



GERALDTON
SENIOR HIGH SCHOOL


☐ Local Intake
☐ NON-Local Intake

Contact 9965 8400

Geraldton.shs@education.wa.edu.au

Student Enrolment Form

Please send your completed enrolment form to:

Geraldton Senior High School

19 Carson Terrace

Geraldton WA 6530

Section 1: Student Details

Enrolment Year Level:	7	8	9	10	11	12	Year Starting 20_____
Surname (provide birth certificate)							
Legal surname on birth certificate (if different from above)							
Previous surname (if applicable)							
1 st name (given)							
2 nd name (middle name)							
3 rd name (if applicable)							
Preferred name							
Date of birth							
Gender	Male	Female	Non-binary				
Residential address: please provide current proof of residing at this address	Street address:						
	Suburb/town				Postcode		
Home Telephone					Student Mobile:		
Does the student have any siblings at Geraldton Senior High School?	☐ Yes ☐ No						
	Siblings name				Date of birth		
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 Restrictions?	☐ Yes ☐ No If YES, please attached a copy of the most recent Court Orders						
What school did the student previously attend? (If previously in Home Education, please specify Education Region). Reason for leaving							
Is this student in the care of the Department of Child Protection and Family Support (CPFS) Director General? If so specify CPFS Case Manager, District and their phone number.							

Section 2: Parent/Guardian Details		
	Parent/Guardian (first point of contact)	Parent/Guardian (second point of contact)
Title (Mr/Ms/Mrs/Miss)		
First name		
Surname		
Relationship to student (e.g. father, grandmother)		
Lives with student	☐ Yes ☐ No	☐ Yes ☐ No
Responsible for parenting	☐ Yes ☐ No	☐ Yes ☐ No
Receive correspondence, reports etc Both Parent/Guardians 1 and 2 must tick YES to receive correspondence	☐ Yes ☐ No	☐ Yes ☐ No
Responsible for payment of Contributions and Charges	☐ Yes ☐ No	☐ Yes ☐ No
Mobile phone number		
Other telephone number		
Email		
Postal address Street		
Suburb/town		
Postcode		
Occupation		
Workplace		
Workplace telephone		

Section 3: Parent/Guardian Background Information		
	Parent/Guardian 1	Parent/Guardian 2
Does the parent/guardian speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often</i>	☐ No English only ☐ Yes Other – please specify	☐ No English only ☐ Yes Other – please specify
What is the highest year of primary or secondary school the parent/guardian has completed? For persons who have never attended school, mark Year 9 or equivalent of below	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
What is the highest qualification the parent/guardian has completed?	☐ Bachelor's degree or above ☐ Advanced diploma/Diploma ☐ Certificate I or IV (including trade certificate) ☐ No non-school qualification	☐ Bachelor's degree or above ☐ Advanced diploma/Diploma ☐ Certificate I or IV (including trade certificate) ☐ No non-school qualification

Section 3 cont ...: Parent/Guardian Background Information

	Parent/Guardian	Parent/Guardian
What is the occupation group of the parent/guardian? Please select the appropriate group below (for more details refer to Appendix 2). If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.	☐ Group 1 Senior management in large business, organisation, government administration, and qualified professionals ☐ Group 2 Other business managers, arts/media/sportsperson, and associate professionals ☐ Group 3 Tradesmen/women, clerks and skilled office, sales and serviced staff ☐ Group 4 Machine operators, hospitality staff, assistants, labourers and related workers ☐ Other Not in paid work in the last 12 months	☐ Group 1 Senior management in large business, organisation, government administration, and qualified professionals ☐ Group 2 Other business managers, arts/media/sportsperson, and associate professionals ☐ Group 3 Tradesmen/women, clerks and skilled office, sales and serviced staff ☐ Group 4 Machine operators, hospitality staff, assistants, labourers and related workers ☐ Other Not in paid work in the last 12 months

Section 4: Additional Contacts

*For emergency where the parent/guardians/carer cannot be contacted, please provide additional contacts below. For independent students this is the 1st point of contact in an emergency. *Please note these contacts must be over age of 18 years.*

	Contact	Contact
Title: (Mr/Ms/Mrs/Miss)		
First name		
Surname		
Relationship to student		
Telephone 1		
Telephone 2		

Section 5: Order of Emergency Contacts

Please list below the order of parent/guardian or contact to be called in case of emergency

Indicate by placing a number in the box (1,2,3) the order in which the following people should be contacted in an emergency. Telephone number MUST be specified for the preferred emergency contacts.	Parent/Guardian Name: Phone:	Parent/Guardian Name: Phone:	Parent/Guardian Name: Phone:
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Section 6: Student Details – Additional Information

