



**MACKILLOP EDUCATION
WARANARA**

So much more than a school

NSW_EDU_WAR_09 MacKillop Education Waranara School Enrolment Policy

NSW Education Standards Authority

NSW Registered and Accredited Individual Non-government Schools Manual

B7 Enrolment and Attendance

B7.1 Schools must keep records of enrolment and attendance Section 24, 25 and 47(1)(g)(iv) of *the Education Act*

Definitions

MacKillop Family Services (MacKillop Education Waranara School) will be referred to, forthwith, as MacKillop Education Waranara.

DDA - *Disability Discrimination Act 1992*

The Standards - *Disability Standards for Education 2005*

Parent(s)/carer(s) – Parent(s), carer(s) and guardian(s)

The Act - *NSW Education Act 1990*

The School - *MacKillop Education Waranara School*

The Manual – *NSW School Registration Manual*

The Register – MacKillop Education Waranara School Enrolment Register

School Statement

MacKillop Education Waranara School is committed to providing a respectful, safe and supportive learning environment for its students. The school is a Special Assistance school that caters to student who are disengaged, or, at risk of disengaging, from learning. The school takes bullying as a serious issue and all incidents are addressed. This policy will be applied with a deep understanding of our students. Student behaviours are complex and may be as a result of trauma. Unconditional positive regard will be practiced at all times in our relationship centred approach to learning and teaching.

Our values of respect, hope, justice, compassion and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. We celebrate diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture gender identity or person circumstance, including barriers to learning, can access education and experience success.

Legislative Requirements

The *NSW Education Act 1990* (the Act) sets out requirements for enrolment of students at school in NSW. Children of compulsory school-age are required to be enrolled in, and attend, school or be registered for home schooling (*section 22 of Act*).

In NSW, the compulsory school age is from the age of 6 to 17. However, a child under the age of 17 ceases to be of compulsory school age if they have completed Year 10 and are enrolled in approved education or engaged in training or paid work (or a combination of these) on a full-time basis (an average of 25 hours per week) (*section 21B of the Act*).

MacKillop Education Waranara School (the School) enrolls students ranging from Grade 9 to 12. Therefore, compulsory schooling is often relevant to all Stage 5 students and students in Year 11. For students over the age of 17 at the School, enrolment is a choice.

Policy Statement

At the School a student enrolment register is maintained on a cloud-based school management system.

To meet the requirement of *Section 24 Education Act 1990* *The principal must keep a register, in a form approved by the Minister, of the enrolments and daily attendance of all children at the School.*

To meet the requirements of *Section 47(1)(g)(I) Education Act 1990* *School policies and procedures that and supportive environment for students.*

To meet the requirements of *Section 4747(1)(g)(iv) Education Act 1990* *a safe and supportive environment includes maintaining student enrolment and attendance register.*

Enrolment Register

Schools are required to maintain a register of enrolments that includes details of each student currently and previously enrolled at the School.

The register at the School is collated and monitored by our administrative staff via our school management system. After a student enrolls at our school and submits the required paperwork, administrative staff input relevant information and over time corresponds with parent(s)/carer(s) regarding any updates to the register. The following information for each student is on the enrolment register:

- name, age and address
- the name and contact telephone number of parent(s)/carer(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- previous school or pre-enrolment situation
- When a student leaves the school, the date the enrolment ceased, and the student's destination (i.e. next educational setting) is recorded in the enrolment register. If the destination of a student, under the age of 17, exiting the school is unknown, or the school is not satisfied with the information provided about the student's destination, the school notifies the NSW Department of Education using ***student destination unknown form*** available from AISNSW. A

letter is written by the Principal and sent to the student and parent(s)/carer(s) confirming their withdrawal of enrolment from the School.

- The register records absences and includes daily attendance or absence, reason for absence and evidence to support the reason for absence.

The enrolment register is retained for seven years after the last entry.

Enrolling Students with a Disability

The School under the DDA must not discriminate against prospective students on the grounds of disability.

The Standards are made under the DDA. The Standards clarify the obligations of schools in relation to prospective students with disabilities.

The School's Enrolment Policy is guided by policies, procedures and frameworks outlined in the AISNSW Guidelines for Enrolling and Support Students with a Disability for AISNSW Schools.

Reasonable Adjustments

An adjustment is a measure or action taken to assist a student with a disability to:

- apply for enrolment
- participate in courses or programs
- use facilities or services

on the same basis as a student without a disability.

Adjustments may include administrative, resource and facilities or procedural modifications, depending on the student's needs.

Processes related to understanding and determining the reasonable adjustments required for prospective student are embedded throughout procedures below including the Waranara School Referral Form, Enrolment Interview, Enrolment Form and Required Documentation and Student

Trial Period

In addition, an individual student's adjustments are formally determined, discussed and reviewed with the student and parent(s)/carer(s) through *The Waranara School Individual Learning Support Plan (ILSP) Collaborative Planning Process* (see Learning Support Policy).

Unjustifiable Hardship

While the DDA requires a school to consider all measures required to meet a prospective student's needs, it does not require schools to accommodate a student or prospective student where to do so would require making a reasonable adjustment that could cause *unjustifiable hardship* to the school.

In determining what constitutes unjustifiable hardship, the School examines each individual student case and takes into consideration the following factors:

1. The nature or the benefit of the detriment likely to accrue to or be suffered by any person concerned. This will involve weighing the benefits/detriments of the reasonable adjustment to all parties including the students and the school as well as the interests of the community at large.
2. The effect of the disability of any person concerned.
3. The financial circumstances and estimated expenditure required to be made by the school in order to make the adjustment.
4. The availability of financial and other assistance to the school.
5. Any relevant action plans that address reasonable adjustment and the impact it would have on the person or institution.

