

# KELMSCOTT SENIOR HIGH SCHOOL ENROLMENT FORM

To confirm an offer of enrolment, please complete this form and email (with supporting documentation) to:

**Kelmscott.SHS.enrolment@education.wa.edu.au**

Family details should include the parent/carers residing at the same address as the student. Details relating to adults not residing with the student may be included in the Additional Contact Details. It is a parent/carer's responsibility to advise the school of any changes to the information contained in this form.

Our office is open from 8:00am to 3:30pm Monday to Friday to accept any hand delivered enrolments.

## Application Documentation

The following evidence needs to be provided with the Application for Enrolment:

- Birth certificate
- 1 x Primary Proof of address (Lease Agreement/Council Rates)
- 2 x Secondary Proof of Address (Utilities Bill, Drivers License, Bank Statement)
- Immunisation Statement (from MyGov – dated within 2 months of application submission)
- Most Recent School Report
- Most Recent NAPLAN Report
- USI Number

*If applicable:*

- Medical Diagnosis Reports
- Family Court Order

**Office Use Only - Application Received** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### School Officer:

- |                   |                          |                          |                          |                          |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Proof of Address  | IA                       | <input type="checkbox"/> | OA                       | <input type="checkbox"/> |
|                   | POA1                     | <input type="checkbox"/> | POA2                     | <input type="checkbox"/> |
|                   |                          |                          | POA2                     | <input type="checkbox"/> |
| Birth Certificate | <input type="checkbox"/> | Court Order              | <input type="checkbox"/> |                          |
| Immunisation      | <input type="checkbox"/> | VISA Evidence            | <input type="checkbox"/> |                          |
| School Report     | <input type="checkbox"/> | Policies                 | <input type="checkbox"/> |                          |
| NAPLAN            | <input type="checkbox"/> | Connect                  | <input type="checkbox"/> |                          |
| Medical Diagnosis | <input type="checkbox"/> | Profile Documentation    | <input type="checkbox"/> |                          |
|                   |                          | USI Number               | <input type="checkbox"/> |                          |

Date of Entry: \_\_\_\_\_  
 SIS Data Entry Date: \_\_\_\_\_  
 SCSA Number: \_\_\_\_\_  
 SAER/NOTES: \_\_\_\_\_

Surname:	
First Name:	
Academic Year:	

## Supporting Documentation

Please provide the following documentation to support the enrolment.

### Kelmscott SHS Policy Documentation

- Policies Document
- Enrolment Profile and Student Support Document

### Proof of Visa or Citizenship, if applicable:

- Evidence of the date of entry into Australia;
- Passport or travel documents; and
- Current visa and previous visas.
- Citizenship certificate

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

- Confirmation of enrolment or evidence of permission to transfer provided by TAFE International WA (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).

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

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.

**Associate Principal:** \_\_\_\_\_  
 Accepted  Not Accepted   
 Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## SECTION 1: Student Details

*Surname		
*Legal Surname <small>(if different from above)</small>		
*Legal First Name		
*Middle/Other names <small>(if applicable)</small>		
*Preferred name		
*Date of Birth		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/> Indeterminate/Intersex <input type="checkbox"/>
Residential Address		
	Suburb/town:	Postcode:
Student Mobile <small>(optional)</small>		
Names of siblings attending this school		



## SECTION 2: Parent/Responsible Person Details (residing with the student)

	Parent/Guardian 1	Parent/Guardian 2
Title <small>(Mr, Ms, Miss, Mrs, Dr)</small>		
*Surname		
First name		
Relationship to student		
Responsible for parenting?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lives with student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who is responsible for the payment of school fees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who will receive communication, student reports, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



## SECTION 2: Parent/Responsible Person Details (continued)

	Parent/Guardian 1	Parent/Guardian 2
Emergency contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact phone numbers	Mobile:	Mobile:
	Home:	Home:
	Work:	Work:
	Workplace:	Workplace:
Postal Address <small>(If different from student residential address)</small>		
	Suburb/town:	Suburb/town:
	Postcode:	Postcode:
Email Address <small>(This is our primary form of communication)</small>		
What is your first language?	<input type="checkbox"/> English <input type="checkbox"/> Other - please specify below	<input type="checkbox"/> English <input type="checkbox"/> Other - please specify below
Do you mostly speak this language at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No - if no, please specify language spoken most often at home	<input type="checkbox"/> Yes <input type="checkbox"/> No - if no, please specify language spoken most often at home
What is the highest level of school you have completed? <small>(If you did not attend school, mark 'Year 9 or equivalent or below')</small>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification you have completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. Trade certificate) <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. Trade certificate) <input type="checkbox"/> Year 9 or equivalent or below
What is your occupation group? <small>Please select the appropriate parental occupation group. 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, select '8'</small>	<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration & defence, and qualified professionals  <input type="checkbox"/> Group 2 Other business managers, arts/media/sports - persons and associate professionals  <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff  <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers  <input type="checkbox"/> Group 8 Not in paid work in the last 12 months	<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration & defence, and qualified professionals  <input type="checkbox"/> Group 2 Other business managers, arts/media/sports - persons and associate professionals  <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff  <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers  <input type="checkbox"/> Group 8 Not in paid work in the last 12 months