What is the students Nationality?	☐ Australian ☐ Other
Students Religion	
Is the student an Australian citizen?	☐ Australian Citizen ☐ No – <i>please specify country of citizenship</i>
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 – <i>please specify</i>
Is the student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Aboriginal and Torres Strait Islander
Please tick if you would like information about either of these programs.	☐ Clontarf ☐ STARs
Is the student a permanent or temporary resident? Please attach a copy of the Visa.	
☐ Permanent resident ☐ Visa Sub Class Number ☐ Visa Expiry Date/...../..... ☐ Date entered Australia/...../.....	☐ Temporary resident ☐ Visa Sub Class Number ☐ Visa Expiry Date/...../..... ☐ Date entered Australia/...../.....
In which country was the student born?	☐ Australia ☐ Other – <i>please specify</i>
Has the student ever been excluded from another school? If YES, please name the school	☐ Yes ☐ No
Is the student in receipt of an allowance?	☐ Secondary Assistance ☐ Abstudy
Students Car Registration (if applicable)	

Section 7: Student Health Care Summary

SECTION A

MEDICAL DETAILS

Medical Practice

Name of Doctor _____ Tel _____

Dental Practice

Name of Dentist _____ Tel _____

I give permission for the school to seek medical/dental attention for my child as required

☐ Yes

☐ No

Do you have ambulance insurance?

☐ Yes

☐ No

Insurance Provider:

If there is a medical emergency, parent or guardians are expected to meet the cost of an ambulance.

Please provide a copy of your child's immunisation records.

Medicare Number

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Number listed next to the child's name

--

Expiry Date / /

Health care card Yes No

Health care card Number

--	--	--	--	--	--	--	--	--	--

Expiry Date / /

(if required – for children requiring regular emergency care)

ADMINISTRATION OF MEDICATION

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

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

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

Note: All medication required must be supplied by parent/carers

INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

Do you give permission for the school to share your child's health care information?

☐ YES ☐ NO

Note: If your child is enrolled in a TAFE, PEAC or an alternative program, this included 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 any learning difficulty? ☐ Yes ☐ No

☐ Dyslexia ☐ Dysgraphia ☐ Dyscalculia ☐ Other -please specify

Please indicate if your child has any of the following disabilities and provide diagnosis documentation.

☐ Autism Spectrum Disorder

☐ Deaf or Hard of Hearing

☐ Specific Speech Language Impairment

☐ Intellectual Disability

☐ Severe Medical/Health Condition

☐ Severe Mental Disorder

☐ Global Developmental Delay (prior to age 6)

☐ Vision Impairment

☐ Physical Disability

Signature Date...../...../.....

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD’S CONDITION(S) WHICH REQUIRE THE SUPPORT OF SCHOOL STAFF

(In response to the information below, you will be given further forms for specific health conditions to complete)

Health Conditions	Tick health condition	Will school staff require specific training to support your child?	
Severe Allergy/Anaphylaxis	☐	☐ YES	☐ NO
Minor & Moderate Allergies	☐	☐ YES	☐ NO
Diabetes	☐	☐ YES	☐ NO
Seizures	☐	☐ YES	☐ NO
Asthma	☐	☐ YES	☐ NO
Activities Of Daily Living	☐	☐ YES	☐ NO
Mental health or behavioural e.g. depression, ADD/ADHD	☐	☐ YES	☐ NO
Other Conditions or Needs (Please specify)	☐	☐ YES	☐ NO

.....

Has your child’s Medical Practitioner provided a health care plan to assist the school to manage the condition? ☐ Yes ☐ No
If yes, advise the Principal

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

SECTION C – CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD’S HEALTH CARE PLAN

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

I give permission for my child’s “medical details and photo” to be on view for staff ☐ Yes ☐ No

SECTION D – MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? ☐ Yes ☐ No

If yes, provide details

Parent/Carer Signature Date/...../.....

Parent/Carer Name

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

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

Section 8: Additional Information

Is your child currently enrolled in the School of Instrumental Music Programs (IMSS)?

☐

Yes

☐

No

☐

I would like information about this program.

If YES please specify current instrument/preferred instrument:

Section 9: Additional Consents

Consent for publication of a student's Photo and Work

The Department of Education may record sound and/or vision of a student and their work while they are at the school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable students to share their experiences and to enable parents and others to be informed about the school's work. This does not mean that the student loses ownership of the work.

Please provide consent for the following:

- College Websites. CD-ROMs, Video, Newsletter, Magazines, Yearbook or any medium in relation to school-related activities.
- Promotional material for the Department of Education
- Articles for West Australian, School Matters, Community Newspapers.