Disability Discrimination Act 1992, Section 11

If Waranara School is considering refuting an enrolment application based on *unjustified hardship*, the Principal will contact the AISNSW Support Services Team for advice and guidance regarding this decision.

Whereby a student's application for enrolment is declined due to *unjustified hardship*, the parent(s)/carer(s) should be given an opportunity to respond before any final decision is made.

The onus is then on the Principal to demonstrate why it is unable to provide reasonable adjustments in justifying why the school is declining in enrolments.

Waranara School Referral Form

Young people who wish to enrol at the School can independently refer themselves, or can be referred by another school, community agency or family member. The School **must** receive referrals via the *MacKillop Education Waranara School Student Referral Form*. This form is to be completed prior to a formal in-person intake interview. The referral form contains a series of questions such as:

- Current School Details and Reason for Referral
- Student Support History and Professional Service Engagement
- Young Person's Strengths and Interests
- Attendance History
- Young Person's Support Needs and Required Adjustments
- Parent(s)/Carer(s) Contact Details
- Current Living Situation
- Family Background including Employment Details
- Any On-Going Court Details
- Formal Assessments such as Psychometric Testing

Prospective students and parents/carers can submit the completed form in-person or email it to the School's administrative staff.

Enrolment forms are then reviewed by the Principal for a prospective interview. Students who progress to an interview will first have an information request form completed by their previous school outlining their previous school experience and information and supports.

Enrolment Criteria

To be granted recognition as a *Special Assistance School*, a school's Enrolment Policy must identify the characteristics of the disability or social, emotional and/or behavioural needs of the students eligible to enrol in the school.

The School is registered with NESA and AISNSW as a *Special Assistance School* and specialises in assisting students with a history of school disengagement and non-attendance, mental health issues, social and emotional disabilities and/or complex trauma. The School therefore assesses all referrals to enrol against a set of criteria, to determine whether they would benefit from the unique nature and support that the school provides. Whilst all students do not have to satisfy all criteria to be eligible, each criterion is given consideration:

- has a history of poor attendance and disengagement from schooling
- has a history of mental health issues and/or complex trauma
- has a history of learning gaps or difficulties
- has a diagnosed disability such as but not limited to:
 - a. Clinical depression
 - b. Clinical anxiety
 - c. Attention Hyperactivity Disorder
 - d. Post-Traumatic Stress Disorder
 - e. Autism Spectrum Disorder,

which the School has the resources to provide reasonable adjustments

- lives within reasonable distance of Waranara School so they can meet attendance expectations .

Important Note: Given that many of the School's students have experienced complex trauma, for safety and wellbeing reasons if a student has a history of violent conduct in or outside of the school environment, they will likely be ineligible to enrol at the school.

Enrolment decisions are the responsibility of the Principal and whilst they may discuss the characteristics of prospective students with other staff, the Principal's decision is final.

Enrolment Interview

On advice from the Principal, enrolment interviews are scheduled by Waranara administrative staff with the prospective student and parent(s)/carer(s).

The Principal hosts the meeting and asks the student and parent(s)/carer(s) a series of questions such as but not limited to:

- Tell me about yourself.
- What do you like to do in your spare time?
- What do you like about school or have you liked in the past?
- What subjects have you preferred?
- What do you not like or find difficult about school?
- What supports and adjustments have been helpful for you at school in the past?

- Do you currently have any external supports/services involved? If yes, in what ways do they assist?

The Principal then provides a general overview of the School, expectations and reasonable adjustments available to students at the School. The student and parent(s)/carer(s) are then given the opportunity to outline any adjustments required.

Should the Principal be on leave, the Deputy Principal will facilitate the meeting and take notes for the Principal's consideration upon returning from leave.

Important Note: Participation in an enrolment interview does not guarantee that the prospective student will be extended an offer of enrolment.

Enrolment Form and Required Documentation

To be eligible to be enrolled and commence attendance at the School, students and their parent(s)/carer(s) **must** provide the following documentation following the enrolment interview:

Mandatory Documentation

- School's Enrolment Form completed
- Birth Certificate or Valid Passport
- Student Immunisation History
- School's Code of Conduct - Student Rights and Responsibilities signed by the student
- Permission Notes related Multimedia, Excursions and Medication
- Asthma Action Plan
- Anaphylaxis Plan
- Immunisation Certificate

Other Documentation if available

- External Support Consent Form
- medical letters or reports related to the Student's Diagnosis/es of Disability
- formal reports or assessments related to learning such as psychometric or speech pathology testing
- Individual Learning Support Plans from previous school
- previous School Reports
- NAPLAN results

This documentation is collated by the School administrative staff and saved into the School's student file.

Important Note: A student cannot attend a school day at the School until the mandatory documentation has been provided.

Student Trial Period and Required Enrolment Documentation

All students who start at the School are offered a trial period of enrolment lasting 3 weeks. This period is designed to provide prospective students a chance to demonstrate their willingness to

engage at the school. In addition, it is an opportunity for the school to determine if it can provide reasonable adjustments to support the student's attendance, wellbeing and learning needs.

Before a trial period begins, the School administrative staff on behalf of the Principal email the student's current school to inform them they are undertaking a trial at the School including dates relevant to the 3-week trial. In addition, a letter is sent home to the parent(s)/carer(s) indicating the length and purpose of the trial period.

During each week of the trial period, a text message is sent to the parent/carer providing feedback on student learning, engagement and conduct.

In some circumstances, the enrolment trial can be extended for up to another 3 weeks if a student has not been engaged or there have been issues related to student conduct. The student and parents/carer are notified at the end of the initial 3-week period via a letter and phone call. In addition, the student's current school is notified via letter that the trial period has been extended with relevant dates.

