacBook remains the property of Eaton Community College.

As a student, I will ensure that I carry the MacBook in the approved bag and that I will have it charged and ready for use at school. I understand that I am responsible for backing up my own files and for looking after, and securing, the MacBook. I also understand that the use of computing resources is a privilege, not a right.

Students are also expected to abide by the following network access rules:

- 1) A user may not share user IDs or transfer them to other users or divulge their passwords to other users.
- 2) A user may not use another's password
- 3) You may not use Eaton Community College's services to gain unauthorised access to Eaton Community College facilities, services or resources or the facilities, services and resources of any connected networks or system.
- 4) It is not acceptable to use Eaton Community College's services for any malicious purpose.
- 5) Impersonating another user or otherwise falsifying one's username in email, social media, computing resources, chat or with any other computing resources is prohibited.
- 6) Attempts, whether successful or not, to gain access to any other system or users' private data without express consent of the user, are prohibited.
- 7) You may not use Eaton Community College's services to engage in activities which would damage the integrity of computer based information.
- 8) You may not use Eaton Community College's services to gain passwords, encryption codes, or attempt to alter or destroy data belonging to Eaton Community College or any other user on any other network. This includes storing illegally obtained information of any sort.
- 9) You may not use Chat, IRC or ICQ on the Eaton Community College's network.

I, as parent/guardian, acknowledge that I have read and will encourage my child to abide by the MacBook guidelines and network access rules. I understand that the MacBook remains the property of Eaton Community College. Where damage is considered negligent, at the school's absolute discretion, I agree to meet the cost of repair.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

To purchase the MacBook bag, please make a payment of \$45.00 at the front office.

We seek to support every student to develop intellectually, emotionally, physically and culturally. This is about ensuring that they are ready for today's world and the future. Our role is to encourage our students to be intellectually active and self-directed, guided to work together as partners, teachers and students. We respect each student by providing a wealth of opportunities to foster their strengths in becoming life-long learners, embracing their full potential.

Our core values are at ECC we Encourage, Challenge and Care for our students. As a Positive Behaviour School we all embrace our behaviour expectations in the aim to improve our school community. To support the school's endeavours to provide 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 Eaton Community College our Code of Conduct Expectations are based around the understanding that students have the right to learn and teachers have the right to teach.

Behaviour

Eaton Community College school wide behaviour expectations are:

R I S E ... because

"We are **RESPECTFUL**"

"We are **INCLUSIVE**"

"We **STRIVE**"

"For **EXCELLENCE**"

At Eaton Community College 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

Students are expected to maintain regular attendance – 90% or above, which is 5 days per term.

All absences must be explained by a parent/guardian and a medical certificate must be provided if an absence is greater than 3 days. Unexplained absences will be followed up by the school.

DOES ATTENDANCE REALLY MATTER?

1 or 3 days a week doesn't seem like much but...

If your child misses	That equals	Which is	And over 13 years of schooling that is
Half a day per week	20 days per year	1 month per school year	Almost 1.5 school years
1 day per week	40 days per year	2 months per school year	Almost 2.5 school years
2 days per week	80 days per year	4 months per school year	Over 5 school years
3 days per week	120 days per year	Over half a school year	Almost 8 school years

If you want your child to be successful at school then

YES, ATTENDANCE DOES MATTER!
EVERY DAY COUNTS



On school grounds

To ensure the safety of all students there is an expectation that as soon as a student arrives at school they will remain on school grounds throughout the day. Students are expected to attend all of their scheduled classes.

Uniform Policy

A dress code allows all students to be equal; there is no demand on any student to keep up with the fashions or to show membership of a particular group. As members of this community, it is necessary to have a sense of belonging and identity. The way in which we support our dress code tells others in the wider community how we feel about ourselves and the College we belong to. It also allows staff to ensure security of students in their care through an effective means of identification both within and external to the College grounds.

Illegal Substances or items

Students will not bring illegal items or substances onto school premises.

Maintaining a Good Working Environment

It is the expectation at Eaton Community College 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 not abuse, harass, threaten or assault others;
- Will dispose of rubbish in an appropriate manner;
- Will not deface or damage any part of the school buildings, property or resources; and
- Will demonstrate care for the gardens and plants

Mobile Phones – Off and Away

The Student Mobile Phones in Public Schools policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day.

This includes smart watches and listening accessories, such as headphones and earbuds. Students must have their mobile phone turned off and out of sight during the school day.

STUDENT AGREEMENT

I agree to abide by the Eaton Community College code of conduct and I have read, understood and accepted them as they are outlined above. I will 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 _____ Parent/Guardian Signature _____ Date _____



INFORMATION PRIVACY AND SECURITY

PERMISSION TO USE STUDENT PHOTOGRAPHS,
VIDEO FOOTAGE, DIGITAL IMAGES

At Eaton Community College we promote the great work and achievement of our students and staff. This may involve the publication of students' names, pictures and/or work on:

- The school's yearbook, website, social media, other media pages and promotional material
- Audio visual productions
- Local and state newspapers
- Television
- Social Media

We are sensitive to the fact that some parents/caregivers may not wish for their child's work or photo to be published in this way. We also have a legal obligation to protect the rights of students and their work, and parents/caregivers to make this choice.

Please indicate whether or not you consent to your child's work and/or photo being used.

If at any stage your family circumstances alter and your permissions change, please notify the college of those changes as soon as possible.

Please tick the appropriate box to indicate if permission is given or not

- 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 Eaton Community College social media sites
- No**, I do not give consent.

Parent/Caregiver name _____

Signature _____ Date _____