Use of Student photographs externally

☐

Yes

☐

No

Use of Student work

☐

Yes

☐

No

Use of Student photographs internally

☐

Yes

☐

No

Identification photographs only for School database. Required if student wishes to be issued a Transperth SmartRider identification card (the only form of photo ID available to secondary students prior to gaining a Learners Permit). This card is also used as a library card and concession card where applicable. No internal photo permission – no card issued. A SmartRider card will be ordered for students once their photo has been taken.

Section 10: Declaration

All students will adhere to the policies and processes of Geraldton Senior High School

1. All students will attend school regularly
2. All students will uphold the school values and meet the school behaviour expectations.
3. Parents/Guardians should be aware that the school and its staff members are not liable for injury or damage to property.
4. As the enrolling parent I am responsible for all fees and charges

It is your responsibility to notify Geraldton Senior High School in writing of any changes to the information provided on this enrolment form.

Parent/Guardian 1

Name of parent/guardian enrolling the student and providing consents

(Please print)

Relationship to student

Signature

Date

Parent/Guardian 2

Name of parent/guardian enrolling the student and providing consents

(Please print)

Relationship to student

Signature

Date

DOCUMENTS TO BE PROVIDED

Checklist

Please place an **X** in the box to indicate each document attached (or sighted) to this application form.

You will **need** to return this information with the enrolment form

☐	Proof of address (see Requested documentation in the attached Parent information)
☐	Birth Certificate or extract or Passport
☐	Copies of Family Court or any other court orders
☐	Information relating to suspensions or exclusions
☐	Information relating to health or medical conditions, disabilities or additional needs (if applicable)
☐	If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass
☐	Australian Immunisation Register (AIR) Immunisation History Statement
☐	Copy of the Medicare Card your child is on
☐	Copies of the student's most recent school report

Principal/Deputy Principal Approval

.....
Principal/Deputy Principal Signature

.....
Date

Approved / Not approved

OFFICE USE ONLY

Student's official documentation all sighted (Date): _____ ☐ YES ☐ NO

☐ Birth certificate ☐ Passport ☐ Travel document/s

Student's Residency status: ☐ Local ☐ Permanent Resident

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

Entry Date: _____

Previous School: _____ Records received: ☐ YES ☐ NO

Consent Form completed: _____ ☐ YES ☐ NO

Contributions and Charges Billing: ☐ PG1: ____% ☐ PG2: ____% ☐ Other: ____%

Official documentation: ☐ PG1: ____ ☐ PG2: ____ ☐ Other: _____ (including reports, to be sent to)

Immunisation records provided: ☐ YES ☐ NO

Form/Class: _____ House Faction: _____

Approved by Principal: ☐ NO ☐ YES on (Date): _____

Entered on School Information system by: _____ on (Date): _____

Student leaves school: (Date) _____ Date Transfer Note Sent: _____

Destination: _____

Records received from transferring school: ☐ NO ☐ YES on (Date): _____

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 FORM (Information)

This 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 directly if there are changes needed to update the form.

Parent information about Enrolment in a Western Australian public school (below) provides important information to read before lodging the Enrolment Form with the school.

The form is to be completed in English.

If you need assistance with enrolling your child, contact your local school or your education regional office. Let them know if you would like an interpreter so they can organise this for you.

Parent information about Enrolment in a Western Australian public school

Information to be provided

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 in 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 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@pta.wa.gov.au or telephone 136 213. Some special programs include transfer arrangements.

Confidentiality

All information provided on this form will be treated confidentially (s 242 of the *School Education Act 1999*).

Information about your occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary, however 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 included for parents to consider and sign if in agreement:

Media Consent:

Publication of images of the student and their work.