In some cases, following the trial period a student may not be offered a formal enrolment at the School. This can be for the following reasons observed during the trial period:

- Issues related to student behaviour and conduct (see *NSW-EDU-WAR-06 Code of Conduct Student Rights and Responsibilities. Student Conduct and process Policy and Procedure*)
- Non-attendance
- No communication with school staff
- The school is unable to provide reasonable adjustments for the student (see unjustified hardship)

Enrolment decisions following a trial period are the responsibility of the Principal and whilst they may discuss the prospective students with other staff, the Principal's decision is final.

If a student engages well and enjoys their trial period at Waranara School, they are then given an official offer of school enrolment (see procedure below).

Important Note: Students during the 3-week trial period are not enrolled at Waranara School. Their enrolment remains with their current school at this time.

Official Offer of School Enrolment

Following a successful trial period, a formal offer of enrolment is sent via email or letter to the parent(s)/carer(s) from the Principal. The parent(s)/carer(s) must then reply to this correspondence to accept an enrolment at the school.

Once accepted, the School's administrative staff send a letter from the Principal to the student's previous school. This letter states we are officially enrolling their student and provides a start date at the School. This letter is saved to the student's file.

If this student is in Year 10, 11 or 12, the School's administrative staff will enroll them on the NESA Schools online platform.

Waranara School Fees

When the student is enrolled at the School the parent(s)/carer(s), are asked to pay \$150 per term. This can be paid by term or as a yearly fee. A record of these payments is maintained by the School's Finance Team.

Important note: If a family is unable to pay the school fees due to personal financial circumstances, they can be exempt from this requirement. This decision is made on needs basis by the Principal.

Transition from Junior to Senior School – Year 10 to Year 11

All Year 10 students who successfully achieve their RoSA are provided with an offer letter for enrolment in Year 11 at the School.

Students and their families/carers need to accept the offer via email or phone call by a specified date as determined by the school Principal to secure a place for the following school year.

Should a student reject their offer or fail to accept the offer by the specific date, where possible, the School will endeavour to assist this student to find the best pathway for the following year as outlined in the *legislative requirements* of this policy.

Waiting List

Should a referral form be completed when there are no spaces available at the school, the prospective student will be placed on a waitlist. The parents/carers are notified via phone and/or email their young person has been placed on the waitlist.

The waitlist is managed by the Principal. The waitlist order is determined chronologically, based on the date that the Referral Form is submitted to the school. When a vacancy becomes available this order is outlined above.

Important note: It is important that parents/carers are aware that inclusion on the waiting list does not guarantee enrolment.

Exemption from enrolment

Under section 25 of the Act students may be eligible for an exemption from enrolment.

Grounds for exemptions at the School may include:

1. Exemption from enrolment:
 - students who have completed Year 9 but not yet completed Year 10 and who have secured a full-time apprenticeship or traineeship

Independent school Principals have been delegated authority by the Minister for Education to grant exemptions in some circumstances.

If a student would like to be exempt from enrolment or attendance at the School for the above reasons, a meeting is to be held with the Principal, student and parent/guardian. Following this, the *Principal* will utilise necessary procedures outlined in the *AISNSW Guidelines for Exemptions from Attendance and Enrolment for Independent Schools* resource to make their decision. The Principal will next send a letter to the student and parent/guardian outlining their decision. The Principal will maintain a record of this meeting in individual student case notes and in circumstances where necessary save the Exemption Certificate in the student's electronic file.

Withdrawal of Enrolment from Waranara School

A student at the School may have their enrolment withdrawn for the following reasons but not limited to:

- consistent extremely low level of attendance
- no communication with the school
- no response to trialed intervention strategies
- not meeting required outcomes for their RoSA or HSC
- due to behaviour (*NSW-EDU-WAR-06 Code of Conduct Student Rights and Responsibilities and Student Conduct Policy and Procedure*)

If the student is over the age of 17, it is requested they attend a meeting with the Principal and their parent(s)/carer(s) to determine their plan following the withdrawal of enrolment. Where possible, Waranara School will endeavour to assist this student in finding the best pathway. A letter is then written by the Principal and sent to the student and parent/carer confirming their withdrawal of enrolment from the School.

For students whose enrolment has been withdrawn under the age of 17 please see the ***Enrolment Register*** section of this policy.

Relevant Documents and Legislation

- AISNSW Guidelines for Enrolling and Support Students with a Disability for AISNSW Schools
- *AISNSW Guidelines for Exemptions from Attendance and Enrolment for Independent Schools*
- Collaborative Planning Process
- *Disability Discrimination Act 1992*
- *MacKillop Education Waranara School Enrolment Form*
- *MacKillop Education Waranara School Individual Learning Support Plan*
- *MacKillop Education Waranara School Permission Note to Establish a Digital Learning Account*
- *MacKillop Education Waranara School Permission Notes related Multimedia, Excursions and Medication*
- *MacKillop Education Waranara School Student Referral Form*
- *MacKillop Education Waranara School Waranara School External Support Consent Form*
- *NSW Registered and Accredited Individual Non-government Schools Manual*
- *NSW-EDU-WAR01 MacKillop Education Waranara School Anaphylaxis Management Policy*
- *NSW-EDU-WAR02 MacKillop Education Waranara School Management of bullying and harassment (including cyber bullying) Policy and Procedure*
- *NSW-EDU-WAR04 MacKillop Education Waranara School First Aid Policy and Procedure*

