

RECEIVED:	/ / 2017/18
RECEIPT:	

ENROLMENT NO:	
CATEGORY APP:	
ID NO:	

**APPLICATION FOR STUDENT ENROLMENT**  
(Please use BLOCK letters and a blue or black pen to complete this form)

**PRIVACY STATEMENT**

The Department of Education, Training and Employment (DETE) 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. Meeting reporting obligations required by law or under Commonwealth – State funding arrangements
- III. Administering and planning for providing appropriate education, training and support services to students;
- IV. Assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- V. Communicating with student and parents.

This collection is authorised by ss 155, 428 and 433 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority (QSA) when opening student accounts, in compliance with Part 2A of the Education (QSA) Act 2006 (Qld). 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 concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations 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. 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 your child's school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school in the first instance.

**ENTITLEMENT TO ENROLMENT**

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- Failure to adequately complete this enrolment form
- If the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- The applicant is a mature aged student (the applicant may not be enrolled without a positive notice)
- The applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 7)
- The applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of application
- The school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- The student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

**APPLICANT FAMILY NAME:**

**APPLICANT GIVEN NAMES:**

**APPLICATION FOR ENTRY INTO YEAR LEVEL:**

- Prep     1     2     3     4     5     6  
 2017     2018

**CATEGORY YOU WISH TO APPLY UNDER:**

- Local Catchment     Academic Merit     Performing Arts  
 Sporting Merit \_\_\_\_\_  
 Program of Excellence \_\_\_\_\_

**OFFICE USE ONLY**

Date Enrolled	__/__/__	Year Level		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Roll Class			
Birth certificate/passport sighted, copied and DOB confirmed.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
School House		ESL Support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated Unit		Visa and Associated documents sighted	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – Student Visa TV – Temporary Visa DS – Dependent – Parent on Student Visa EX – Exchange Student DE – Distance Education	

APPROVED:  YES  NO SIGNATURE \_\_\_\_\_ DATE: / /

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS			
Legal family name*: (as per birth certificate)			
Legal given names*: (as per birth certificate)			
Preferred family name:		Preferred given name:	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth:	___/___/___
Copy of birth certificate attached*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<small>Enrolment will not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EQI, a passport or visa will be acceptable.</small>	

\* Please refer to 'Application to enrol in a Queensland State School' (attached).

APPLICATION DETAILS				
Has the student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	___/___/___	Please provide the proposed starting date for the student at this school.		
Does the student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide name of sibling, year level and EQ ID Number.	Name	
			Year Level	
			Date of Birth	___/___/___
			School	

PROSPECTIVE STUDENT ADDRESS DETAILS					
Principal place of residence address					
Address Line 1					
Address Line 2					
Suburb/Town		State		Postcode	
Mailing Address (if it is the same as principal place of residence, write 'AS ABOVE').					
Address Line 1					
Address Line 2					
Suburb/Town		State		Postcode	
Email					

STUDENT FAMILY DETAILS		
Parents/Carers	Parent/Carer 1	Parent/Carer 2
Family Name		
Given Names		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to student		
Is the parent/carer an emergency contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## STUDENT FAMILY DETAILS

Parents/Carers	Parent/Carer 1	Parent/Carer 2
1 <sup>st</sup> Phone contact number	Work/Home/Mobile (please circle)	Work/Home/Mobile (please circle)
2 <sup>nd</sup> Phone contact number	Work/Home/Mobile (please circle)	Work/Home/Mobile (please circle)
3 <sup>rd</sup> Phone contact number	Work/Home/Mobile (please circle)	Work/Home/Mobile (please circle)
Email		
Employer name		
Occupation		
What is the occupation group of the parent/carer?	(Please select the parental occupation group from the list provided at the end of this form)	(Please select the parental occupation group from the list provided at the end of this form)
Country of birth		
Country of residence		
Does Parent/Carer 1 or Parent/Carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Line 1		
Address Line 2		
Suburb/Town		
State	Postcode	Postcode
Mailing Address (if it is the same as principal place of residence, write 'AS ABOVE').		
Address Line 1		
Address Line 2		
Suburb/Town		
State	Postcode	Postcode
Email		
Parent/Carer school education	What is the <i>highest</i> year of primary or secondary school Parent/Carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of primary or secondary school Parent/Carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Parent/carer non-school education	What is the level of the <i>highest</i> qualification Parent/Carer 1 has completed?	What is the level of the <i>highest</i> qualification Parent/Carer 2 has completed?
Certificate 1 to IV (including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/ Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

### PROSPECTIVE STUDENT ORIGIN DETAILS

Origin	Queensland / interstate / overseas (please circle)
Origin type	Primary / secondary / VET / university / other (please circle)
Previous school	

### INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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### RELIGION – RELIGIOUS INSTRUCTION\*

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<b>Do you want the prospective student to participate in religious instruction</b> Yes                      No
	<b>If yes, please nominate the religion</b>

### COUNTRY OF BIRTH\*

<b>In which country was the Prospective student born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia:      ___/___/___
<b>Is the prospective student an Australian citizen?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    (If no, evidence of student's immigration status to be completed)

### PROSPECTIVE STUDENT LANGUAGE DETAILS

<b>Does the prospective student speak a language other than English at home?</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
<b>Has the student received English Language Support (ESL)?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes – please specify where/when _____

### EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if student is NOT an Australian citizen)\*

<b>Permanent resident</b>	Complete passport and visa details section below*		
<b>Student Visa holder</b>	Date of arrival: _____/_____/_____	Date enrolment approved to: _____/_____/_____	EQI receipt number:
<b>Temporary Visa holder</b>	Complete passport and visa details section below*		
<b>Other, please specify</b>	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI		

#### Passport and visa details (to be completed for a student who is NOT an Australian citizen)

**NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'.**

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

*Passport number		Passport expiry date	___/___/___
Visa number		Visa expiry date (if applicable)	___/___/___
Visa sub class			

**EMERGENCY CONTACT DETAILS**

(Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)

	Emergency contact	Emergency contact
<b>Name</b>		
<b>Relationship (e.g. aunt)</b>		
<b>1<sup>st</sup> phone contact number</b>	Work/Home/Mobile	Work/Home/Mobile
<b>2<sup>nd</sup> phone contact number</b>	Work/Home/Mobile	Work/Home/Mobile
<b>3<sup>rd</sup> phone contact number</b>	Work/Home/Mobile	Work/Home/Mobile

**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\***Privacy Statement

The Department of Education and Training (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DET will not use this information to make a decision about a student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions.

Should your child need to take medication during school hours, an individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

No known medical conditions	<input type="checkbox"/>		
<b>Medical condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories provided)			
<b>Medical condition (including allergies/sensitivities), symptoms and management</b> (please refer to the list of Medical Condition categories provided)			
<b>Does the prospective student require any medical aids or devices</b> (such as glasses, contact lenses, prosthetics or orthotics)? (This is for the purpose of informing planning for school activities such as sport and school excursions)	<input type="checkbox"/> No <input type="checkbox"/> Yes – please specify		
Name of student's medical practitioner (optional)		Contact number of medical practitioner	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Medicare card number (optional)		Position number	
Cardholder name (if not in name of student)			
<b>Private Health Insurance company name</b> (if covered) (optional)		<b>Private health insurance membership number</b> (leave blank if company name not provided)	

**STUDENT WITH DISABILITIES**

Disability category:		Has student been ascertained?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**COURT ORDERS****Out of Home Care Arrangements\***

Under the Child Protection Act 1999, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care OOHC. Out-of-home care includes short or long term placements with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in resident care.

Is the prospective student identified as residing in out-of-home care	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority of Care.	Commencement date	/ /
	End date	/ /
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

**Family Court Orders\***

Are there any current orders made pursuant to the Family Law Act 1975 concerning the welfare, safety or parenting arrangements of the prospective student	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /

**Other Court Orders\***

Are there any other current court orders, such as domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /

**TRAVEL DETAILS**

Mode of transport to school	<input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Other _____
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**APPLICATION TO ENROL**

I hereby apply to enrol my child or myself at **Banksia Beach State School**.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/Carer 1	Parent/Carer 2	Student
Signature			
Date	___/___/___	___/___/___	___/___/___

## ORIGINAL DOCUMENTS REQUIRED FOR ALL APPLICATIONS

We must sight the following ORIGINAL DOCUMENTS plus one (1) PHOTOCOPY OF EACH DOCUMENT (CERTIFIED COPIES WILL NOT BE ACCEPTED). *Please note the school does not provide a photocopy service.*

### CHILD'S ORIGINAL BIRTH CERTIFICATE

If the child was born in Australia, please note that it is a Commonwealth Government proviso that for Australian births after 20 August 1986, the child's birth certificate must be accompanied by evidence that, at the time of birth, at least one of the parents was an Australian citizen.