### SECTION 3: Additional Details

	Additional Contact 1	Additional Contact 2
Title <small>(Mr, Ms, Miss, Mrs, Dr)</small>		
Surname		
First name		
Relationship to student		
Email		
Postal Address <small>(if different from student residential address)</small>		
	Suburb/town:	Suburb/town:
	Postcode:	Postcode:
Contact phone numbers	Mobile:	Mobile:
	Home:	Home:
	Work:	Work:



### SECTION 4: Order of contacts

Number the boxes (1, 2, 3, 4) to indicate the order in which people should be contacted.	Parent/Guardian Contact 1	Parent/Guardian Contact 2	Additional Contact 1	Additional Contact 2
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### SECTION 5: Student details - Additional information

Country of birth	
Religion	
First Language	
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Torres Strait Islander <input type="checkbox"/> Yes - Aboriginal <input type="checkbox"/> Yes - Both - Aboriginal & Torres Strait Islander
Does the student mainly speak English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student speak a language other than English? <small>If more than one language, indicate the one that is spoken most often.</small>	<input type="checkbox"/> Yes - Please Specify _____ <input type="checkbox"/> No



## SECTION 5: Student Details - Additional Information (continued)

*Is this student in the care of a Department for Child Protection and Family Support (CPFS) Chief Executive Officer.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please specify the name of the CPFS Case Manager and their contact phone number.	
	Name:	Phone:
* Is this student subject to any court orders in respect to their care, welfare, development or access restriction?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify below and attach supporting documentation.	
<b>Receipt of Allowance</b>  Students must be Independent or listed on a parent's Health Care, Pension or Veterans' Affairs (blue) card  <small>*Please provide card details on page 6</small>	<input type="checkbox"/> <b>Secondary Assistance Scheme</b> <small>(Health Care, pension &amp; Veterans' affair blue card holder)</small>	
*Citizenship	Australian Citizen / Permanent Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Temporary Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Date entered Australia:	Phone:
	Visa Grant number:	Visa sub-class number:
*Previous school		State if not WA:
*If previously enrolled in Home Education	(specify the Education District)	
Movement Reason <small>(If applicable)</small>		
Languages Studies	Students in Year 7 and 8 have the choice of two languages, please indicate your preference: <input type="checkbox"/> German <input type="checkbox"/> Japanese  Has your child previously studied a language? <input type="checkbox"/> Yes <input type="checkbox"/> No	



## SECTION 6: Student Details - Medical/Health

*Does the student have one or more medical conditions that will require support from school staff?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Please specify below	<b>Office Use Only</b> Health care plan?
*Diagnosed medical condition  <small>Copies of evidence / documentation will be required.</small>	<input type="checkbox"/> Autism spectrum disorder <input type="checkbox"/> Deaf or Hard of Hearing <input type="checkbox"/> Global Developmental Delay (prior to age 6) <input type="checkbox"/> Intellectual disability <input type="checkbox"/> Physical disability <input type="checkbox"/> Severe medical/health condition <input type="checkbox"/> Severe mental disorder <input type="checkbox"/> Diagnosed Learning Disabilities (please specify below) _____	



## SECTION 7: Specialist & Academy Programs (completed by parent)

Is your child applying for any of the below programs offered by Kelmscott SHS:

*Tick here*

Gifted and Talented Education at Kelmscott SHS	
Specialist Agriculture Program	
Specialist Music Program (applicable for all current IMSS students that wish to continue with their instrumental music lessons)	
Athletics Academy	
Soccer Academy	
Academic Academy	
ASD (separate form to be completed)	

If you accept a place in a Specialist or Academy program, you are also accepting the appropriate charge and must pay 50% payable before commencement at Kelmscott SHS to ensure placement. The remaining amount is due in Term 1 annually. **(Unless a payment plan is arranged)**

There is a variety of additional charges associated to our Specialist and Academy programs – these can be found on the Contributions and Charges booklet available on the KSHS Website.

