

STUDENT ENROLMENT FORM

EASTERN GOLDFIELDS COLLEGE

Enrolment Year Level ☐ Year 11 ☐ Year 12

STUDENT DETAILS

Student Surname

Legal Surname

on birth certificate
(if different than above)

1st Name

2nd Name

Preferred Name

Date of Birth

Gender ☐ Male ☐ Female ☐ Indeterminate/Intersex

Residential Address

Postcode

Student Mobile

UNIQUE STUDENT IDENTIFICATION (USI)

(please bring in copy)

Student's Religion

(if applicable)

Is the student of Aboriginal or Torres Strait Islander origin?

☐ NO ☐ YES, Aboriginal ☐ YES, Torres Strait Islander ☐ YES, both Aboriginal and Torres Strait Islander

Does the student speak a language other than English at home?

☐ NO, English only ☐ YES, Aboriginal English ☐ YES, Other language – please specify

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

What was the first language spoken at home?

EVIDENCE OF IMMUNISATION STATUS

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows immunisation status is:

☐ Up to date ☐ Not up to date ☐ The student has an Immunisation Certificate issued by the Chief Health Officer

RESIDENCY STATUS

Nationality

Country of Birth

Is the student an Australian Citizen? ☐ YES ☐ NO

If no, Is the student a permanent resident of Australia? ☐ YES ☐ NO

If Yes, Date of Arrival in Australia

Is the student a temporary resident of Australia? ☐ YES ☐ NO

If yes, Visa Sub class Number

Visa Expiry Date

Visa Grant Number

**Photocopy of Visa Grant Notice
must be included**

PREVIOUS SCHOOL

Previous School

If previously enrolled in Home Education, specify the Education Region

DISABILITY

Does the student have a disability? ☐ YES ☐ NO

If yes, please specify

CONFIDENTIAL INFORMATION

Are there any Family Court orders regarding the welfare and development of student? ☐ YES ☐ NO

Access restrictions? ☐ YES ☐ NO

(If yes to either of the above questions, it is a legal requirement that you provide documentation)

Is this student in the care of the Department for Child Protection (DCP)? ☐ YES ☐ NO

If Yes, Case Manager

Contact No:

Does the student receive any of the following allowances? (Check the boxes that apply)

☐ Secondary Assistance ☐ Abstudy

PARENT / CARER 1 DETAILS

Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to student	<input type="text"/>		
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other		
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile Number	<input type="text"/>
Email address	<input type="text"/>		

Contributions/Charges/Billing ☐ PG1 (%) ☐ PG2 (%)

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

Does Parent/Carer 1 speak a language other than English at home?

☐ NO, English only ☐ YES, other – please specify

(if more than one language, indicate the one that's spoken the most often)

What is the highest year of School Parent/Carer 1 has completed?

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

(if you did not attend school, mark 'Year 9 or equivalent or below')

What is the highest qualification Parent/Carer 1 has completed?

☐ Bachelor degree or above ☐ Advanced Diploma/Diploma
☐ Certificate I to V *(including trade certificate)* ☐ No non-school qualification

Occupation

Workplace/Employer

Phone

What is the occupation group for Parent/Carer 1?

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

- ☐ 1. Senior Management in large business organisation, government administration & defence, and qualified professionals
☐ 2. Other business managers, arts/media/sportspersons & associate professionals
☐ 3. Tradesmen/women, clerks and skilled office, sales & service staff
☐ 4. Machine operators, hospitality staff, assistants, labourers and related workers
☐ 8. Unemployed, Retired, Student

*(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 for the last 12 months, enter '8')*

PARENT / CARER 2 DETAILS

Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to student	<input type="text"/>		
Date of birth	<input type="text"/>	Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile Number	<input type="text"/>
Email address	<input type="text"/>		

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

Does Parent/Carer 2 speak a language other than English at home?

☐ NO, English only ☐ YES, other – please specify

(if more than one language, indicate the one that's spoken the most often)

What is the highest year of School Parent/Carer 2 has completed?

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

(if you did not attend school, mark 'Year 9 or equivalent or below')

What is the highest qualification Parent/Carer 2 has completed?

☐ Bachelor degree or above ☐ Advanced Diploma/Diploma
☐ Certificate I to V *(including trade certificate)* ☐ No non-school qualification

Occupation

Workplace/Employer

Phone

What is the occupation group for Parent/Carer 2?