- *NSW-EDU-WAR-06 MacKillop Education Waranara School Code of Conduct Student Rights and Responsibilities*
- *NSW-EDU-WAR09 MacKillop Education Waranara School Complaints Policy and Procedure*
- *NSW-EDU-WAR10 MacKillop Education Waranara School Enrolment agreement*
- *NSW-EDU-WAR11 MacKillop Education Junior School Information Booklet*
- *NSW-EDU-WAR12 MacKillop Education Senior School Information Booklet*
- *NSW-EDU-WAR13 MacKillop Education Student Conduct Process Policy and Procedures*
- Student Destination Unknown Form
- *The Disability Standards for Education 2005*
- *The Education Act 1990*
- *The NSW Registration Manual*

Approval and Review

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	
Recommended to Approval Authority by	Mackillop Education Waranara School Principal MacKillop Education Waranara Leadership Team
Next Review Date	
Version	1



MACKILLOP EDUCATION WARARANA SCHOOL STUDENT REFERRAL FORM

Date		Name of Person Completing Form	
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STUDENT DETAILS

Student Name		Date of Birth	
Preferred name (if applicable)			
Sex/Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X		
Is the young person aware of this referral? (please circle)	YES / NO	Is the young person open to an interview at Waranara School?	YES / NO
Young Person's Contact Phone:	Young Person's Address:		
Current School Name			Year Level Wanting to enrol in at Waranara
School Contact Phone		School Contact Person	
School Email:			

REFERRER DETAILS

REFERRER NAME	
REFERRER POSITION (if referral is from an agency/school)	
AGENCY/SCHOOL	

(if applicable)	
ADDRESS	
WORK PHONE NO.	
MOBILE NO.	
EMAIL	
Reason for Young Person's referral to Waranara School:	

STUDENT SUPPORT HISTORY

Has the young person attended/been referred to Good Shepherd before? (Please mark relevant box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If Yes, which program? (please mark relevant box) Rise Program Counselling what year?

Does the young person use any of the services below? (please tick):

Psychologist Counselling Occupational Therapy Case worker Speech Pathology

Juvenile Justice Worker Other (please specify
.....

Young Person's Strengths and Interests (as identified by referrer)

ADDITIONAL REFERRAL INFORMATION

When was the student's last recorded school attendance date? (please approximate if exact date not known)	
How would you rate this student's level of school attendance throughout the previous term? (Satisfactory=80% or more attendance; Unsatisfactory=10 days + absent, including lateness, suspension, illness, and other)	
What is the primary reason referrer identifies for student absence (if applicable)?	
What additional supports/adjustments do you feel could assist the young person to remain engaged with education, (eg adjustments to classroom, flexible timetable, sensory devices)?	

YOUNG PERSON'S SUPPORT NEEDS

Please nominate any additional support needs that may be relevant to this young person

Educational		Personal	
Literacy and numeracy		Peer relationships/Making friends	
Poor concentration		Bullying	
Difficulties completing work/study		Family relationships/conflict	
Turning up on time		Controlling Anger OR Other emotions	
Attendance		Mental Health	
Extra assistance with specific subject/s (please list if relevant)		Confidence/Self Esteem	
		Past Trauma	
Additional details:			

PARENT/CARER CONTACT DETAILS

Name:	Relationship:	Phone:
Address:		Email:
Name:	Relationship:	Phone:
Address:		Email:

LIVING SITUATION

Is the young person in the care of the Minister? Y / N		
Length of time in care:	Name of Caseworker:	Phone:
Where is the young person currently living and with whom?		

FAMILY BACKGROUND

Young person's country of birth:	
Parents' countries of birth:	
Is the young person or their family members of Aboriginal or Torres Strait Islander origin? Yes / No / unknown	
Are any languages other than English spoken at home? Yes / No / unknown	
Is an interpreter required Yes/ No	Language:
Does anyone in the family have a disability? Yes / No / unknown	
If yes, who? Mum or Dad / young person / brother or sister / other	

EMPLOYMENT DETAILS

Mother	Father
<i>F/T P/T Casual Centrelink Benefits</i>	<i>F/T P/T Casual Centrelink Benefits</i>
Young person	Carer
<i>F/T P/T Casual Centrelink Benefits</i>	<i>F/T P/T Casual Centrelink Benefits</i>

OTHER SUPPORT AGENCIES INVOLVED

Name of Agency(eg case worker, psychologist, Speech pathologist etc)	Contact Person	Phone
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COURT DETAILS

Has the young person appeared in court/been involved with Juvenile Justice? Y / N

Criminal / family / children's / unknown

Please provide details of any pending charges/previous convictions etc:

OTHER INFORMATION RELEVANT TO STUDENT BACKGROUND AND WELLBEING

FORMAL ASSESSMENTS/TESTS CONDUCTED (please outline and/or attach results if possible)

Referrer Signature:

PLEASE RETURN COMPLETED FORM TO:
Waranara School
11 Mathieson Street, Annandale NS 2038
EMAIL: reception.waranara@goodshep.org.au

OFFICE USE ONLY

Initial Interview Date			
Interview Outcome	Accepted/Not accepted		
Commencement Date		ID ISSUED	



**MACKILLOP EDUCATION
WARANARA**

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MACKILLOP EDUCATION WARANARA SCHOOL ENROLMENT FORM

This enrolment form is to be completed in English. If you need an explanation of any of the questions or help in completing this application, please ask assistance from the school staff. You are welcome to provide further information on an attached sheet.

Please refer to pages 5 and 6 of this form for details about completing this form and documents that you are required to provide to the school. **An explanation of the purpose and use of the information you provide is given on page 29.**

Student Details

A. Student details

Family name

First given name

Second given name

Preferred first name

Gender/Sex Male Female

X

Date of birth / /
Day Month Year

Into which year are you seeking to enrol this student?
(mark only one box)
9 10 11 12

Date of Enrolment / /
Day Month Year

Intended start date / /
Day Month Year



Student Details

ABORIGINALITY

Is the student of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Island or Both Aboriginal and Torres Strait Islander

**LANGUAGES OTHER THAN ENGLISH
SPOKEN AT HOME**

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

No, English only Yes

If **yes**, what language(s) other than English are spoken at home?