### Specialist Agriculture Program

- One A4 handwritten statement explaining why you wish to join the Spec Ag Program and why you are a suitable candidate. Include any relevant exp (eg. Agric, horticultural, animal handling) that you have had. A keen interest in the biological & environmental sciences is also relevant.
- Copies of references, certificates, awards that support your application
- Parent and student sign to agree that they understand that enrolment in the Spec Ag Program involves a commitment to remain in the course in Year 7,8,9 and 10
- Please note final selections may be provisional on Semester 1 report
- Attached a copy of the most recent school report

### Specialist Music Program

Instrument: \_\_\_\_\_ IMSS or other tutor \_\_\_\_\_

Name of music school if attended: \_\_\_\_\_

Performances you have participated in: \_\_\_\_\_

Other relevant experience: \_\_\_\_\_

*(examples: AMEB grade, read and play notation well, play in local community band, write and record my own material, publishing contemporary digital pieces on Soundcloud etc)*

- I understand that successful entrance into this competitive program will be based upon audition and interview.
- I have attached a copy of a recent music report, if applicable, to this application.
- I have attached a copy of the most recent school report to this application.
- I have attached a copy of the most recent NAPLAN report to this application.
- I understand that enrolment in the Specialist Music Program involves a special classroom curriculum, tuition on one instrument (voice) and before and after school rehearsals may occur. I agree to participate fully in all aspects of the program until the end of Year 10.



### **Athletics Academy**

*Only available to families who reside within the local intake area*

- If my child is successful at entering this program, I understand that he/she is obliged to attend all training sessions mostly afterschool
- I have attached a copy of the most recent school report to this application
- I understand that successful entrance into this competitive program will be based upon interview and practical testing

### **Soccer Academy**

*Only available to families who reside within the local intake area*

- If my child is successful at entering this program, I understand that he/she is obliged to attend all training sessions and subsequent games
- I have attached a copy of the most recent school report to this application
- I understand that successful entrance into this competitive program will be based upon interview and practical testing

### **Academic Academy**

*Only available to families who reside within the local intake area*

- I wish for my child to be considered for Academic Academy in the following Learning Areas:
  - Mathematics, Science, English and Humanities and Social Sciences
  - English and Humanities and Social Sciences
  - Mathematics and Science
- I understand that successful entrance into this competitive program will be based upon student achievement.
- Please indicate if you have also applied for the Gifted and Talented Selective Academic Program through the Department of Education  
I have attached the following documentation to this application:
  - Copy of most recent school report
  - Copy of most recent NAPLAN report
  - Additional supporting evidence if applicable ie PEAC report or other Academic testing

### **PARENT/GUARDIAN DECLARATION:**

*If this application is successful;*

- I accept that in addition to the secondary charges and contributions incurred by families, all Specialist and Academy programs may attract extra charges due to their specialist nature. To support my child's education in a special program I commit to pay all associated charges.
- I understand that my child's ongoing enrolment in the program is dependent upon 50% of the specialist charges being paid before the commencement at Kelmscott SHS and the balance being paid in Term 1.
- I understand there may be timetable restrictions preventing my child being able to participate in multiple Approved Specialist Programs.
- I understand that ongoing participation in these programs will depend upon my child maintaining:
  - a satisfactory level of achievement in academic studies
  - an exemplary standard of behaviour and
  - an excellent attendance rate while enrolled at Kelmscott SHS.

*I declare that all information provided on this form is true and accurate.*

**If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct.**

Applications can be submitted by email to [Kelmscott.SHS.enrolment@education.wa.edu.au](mailto:Kelmscott.SHS.enrolment@education.wa.edu.au)

Alternatively applications can be hand delivered or posted to Kelmscott Senior High School, 50 Third Avenue, Kelmscott WA 6111



## SECTION 8: VOCATIONAL EDUCATION & TRAINING

<b>Does your child have a USI Number?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
└─ If Yes – Please attach evidence (use 'Provide USI' function within USI online account) _____		
<b>Has your child completed any Certificate I or Certificate II qualifications?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
└─ If Yes – Title of Qualification _____ *Evidence is required - Please attach copy of Certificate/s.		
Year Completed _____		
<b>Is your child currently enrolled in any VET Qualification?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
└─ If Yes – Title of Qualification _____		
Name of training provider _____		
Release Day/s _____		
* Evidence is required - Please attach copy of enrolment or letter of acceptance. (delete the yes/no tick boxes)		

## School Policies

Kelmscott Senior High School encourages all members of our community to embrace our core values of Respect – showing appreciation and consideration for those around us; Responsibility – demonstrating responsibility for our own actions and decisions; Excellence – being the best that we can be. These values are reflected in our school policy documents. It is an enrolment requirement that these policies are read and understood by both students and parents.

The following policy documents can be found on our website, accessed using the links below or alternatively a hard copy can be collected from Kelmscott Senior High School Administration.

