



# Student Enrolment Form

(For enrolment in a Western Australian Public School)

## 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.

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>

### John Tonkin College ESC

PO Box 2122DC, Education Drive

MANDURAH WA 6210

Phone: (08) 9583 7333 Fax: (08) 9583 7337

Website: [www.johntonkincollegeesc.wa.edu.au](http://www.johntonkincollegeesc.wa.edu.au)

Student Surname:

Student CC Number:

Student USI Number:

## 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;

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

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.

## Requested documentation

You will be asked to show your child's Birth Certificate (original or certified copy) and your child's 'Immunisation Certificate'

## 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 on this form 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>.

# John Tonkin College Education Support Centre

## OFFICE USE ONLY

Date received: \_\_\_\_\_  
 Year Level: \_\_\_\_\_  
 Birth certificate/Passport/Travel document sighted (Circle).  
 Student resides within local intake area  YES  NO  
 Visa sighted:  YES  NO  
 Family Court Order/s:  YES  NO

## APPLICATION FOR ENROLMENT FORM

(For enrolment in a Western Australian Public School)

Students in the compulsory years of schooling who are already enrolled at the school do not need to lodge a new application for that school each year.

### 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: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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.*

### DOCUMENTS TO BE PROVIDED

#### Checklist:

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

1. Birth Certificate (original or certified copy) or extract or other identity documents .....   
if applicable. (Principals will refer to guidance 3.5.1 of the Enrolment Procedures where evidence is not provided).
2. 'Immunisation Certificate' .....
3. Copies of Family Court or any other court orders (if applicable) .....
4. Proof of address (see Requested documentation in the attached Parent information) .....
5. Information relating to suspensions or exclusions .....
6. 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 or travel documents .....
3. Current visa subclass and previous visa subclass (if applicable) .....

*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](mailto:study.eti@dtwd.wa.gov.au)  
 (if holding an International full fee student visa, sub class 571);

**or**

Evidence of the visa for which the student has applied if the student holds .....   
 a bridging visa

**PERSONAL DETAILS (PLEASE PRINT ALL DETAILS BELOW)**

Child's surname  Legal (if different):	Given names:	Date of birth:	Sex (M / F):
Surname of parent/guardian:	Given names:	Mr / Mrs / Ms / Other:	
Residential Address (must be completed):			Postcode:
Postal Address (if different from residential address):			Postcode:
Telephone (Home):	Mobile Phone No:		
Work	Email:		
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? <input type="checkbox"/> YES Is the child subject to access restriction? If yes, please specify and attach supporting documentation. <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO			
Year Level: _____ Start date: Beginning of school year <b>20</b> _____: <input type="checkbox"/> YES <input type="checkbox"/> NO. If NO, indicate start date: _____			
If applicable, year level child currently enrolled in (e.g. Year 7):			
If applicable, 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? Name of specialist program: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will there be any brothers or sisters attending this school? Name/s and year levels: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO			
Is your child currently under suspension from a school? If YES, name of school: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO			
Has your child ever been excluded from a school? If YES, name of school: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO			
Is your child a permanent resident of Australia? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, please indicate date entered Australia: _____ Visa Sub Class No.: _____			
Does your child have a disability/medical condition? <i>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.</i> Please indicate whether: <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Other medical condition/s Please outline nature of disability/medical condition/s (or attach details).  Application for Enrolment approved: _____ (signature of Principal) __/__/____ (date)			

# ENROLMENT PACK (PART B)

## ENROLMENT FORM

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 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/curriculum-support/eald/detcms/portal/>**

### ENROLMENT

#### Parent information about Enrolment in a Western Australian public school

#### 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@pta.wa.gov.au](mailto:enquire@pta.wa.gov.au) or telephone 136213. 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

The National Goals for Schooling in the 21<sup>st</sup> 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.

# STUDENT ENROLMENT FORM

(For enrolment in a Western Australian Public School)

This form is to be completed for children whose application has been accepted by the school. It is intended for children not enrolled at the school in the previous year and for all Pre Primary students. 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.

Please read the accompanying *Parent information about Enrolment in a Western Australian public school* before lodging the Enrolment Form with the school.

## STUDENT DETAILS

Surname: \_\_\_\_\_ Legal Surname (if different): \_\_\_\_\_

Previous Surname (if applicable): \_\_\_\_\_

1<sup>st</sup> Name: \_\_\_\_\_ 2<sup>nd</sup> Name: \_\_\_\_\_ 3<sup>rd</sup> Name: \_\_\_\_\_

Preferred 1<sup>st</sup> Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Student's Mobile (if applicable): \_\_\_\_\_

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

\_\_\_\_\_

### Student lives with:

Both Parents .....	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
Parent/Guardian/Carer 1 .....	<input type="checkbox"/>	<b>Name</b>	<b>Relationship to student</b>
Parent/Guardian/Carer 2 .....	<input type="checkbox"/>	_____	_____
Independent minor .....	<input type="checkbox"/>	_____	_____

(Reg3. School Education Regulations 2000)

For information on access restriction, see *Confidential* section of this form.