Please write the actual language(s) used, for example Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.

Main language other than English spoken at home by the student

Other language(s)

COUNTRY OF BIRTH

What is the country of birth of the student seeking to be enrolled?

STUDENT'S RESIDENCY STATUS

What is the student's residency status

Australian citizen New Zealand Norfolk Islander
 Permanent resident Temporary visa holder Residence determination

A student born in Australia is only automatically an Australian citizen if at least one parent was an Australian citizen or permanent resident when the student was born. If the student is a temporary visa holder, please contact the Temporary Residents Program on 1300 300 229. If the student is holding or applying for visa subclass 571, please contact the International Students Program on 1300 302 456.

If born overseas, on what date did the student arrive in Australia?

/ /
day month year

For Australian born citizens, if the student was living overseas for two or more years, on what date did the student return to Australia?

/ /
day month year

If the student is a permanent or temporary visa holder please provide the following information

Current visa sub-class

Visa expiry date

/ /

D. Parent/Carer 2 with whom this student normally lives (cont'd)

SCHOOL EDUCATION

What is the highest level of schooling completed?

For persons who never attended school, mark "Year 9 or equivalent or below" (mark one box only).

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

No non-school qualification

Cert I to IV (incl trade certificate)

Adv diploma/diploma

Bachelor degree or above

LANGUAGES OTHER THAN ENGLISH

SPOKEN AT HOME

Does this parent/carers speak a language other than English at home?

No, English only

Yes

If **yes**, what language(s) other than English are spoken at home?

Please write the actual language(s) used, for example Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.

Main language other than English spoken at home by the parent/carers 1

Name/s, ages & relationship to student	Name:	Age:	Relationship:
	Name:	Age:	Relationship:
	Name:	Age:	Relationship:

Family Details

E. Parents/carers not living with this student (cont'd)

OCCUPATION GROUP

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See p16 for more information and examples.

- Group 8 Have not been in paid work in the last 12 months
- Group 4 Machine operators, hospitality staff, assistants, labourers and related workers
- Group 3 Tradesmen/women, clerks and skilled office, sales and service staff
- Group 2 Other business managers, arts/media/sportspersons and associate professionals
- Group 1 Senior management in large business organisation, government administration and defence, and qualified professions

Occupation

SCHOOL EDUCATION

What is the highest level of schooling completed?

For persons who never attended school, mark "Year 9 or equivalent or below" (mark one box only).

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

EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

- No non-school qualification Cert I to IV (incl trade certificate) Adv diploma/diploma Bachelor degree or above

CONTACT DETAILS**

****You may choose not to enter contact details. If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).**

	Comments
Phone number (mobile) <input type="text"/>	<input type="text"/>
Phone number (home) <input type="text"/>	<input type="text"/>
Phone number (work) <input type="text"/>	<input type="text"/>

Preferred email address for correspondence

Residential address (eg 1 High Street, Sydney, NSW, 2000)

Additional emergency contacts

G. Additional emergency contacts

Please nominate two people over the age of 18 years who may be contacted in the event of an emergency if the school is unable to contact the parents/carers listed in Section C. Ideally each contact should be someone who lives in the neighbourhood of the school. Please ensure that you have discussed with these people their willingness to be emergency contacts.

CONTACT DETAILS (first preference)

Family name

Given name

Relationship to student (eg neighbour/aunt/uncle)

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

Comments

Phone number (mobile)

Phone number (home)

Phone number (work)

CONTACT DETAILS (second preference)

Family name

Given name

Relationship to student (eg neighbour/aunt/uncle)

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

Comments

Phone number (mobile)

Phone number (home)

Student details - additional information

H. Students with additional learning and support needs, including disability

Has it been identified that the student has a disability? Yes No

Legislation and Waranara School's policies recognise that adjustments may be required for students with special needs, including students with disability, so that they can participate at school. School personnel and parents work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Is there anything that you do or modify at home that may help us at school to meet the student's educational needs? Yes No

If yes, please specify

Please indicate any learning adjustments that may be required to allow the student to participate at school (complete only if applicable)

- changes to learning programs and/or teaching strategies
- communication, eg speaking and/or listening
- modification to equipment, furniture, learning spaces and/or learning materials
- support for personal care needs, eg hygiene, mealtimes and/or health care needs
- social support to engage safely with other children and teachers

other (please specify)

Please indicate if the student has been diagnosed with any of the following

- | | | |
|--|---|--|
| <input type="checkbox"/> ASD | <input type="checkbox"/> a hearing impairment | <input type="checkbox"/> a language disorder |
| <input type="checkbox"/> a physical disability | <input type="checkbox"/> difficulties in learning | <input type="checkbox"/> acquired brain injury |
| <input type="checkbox"/> behaviour disorder | <input type="checkbox"/> intellectual disability | <input type="checkbox"/> mental health disorder (anxiety/depression) |

a vision impairment

other (please specify)

Has any previous education provider prepared a documented plan to support the student's additional learning needs? Yes No

If yes, please provide



Student details - additional information

J. Student medical details and health conditions (cont'd)

8. What is the expiry date of the adrenaline autoinjector that will be provided to Waranara School?

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

month

year

If not known at the time of completing this form, Waranara School will require this information on enrolment.

9. Does your child have an ASCIA Action Plan for Allergic Reactions?

Yes No

10. If yes, is this plan attached?

Yes No

It is important that a copy of any updated plan is provided to Waranara School.