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

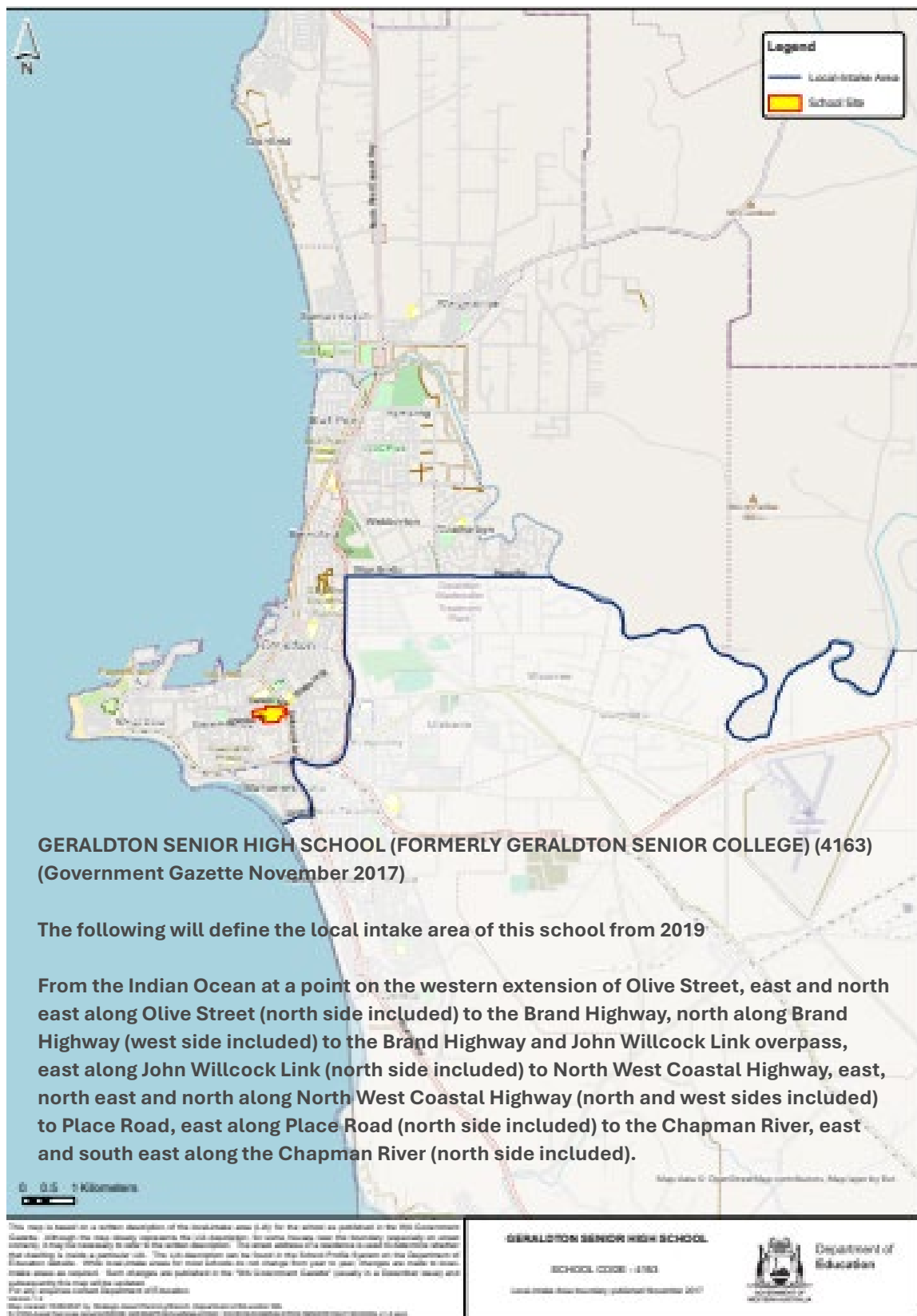
Parent Occupation Groups

Relates to questions in Parent 1 and Parent 2 sections of the Student Enrolment form

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

These categories have been determined nationally and are designed as broad occupational groupings.

All Australian states and territories use the same categories.



Above is a copy of the local intake areas in place for our two Government High Schools in Geraldton. If you are out of our local intake area, please let us know why you want your child to be considered for enrolment Geraldton Senior High School?

Does your child have siblings at Geraldton Senior High School?



GERALDTON
SENIOR HIGH SCHOOL

BEHAVIOUR EXPECTATIONS MATRIX

We show **RESPECT**

with empathy, consideration and acknowledgement

- We use greetings, good manners and polite language
- We follow instructions given
- We make sure everyone is safe
- We acknowledge and include everyone

ALL THE TIME

CLASS TIME

- We care for and use equipment sensibly
- We demonstrate active listening
- We allow others to teach and learn

BREAK TIME

- We follow game rules
- We move around the school in a safe and sensible manner

We show

RESPONSIBILITY

through ownership and accountability

- We follow school procedures
- We wear school uniform with pride
- We place rubbish in the bin
- We are a chewing gum free zone
- We seek support to resolve conflict or get support for a student in need

- We arrive to class on time
- We enter class in an orderly manner
- We sit in our assigned seat
- We ask questions to understand classwork
- We remain in class for the whole lesson

- We use break times to eat, fill up water bottle, use bathroom
- We walk bikes, scooters and skateboards from the school gate

DOING OUR BEST

through participation, persistence and effort

- We join in organised activities and events
- We encourage others
- We are honest, admit mistakes and work to make things right

- We bring the equipment we need to class
- We have a go at all class work
- We hand in completed assessments on time
- We let the teacher know if we can't hand in assessments in on time
- We set smart goals and work to achieve

- We enter the school grounds immediately on arrival to school
- We wait for school buses in a safe and sensible manner