### Emergency Contacts (Indicate contacts in order of preference):

Name	Phone No.	Mobile No.	Relationship to student
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**STUDENT DETAILS – ADDITIONAL INFORMATION**

Nationality (optional): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Student's First Language: \_\_\_\_\_

Is the student's descent: ..... Aboriginal  YES  NO  
..... Torres Strait Islander (TSI)  YES  NO  
..... Both Aboriginal and TSI  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.)  NO, English only  
 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:

- Secondary Assistance  Youth Allowance
- Assistance for Isolated Children (AIC)  Abstudy

Previous School: \_\_\_\_\_

Reason for change of school (optional): \_\_\_\_\_

If previously enrolled in Home Education, specify the Education Region: \_\_\_\_\_

**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.

**Are you registered with Disability Services Commission (DSC)** **Yes/No**  
Who is your Local Area Coordinator (LAC) \_\_\_\_\_ Phone \_\_\_\_\_

**STUDENT DETAILS – MEDICAL / HEALTH**

In addition to the information below, a separate form (student health care summary) available from the school, is to be completed for all students.

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

Does the student have a 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

- |  |  |
|--|--|
| <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                         |

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

If YES, please specify.

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

Medical Practice (Name and Address): \_\_\_\_\_

\_\_\_\_\_

Doctor’s Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dental Surgery Practice (if applicable, name and address): \_\_\_\_\_

Dentist’s Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

Medicare No: \_\_\_\_\_ Valid to: \_\_\_\_ / \_\_\_\_\_

Health Care Card (if applicable):  YES  NO. If Yes, please provide no. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have ambulance cover?.....  YES  NO

Permission to seek medical advice  YES  NO

**PARENT / GUARDIAN DETAILS**

**Parent/Guardian 1 Details**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second 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 location: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

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

Do you speak a language other than English at home?  NO, English only  YES, other - please specify:  
(If more than one language, indicate the one that is spoken most often)  
\_\_\_\_\_

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? \_\_\_\_\_ (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 2 Details**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Second 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 location: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Mobile No: \_\_\_\_\_

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

Do you speak a language other than English at home?  NO, English only  YES, other - please specify:

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

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

What is the 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).*



## STUDENT ID CARD & SMARTRIDER CONCESSION CARD

All students at John Tonkin College ESC are required to have an ID card similar in size to a credit card. This card includes the legal name of the student, a photograph and the student's birth date. This card is used to prove that the student is currently enrolled, to logon to computers, to add credit for printing and photocopying, and to borrow resources and equipment from the library and other areas of the campus.

On the reverse of the card is a TransPerth SmartRider concession card. Parents/guardians should be aware that students will require a Student SmartRider to access concession travel on TransPerth, bus, rail and ferry services, and TRANSWA country road and country rail services.

Parents/guardians need to give their permission for schools to provide student details to the Public Transport Authority for the purposes of registering the student for concession travel and to enable the Student ID / SmartRider card to be produced. The information that will be released is student legal name, date of birth, address and Curriculum Council number. (This information ensures that credit for both TransPerth and John Tonkin College ESC on lost or stolen cards is retained for replacement cards). A replacement card will cost \$6 to replace.

The PTA must comply with the privacy requirements for the public sector and as such will only be using the information provided by the school for the issuance of the Student SmartRider concession card.

For your child to be issued with a combined John Tonkin College ESC ID card/Student SmartRider, you need to sign the permission and registration slip below.

Please contact your school or the TransPerth Info Line on 13 62 13 if you have any further questions.

Permission is given for the above student's details and photograph to be released to the PTA for the purpose of issuing a Student SmartRider Card