11. Please list any other medication prescribed for this allergy

--

Waranara School will require further details in relation to prescribed medication.

Parents of children who require their child to be administered prescribed medication at Waranara School must complete a written request. Waranara School can provide you with a copy of a request form.

MEDICAL CONDITIONS OTHER THAN ALLERGIES AND ANAPHYLAXIS (eg ASTHMA, DIABETES, EPILEPSY, ANXIETY/DEPRESSION, ADHD, PTSD, OCD, EATING DISORDER)

Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space, please attach additional pages and include answers to all 7 questions that follow).

Medical Condition

--

1. Has a doctor diagnosed this condition?

Yes No

2. Has your child been hospitalised with this condition?

Yes No

3. If yes, which hospital?

--

4. Does your child have a documented action plan form a doctor (eg asthma action plan)?

Yes No

5. If yes, is this plan attached?

Yes No

6. Is your child taking prescribed

Yes No

Student details - additional information

K. Student's history relevant to risk assessment

Waranara School has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide us with information that will help facilitate the smooth transition of the student into this specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To our knowledge, is there anything in the student's history or circumstances (including medical history not listed in Section H) which might pose a risk of any type to this student, other students, or staff at this school?

Yes No

If yes, please provide a brief description of the student's medical or other history which might pose a risk of any type to him or her, other students, or staff at this school.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does the student have any history of violent behaviour? Yes No

If yes, please provide details.

Has the student ever been suspended or expelled from any previous school Yes No

If yes, was this for:

Actual violence to any person? Yes No

Possession of a weapon or any item used to cause harm or injury Yes No

Threats of violence or intimidation of staff, students, or others at school? Yes No

Illegal drugs? Yes No

Are you aware of any other incidents of the kind listed above in which the student has

Personal Information and Declaration of Accuracy

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to Waranara School will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by Waranara School to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of student outcomes as well as funding requirements.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting Waranara School. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact Waranara School.

If you chose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the school or meeting your child's education needs.

Further information about the collection of information while your child is enrolled at Waranara School, and how we protect your privacy, is available from the Waranara School.

Your consent and declaration

I have provided information about the learning and support needs, including health condition(s) and/or history relevant to a risk assessment, related to the student listed in Section A of this application form.

I consent to Waranara School seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named on page 1.

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide Waranara School with information about any condition that has been identified in this application. This may include any other aspects of the student's health that may impact on the condition or on the health and safety of this student or other students at Waranara School or on staff at Waranara School.

Declaration of accuracy

I have read the information on this page concerning the collection of personal information.

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete.

Where I have given personal information about other people I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this form may be changed.

Signature of parent/carer

(At least one of the student's parents/carers must sign the enrolment form)

Print name

OFFICE USE ONLY

Record of evidence

Original documents must be sighted and photocopied.

All students

Student Identity (*name and age eg birth certificate, passport, etc*)

Yes No

Residential address (*eg rates notice, rental agreements, electricity accounts, etc*)

Evidence supplied Yes No

In area? Yes No

In addition, for students who are not Australian citizens, more information is required.

Passport or travel documentation no.

□□□□□□□□□□□□□□

Country of issue

□□□□□□□□□□□□□□

Current visa sub-class (*if applicable*)

□□□

Previous visa sub-classes (*if applicable*)

□□□ □□□ □□□ □□□

In addition (*for temporary visa holders*)

Authority to Enrol Code

□□□□□□□□□□□□□□

Medical/emergency plans sighted and copied (*eg ASCIA Plan*)

Yes Not applicable

Disability or other support needs, including any personal learning and support plan sighted and copied

Yes Not applicable

Any family law, AVOs or other relevant

Enrolment notes

Principal's checklist

1. Enrolment interview conducted
Yes No

2. Special circumstances, additional support needs and student history assessed? Yes
 Not required

3. Risk assessment required?
Yes No

If yes, risk assessment conducted?
Yes

4. Is personalised learning and support required for this student? Yes No

If yes:
Consultation with parents/carers conducted? Yes

Planning to personalise learning and support completed? Yes
 Not required

Behaviour Management Plan (violence) developed? * Yes
 Not required

Behaviour Management Plan (other) developed? * Yes
 Not required

Individual Health Care Plan developed? * Yes Not required

Emergency response plan developed? ** Yes Not required

5. Communication of documented provision/s and plan/s to relevant staff?

** It may be necessary to defer the finalisation of enrolment until this action has been taken. This may require development of an interim plan until all relevant medical or other information has been obtained. Consideration must be given to all special needs when developing behaviour management or health care plans. Any deferral should be no more than reasonably necessary to collect the*

Completing the enrolment form for the School - Information Sheet

Having trouble with this form? If you have difficulty understanding this form or would like further information, please call the School on 8025 3400

If you need assistance with English please call the **Telephone Interpreter Service** on telephone **131 450** and ask for an interpreter in your language. The operator will get an interpreter on the line to assist you with your conversation. You not be charged for this service.

How to complete this enrolment form

- All applicants **must** complete sections A, B, C, E, H and I
- You **may** be required to complete sections D, F and G
- Use a black or blue pen to fill in this form
- When you are asked to mark a box, put a tick or a cross in the box like this

L	I	K	E		T	H	I	S	
---	---	---	---	--	---	---	---	---	--
- When you are asked to put information into boxed, put single capital letter in each box and leave a box

Write as clearly as possible in the box

- Please print as neatly and legibly as possible like this:

Complaints, Compliments and Suggestions

If you have a complaint, compliment or suggestion or are concerned about any aspect of our services we're keen to hear from you.

We encourage you to contact the school to talk about your concerns, as most problems can be solved by talking to the school office staff, your child's teacher or the school principal. They know your child and are best placed to help you. Also, it's best if you let them know about your concerns as early as possible.

