

Documents

APPLICATION FOR STUDENT ENROLMENT FORM

PROSPECTIVE STUDENT'S NAME:

Has the Student attended this School previously?

Yes No

If Yes, provide details of this enrolment (ie. dates/previous names etc):

Has the student ever attended a Queensland State School?

Yes No

If Yes, provide name of school and approximate date of enrolment:

Does the Student have a sibling at this School?

Yes No

If Yes, provide name and year level:

PRIVACY STATEMENT

The Department of Education, Training and the Arts (DETA) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006) and in particular for:

- i. assessing whether your application for enrolment should be approved;
- ii. administering and planning for providing appropriate education, training and support services to students;
- iii. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff; and
- iv. communicating with student and parents.

This collection is authorised by ss 155, 428 and 433 of the EGPA 2006. DETA will disclose personal information

from this form to the Queensland Studies Authority (QSA) when opening student accounts, in compliance with ss. 253 and 254 of the EGPA 2006. Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information from optional questions is supplied to the Commonwealth Department of Education, Science and Training in compliance with Commonwealth/State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law and otherwise in accordance with Information Standard 42 – Information Privacy (http://www.governmentict.qld.gov.au/02_infostand/standards/is42.pdf). Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the enrolling school in the first instance.

FAMILY DETAILS

Names of adults with whom this student lives

Parent/Caregiver 1

Parent/Caregiver 2

Family Name

Given Names

Title

Sex

Male Female

Male Female

Relationship To Student

Occupation

This question is optional

What is the occupation group of the parent/ caregiver?

(refer to provided sheet for the list of Parental Occupation Groups)

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Please select the appropriate Parental Occupation Group from the provided list. If the person is not currently in paid work but has held a job in the last 2 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter ' ' in the box above.

Office Use Only

Date Enrolled

Year Level

Learning Difficulty/Special Ed. Support

Student ID

Roll Class

Birth Certificate Sighted

Yes No

EQ ID

House

Transfer Note Sighted

Yes No

MIS ID

Semesters Completed

Is the student 18 years of age at time of enrolment?

Yes No

Learner Unique ID

Distance to School

If Yes, has Mature Age Check been completed?

Positive Notice Exempt

FTE

Associated Unit

Visa and Associated Documents sighted

Yes No

Campus

ESL

Yes No

EQI Category

STUDENT DESTINATION DETAILS FROM EXIT INTERVIEW

Destination

Queensland / Interstate / Overseas

Date Left

Destination School / Other Location

Sector

Prep / Primary / Secondary / VET / University / Other

Full Time Part Time

Reason for leaving

FAMILY DETAILS (cont’d)

Parent/Caregiver 1

Parent/Caregiver 2

Work Location

Work Phone

Work Mobile

Home Phone

Home Mobile

E-Mail

Cultural Background

Country Of Birth

Needs Interpreter

Yes No

Yes No

This question is optional

What is the highest year of primary or secondary school the parents/caregivers have completed?
(for persons who have never attended school, mark "Year 9 or equivalent or below")

Parent/Caregiver 1

Parent/Caregiver 2

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

This question is optional

What is the highest qualification the parents/caregivers have completed?

Parent/Caregiver 1

Parent/Caregiver 2

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

Bachelor degree or above
Advanced Diploma/Diploma
Certificate I to IV (including trade certificate)

No non-school qualification

OTHER FAMILY INFORMATION (not including Access – complete the Student Access section if applicable)

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STUDENT & PARENT/CAREGIVER LANGUAGE DETAILS

This question is optional

Does the student or their parent/caregiver 1 or their parent/caregiver 2 speak a language other than English at home?

Student

Parent/Caregiver 1

Parent/Caregiver 2

No, English Only
Yes, Other – Please specify

No, English Only

Yes, Other – Please specify

No, English Only

Yes, Other – Please specify

If the student speaks more than one language other than English at home, indicate the additional languages that are spoken and the percentage spoken in this section only

%

%

STUDENT DEMOGRAPHIC DETAILS

Family Name

Given Names

Preferred Name

Sex

Male Female

Date of Birth

Is the student of Aboriginal or Torres Strait Islander origin?

No
Yes, Aboriginal

Yes, Torres Strait Islander
Yes, both Aboriginal and Torres Strait Islander

In which country was the student born?

Australia

Other (please specify)

Cultural Background

Religion (Response optional)

Is the student an Australian Citizen, Permanent Resident or holding an International Visa?

Australian Citizen/Permanent Resident

International Student – Date Of Arrival / /

STUDENT ORIGIN DETAILS

Origin

Queensland / Interstate / Overseas

Sector

Prep / Primary / Secondary / VET / University / Other

Full Time Part Time

Previous School/
Other Location

Previously Employed

Yes No

Full Time Part Time

ADDRESS DETAILS

Home Address

Mailing Title

Address Line 1

Address Line 2

Suburb/Town

State

Postcode

Mailing address (if it is the same as home address, write 'AS ABOVE')

Mailing Title

Address Line 1

Address Line 2

Suburb/Town

State

Postcode

EMERGENCY CONTACT DETAILS (Parent/Caregivers are automatically the 1st and 2nd emergency contact unless otherwise stated)

Emergency Contact 3

Emergency Contact 4

Name

Relationship (eg Aunt)

Home Phone

Work Phone

Home Mobile

Work Mobile

MEDICAL INFORMATION (including allergies)

Medicare Number

Doctor's Name

Doctor's Address

Doctor's Phone Number

Medical Condition
Symptoms/Treatment

Medical Condition
Symptoms/Treatment

Medical Condition
Symptoms/Treatment

Should your child need to take medication during school hours an Authority to Administer Medication to Students Form will need to be completed each year and retained at the office.

TRAVEL DETAILS

Mode of Transport to School

Walk Car Bus Bicycle Other

VISA DETAILS (if applicable) Receipt of Payment or Exemption Letter is required to be provided for enrolment to proceed

Passport Number

Passport Expiry Date

Visa Number

Visa Expiry Date

Visa Sub Class

Visa Fees Paid

Yes No Exempt

STUDENT ACCESS

Is there any limitation(s) on contact between the student and a parent or another person? If yes, attach a copy of current Court Order or registered parenting plan that contains the limitation(s).

Yes No

OTHER INFORMATION

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SIGNATURES

Parent/Caregiver 1/Independent Student

Parent/Caregiver 2

Signature

Date

Parental Occupation Groups for use with Parent / Caregiver details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

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 higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

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]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

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, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

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 Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

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 4: Machine operators, hospitality staff, assistants, labourers and related workers

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 [tradesman's 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 above

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]