(Refer to Attachment 'Parent Occupation Groupings' for more information regarding the categories)

- ☐ 1. Senior Management in large business organisation, government administration & defence, and qualified professionals
☐ 2. Other business managers, arts/media/sportspersons & associate professionals
☐ 3. Tradesmen/women, clerks and skilled office, sales & service staff
☐ 4. Machine operators, hospitality staff, assistants, labourers and related workers
☐ 8. Unemployed, Retired, Student

(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 for the last 12 months, enter '8')

OTHER CONTACT DETAILS (People other than Parent/Carer 1 and Parent/Carer 2 who may be contacted in an emergency.)

CONTACT 1:

Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to student	<input type="text"/>		
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile Number	<input type="text"/>
Email address	<input type="text"/>		

CONTACT 2:

Title	<input type="text"/>	First Name	<input type="text"/>
Surname	<input type="text"/>		
Relationship to student	<input type="text"/>		
Postal Address <i>(if different from student residential address)</i>	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Mobile Number	<input type="text"/>
Email address	<input type="text"/>		

ONLINE LITERACY & NUMERACY ASSESSMENT (OLNA)

In order for students to attain secondary graduation they must now pass the Online Literacy and Numeracy Test (OLNA). The results of this test will impact on what courses can be selected in Year 11 and Year 12.

Has student successfully passed the OLNA test in Year 10?

☐ YES ☐ NO (If yes, please supply copy of OLNA report)

Did student pre-qualify based on achievement of Year 9 NAPLAN Band 8 or higher?

☐ YES ☐ NO (If yes, please supply copy of Year 9 NAPLAN report)

PHOTOGRAPHS AND PUBLICITY

For positive publicity purposes students and their work are at times photographed as representatives of the College. (Please note that for students completing certificates photographs are required to demonstrate skills). Please indicate your consent for such photographs to be used in commercial publications, college publications and the college website.

I consent to the above: ☐ YES ☐ NO
Smart Rider Permission - Card with Photo: ☐ YES ☐ NO

STUDENT ENROLMENT AGREEMENT - EXPECTATION

Our purpose is to challenge and inspire students to develop the knowledge, skills and passion to achieve their potential and personal fulfillment. It is expected that all students:

- Move successfully into further education, training and/or employment
- Achieve their personal and educational targets
- Conduct themselves in a responsible and respectful manner

☐ YES

GENERAL CONDUCT

Eastern Goldfields College Behaviour Management Plan is based on three values:

- Respect – for the environment, for each other, culture and resources
- Commitment – to active participation and accountability and to improving Eastern Goldfields College culture
- Empowerment – staff and students attempt “having a go”, demonstrating their commitment by actions

To support the values, students are:

1. To behave in a courteous way – respecting the rights, educational opportunities and property of others
2. Not permitted to smoke tobacco or use vaping implements within Eastern Goldfields College grounds, buildings or the immediate environment
3. Not to be in possession of, use or supply of any drugs and/or banned substances at any function, excursion or activity
4. Required to remain on Eastern Goldfields College grounds unless permission has been approved
5. To use timetabled directed study for private study
6. Not to be involved in or act as a bystander for any physical violence, intimidation, provocation, harassment or discrimination
7. To bring any visitors to reception to be signed in under the Department of Education Policy
8. To respect instructions by staff and act on any clearly communicated instruction
9. To obtain college driving permits including permission for students to be transported in their vehicle

☐ YES

GOOD STANDING

All students commence their enrolment at EGC with Good Standing status. Through this they are able to attend the College Ball, Country Week and any extra-curricular reward activities. If a student is suspended for any reason, they lose their Good Standing status for a period of 10 weeks, meaning they are unable to attend these activities during that period of time.

☐ YES

ATTENDANCE

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 may be required to provide a medical certificate for any absence of more than 3 days.

Parents are requested to contact Eastern Goldfields College on 9092 3100 before 9am on the day of the absence. Parents will be contacted via SMS message if a student has been marked absent during the day. **Regular, consistent attendance (90% +) is the most important responsibility of being a senior student.** A commitment to attend all classes is embedded in the Student Enrolment Agreement at Eastern Goldfields College. Students are expected to honour this agreement in order to maximise their performance and potential.

☐ YES

PERMISSION TO LEAVE THE COLLEGE GROUNDS

I give permission for my son/daughter to leave Eastern Goldfields College during lunch 1 and lunch 2 breaks. I acknowledge and understand that if my son/daughter leaves the College grounds during such periods, he/she is no longer under the reasonable control and supervision of the College.