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CONSENT FORM

**STUDENT NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**PARENT/GUARDIAN NAME:** \_\_\_\_\_

I hereby give permission for the my child, while attending John Tonkin College ESC to:	Please Circle	
Be tested and assessed periodically by the School Psychologist	YES	NO
Be photographed (still film, video, movie & newspaper) for purposes of educational research and publicity with public viewing likely in some instances, when the child's full name will not be used. This may include your student's image being used on the School's public Web Page. <a href="http://www.johntonkincollegeesc.wa.edu.au">www.johntonkincollegeesc.wa.edu.au</a>	YES	NO
I give permission for Reports on Student Educational Progress, Student Review Reports, my child, to be released to Disability Service Commission, Centrelink and / or any other involved agency.	YES	NO
<b>As a parent/guardian I agree to support the:</b> <ul style="list-style-type: none"> <li> Student Enrolment Agreement</li> <li> Student Computer User Agreement</li> <li> School Dress Code Policy</li> <li> Mobile Phone Policy</li> <li> School Behaviour Policy</li> </ul>	YES	NO
<b>As a parent/guardian I will support the Student Code of Conduct and management of Student Good Standing:</b> <i>Consequences for loss of Good Standing are:</i> <ul style="list-style-type: none"> <li> Ineligibility to represent John Tonkin College ESC or to participate in extra-curricular activities such as school balls, excursions, camps, etc.</li> <li> Termination of subject enrolment, risks to accreditation and graduation</li> <li> Possible cancellation of enrolment in serious cases</li> </ul>	YES	NO

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## STUDENT ENROLMENT AGREEMENT

The John Tonkin College ESC community promotes the ethos of "Fostering Different Abilities". John Tonkin College ESC has the aim of engaging all members and partners of its community in providing an environment dedicated to excellence in learning outcomes and achieving personal goals and aspirations.

All members of this community are expected to demonstrate a commitment to this aim.

**To achieve this each student and teacher can expect the right:**

- To learn and teach without disruption or interference.
- To be treated with respect and courtesy.
- To share a learning environment that is enjoyable, safe and clean.

**It is the responsibility of each student and staff member to ensure these rights are fulfilled.**

Good Standing status is granted to students on enrolment. It is maintained through appropriate practice of the Student Code of Conduct and meeting the requirements of John Tonkin College ESC policies. This requires each student to successfully manage his or her responsibilities for:

- Appropriate behaviour and fulfilling dress code requirements
- Attendance: 100% of all Lessons (unless medical or other legitimate reasons)
- Understanding and meeting the requirements of course(s) in which enrolled, and providing a commitment to completing these courses.

John Tonkin College ESC undertakes, wherever possible and appropriate, to negotiate and provide strategies for support to empower a student to maintain Good Standing or, if this status is lost, demonstrate that re-instatement of Good Standing is warranted.

*Where Good Standing is lost consequences can include:*

- Ineligibility to represent John Tonkin College ESC or to participate in extra-curricular activities.
- Termination of course enrolment, incomplete courses, risks to accreditation and graduation implications.
- Possible cancellation of enrolment in serious cases.

**STUDENT DECLARATION:**

I understand, accept and respect the rights and responsibilities of being a student enrolled at John Tonkin College Education Support Centre

**Student name** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent name** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## COMPUTER USE AGREEMENT

1. I shall only use my account for the purpose of my education as directed by the teacher.
2. I understand that I am responsible for all activity on my account thus I will not give anyone my password, let others use my account, or access other people's accounts.
3. I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others via computers on the Campus network.
4. I shall not use the Internet to access unacceptable and inappropriate material or try to access sites that have been blocked by the school or the Department of Education and Training. 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.
5. I will make sure that any email or work that I wish to have published is respectful, accurate, carefully written and well presented.
6. I shall not break copyright law by copying and/or redistributing another's work without their permission and I shall not use another person's work without acknowledging them.
7. I will not bring to school or run software that is designed to bypass Campus or Department of Education and Training monitoring, restrictions or security systems eg. Games on USB drives.
8. I will not download software programs or large files unless I have asked and received permission to do so. This includes accessing such material as music/mp3 files, videos and games whether or not they contravene copyright laws.
9. I will not use the Campus computers for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
10. I will not damage or disable the computers, computer systems or computer networks at the Campus, the Department of Education and Training or any other organisation.

### I understand that:

- The Campus and the Department of Education and Training may monitor any information sent or received and can trace activity to the online services accounts of specific users;
- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Campus policy;
- I may be held legally liable for offences committed using online services; and
- The Campus is obliged under state and federal law to pass on any information that may be required as evidence of a breach in state or federal law.

***I agree to abide by the Computer Use Agreement for students. I understand that if I am given an account and break any rules above, it may result in disciplinary action.***



**Student name** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent name** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ATTENDANCE POLICY

It is a legal requirement that any absence must be covered by a phone call or written explanation from the student's parent or legal guardian. Students are required to provide a medical certificate for any absence of more than 3 days. Regular, consistent attendance (90% +) is the most important responsibility of being a senior secondary student. A commitment to attend all classes is embedded in the Student Enrolment Agreement at John Tonkin College ESC. Students are expected to honour this agreement in order to maximize their performance and potential.

