

ENROLMENT GUIDELINES

Please find attached the Mindarie Senior College enrolment package for 2026.

Parents and students should read the **Information Booklet** before completing the enrolment application. This can be found at www.mindarie.wa.edu.au/future-students/application-for-enrolment.

Enrolment at the College is only guaranteed for students who live in the Local Intake Area. Information about the intake area for Mindarie Senior College can be found at www.mindarie.wa.edu.au/future-students/application-for-enrolment

Local Intake Area Applications:

Please submit the completed enrolment package to the College by **Friday 25 July 2025**.

Out of Area Applications:

Please submit the completed enrolment package on or before **Friday 25 July 2025**. If spaces are available, enrolment will be determined by:

- (a) children who have siblings enrolled at the College for Year 12 in 2026
- (b) children who live closest to the College.

You will be contacted shortly after applications close to let you know whether we are able to offer enrolment to your child for 2026.

Submitting your application:

- Complete all the documents in the enrolment package.
- Enrolment form must be signed by parent/guardian and student.
- Application can be submitted in person to Mindarie Senior College or emailed to Mindarie.SC.enrolment@education.wa.edu.au
- All required supporting documents must be included in the application.
- Only fully completed applications will be accepted

Before completing and submitting the enrolment application, parents / guardians and students should read the College policies which can be found on the webpage under ' Our College' - College Policies
<https://www.mindarie.wa.edu.au/college-policies>

ENROLMENT CHECKLIST

When you enrol a student at Mindarie Senior College please provide photocopies of the following (our staff are unable to provide photocopying services):

- photocopies of two (2) different documents as proof of address e.g. utility bill, lease agreement, phone bill, driver's licence etc. (not a rates invoice)
- photocopy of your child's **birth certificate**
- current **Australian Immunisation Register History Statement** (see enrolment package for details).

If the student is not born in Australia you **must** provide the following:

- date of entry into Australia
- copy of passport
- visa grant and sub class number **OR** citizenship certificate.

ONLINE AND THIRD-PARTY SERVICES

The College 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 senior secondary curriculum at the College requires your approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- 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 web-conferencing and digital resources
- online file storage and sharing services
- these on-line services at locations other than school.

If you agree to your child using these online services, please sign and return the Online Services Acceptable Use Agreement form included in the enrolment application. Please explain the content of the *Acceptable Use Agreement* to your child before the permission slip is signed.

Both forms should be returned to school so that an online services account can be created for your child

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au)

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website. (www.esafety.gov.au/parents)

In addition, the College uses a number of Third-Party Services to support administration and student learning. These providers may require personal information to be disclosed to them.

The Department has completed security and privacy risk assessments on these service providers. Information about each service is available on the College website: www.mindarie.wa.edu.au/future-students/third-party-services/. Details include terms of use, privacy policy, and how they use and share information. Some applications only require the College to notify you that they are being used. Another group of applications require your consent as a "bundle". Which applications are used may vary depending on students' subject choices.

It is important that you understand the reasons why we may provide this information to each respective entity, what will be done with it, who else may have access to it and where the data is stored.

If you have any questions relating to the online or third-party services, please contact the College.

MINDARIE SENIOR COLLEGE APPLICATION FOR 2026 ENROLMENT

Please submit your application to:
14 Elliston Parade MINDARIE WA 6030
mindarie.SC.enrolment@education.wa.edu.au

Telephone: [08] 6207 5500 ♦ Principal: J. Bromage

Student Details (please complete in block letters)

Enrolment Year Level:	Year 11 ☐		Year 12 ☐	
Surname:				
Legal surname on birth certificate: (if different from above)				
First name:				
Middle name:				
Preferred name:		Preferred Pronouns:		
Date of Birth:		Gender:	Male ☐	Female ☐ Other ☐
Residential Address:	Street:			
	Suburb:		Postcode:	
Home Telephone:		Student mobile:		
Student email address:	@student.education.wa.edu.au			
Student personal email address:				
Student number (if known):		Student USI number: (if known)		

Documents included to support enrolment:

- ☐ Birth certificate
- ☐ Proof of residential address (2)
- ☐ Immunisation record
- ☐ Visa and passport (if born overseas) OR citizenship certificate
- ☐ Court order (if applicable)
- ☐ Other relevant documents to support student's learning

APPROVAL OF PRINCIPAL OR DELEGATE

Signature		Date	
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Approved ☐ Not approved ☐ Waitlist ☐ *Approval for office use only