☐ YES

ELECTRONIC DEVICES

The use of electronic devices in the classroom is only for educational purposes. At all other times electronic devices must be turned off and stored in the student's bag during class time. Failure to comply with this policy will result in the offending electronic device being removed. Repeat offences will be referred to the Deputy Principal for appropriate action. **The recording, distributing or uploading of images or videos of students, parents or staff on school premises without the permission of the Principal is prohibited.** Students found to be involved in recording, distributing or uploading inappropriate images or videos will be suspended immediately.

☐ YES

DRESS CODE

It is a legislated requirement that all students must wear a uniform when attending Government schools. As a Senior College, Eastern Goldfields College is subject to this legislation and stipulates a "Dress Code" as our uniform requirement.

We want students and caregivers to be proud of Eastern Goldfields College and to identify with it by wearing, and encouraging the wearing of, designated school attire. Having our students wear standard dress also makes it easier to identify any intruders in the school, so there is a safety aspect to consider.

The Eastern Goldfields College Dress Code requires students to wear specific attire bearing the school logo, supplemented by generic items that must fit stated standards. This requirement extends to specialised attire for particular learning contexts, such as Personal Protective Equipment in the workshops.

- At all times, students should be clean, neatly dressed and well groomed;
- The College colours are navy blue and white. Polos are available from the Green Door Gallery in Brookman Street. Bottoms are plain navy blue or black;
- Tops that are sleeveless, collarless or too tight, surf shorts or bottoms with logos are all unacceptable. "Street wear", "rapper" gear, camouflage or baggy bottoms do not conform to the college dress code;
- Footwear must be enclosed. Ugg boots, sandals and similar footwear must not be worn and will lead to exclusion from practical classes; and
- Hats, scarves, caps, bandanas, beanies are not to be worn indoors.

☐ YES

ASSESSMENT

In the case where a student, through legitimate reasons, is unable to meet an assessment deadline, he/she must negotiate with the teacher concerned prior to the deadline. At the start of each course, students will receive a program outline which specifies work to be covered and an assessment outline which will provide details of the assessment, their value and the due date. Students who do not complete assessments by due date will be at risk of loss of marks and fail grades.

☐ YES

SATISFACTORY PROGRESS

Students' Academic Performance will be monitored by the relevant Deputy and the Mentor Teachers. Students who have not made satisfactory progress will be involved in a case conference where an Individual Education Plan will be developed. The purpose of the monitoring is to ensure students are working towards achieving their education and personal targets and ultimately achieve secondary graduation. ☐ YES

WA CERTIFICATE OF EDUCATION (WACE) REQUIREMENTS

To achieve WACE (Secondary Graduation) students need to:

- Demonstrate a minimum standard of literacy (reading and writing) and a minimum standard of numeracy - *prequalify by achieving Band 8 or higher in Year 9 NAPLAN or complete relevant components of Online Literacy & Numeracy Assessment (OLNA) in Year 10, 11 or 12.*
- Complete a minimum of four Year 12 ATAR courses **OR** at least five Year 12 General courses and/or ATAR courses or equivalent **OR** a Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.
- Complete two Year 11 English units and a PAIR of Year 12 English units.
- Complete at least one pair of units from Year 12 List A and at least one pair of units from Year 12 List B.
- Complete at least 20 units (or equivalent) including a minimum of 10 Year 12 units.
- Achieve a minimum of 14 C grades in Year 11 and Year 12 units (or equivalent) this **must include at least 6 C grades in Year 12 units (unit equivalent).** ☐ YES

BREACH OF CONDITIONS OF ENROLMENT EXPECTATIONS COMPULSORY AND POST COMPULSORY AGED STUDENTS

A breach in any of the expectations of academic performance, behaviour or attendance by compulsory or post compulsory aged students will result in Individual Education or Behaviour Management Plans being developed through the Case Conferencing process. Post compulsory aged students will deal directly with the appropriate Deputy Principal. The Individual Education and Behaviour Management Plans will be reviewed. If there is no improvement demonstrated the next action is:

NOTICE OF INTENT TO SUSPEND - In this process **compulsory aged** students and their parents will be notified in writing of the Principal's intent to suspend. The student and their parents will be afforded procedural fairness before suspension is issued.

SUSPENSION AND EXCLUSION - Compulsory and Post Compulsory aged students who are suspended will be removed from the college grounds. This is to provide a period of respite for all parties and to negotiate a resolution process. A re-entry plan is to be established prior to the student returning to the College. The student will be afforded procedural fairness before suspension is issued.