### AND/OR IF REQUIRED

- AUSTRALIAN CITIZENSHIP CERTIFICATE (of student OR parent), or
- AUSTRALIAN OR NEW ZEALAND PASSPORT (of student NOT parent), or
- APPROPRIATE VISA

### ADDITIONAL ORIGINAL DOCUMENTS LOCAL CATCHMENT AREA

We must see the following ORIGINAL documents (applications must include the original to be sighted by the school **and a photocopy of each document**)

#### (A) HOME OWNERS:

- Signed, unconditional sale agreement; **and**
- Current Moreton Bay Regional Council Rates Notice, and
- Current account for supply of domestic electricity (showing usage); **and**
- Completed Statutory Declaration** (witnessed, signed and stamped by a Justice of the Peace or Commissioner for Declarations (*form included in the application package*))

OR

#### (B) LEASE HOLDERS

- Rental Agreement stamped and signed by real estate agency: **and**
- Original receipt from the Residential Tenancies Authority (RTA) for lodgement of the rental bond; **and**
- Current account for supply of Domestic Electricity (showing usage); **and**
- Completed Statutory Declaration** (witnessed, signed and stamped by a Justice of the Peace or Commissioner for Declarations (*form included in the application package*))

### ADDITIONAL ORIGINAL DOCUMENTS MERIT CATEGORIES

We must see the following ORIGINAL documents (applications must include the original to be sighted by the school **and a photocopy of each document**)

#### SPORTING MERIT:

- Documentation of Sporting Achievement

#### PERFORMING ARTS MERIT:

- Documentation of Musical Achievement & audition
- Documentation of level of Music Achievement (negotiated AMEB certification, school reports & reports from private tutors)

**All Music Merit applicants will audition** (please see Banksia Beach State School website for registration/information details)

#### ACADEMIC MERIT:

- Child's original school reports for previous three semesters
- Results of Brigance Screen (Prep)
- Academic test results
- University of NSW test results

**ALL MERIT APPLICATIONS MUST INCLUDE PAYMENT OF NON-REFUNDABLE \$100 PROCESSING FEE (INCLUDES GST). PAYMENT BY CASH, CHEQUE, MONEY ORDER, EFTPOS OR CREDIT CARD. (Fee is subject to change without notice)**

Please note: Applications must be fully completed and include all documents. Applications which are incomplete will not be processed. Original documents may be collected from the school by a parent (identification required) or they can be returned by post (*Banksia Beach State School cannot accept any responsibility for documents sent in the post.*)

OATHS ACT 1867  
STATUTORY DECLARATION

LOCAL CATCHMENT AREA CATEGORY

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police.

The school Principal may repeal a decision to enrol a student in such circumstances.

I, \_\_\_\_\_  
(Parent/ Carer Name)

do solemnly and sincerely declare that:

1. I am applying for entry to Banksia Beach State School under the Local Catchment category on behalf of my child \_\_\_\_\_ (child's name).

2. This application is made in accordance with the *Banksia Beach State School Enrolment Management Plan*.

3. All documents enclosed with my application are original, true and correct.

4. The address cited in the application, namely,

\_\_\_\_\_  
\_\_\_\_\_ ,

falls within the Local Catchment Area as defined in the *Banksia Beach State School Enrolment Management Plan*.

5. This address is the Principal Place of Residence of myself and my family, including my child \_\_\_\_\_ (the applicant for entry) and that this is our permanent family arrangement.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signed: \_\_\_\_\_

Declared at \_\_\_\_\_ in the state of Queensland

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Before me

\_\_\_\_\_  
(Qualified Justice of the Peace or Commissioner for Declarations)

Stamp of Qualified  
Justice of the Peace  
or Commissioner for  
Declarations



## PARENTAL OCCUPATION GROUPS FOR USE WITH PARENT / GUARDIAN 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** [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 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]

## Education Queensland Standardised Medical Condition Category List

Acquired brain injury
Allergies /Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing -Tracheostomy
Airway/lung/breathing -Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Attention-deficit /Hyperactivity disorder (ADHD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

# Application to enrol in a Queensland State School

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 6).

## Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant's entitlement to enrolment are included on the front cover of the enrolment form.

## Questions which must be answered\*

The Application for Student Enrolment Form contains a number of questions marked with an (\*) which must be answered. These include – Student demographic details, Student address details, Student family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Student medical information and the Application to enrol. These questions and consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding.

## Parent's occupation and education

All parents across Australia, no matter which school their child attends, are being asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

## Sighting of birth certificate

Schools are required to sight a child's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport or visa documents will suffice). Mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

## Court Orders

Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

## Name on enrolment form

A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child's preferred family and given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless specifically requested by parents to use the preferred name only.

## Evidence of Student's Immigration Status

This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student's passport and visa.

## Medical information and emergency contacts

A child's medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

## Religion – Religious Instruction

Parents/carers are asked to identify a child's religion. From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked 'no religion' or 'no religion nominated' or a response is provided that is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time by notifying the principal in writing.

## Office use

This section is to be completed by the school and will assist in documenting specific details in relation to a student's enrolment, including confirmation of the sighting of documentary evidence such as a student's birth certificate, passport or visa and student's mature age status.