We will deal with your issue thoroughly and fairly and we have a clear process for resolving problems.

Checklist

When you come to Waranara School to enrol, please bring these original documents with you:

- Proof of student's residential address** (eg council rates notice, residential lease, electricity accounts, statutory declaration etc)
- Birth certificate or identity documents**
- Most recent school report**
- Immunisation record**

In addition

If your child is the subject of family law matters you will need to provide:

- Copies of any family law or other relevant court orders**

In addition

If your child has health, disability or other support needs you will need to provide:

- Copies of medical/health care or emergency action plans**
- Evidence of any disability or other support needs, including any learning and support plans**

In addition

Non-Australian Citizens

If your child is a permanent resident but not an Australian citizen you will need to provide:

- Passport or travel documents**
- Current visa and previous visas** (if applicable)

In addition

Temporary visa holders

If your child is a temporary visa holder you will need to provide:

- Passport or travel documents**
- Current visa and previous visas** (if

Parent Occupation Groups

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to Waranara School.

You will need to use this table to complete the “Occupation Group” section on pages 3, 4 and 7.

The five groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group (1, 2, 3, 4 or 8) that you think best describes your occupation.

If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

Group 8	<ul style="list-style-type: none"> You have not been in paid work in the last 12 months
Group 4 Machine operators, hospitality staff, assistants, labourers and related workers	<ul style="list-style-type: none"> Drivers, mobile plant, production/processing machinery and other machinery operators Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper) Office assistants, sales assistants and other assistants Office (typist, word processing/data entry/business machine operator, receptionist, office assistant) 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) Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant) Labourers and related workers Defence Forces ranks below senior NCO not included below Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand) Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)
Group 3 Tradesmen/women, clerks and skilled office, sales and service staff	<ul style="list-style-type: none"> Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. 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) Skilled office, sales and service staff Office (secretary, personal assistant, desktop publishing operator, switchboard operator) 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)
Group 2 Other business managers, arts/media/sports	<ul style="list-style-type: none"> Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business photographer, designer, illustrator, proof reader, sportsmen/woman, coach, trainer, sports official

<p>persons and associate professionals</p>	<ul style="list-style-type: none"> ▪ Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing) ▪ Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer) ▪ Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency) ▪ Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, 	<ul style="list-style-type: none"> ▪ Associate professionals generally have diploma/technical qualifications and support managers and professionals ▪ Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional ▪ Business/administration (recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager) ▪ Defence Forces senior Non-Commissioned Office
<p>Group 1 Senior management in large business organisation, government administration and defence and qualified professionals</p>	<ul style="list-style-type: none"> ▪ Senior executive/manager/department head in industry, commerce, media or other large organisation ▪ Public service manager (section head or above), regional director, health/education/police/fire services administrator ▪ Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director) ▪ Defence Forces Commissioned Officer ▪ Professionals generally have degree or high qualifications and experience in applying this knowledge to design, 	<p>develop or operate complex systems,; identify, treat and advise on problems; and teach others</p> <ul style="list-style-type: none"> ▪ Health, Education, Law, Social Welfare, Engineering, Science, Computing professional ▪ Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer) ▪ Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.



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MACKILLOP EDUCATION WARARANA SCHOOL PERMISSION NOTE TO ESTABLISH A DIGITAL LEARNING ACCOUNT FORM

Dear Parent(s)/Carer(s),

We have established a Digital Learning Environment at MacKillop Education Waranara School. To enable your young person to access this service, we will be required to use their name and date of birth so that we can create a user account for Schoology – Google Education. This will allow each student to access Waranara School’s learning programs and communicate with staff online.

I,

..... (parent(s)/carer(s) hereby give permission for the School to use the name and date of birth of my

daughter/son

for the purpose of establishing an online Schoology account.

Signed..... Date...../...../.....



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MACKILLOP EDUCATION WARANARA SCHOOL CONSENT TO SHARE INFORMATION FORM

The School will work closely with other agencies to coordinate the best support for you.

Your informed consent for the sharing of information will be sought and respected in all situations.

Student Name:.....

Proposed use and disclosure of my personal information

I understand that the following service(s) are recommended and relevant information about me may be forwarded to the agency(s) that provide these services so that I receive the best possible service. The purpose of this service has been explained to me and I consent to the sharing of my personal information to assist in achieving it.

Service Type	Name of Agency	Type of Information

My Student Wellbeing Adviser has discussed with me how and why certain information about me may need to be provided to other service providers.

I understand the recommendations and I give my permission for the information to be shared as detailed above.

Signed:

Student over 16 years old

Parent(s)/Carer(s) of student under 16 years old

Signed:

Date:

Student Wellbeing Adviser



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MACKILLOP EDUCATION WARANARA SCHOOL MEDICATION CONSENT FORM

Name of child: _____

Name of medication: _____

Prescription: Non-Prescription:

Dosage: _____

Date(s) medication to be given: _____

Times medication to be given: _____

Reasons for medication: _____

Possible side effects: _____

Name and phone number of prescribing physician:

I, _____, (parent(s)/carer(s) give permission to authorised staff member(s) to administer medication to my child as indicated above.

Parent(s)/Carer(s) Signature:

.....

Date:



MULTIMEDIA CONSENT FORM

This form is to be completed by individuals (or their parent(s)/carer(s) if under 16) asked to participate in the production of video, audio or photographic content for use the School.