Please note the Principal may suspend, or for Post Compulsory aged students, cancel enrolment for a serious breach of expectations without a notice of intent to suspend.

I have read, understood and accept the conditions of enrolment at Eastern Goldfields College:

Student Name	<input type="text"/>	Student Signature	<input type="text"/>	Date	<input type="text"/>
Parent Name	<input type="text"/>	Parent Signature	<input type="text"/>	Date	<input type="text"/>

THIS INCLUDES ALL ELECTRONIC DEVICES INCLUDING BYOD

- I shall only use my account for the purpose of my education as directed by teachers.
 - I understand that I am responsible for all activity on my account and I will not give anyone my password, let others use my account, or access other people's accounts.
 - I will not reveal personal information including but not limited to names and address, photographs, credit card details and telephone numbers for myself or others via computers on the campus network.
 - 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. Examples of inappropriate content include violent, racist, sexist or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
 - I will make sure that any email or work that I wish to have published is respectful, accurate, carefully written and well presented.
 - I shall not break any copyright law by copying and/or redistributing another person's work without their permission and I shall not use another person's work without acknowledging them.
 - I will not bring to school or run software that is designed to bypass Campus or Department of Education monitoring, restrictions or security systems ie: Games on USB drives.
 - I will not download software programs or large files unless I have asked and received permission to do so. This includes accessing such materials as music/mp3 files, videos and games whether or not they contravene copyright laws.
 - I will not use the Campus computers or personal electronic device 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.
 - I will not damage or disable the computers, computer systems or computer networks at the Campus, the Department of Education or any other organisation.
- I understand that:
- The Campus and the Department of Education may monitor any information sent or received and can trace activity to the online service 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
 - College Staff are 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.
 - Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

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

Student Name Student Signature Date

I agree that Eastern Goldfields College wishes to protect my child and I accept the conditions outlined above

Parent Name Parent Signature Date

ADDITIONAL REQUIREMENTS FOR ENROLMENT OF POST COMPULSORY STUDENTS

Post Compulsory Age Student – Already 17yrs & 6 months or above:

☐ YES ☐ NO

In accordance with the Department of Education's Enrolment Policy, enrolment of each post-compulsory student requires approval from the relevant Regional Executive Director. This applies to all public schools.

After this approval, post compulsory students need to submit details of a National Police History Check along with enrolment forms and await confirmation of accepted enrolment before attending classes.

Prospective post-compulsory students will complete the Consent Form for a National Police History Check and submit it, along with payment of \$46.00, directly to the Screening Unit. On the consent form the position sought needs to state: a post-compulsory student enrolling at a school.

Post-compulsory students are not required to provide a Working with Children Check.

PLEASE REQUEST A COPY OF NATIONAL POLICE HISTORY CHECK INFORMATION IF YOU ARE A POST COMPULSORY STUDENT

CERTIFICATES

Has student completed or commenced any Certificate studies prior to enrolling at EGC (i.e. Certificate II Music, Certificate II Sport & Rec)?

☐ YES ☐ NO

Please note qualifications and status

- ☐ In progress
- ☐ Completed (*Please provide copy of completed certificate*)

PRIVACY AND DECLARATION

I understand:

That the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

That information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

I declare:

This is the only enrolment I have made for the student.

I understand that I am required to notify the school as soon as any of the enrolment details for the student change.

I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.

I have provided all documentation available to me.

Name of person enrolling student

Relationship to the student

Signature

Date

OFFICE USE ONLY

Student's official documentation all sighted

Date

☐ YES ☐ NO

☐ Birth certificate

☐ Passport

☐ Visa document/s

Interviewer

Processed By

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this 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
<p>Senior executive/ manager / department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (section head or above), regional director, health/ education/police/ fire services administrator.</p> <p>Other administrator [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p>Air/sea transport [aircraft/ships captain/officer/ pilot, flight officer, flying instructor, air traffic controller].</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager [finance/ engineering/production/ personnel/ industrial relations/ sales/marketing].</p> <p>Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p>Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p>Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author]. or media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p>Defence Forces senior Non-Commissioned Officer.</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.</p> <p>Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/ filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent/customer services clerk, admissions clerk].</p> <p>Skilled office, sales and service staff</p> <p>Office [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p>Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]. 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].</p>	<p>Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office [typist, word processing/ data entry/business machine operator, receptionist, office assistant].</p> <p>Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].</p> <p>Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included in other groups. Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p>Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

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