

## Application for Student Enrolment Form

### INSTRUCTIONS

Please refer to the Application to enrol in a Queensland State school information sheet overleaf when completing this application.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Commonwealth and State funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students regardless of their background.

The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

### 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. to meet 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; and
- v. communicating with student and parents.

This collection is authorised by ss 155 and 428 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 (Queensland Studies Authority) Act 2002*. 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;
- If the applicant is a Mature Aged Student, the applicant may not be enrolled without a positive notice;
- If the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 7);
- If the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application;
- If the school is a state special school and the applicant does not meet the criteria for enrolment in a special school;
- If 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);
- Where the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved;
- If the student is not an Australian resident/citizen or the child of an Australian permanent resident/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 to enrol).

Office Use Only					
Date Interviewed:	____ / ____ / ____	Year Level	EQ ID:		
Interviewed by:					
Independent Student	Yes <input type="checkbox"/> No <input type="checkbox"/>	Roll Class	Birth Certificate / Passport Sighted, copied and DOB confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
House			ESL Support	Yes <input type="checkbox"/> No <input type="checkbox"/>	
				To be determined <input type="checkbox"/>	
FTE		Associated Unit	Visa and Associated Documents sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Education Queensland International Category			SV - Student Visa		
			TV - Temporary Visa		
			DEP - Dependent – Parent on Student Visa		
			EX - Exchange Student		
			DE - Distance Education		

**STUDENT DEMOGRAPHIC DETAILS**

Legal Family Name * (as per Birth Certificate)			
Legal Given Names * (as per Birth Certificate)			
Preferred Family Name		Preferred Given Names	
Sex *	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth *	____/____/____
Copy of Birth Certificate Attached *	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Enrolment will not be approved without enrolling staff sighting and copying birth certificate – An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child 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 Education Queensland International (EQI), a Passport or Visa will be acceptable.			

**APPLICATION DETAILS**

Has the student ever attended a Queensland state school?	Yes <input type="checkbox"/> No <input type="checkbox"/>	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?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, provide name of sibling, date of birth and year level:	Name:
			Year Level:

**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
Student Mobile		Email	

**STUDENT FAMILY DETAILS**

Parents/Carers	Parent/Carer 1	Parent/Carer 2
Family Name*		
Given Names*		
Title	Mr / Mrs / Ms / Miss	Mr / Mrs / Ms / Miss
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Relationship to Student*		
Is the parent/carer an emergency contact? *	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Resides with Student*	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
1st Phone contact number *	Home / Mobile / Work	Home / Mobile / Work
2nd Phone contact number *	Home / Mobile / Work	Home / Mobile / Work
3rd Phone contact number *	Home / Mobile / Work	Home / Mobile / Work
Email		

STUDENT FAMILY DETAILS					
Parents/Carers		Parent/Carer 1		Parent/Carer 2	
Employer name					
Occupation					
What is the occupation group of the parent/carer?		<input type="text"/>	(Please select the Parental Occupation Group from the list provided on Page 8)	<input type="text"/>	(Please select the Parental Occupation Group from the list provided on Page 8)
Country of Birth					
Country of Residence					
Does the 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 Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify _____ Needs interpreter Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the parent an Australian citizen?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the parent a permanent resident of Australia?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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	
Parent/Carer School Education		What is the <i>highest</i> year of primary or secondary school the Parent/Carer 1 has completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')		What is the <i>highest</i> year of primary or secondary school the Parent/Carer 1 has completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent		<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 the Parent/Carer 1 has completed?		What is the level of the <i>highest</i> qualification the Parent/Carer 1 has completed?	
Certificate I 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"/>	

**STUDENT ORIGIN DETAILS**

<b>Origin</b>	Queensland / Interstate / Overseas
<b>Origin Type</b>	Prep / Primary / Other
<b>Name of Previous School/ Other Location</b>	

**INDIGENOUS STATUS**

<b>Is the student of Aboriginal or Torres Straight Islander origin?</b>	<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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**SPECIAL EDUCATION SUPPORT / SPECIAL NEEDS SUPPORT**

<b>Does the student have any history of special education support?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>If so, please state level of support &amp; what year</b>	<input type="checkbox"/> PI	<input type="checkbox"/> HI	<input type="checkbox"/> II	<input type="checkbox"/> SLI <input type="checkbox"/> ASD <input type="checkbox"/> VI
<b>Does the student have learning difficulties?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If so, in which subject?</b>		

**RELIGION**

From Year 1 your child will be placed in this nominated Religious Instruction class if it is available. If this section is left blank or marked 'no religion' or a non-religion is nominated, your child will be recorded as "No religion nominated"	
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**COUNTRY OF BIRTH \***

<b>In which country was the student born?</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify country) _____
<b>If born overseas – Date of Arrival in Australia</b>	_____/_____/_____	
<b>Is the student an Australian citizen?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, Evidence of Student's Immigration Status to be completed)	

**STUDENT LANGUAGE DETAILS**

<b>Does the student speak a language other than English at home?</b>	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, Other – Please specify _____