Parents are requested to contact the Centre on 9583 7333 before 3.00pm on the day of the absence.

***I accept responsibility for my attendance and commit to attend all classes at John Tonkin College Education Support Officer.***

## DRESS POLICY

### STANDARD OF DRESS FOR John Tonkin College ESC STUDENTS

All students at the John Tonkin College ESC are required to wear approved clothing purchased at Hot Klobba (Park Rd, Mandurah).

#### SUMMER

- Navy polo shirt with logo (yellow stripe with school logo)
- Navy shorts (yellow stripe)
- Plain navy blue cap – no logos

#### WINTER

- Navy tracksuit pants and top (yellow stripe with school logo)
- Navy windcheater (with school logo)
- Plain navy blue cap – no logos

It is a legislated requirement that all students must wear a compulsory uniform when attending Government schools. As a senior centre, John Tonkin College ESC is subject to this legislation and stipulates a 'Dress Code' as our uniform requirement.

The John Tonkin College ESC Dress Code requires students to wear specific attire bearing the Centre logo, supplemented by generic items that must fit stated standards. Which can be ordered and purchased from Hot Klobba Mandurah (08 9535 1900)

Conforming to the Centre Dress Code is a key responsibility of being a senior secondary student at John Tonkin College ESC

Wearing College attire demonstrates respect for self and the Centre community, and signifies that students are committed to their purpose while on our campus.

A commitment to abide by the Centre Dress Code is embedded in the Student Enrolment Agreement at John Tonkin College ESC Students are expected to honour this agreement in order to maximize their performance and potential.

***I understand the requirement to conform to the College Dress Code and accept responsibility to ensure that I am appropriately attired when attending John Tonkin College ESC.***

Student name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ELECTRONIC DEVICE POLICY & USER AGREEMENT

There are an increasing number of parents/guardians who for safety, security and / or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at the John Tonkin College Education Support Centre.

1. Students will only be permitted to bring a mobile phone onto school premises for safety, security or emergency purposes (ie contact parents after school to arrange pick- up times).
2. Parents who allow their child to bring a mobile phone to school must complete an "Application for Student Use of a Mobile Phone" attached below.
3. Parents / Guardians and students agree to abide by the "Conditions of Use" set down in this policy.



### Conditions of Use

1. Parents /Guardians and students must complete an "Application for Student Use of a Mobile Phone".
2. Requests will only be approved if required for safety, security or emergency purposes.
3. Mobile phones **MUST be turned OFF during school hours,** and AT ALL TIMES are to remain in bags of the student. They may only be turned on out of school hours. The use of mobile phones at recess and lunchtimes is discouraged.
4. While at school, students are our responsibility and instances that require emergency contact with parents **MUST be through the appropriate staff member and Principal.**
5. **Phones are not to be used by other students.**
6. The school does not accept responsibility for any theft, loss or damage of mobile phones.
7. Use contrary to this policy will result in cancellation of this agreement.

### Application for Student Use of a Mobile Phone

Student's Name \_\_\_\_\_ Year \_\_\_\_\_

- I wish to apply for permission for my son /daughter to bring a mobile phone to school.
- I confirm that this mobile phone is for safety, security or emergency purpose only.
- We ( parent/guardian and student) agree to the "Conditions of Use" set down in this policy and understand that violation of the "Conditions of Use" will result in a loss of privilege to have a mobile phone at school.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# ATTACHMENT 1

## Parent Occupation Groups

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

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

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.

**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

Publications/Internet Permission 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.**



Department of  
Education

## REQUEST FOR APPROVAL FOR ENROLMENT IN AN EDUCATION SUPPORT FACILITY

Where a student demonstrates an exceptionally high educational need, placement in an education support setting may be permitted if it is agreed by the parent, education support facility principal and School Psychology Service.

The principal is responsible for facilitating enrolment reviews in collaboration with the parent and senior school psychologist or lead school psychologist.

In the case of enrolment through **local placement**, endorsement by the Regional Executive Director is required. Should a local placement be made, this does not guarantee additional resourcing. Resourcing is equitable to what would be provided in a local school.

Student Details	
Student's Name:	Date of request:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Student's Residential Address:	
Parent/Guardian/Carer Details	
Name(s):	Relationship to student:
Title and name of person(s) mail is to be addressed to:	
Postal Address (if different to student's residential address):	
Phone (Wk):	Phone (Hm):
Phone (Mob):	
Current School Details	
Current School:	Current Year Level:
School Address:	Phone:
Principal:	Teacher:
Key person who collaborated with the parent on this request (name and role):	
Enrolment Request Details	
Date enrolment requested from:	
Enrolment review date :	
Enrolment request location: John Tonkin College Education Support Centre	

