

## Application for enrolment procedure

### Rationale

At Mount Barker High School we are dedicated to students achieving their best educational and personal outcomes. The best outcomes start from a positive transition into a new learning environment. It is our belief that our young people are more than the grades they produce, we want to support the student in a holistic manner including their health and wellbeing. Young people with flourishing physical and mental health produce the best outcomes.

As such we have a detailed application form to gather important background information to assist us to provide the appropriate in-house and external agency support to enable the smoothest transition to Mount Barker High School possible. It is important to note that although services may be offered it will be optional in most cases for the family to proceed with the recommended support. Information shared in the application document will remain confidential.

### The enrolment process is as follows:

1. Application for enrolment form is completed and returned to Mount Barker High School
2. Application is assessed by the Wellbeing Coach
3. Previous school of enrolment and any other relevant people will be contacted
4. If the decision is made to support the enrolment you will be contacted to arrange an interview (if Mount Barker High School is your school of right your enrolment will be supported)
5. If the decision is made not to support the enrolment you will be notified including the reason for denying the enrolment

### Completing the Application:

<b>Student Name</b>	<i>Full legal name</i>
<b>Date of Birth</b>	<i>As stated on the birth certificate</i>
<b>Year Level</b>	<i>Year level you expect the student to be enrolled in</i>
<b>Last day attended</b>	<i>Date of last day attended or expected to attend current school</i>
<b>Reason for enrolment</b>	<i>i.e. change of residential address, student now living with a different parent, wish to bypass my school of right because...</i>
<b>Expected starting date</b>	<i>Date you wish the student to start (please be mindful that the enrolment process can take about a week depending on the time of year)</i>
<b>Enrolling parent/legal guardian</b>	<i>The name of the enrolling adult or self if an independent student. Please note that applications cannot be processed unless supported by the biological parent or legal guardian</i>
<b>Address</b>	<i>Where you will be residing at the time of enrolment</i>
<b>Phone</b>	<i>Most contactable phone number/s</i>
<b>Email</b>	<i>Most commonly used email address</i>
<b>Serious Medical Condition</b>	<i>i.e. asthma, diabetes, etc</i>
<b>Siblings at school</b>	<i>Siblings that currently attend Mount Barker High School</i>
<b>Special Needs (N.E.P.)</b>	<i>Indicate Yes if the student has a verified learning disability. They should have a negotiated education plan from their previous school</i>
<b>Incidences of inappropriate behaviour in the last 12 months</b>	<i>Number of take home, suspension or exclusion days, removed from class and reasons for these consequences. Please note that we are unable to enrol students currently under suspension or exclusion</i>
<b>Barriers to learning</b>	<i>If relevant, circle the listed barrier/s and provide brief details. E.g. Attendance: hasn't attended for the last 5 weeks</i>
<b>Mental health needs</b>	<i>If relevant, circle the need/s and provide details. E.g. Anxiety: triggered by large crowds, fortnightly appointment with CAMHS</i>
<b>Declaration</b>	<i>Read, sign and date the form.</i>

## **Documents needed at the enrolment interview**

At the interview stage you will need to produce the following documents so that we can proceed with the enrolment. If the documents are not presented at the interview, the enrolment may be delayed until they are sighted.

The required documents if applicable to the enrolling student are:

- Birth certificate
- Proof of residential address (lease agreement, utilities bill, drivers licence)
- Legal guardianship documentation (if not the biological parent)
- Independent student documentation
- Custody orders
- Reports supporting the disability verification
- N.E.P. documentation
- Visa documentation
- Information Sharing Form and Guardianship of the Minister notification from Families SA (For Guardianship students)



## Application for Enrolment

*NB. Completion of this form is not an enrolment approval. You will be contacted as soon as possible on return and processing of this form. All information will remain confidential. If enrolment is denied, this document will be disposed of accordingly.*

Completed forms can be returned to: [dl.0783\\_admin@schools.sa.edu.au](mailto:dl.0783_admin@schools.sa.edu.au)

Student Name:					
Date of Birth:		Year Level:			
School Transferred from:					
Last Day Attended:					
Reason for enrolment:					
Expected Starting Date:					
Enrolling Parent/Legal Guardian:	<i>Note: As per DECD policy, enrolment cannot be processed without biological parent / legal guardian approval</i>				
Address:					
Phone:					
Email:					
Serious Medical Condition:					
Health Care Plan Required:	Yes	No			
Custody/Intervention/Interim Order:	Yes	No	Order Attached:	Yes	No
Siblings at School:	Yes	No	Names:		
Special Needs: (N.E.P.)	Yes	No			
Incidences of inappropriate behaviour in the last 12 months:	<i>Please include any suspensions, exclusions and reasons for these consequences</i>				
Barriers to Learning:	Attendance	Learning Needs (non NEP)	Social/Emotional	Juvenile Justice	
	Details				
Mental Health Needs:	Anxiety	Depression	Self-Harm	Suicidal Thoughts	
	Other	Therapist			
	Details				
<p><b>Declaration:</b>          I declare the above information to be true and correct. I understand permission is not required for Mount Barker High School staff to contact the student's previous school of enrolment. I understand that false information may result in the termination of my child's enrolment.</p>					
Parent/Legal Guardian:				Date:	

Office Use Only					
Date Processed:		Processed By:	Student ID:		
Enrolment Form		Behaviour Management Form	Computer Agreement Form		
Image Consent Form		ED046	Student Record Folder		

## Enrolment Documentation Checklist

To be checked off during the enrolment interview:

- / NA Birth certificate
- / NA Proof of residential address (lease agreement, utilities bill, drivers licence)
- / NA Legal guardianship documentation (if not the biological parent)
- / NA Independent student documentation
- / NA Custody orders
- / NA Reports supporting the disability verification
- / NA N.E.P. documentation
- / NA Visa documentation
- / NA Information Sharing Form and Guardianship of the Minister notification from Families SA (For Guardianship students)