Parent/Carer 1 Details (first point of contact)

Title: Mr/Mrs/Ms/Miss/Dr			
First name:			
Surname:			
Relationship to student:			
Address:			
Email:			
Mobile:		Work Telephone:	
Occupation:		Workplace:	

Parent/Carer 2 Details (second point of contact)

Title: Mr/Mrs/Ms/Miss/Dr			
First name:			
Surname:			
Relationship to student:			
Address:			
Email:			
Mobile:		Work Telephone:	
Occupation:		Workplace:	

Student lives with	Both Parents ☐	PG1 ☐	PG2 ☐	Other _____
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Additional Contact for Emergency (third point of contact)

Emergency contact name:	
Relationship to student: (e.g. grandparent/aunt/brother etc.)	
Contact number:	

Parent/Carer Background Information

	Parent/Guardian 1	Parent/Guardian 2
Does the parent/guardian speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	☐ No, English only ☐ Yes, other - please specify:	☐ No, English only ☐ Yes, other - please specify:
What is the highest year of primary or secondary school the parent/guardian has completed? <i>For persons who have never attended school, mark Year 9 or equivalent or below</i>	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
What is the highest qualification the parent/guardian has completed?	☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade cert) ☐ No non-school qualification	☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade cert) ☐ No non-school qualification
What is the occupation group of the parent/guardian? If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.	☐ Group 1 Senior management in large business organisation, government administration, and qualified professionals ☐ Group 2 Other business managers, arts/media/sportspersons, and associate professionals ☐ Group 3 Tradesmen/women, clerks and skilled office, sales and service staff ☐ Group 4 Machine operators, hospitality staff, assistants, labourers and related workers ☐ Other Not in paid work in the last 12 months	☐ Group 1 Senior management in large business organisation, government administration, and qualified professionals ☐ Group 2 Other business managers, arts/media/ sportspersons, and associate professionals ☐ Group 3 Tradesmen/women, clerks and skilled office, sales and service staff ☐ Group 4 Machine operators, hospitality staff, assistants, labourers and related workers ☐ Other Not in paid work in the last 12 months

If applying to enrol in Year 12 please forward copies of final Year 11 results as soon as possible

It is a requirement that you advise us of any change of details in relation to Student and/or Parent/Guardian's contact details e.g usual place of residence, change of name, change of parental guardianship etc.

Student Details – Additional Information			
Country of Birth:		Nationality:	
Non English-speaking background:	Yes ☐ No ☐	Language spoken at home (other than English):	
Culture:	Aboriginal ☐ Torres Strait Islander ☐ Not Aboriginal or TSI ☐		
List siblings of student who currently or previously attended the College:			

If not born in Australia please complete this section										Entry Date:						
Permanent resident:		Yes ☐ No ☐								Citizenship:			Yes ☐ No ☐			
Visa Sub Class number:										Visa Expiry date:						
Visa Grant number:													Photocopy of Visa Grant Notice must be included in this application			

Are there any Family Court Orders regarding access restriction or the day to day or long term care, welfare and development of the child?		Yes ☐	No ☐
<i>If YES for the above question, it is a legal requirement that you provide copies of the documentation to the College.</i>			
Is this student in the care of the Department of Communities and Family Support (CPFS)?		Yes ☐	No ☐
If Yes, please specify:	CPFS Case Manager: Contact telephone number: CPFS District:		

What school does the student currently attend?		Year Level:	
Has student ever been suspended or excluded from a school?	Yes ☐	No ☐	
If Yes, please name school and reason:			

Learning Support Needs		
This information will assist the College with considering whether any specific or additional resources are required and assist us with providing the best educational program for your child. N.B. – a recent diagnosis is required along with any arrangement applications. Please indicate (√)		
Learning Disability (dyslexia, dysgraphia, etc) Yes ☐ No ☐	Psychological (depression, ADHD, etc) Yes ☐ No ☐	Psychological (depression, ADHD, etc) Yes ☐ No ☐
Has student been involved in an Education Support Program?	Yes ☐ No ☐	
Has the student been on a Risk Management Plan (RMP), or a High Risk Watch List (HRWL) for mental health, in Year 10?	Yes ☐ No ☐	
If any ticked Yes please outline nature of disability/medical condition:		
Are there any further details concerning the student, that are likely to affect their education at Mindarie Senior College?		