**Please read the following documents and indicate permissions by ticking the appropriate box. If you have any questions, please contact administration.**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <a href="#">Media Consent / Publications Permission</a>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <a href="#">Online Services and Acceptable Use Good</a>    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <a href="#">Standing Policy</a>                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <a href="#">Bring Your Own Device (BYOD) Policy Mobile</a> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <a href="#">Phone Policy</a>                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <a href="#">Uniform Policy</a>                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**\*ALL OF THE ABOVE POLICIES ARE AVAILABLE ON OUR SCHOOL WEBSITE, UNDER SCHOOL POLICIES**

### Technology and Online Services:

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. We are seeking approval for your child to be given access to the following services:

- Individual email and calendar accounts.
- The internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school.
- Online teaching and learning services such as Connect, web-conferencing and digital resources.
- Online file storage and sharing services.
- Online services at locations other than school.

If you agree to your child using these online services, please tick below to indicate your consent. Without your consent your child will not be able to access any school network devices nor have a network account.

Yes  No

### Compass and Connect Registrations:

Would you like access to our communication platforms, Compass and Connect?

Yes  No

### Viewing Consent:

Children often watch videos/DVD's/television documentaries as part of their learning. Almost always these are G rated and don't require consent. Very occasionally something with a PG rating is appropriate for which we would need parent permission.

\*I give this permission

Yes  No

## School Policies

### **Third Party Consent:**

Kelmscott Senior High School may be required to pass information on to a third party where required in the essential course of school operations, eg: Smartrider (Monitor WA) and Electronic Attendance systems. All student information will be handled in accordance to the Department of Education Information and Communication Technologies Security Policy and Procedures Policy.

*\*I give this permission*

Yes

No

### **Local Excursions:**

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

*\*I give this permission*

Yes

No

### **NCCD Disability Information:**

I provide permission for NCCD Disability Information to be released to the relevant government authorities (See over for further clarification)

*\*I give this permission*

Yes

No

*\*I confirm the above Policies have been reviewed with my child*

Yes

No

If you are completing this form online and are unable to sign this form please check this box to confirm the above information is true and correct

### **Nationally Consistent Collection of Data (NCCD) Parent Information**

Kelmscott Senior High School is part of an Australia-wide project about students with disability and/or learning difficulties. Schools are asked each year to provide information about the number of children in school with learning needs. This collection of data is called the 'Nationally Consistent Collection of Data' project (NCCD). The school name and name of the children included in the data collection are confidential.

The project will collect information about ways we support students with special educational needs. The data goes to the Federal Level for funding into WA Education, but not necessarily at a school level.

It is important to note that as part of this project, the term "disability" is being used to describe a variety of conditions, including medical conditions. This is in line with the definition of disability, as defined by the Disability Discrimination Act (DDA) 1992.

Kelmscott Senior High School regularly collects information from staff about the learning adjustments they make in the classroom so that we can identify students we believe should be in our data collection. Parents of identified students will be contacted by letter and given the opportunity to opt out of the data collection should they wish.

Kelmscott Senior High School think it's important for everyone to take part in this project as it helps Government and the Department of Education to better provide for all students in Western Australia. We hope you think so too.

If you would like to learn more about the NCCD you can visit this website: <https://www.nccd.edu.au/>

## Enrolment Profile for Student Support

### **1. Achievements/successes at previous schooling:**

*E.g. school councillor, faction captain, peer leader/mentoring, awards won, participant in school band/performances/debating, competitions entered, school representative, etc.*

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### **2. Participation in activities outside of school programs:**

*E.g. sports, the arts, music, community, choir, voluntary work, other*

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## Enrolment Profile for Student Support

**3. Are there any other issues or concerns that impact on how your child will adjust to Kelmscott Senior High School?**

*E.g. sports, the arts, music, community, choir, voluntary work, other*

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**4. Are there any other issues or concerns that impact on how your child will adjust to Kelmscott Senior High School?**

Yes  No

## Whats Next?

All enrolments will be confirmed upon completion. Enrolments are due by the last Friday of Term 3. Any Out of Area enrolment places will be confirmed after this time. Specialist and Academy program applications close on the 1st of June Annually.

### Contact Details:

*Please don't hesitate to contact us if you have any questions,*

Our official KSHS Enrolment email is **[Kelmscott.SHS.enrolment@education.wa.edu.au](mailto:Kelmscott.SHS.enrolment@education.wa.edu.au)**

Alternatively applications can be hand delivered or posted to ***Kelmscott Senior High School, 50 Third Avenue, Kelmscott WA 6111***

Please use the contact number at **(08) 9495 7400** or visit our website **<https://kshs.wa.edu.au/>**

**Parent / Guardian Signature:**

If you are completing this form online, please check this box to confirm above information is correct.

**Date:**