I consent to the capture of: **or** as a parent(s)/carer(s), I consent to the capture of:

- | | |
|---|--|
| <input type="checkbox"/> Still images (photographs) of myself | <input type="checkbox"/> Still images (photographs) of the person in my care |
| <input type="checkbox"/> Moving images (film/video) of myself | <input type="checkbox"/> Moving images (film/video) of the person in my care |
| <input type="checkbox"/> Audio recordings of myself | <input type="checkbox"/> Audio recordings of the person in my care |
- I agree that the content can be used in a number of media (including but not limited to print/digital/electronic media) by MacKillop Education Waranara School and/or by agents authorised by MacKillop Education Waranara School.
- I have discussed the potential use and implications of making the content to the public and I consent to the image(s) and/or recordings to be made available to the public
- I agree that the content can be used in MacKillop Education Waranara School's annual report, newsletters, brochures/flyers
- I agree that the content can be used on MacKillop Education Waranara School's external website
- I agree that the content can be used on MacKillop Education Waranara School's intranet
- I agree that the content can be used in:

(name specific outputs)

- I understand that:
- Editing may be required by MacKillop Education Waranara School or by its authorised agents for stylistic, quality or technical purposes
 - The image(s) and/or recording(s) will be stored securely in appropriate file formats on servers belonging to MacKillop Education Waranara School and/or its authorised agents
 - MacKillop Education Waranara School is committed to processing information in accordance with the privacy principles used in Australia
 - The personal data collected on this form will be held securely

- Please tick if you understand that you can opt out of this agreement and that your request to opt out must be made in writing.

Please note that under no circumstances are young people under the care of the Office of the Children’s Guardian (NSW) to participate in media or photo opportunities.

Parent(s)/Carer(s) Name (please print):
.....

Parent(s)/Carer(s) Signature:
.....

Date:



**MACKILLOP EDUCATION
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MACKILLOP EDUCATION WARANARA SCHOOL PERMISSION FORM

STUDENT NAME:

ALLERGIES:

MEDICATION:

EMERGENCY CONTACT NAME & NUMBER:

1. EXCURSIONS

Throughout the year there will be opportunities for students to travel outside the school grounds for excursions/activities.

- I give permission for my young person to participate in all off-site excursion activities.
- I require the School to seek my permission for each separate off-site school excursion prior to my young person participating.

2. TRAVEL ON THE SCHOOL'S NSW BUS

We use the School's bus to attend Friday activities and other group activities from time to time.

I give do not give permission for my young person to travel on the School's bus.

3. PUBLIC TRANSPORT

At times our excursions require the use of public transport.

I give do not give permission for my young person to travel on public transport during an excursion.

4. STAFF CARS

Occasionally staff members' cars need to be used to transport students to school, excursions or medical appointments. Please note that all vehicles are fully insured.

I give do not give permission for my young person to travel in staff cars.

5. ADMINISTRATION OF PARACETAMOL

Occasionally a student will request Paracetamol for pain relief. The School staff will administer 2 tablets at a maximum of every four hours.

- Please administer Paracetamol each time the student requests it
- Please contact me before it is given
- I do not give permission under any circumstances for Paracetamol administration

6. ADMINISTRATION OF NICOTINE REPLACEMENT

- I give permission for my young person to be given Nicotine replacement if they request it.
- Please contact me before it is given
- I do not give permission under any circumstances for my child to be given Nicotine replacement

Parent(s)/Carer(s) Name (please print):

.....

Parent(s)/Carer(s) Signature:

.....

Date:



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REQUEST FOR INFORMATION - ENROLMENT APPLICATION

Dear Colleague,

Waranara School has received an Enrolment Request from the below mentioned student. To assist in this process and to ensure the required support for the student is provided, please complete the following form and provide the documentation as noted and email it back to

Reception.waranara@goodshep.org.au

Thank you,

Rachael Peet, Principal Waranara School

NAME OF APPLICANT: _____ Year _____

Dates enrolled at your school _____

1. ACADEMIC / BEHAVIOUR / ATTENDANCE INFORMATION

a) Does the student have any learning or special needs? Yes No If yes, details:

following documentation is required:

PERSONALISED LEARNING SUPPORT PLAN

Is the student exiting a special education unit?

Details: _____

b) Does the student use any adjustments to learn? Please list

c) Are there any relevant risk assessments or behaviour management plans in place? Yes

No

If YES, the following documentation is required: **BEHAVIOUR MANAGEMENT PLAN**
RISK MANAGEMENT PLAN

1. Does this student have a documented history of violence (including suspension/expulsion), threats of violence, possession on school premises with a weapon or implement used or Intended to cause harm, use of illicit drugs or legal drugs in a manner not prescribed, or use of alcohol while at school or on school related activities?

Yes No If YES, please describe.

2. What is the Students current attendance percentage?

a) NCCD Was or is the student included in your NCCD Census? Yes
No If yes, please indicate below

Category	Cognitive	Social/Emotional	Physical
LEVEL OF ADJUSTMENT	QDTP <input type="checkbox"/>	QDTP <input type="checkbox"/>	QDTP <input type="checkbox"/>
	Supplementary <input type="checkbox"/>	Supplementary <input type="checkbox"/>	Supplementary <input type="checkbox"/>
	Substantial <input type="checkbox"/>	Substantial <input type="checkbox"/>	Substantial <input type="checkbox"/>
	Extensive <input type="checkbox"/>	Extensive <input type="checkbox"/>	Extensive <input type="checkbox"/>

3. WELFARE

- a. Does the student see the school counsellor? Yes No
- b. Do any other organisations (eg Headspace, youth services, medical/health professionals) provide services to the student? Yes No

If YES, please provide details _____

Please describe observations of the student at school. Ie learning, behaviour, social interaction

Report prepared by: (Signature)

Name: Title:.....

Please check that the relevant documents have been attached:

	Personalised Learning Support Plan or IEP
	Risk management Plan
	Health Care Plan
	ASCIA Action Plan for Anaphylaxis
	Behaviour management Plan