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

<input type="checkbox"/> Permanent Resident	<b>Complete Passport and Visa details section below</b>		
<input type="checkbox"/> Student Visa Holder	Date of Arrival	_____/_____/_____	
	Date enrolment approved to:	_____/_____/_____	
	EQI Receipt Number:		
<input type="checkbox"/> Temporary Visa Holder	<b>Complete Passport and Visa details section below</b>		
<input type="checkbox"/> Other, please specify _____	<b>Temporary Visa Holders must obtain an 'Approval to Enrol in a State School' from Education Queensland International</b>		
<b>Passport and Visa details (to be completed by a student who is NOT an Australian citizen)</b>			
<b>NOTE: A permanent resident will have a passport with a Permanent Residency Visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For 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.</b>			
<b>Passport Number</b>		<b>Passport Expiry Date</b>	_____/_____/_____
<b>Visa Number</b>	<b>Sub Class</b>	<b>Visa Expiry Date (if applicable)</b>	_____/_____/_____

**EMERGENCY CONTACT DETAILS** \* Please list relatives or friends (LIVING IN QUEENSLAND) for emergency contacts.  
 (DO NOT LIST PARENTS - Parents are attempted to be contacted first).

	Emergency Contact 1	Emergency Contact 2
Name		
Relationship (e.g.. Aunt)		
1st Phone contact number *	Home / Mobile / Work	Home / Mobile / Work
2nd Phone contact number *	Home / Mobile / Work	Home / Mobile / Work
3rd Phone contact number *	Home / Mobile / Work	Home / Mobile / Work

**STUDENT MEDICAL INFORMATION** (including allergies) \* (Please use list of Medical Condition Categories provided on Page 7)

My child does not have any known medical conditions.	<input type="checkbox"/>
<b>Medical Condition 1</b> (Include specific medical condition name if known)	
<b>Symptoms:</b> (List any symptoms school should look for)	
<b>Management:</b> (Include any special instructions the school should follow with regard to this condition)	
<b>Medical Condition 2</b> (Include specific medical condition name if known)	
<b>Symptoms:</b> (List any symptoms school should look for)	
<b>Management:</b> (Include any special instructions the school should follow with regard to this condition)	

It is essential that you advise the school before your child attends, if he or she has any medical condition/s. You must also inform the school administration staff as soon as you are aware of any new 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.

School staff may require more detailed medical information concerning your child in order to fulfill duty of care requirements. In such instances staff will approach you directly and seek your consent.

**COURT ORDERS**

Are there any current Family Court or other Court orders concerning the welfare, safety or parenting arrangements of your child/children. Please provide a copy of any relevant current Court Order.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**TRAVEL DETAILS**

Mode of transport to School	Walk <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Train <input type="checkbox"/> Other <input type="checkbox"/> _____
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**CONSENT**
**PREVIOUS SCHOOL/S ATTENDED OUTSIDE QUEENSLAND**

I consent to the school being provided with any, and all schooling information concerning my child/children or myself (if I am applying for enrolment), in respect of any schools they, or I, attended outside Queensland, prior to the date of my signature below.

Yes  No

	Parent/Carer 1	Parent/Carer 1	Student
Signature			
Date			

**APPLICATION TO ENROL\***

I hereby apply to enrol my child at William Duncan 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 1	Student
Signature			
Date			

**ENROLMENT AGREEMENT\***

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at William Duncan State School.

*Responsibility of student to:*

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment.

*Responsibility of parents to:*

- attend open evenings for parents
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours.

*Responsibility of school to:*

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

I accept the rules and regulations of the William Duncan State School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Classroom Materials Scheme
- Acceptable Use of Information Communication Technologies (ICTs) Mobile Phones and Electronic Equipment
- Absences / School Excursions / Complaints Management
- Consent to use Copyright Material, Image, Recording or Name

I acknowledge that information about the school's current programs and services has been explained in documents provided to me.

Signature	
Date	

<b>MEDICAL CONDITIONS (Education Queensland Standardised Medical Condition Category List)</b>
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)
Autistic Spectrum Disorder
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 (please state in Student Medical Information on previous page)

<b>PARENTAL OCCUPATION GROUPS FOR USE WITH PARENT / CARER DETAILS</b>
<p><b>GROUP 1</b></p> <p><b><u>Senior management in large business organisation, government administration and defence, and qualified professionals</u></b></p> <p><b>Senior executive/manager/department head</b> in industry, commerce, media or other large organisation.  <b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator  <b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]  <b>Defence Forces</b> Commissioned Officer  <b>Professionals</b> 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.  <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional  <b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  <b>Air/sea transport</b> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>
<p><b>GROUP 2</b></p> <p><b><u>Other business managers, arts/media/sportspersons and associate professionals</u></b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  <b>Specialist manager</b> [finance/engineering/production/personnel/industrial relations/sales/marketing]  <b>Financial services manager</b> [bank branch manager, finance/investment/insurance broker, credit/loans officer]  <b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  <b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  <b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.  <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional  <b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  <b>Defence Forces</b> senior Non-Commissioned Officer</p>
<p><b>GROUP 3</b></p> <p><b><u>Tradesmen/women, clerks and skilled office, sales and service staff</u></b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group.</u>  <b>Clerks</b> [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]  <b>Skilled office, sales and service staff.</b>  <b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]  <b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  <b>Service</b> [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]</p>
<p><b>GROUP 4</b></p> <p><b><u>Machine operators, hospitality staff, assistants, labourers and related workers</u></b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b>  <b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  <b>Office assistants, sales assistants and other assistants.</b>  <b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]  <b>Sales</b> [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]  <b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  <b>Labourers and related workers</b>  <b>Defence Forces</b> ranks below senior NCO not included above  <b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  <b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>