It is a requirement of the Department of Education that a *current *Australian Immunisation Register (AIR)* *Immunisation History Statement* MUST be submitted with this application (sample enclosed). Information on obtaining this statement is available online at: www.healthywa.wa.gov.au/Articles/F_I/How-do-I-access-my-vaccination-record

*statement must have been issued within two months of the application to enrol.

SECURITY AND CONFIDENTIALITY

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

STUDENTS RIGHTS AND RESPONSIBILITIES

I have read and agree to comply with all aspects of the **Academic Standards Policy, Assessment Policy, Good Standing Policy, Bullying Policy, Mobile Phone Policy, Vehicle Policy, Dress Code Policy, BYOD and Online Services -Acceptable Use Policy** for Mindarie Senior College (found on the College website).

<https://www.mindarie.wa.edu.au/our-college/college-policies/>

I am aware of my child's rights and responsibilities related to the above Policies for Mindarie Senior College. I also understand the consequences that will be applied should my child fail to honour those Codes and Policies.

YES ☐

PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

I give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at the College for educational purposes, in accordance with the Online Services Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the Principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

YES ☐

THIRD-PARTY SERVICES

I understand that I have been notified and provided access to the terms of use and privacy policy of each of the Online Third-Party Services listed and consent for my child's personal information to be provided to these third-party software providers for the purpose of improved school administration or teaching and learning programs.

YES ☐

MEDICAL/FIRST AID TREATMENT

In the event of an emergency, I give permission for the College to attend to the needs of my child when required.

Where it is not practical to communicate with me, I authorise the school to consent to my child receiving such medical treatment as may be considered necessary (including transportation by ambulance, the cost being met by Parents/Guardians).

YES ☐ NO ☐

PERMISSION TO LEAVE MINDARIE SENIOR COLLEGE DURING NON-CONTACT PERIODS

I acknowledge and understand my child will be able to leave Mindarie Senior College during any period in which their participation in an educational program of the College is not required, including during lunch and recess breaks.

I also acknowledge and understand that if my child leaves the College grounds during such periods, they are no longer under the reasonable control and supervision of the College. Accordingly, I understand and agree that in no event shall the State of Western Australia and its servants be liable for any injury that befalls my child, or for any misconduct on the part of my child, while they are

away from the College grounds during such periods.

YES ☐

LOCAL EXCURSIONS

Our students occasionally walk within the local area for minor excursions under the supervision of their teacher. On all occasions, parents will be notified of the excursion. I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the College.

YES ☐ NO ☐

COLLEGE CHARGES

I understand that Year 11 and 12 course charges are compulsory and are payable by the end of Term 1 each year.

YES ☐

PUBLICITY - NOTE: All students will have their photo taken which is passed onto Transperth for their SmartRider card.

I give permission for my child's school work or photo to be used for:

- Educational purposes – internal (e.g. class projects, displays). YES ☐ NO ☐
- Other purposes – external (e.g. Publicity- media, publications, webpage, YouTube, Facebook etc). YES ☐ NO ☐

(If you do not want your child's photo used for publicity purposes please tick NO in the box above.)

By submitting this application, I declare I have read and understood Connect and Respect in Schools and agree to support safety by ensuring communication and conduct at school and school activities is respectful. This document can be found on the Policies page of the college website.

I understand the Department does not provide personal accident insurance for students while they are at school. Parents/guardians may obtain personal accident insurance for their child from a private insurer of their choice. The Department or the College do not broker personal accident insurance for students or any other person.

I understand the Department does not have insurance cover for accidental loss or damage of the personal property of students, therefore valuable times should not be brought to the College. If a student chose to bring a valuable item to the College it is at their own risk.

☐ ***I declare that the information provided on these forms is true.***

Date: _____

Parent/Guardian Name: _____

Student Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

STUDENT AND PARENT/GUARDIAN SIGNATURES ARE REQUIRED ON THIS DOCUMENT

If you are completing this form on-line and are unable to sign this form, please check this box to confirm the above information is true and correct.

☐

Note: In the event that statements made in this application later prove to be false or misleading this application may be declined. Information supplied may need to be checked by the school.

How did you hear about Mindarie Senior College

ONLINE SERVICES ACCEPTABLE USE AGREEMENT

(to be signed and returned with enrolment application)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- Email addresses of staff or students are not to be disclosed without that person's explicit permission.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- 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 disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy; and
- I may be held liable for offences committed using online services.

Name of student:

Signature of parent/student (over 18):

Date:
