

# Student Enrolment Application Form 1

|                      |  |
|----------------------|--|
| Full Name of Student |  |
| Year Level           |  |

## Processing Time Frame:

Whilst every effort is made to process your application as quickly as possible, the enrolment application can take up to 14 business days to finalise. Please contact the school on 07 4754 6888 if you have any questions in relation to the completion of this form.

## Enrolment Checklist:

Please use this checklist to assist you in collating the information required to process your enrolment.

***\*Failure to include all required information will delay the enrolment process.***

- Completed Student Enrolment Form 1 and Form 2 (including signatures)
- Completed Application for Fee Exemption/Waiver/Payment Plan Form
- Medical Certification Form - completed by a medical practitioner (for medical students only)
- Student's birth certificate (for sighting)
- Included a copy of student's recent academic reports
- Included details and attachments of any relevant family/other court orders (if applicable)
- Itinerary (for travelling families)
- Proof of Queensland Residency (for travelling families)
- Exclusion paperwork (if applicable)

## INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

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. These questions and your 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 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 (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (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 Federal – State Government 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 students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (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 student's country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government 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 the 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 the school in the first instance.

## Enrolment Details

| PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS                   |  |   |  |
|---|--|---|--|
| Legal family name*<br>(as per birth certificate)          |  |   |  |
| Legal given names*<br>(as per birth certificate)          |  |   |  |
| Preferred family name                                     |  | Preferred given names   |  |
| Gender*   | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other | Date of birth*  |  |
| Copy of birth certificate available to show school staff* | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     | <p>Enrolment may 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.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p> |  |

| APPLICATION DETAILS   |  |   |                |  |
|---|--|---|----------------|--|
| Has the prospective 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 prospective student seeking to enrol in?   |  | Please provide the appropriate year level.  |                |  |
| Proposed start date   |  | Please provide the proposed starting date for the prospective student at this school. |                |  |
| Does the prospective student have a sibling attending this school or any other Queensland state school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide name of sibling, year level, date of birth, and school                | Name:          |  |
|   |  |   | Year Level:    |  |
|   |  |   | Date of birth: |  |
|   |  |   | 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 |

| 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  |
| Gender   | <input type="checkbox"/> Male <input type="checkbox"/> Female   | <input type="checkbox"/> Male <input type="checkbox"/> Female   |
| Relationship to prospective student*   |   |   |
| Is the parent/carer an emergency contact?*   | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 1 <sup>st</sup> Phone contact number*  | Work/home/mobile  | Work/home/mobile  |
| 2 <sup>nd</sup> Phone contact number*  | Work/home/mobile  | Work/home/mobile  |
| 3 <sup>rd</sup> Phone contact number*  | Work/home/mobile  | Work/home/mobile  |
| Email  |   |   |
| Occupation   |   |   |
| What is the occupation group of the parent/carer?  | <input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8') | <input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8') |
| Employer name  |   |   |
| Country of birth   |   |   |
| 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<br><input type="checkbox"/> Yes, other – please specify _____<br>Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> No, English only<br><input type="checkbox"/> Yes, other – please specify _____<br>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  |

| FAMILY DETAILS (continued)  |  |          |  |  |  |
|---|--|----------|--|--|--|
| Parents/carers  | Parent/carer 1   |          |  | Parent/carer 2   |  |
| 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 schooling 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 schooling 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 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"/>   |  |

| COUNTRY OF BIRTH*                                  |  |                              |
|--|--|------------------------------|
| In which country was the prospective student born? | <input type="checkbox"/> Australia<br><input type="checkbox"/> Other (please specify country):   | Date of arrival in Australia |
| Is the prospective student an Australian citizen?  | <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed) |                              |

| PROSPECTIVE STUDENT LANGUAGE DETAILS                                      |   |
|---|---|
| Does the prospective student speak a language other than English at home? | <input type="checkbox"/> No, English only<br><input type="checkbox"/> Yes, other – please specify _____ |

| EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)* |  |  |                             |
|---|--|--|-----------------------------|
| <input type="checkbox"/> Permanent resident   | Complete passport and visa details section below   |  |                             |
| <input type="checkbox"/> Student visa holder  | Date of arrival in Australia   |  | Date enrolment approved to: |
|   | EQI receipt number:  |  |                             |
| <input type="checkbox"/> Temporary visa holder  | Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI |  |                             |
| <input type="checkbox"/> Other, please specify  | _____  |  |                             |

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

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

**NOTE:** A permanent resident will have a visa grant notification with an indefinite stay period indicated.

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.

|                        |  |   |  |
|------------------------|--|---|--|
| <b>Passport number</b> |  | <b>Passport expiry date</b>             |  |
| <b>Visa number</b>     |  | <b>Visa expiry date (if applicable)</b> |  |
| <b>Visa sub class</b>  |  |   |  |

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

|   |  |
|---|--|
| <b>Where does the prospective student come from?</b>                                    | <input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas  |
| <b>Previous education/activity</b>  | <input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment<br><input type="checkbox"/> Part-time employment <input type="checkbox"/> Other |
| <b>Please provide name and address of education provider/activity provider/employer</b> |  |

**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> |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No                            |
|  | <b>If 'Yes', please nominate the religion:</b>                                      |

**PROSPECTIVE STUDENT ADDRESS DETAILS\***

|  |  |              |  |                 |
|--|--|--------------|--|-----------------|
| <b>Principal place of residence address</b>  |  |              |  |                 |
| <b>Address line 1</b>  |  |              |  |                 |
| <b>Address line 2</b>  |  |              |  |                 |
| <b>Suburb/town</b>   |  | <b>State</b> |  | <b>Postcode</b> |
| <b>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</b> |  |              |  |                 |
| <b>Address line 1</b>  |  |              |  |                 |
| <b>Address line 2</b>  |  |              |  |                 |
| <b>Suburb/town</b>   |  | <b>State</b> |  | <b>Postcode</b> |
| <b>Email</b>   |  |              |  |                 |

**EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\***

|   | <b>Emergency contact</b> | <b>Emergency contact</b> |
|---|--------------------------|--------------------------|
| <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         |

| <b>PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*</b>  |  |   |  |
|--|--|---|--|
| <b>Privacy Statement</b>   |  |   |  |
| <p>The Department of Education (DoE) 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. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE 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.</p> <p>It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.</p> <p>Should the prospective student need to take routine medication during school hours, the Parent consent to administer medication at school form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.</p> |  |   |  |
| <b>No known medical conditions</b>   | <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>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 (such as glasses, contact lenses, prosthetics or orthotics)?</b><br>This is for the purpose of informing planning for school activities such as sport and school excursions.   | <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes, please specify</b> |   |  |
| <b>Name of prospective student's medical practitioner</b> (optional)   |  | <b>Contact number of medical practitioner</b>   |  |
| <b>Medicare card number</b> (optional)   |  | <b>Position Number</b>  |  |
| <b>Cardholder name</b> (if not in name of prospective student)   |  |   |  |
| <b>Private health insurance company name</b> (if covered) (optional)   |  | <b>Private health insurance membership number</b> (leave blank if company name is not provided) |  |
| 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), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)  |  |   | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |

| <b>COURT ORDERS* - Out-of-Home Care Arrangements*</b>   |  |  |
|---|--|--|
| <p>Under the <i>Child Protection Act 1999</i>, 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 placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.</p> |  |  |
| <b>Is the prospective student identified as residing in out-of-home care?</b>   | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |  |
| <b>If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.</b>  | <b>Commencement date</b>   |  |
|   | <b>End date</b>  |  |
| <b>Contact details of the Child Safety Officer (if known)</b>   | <b>Name</b>  |  |
|   | <b>Phone number</b>  |  |

| COURT ORDERS* (continued)   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Family Court Orders*</b>   |                              |                             |
| Are there any current orders made pursuant to the <i>Family Law Act 1975</i> 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                     |                             |
| <b>Other Court Orders*</b>  |                              |                             |
| Are there any other current court orders, such as a 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                     |                             |

| APPLICATION TO ENROL*  |                         |                         |
|--|-------------------------|-------------------------|
| I hereby apply to enrol my child at _____.   |                         |                         |
| 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. |                         |                         |
|  | <b>Parent / Carer 1</b> | <b>Parent / Carer 2</b> |
| <b>Signature</b>   |                         |                         |
| <b>Date</b>  |                         |                         |

| OFFICE USE ONLY   |  |                 |   |   |   |       |
|---|--|-----------------|---|---|---|-------|
| Enrolment decision  | Has the prospective student been accepted for enrolment?   |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing) |   |   |       |
|   | If no, indicate reason:<br><input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements;<br><input type="checkbox"/> Prospective student is mature age and school is not a mature age state school;<br><input type="checkbox"/> Does not meet Prep age eligibility requirement;<br><input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application;<br><input type="checkbox"/> Does not meet requirements for enrolment in a state special school;<br><input type="checkbox"/> Does not have an approved flexible arrangement with the school;<br><input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in;<br><input type="checkbox"/> Prospective student has no remaining semester allocation of state education. |                 |   |   |   |       |
| Date enrolment processed  |  | Year level      |   | Roll Class  |   | EQ ID |
| Birth certificate / passport sighted, number recorded and DOB confirmed | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Number:  |                 |   |   |   |       |
| School house/team   |  |                 |   | EAL/D support   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><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<br>TV – temporary visa<br>DS – dependent – parent on student visa | EX – exchange student<br>DE – distance education  |       |

## Introduction to the State School Consent Form

|                      |  |
|----------------------|--|
| Full Name of Student |  |
| Year Level           |  |

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.
- Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g., assessment of student materials does not require further consent).

### Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

### Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent, please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/third parties.



**Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://charterstowerssde.eq.edu.au/>
- Facebook: <https://www.facebook.com/SchoolofDistanceEd>
- YouTube: <https://www.youtube.com/@theschoolofdistanceeducati6901>
- Celebration Events & Media Approval (Celebration Day)
- Instagram: N/A
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

**Duration**

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent. During the school year there may be circumstances where the school or Department of Education may seek additional consent.

**Who to contact**

To return a consent, express a limited consent or withdraw consent please contact:

[admin@charterstowerssde.eq.edu.au](mailto:admin@charterstowerssde.eq.edu.au).

The school administration should be contacted if you have any questions regarding consent.

# State School Consent Form

## 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

|   |      |
|---|------|
| Full name of student  |      |
| Date of birth   |      |
| Name of school  |      |
| Parent / Guardian signature   | Date |
| Name to be used in association with the person's personal information and materials* (please select):   |      |
| <input type="checkbox"/> Full Name <input type="checkbox"/> First Name <input type="checkbox"/> No Name <input type="checkbox"/> Other Name ..... |      |

\* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

## 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) **Personal information** that may identify the person in section 1:
- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
  - ▶ Recording (voices and/or video) ▶ Year level
- (b) **Materials** created by the person in section 1:
- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
  - ▶ Software ▶ Music score ▶ Dramatic work

## 3 APPROVED PURPOSE

**If consent is given in section 6 of the form:**

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

#### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe: Head of Department

#### 5 LIMITATION OF CONSENT

**The Individual and/or parent wishes to limit consent in the following way:**

#### 6 CONSENT AND AGREEMENT

► **CONSENTER – I am (tick the applicable box):**

- Parent/carer of the identified person in section 1
- The identified person in section 1 (if a mature/independent student or employee including volunteers)
- Recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third-party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

|   |             |
|---|-------------|
| <b>Full name of student</b>                         |             |
| <b>Print name of consenter</b>                      |             |
| <b>Signature or mark of consenter</b>               | <b>Date</b> |
| <b>Signature or mark of student (if applicable)</b> | <b>Date</b> |

#### Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

### SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► **WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► **Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

## Record of Student's Digital Photo (Optional)

To get to know our students better and to put a face to a name we are requesting parents to take a digital passport photo of their students and send it to us so that we can upload it to our school management system. That way all of our school staff get to know what our students look like. All normal permissions in relation to photographs etc., would be maintained and controlled. If your student has attended a school event recently and had a school photo taken, there is no need for another one.

The photo must be a fairly formal photo (like a passport photo) and be taken:

- Against a blank wall
- Without any hat
- Without any facial adornment, make-up or effects
- With adequate lighting
- Without being a selfie
- In colour

Please send the photo to [enrolments@charterstowerssde.eq.edu.au](mailto:enrolments@charterstowerssde.eq.edu.au)

# Information and Communications Technology User Agreement

| Full name of student | Year Level |
|----------------------|------------|
|----------------------|------------|

## Guidelines for Information and Communications Technology (ICT) use at CTSDE

Information and Communications Technology (ICT) facilities and devices provide innovative and engaging opportunities for teaching and learning. ICT are provided at Charters Towers School of Distance Education for educational and research purposes. This User Agreement sets out the expectations for acceptable use of ICT for all students.

This agreement must be read in conjunction with the Department of Education (DoE) policies relating to acceptable use of ICT and Managing Electronic Identities.

Every student at Charters Towers School of Distance Education is provided with a copy of this ICT User Agreement for review, discussion and signing with their parent/caregiver. This User Agreement will remain in effect for the duration of the student's enrolment at Charters Towers School of Distance Education. In the event that any amendments or additions are required to be made to this agreement, you will be advised in writing.

Charters Towers School of Distance Education is committed to promoting and maintaining a culture of online behaviour that provides a safe, respectful and disciplined environment for students and staff. With the support of DoE, Charters Towers School of Distance Education employs systems to assist in managing and monitoring student access to ICT and avoiding and reducing access to harmful online content and materials.

While every reasonable effort is made by the school to ensure students' use of ICT is safe and positive, developing positive online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and caregivers. It is encouraged and expected that parents and caregivers will discuss this User Agreement with their child.

Online behaviours can impact upon a student's right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. Where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Responsible Behaviour Management Plan.

Charters Towers School of Distance Education invites parents and caregivers to contact school staff to discuss any questions about cyber-safety or this user agreement.

## Principles of ICT use

1. Online behaviours require the same attention to etiquette, courtesy and accountability as any other behaviour. I understand that online behaviours and content are capable of being shared online and reposted to a large audience.
2. The use of ICT is a privilege and misuse may result in my access being restricted, suspended or subject to increased monitoring and supervision.
3. Despite departmental systems to manage access to information on the internet; illegal, dangerous or offensive content may be accessed or accidentally displayed.
4. Online behaviour can form the basis for criminal offences. The school may need to report serious instances of inappropriate online behaviour or content to police.
5. Behaviour that is in violation of this acceptable User Agreement may form the basis for the school to take disciplinary action against me.
6. Charters Towers School of Distance Education restricts the use of personal ICT devices on school grounds. Personal ICT devices are used at their owners' risk. No liability will be accepted by the school or Department in the event of loss, theft or damage to any device, unless it can be established that the loss, theft or damage resulted from the Department's negligence.
7. In the event that the use of a personal ICT device is required for educational purposes, it is the responsibility of the student, with their parent/caregiver, to negotiate with the school for special permission to use the private ICT device during school hours and/or on the school network.

**Agreement for acceptable use**

- I will use only my designated personal account to access the school ICT and network.
- I will protect my account information, including username and passwords, and will not share this information with any other person.
- If I become aware that another student's account details are being shared, I will advise a teacher or responsible staff member as soon as possible.
- If I find any online content that is offensive, abusive or that I know is against the school's responsible behaviour management plan, I will report this to a teacher as soon as possible.
- I will not save copy or distribute any offensive or inappropriate material content to any other person.
- I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT inside or outside of school hours. I will strive to ensure that my online behaviour complies with this user agreement at all times.
- I understand that school staff, with the support of the Department, will always exercise their duty of care, but avoiding or reducing access to harmful content also requires that I am responsible in my use of the ICT network and obey acceptable use policies and teacher directions.
- I understand that the school and the Department monitor access to and usage of the ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security, maintain system performance, determine compliance with State and departmental policy and determine compliance with State and Federal legislation and regulation.
- By signing this document, I acknowledge that I accept the principles and guidelines contained within it and understand my responsibilities in using ICT while enrolled at Charters Towers School of Distance Education.

|                                    |  |             |  |
|------------------------------------|--|-------------|--|
| <b>Full name of student</b>        |  |             |  |
| <b>Student signature</b>           |  | <b>Date</b> |  |
| <b>Parent / Guardian name</b>      |  |             |  |
| <b>Parent / Guardian signature</b> |  | <b>Date</b> |  |

## Annual Student Approval Form

This approval form provides an annual approval for the following activities. Forms received by the school are current for 12 months (i.e. a school year) unless rescinded in writing by a parent/guardian. **A form must be completed for each student.** *The original of this form is to be kept on file at the School.*

| ACTIVITIES   |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Tutor School</li> <li>• Inreach</li> <li>• Year 3/5/7/9 Test</li> <li>• Athletics Carnival</li> </ul> | <ul style="list-style-type: none"> <li>• Outreach</li> <li>• QCS Test</li> <li>• Chaplaincy Services</li> <li>• Swimming Carnival</li> </ul> | <ul style="list-style-type: none"> <li>• Transition Day</li> <li>• Awards Day</li> <li>• Religious Instructions</li> <li>• Country Music Festival Float</li> </ul> |

| STUDENT DETAILS                 |  |                      |  |
|---------------------------------|--|----------------------|--|
| <b>Student Name</b>             |  |                      |  |
| <b>Teacher</b>                  |  |                      |  |
| <b>Class Group</b>              |  | <b>Outreach Area</b> |  |
| <b>Name of Parent/Caregiver</b> |  |                      |  |
| <b>Contact Phone</b>            |  | <b>Mobile</b>        |  |

**MEDICATION REGISTER (DETAILS OF MEDICATION)**

For the duration of an activity, my child, requires the following medication.

| Name of Medication | Dosage | Times to be taken | Administered by Student/Teacher |
|--------------------|--------|-------------------|---------------------------------|
|                    |        |                   |                                 |

 Does medication need to be refrigerated?  Yes  No

*Please Note: All medication must be clearly labelled. No analgesics may be administered by Teachers or Support Staff.*
**FOOD ALLERGY**

Please list any foods your child is not allowed to eat/drink for the duration of this activity.

|  |
|--|
|  |
|--|

**MEDICAL DETAILS**

As a Parent/Guardian of \_\_\_\_\_

I, \_\_\_\_\_ give my consent for

him/her to participate in activities to be conducted, and I agree to delegate my authority to the Staff involved.

Such teachers may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group, or individually in the above-mentioned activity.

I also authorise the teachers to obtain medical assistance that they deem necessary and agree to pay all medical expenses incurred on behalf of the above student.

 I submit the attached medical information about the above student and include details of limitations that he/she has for the activity concerned. **Any change in the medical status of the student will be notified in writing to the school.**
**Signed: (Parent/Guardian)**
**Date**

| MEDICAL CONDITIONS  |  |              |
|---|--|--------------|
| <b>Date of Birth of student</b>                                     |  |              |
| <b>Condition</b>  | <b>Please Select</b>                                     | <b>Notes</b> |
| <b>Heart Problems</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Respiratory Problems</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Bed Wetting</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Recent serious illness or operation</b>                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Drugs required<br/>(Please fill in details on the next page)</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Drug Reactions (e.g Penicillin, Allergy)</b>                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Date of Tetanus</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |              |
| <b>Other Information</b>  |  |              |
| <b>Emergency Contact:</b>   |  |              |
| <b>Telephone:</b>   |  |              |
| <b>Address:</b>   |  |              |
| <b>Medicare and/or Medical Benefits Number:</b>                     |  |              |

| RELIGIOUS INSTRUCTIONS  |  |
|---|--|
| I give my permission for my child to participate in a Christian/non-denominational Religious Instruction class. |  |
| <b>Permission:</b>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| STUDENT PARTICIPATION IN PROGRAM OF CHAPLAINCY SERVICES  |  |
|--|--|
| I give my permission for my child to participate on a voluntary basis in school activities supported by our chaplaincy services which may have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing. |  |
| <b>Permission:</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| SWIMMING LESSON PERMISSION   |  |             |  |
|--|--|-------------|--|
| Before each child is permitted to participate in any form of swimming lesson or activity, the parent or guardian must indicate their approval for the child to be involved and that the child's health is sound.                             |  |             |  |
| I wish my child to participate in the swimming activity and/or lesson being organised by the School of Distance Education – Charters Towers. My child suffers from no medical condition that precludes his/her involvement in this activity. |  |             |  |
| <b>Signed: (Parent/Guardian)</b>   |  | <b>Date</b> |  |



**ACTIVITY RISKS AND INSURANCE**

Please note that the Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

**Signed: (Parent/Guardian)**
**Date**
**INTERNET ACCESS AGREEMENT – STUDENT DECLARATION**

**I understand that the Department of Education and Training supplies internet access for our educational advancement i.e., our learning and not for our entertainment. It is my responsibility as a student of this school to make sure that I use the Internet and computers for learning purposes only.**

 While I have access to the Internet: *(Please tick)*

- I will use if only for educational purposes of research, assessment and class projects;
- I will not look for anything that is illegal, dangerous or offensive;
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - a) Clear any offensive pictures or information from my screen, and
  - b) Immediately and quietly inform my teacher;
- I will not reveal logins, passwords, home addresses or phone numbers;
- I will use the Internet communication tools in a respectful and safe way so as to not annoy, hurt or offend others;

I understand that my work and conduct on the computers and the Internet are closely monitored by the school and the Department of Education. Any infringements will incur a consequence of loss of access.

**Student Name:**
**Signed:**
**Date**
**INTERNET ACCESS AGREEMENT – PARENT DECLARATION**

- I understand that the Internet can provide students with valuable learning experiences;
- I also understand that it gives access to information from around the world. Whilst, the education department has controls and restrictions on what students can and cannot access, there are, on occasion, times when an inappropriate piece of material gets through;
- I understand that students are well supervised and instructed on being Cyber Safe when using computers and the internet at school;
- I believe my child understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to the consequences outlined in the Responsible Behaviour Plan. This may include loss of access for a period of time.

**Parent/Guardian Name:**
**Signed:**
**Date**

## INREACH AND OUTREACH CONDITIONS

By completing and returning this form, parents accept the conditions regarding camp organisation and access.

Conditions are:

- Parent access must be negotiated with the Inreach Co-ordinator;
- General access visits cannot occur;
- Where Inreach conditions are not followed, parents will be asked to assume full care and responsibility of the child outside of the Inreach area.

**Refer to Policies:** <http://education.qld.gov.au/strategic/epr/schools/scmpr002/index.html>

## PRIVACY NOTICE

*The Department of Education is collecting the personal information requested in this form in order to:*

- Obtain lawful consent for your child to participate in the activity;
- Help co-ordinate the activity;
- Respond to any injury or medical condition that may arise during, or as a result of the activity; and
- Update school records where necessary.

*The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of, as applicable, s.426 of the Education (General Provisions) Act 2006 (Qld), the Information Privacy Act 2009 (Qld), and/or the Privacy Act 1988 (Cwlth). The information will not be disclosed to any other person or agency unless the disclosure is authorised or required by law, or you have given the department permission for the information to be disclosed.*

## Appendix:

### Appropriate use of social media

1. Charters Towers School of Distance Education embraces the amazing opportunities that technology and the internet provide to students for learning, being creative and socialising online. Use of online communication and social media sites and apps can provide positive social development experiences through an opportunity to develop friendships and shape identities.
2. When used safely, social media sites and apps such as Facebook, Twitter and Instagram can provide positive opportunities for social learning and development. However, inappropriate, or misguided use can lead to negative outcomes for the user and others.
3. Charters Towers School of Distance Education is committed to promoting the responsible and positive use of social media sites and apps.
4. No student of Charters Towers School of Distance Education will face disciplinary action for simply having an account on Facebook or other social media site.
5. It is unacceptable for students to bully, harass or victimise another person whether within Charters Towers School of Distance Education's grounds or while online. Inappropriate online behaviours can have a negative impact on student learning and the good order and management of Charters Towers School of Distance Education — whether those behaviours occur during or outside school hours.
6. This policy reflects the importance of students at Charters Towers School of Distance Education engaging in appropriate online behaviour.

### Role of social media

- The majority of young people use social media sites and apps on a daily basis for school work, entertainment and to keep in contact with friends. Unfortunately, some young people misuse social media technologies and engage in cyberbullying.
- Social media by its nature will result in the disclosure and sharing of personal information. By signing up for a social media account, users are providing their personal information.
- Students need to remember that the internet is a free space and many social media sites and apps, like Twitter, have limited restrictions placed upon allowable content and regulated procedures for the removal of concerning posts.
- Social media sites and apps are designed to share online content widely and rapidly. Once students place information and/or pictures online, they have little to no control over how that content is used.

- The internet reaches a global audience. Even if students think that comments or photos have been deleted, there can be archived records of the material that will continue to be searchable into the future.
- Inappropriate online behaviour has the potential to embarrass and affect students, others and the school for years to come.

### Appropriate use of social media

- Students of Charters Towers School of Distance Education are expected to engage in the appropriate use of social media. Specific examples of appropriate use of social media sites and apps include:
  - ensuring that personal information, such as full name, address, phone number, school name and location or anyone else's personal information is not shared.
  - thinking about what they want to say or post, and how it could be interpreted by others, before putting it online. Remember, once content is posted online you lose control over it. Students should not post content online that they would be uncomfortable saying or showing to their parents' face or shouting in a crowded room.
  - remembering that it can be difficult to work out whether messages typed on social media sites and apps are meant to be funny or sarcastic. Tone of voice and context is often lost which can lead to unintended consequences. If students think a message may be misinterpreted, they should be cautious and make the decision not to post it.
  - never provoking, or engaging with another user who is displaying inappropriate or abusive behaviour. There is no need to respond to a cyberbully. Students should report cyberbullying concerns to a teacher and allow the teacher to record and deal with the online concern.
- If inappropriate online behaviour impacts on the good order and management of Charters Towers School of Distance Education the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.
- Disciplinary consequences could include suspension and/or exclusion. In serious cases of inappropriate online behaviour, the school may also make a report to the police for further investigation.
- Charters Towers School of Distance Education will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. For example, where cyberbullying occurs between a student of this school and a student of another school outside school hours. Such an incident will be a matter for parents and/or police to resolve.

### Laws and consequences of inappropriate online behaviour and cyberbullying

- Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Q1d) contain relevant provisions applicable to cyberbullying.
- The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunications services. The most relevant offence for cyberbullying is 'using a carriage service to menace, harass or cause offence to another person'.
- The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:
  - Unlawful stalking
  - Computer hacking and misuse
  - Possession of child exploitation material
  - Involving a child in making child exploitation material
  - Making child exploitation material
  - Distribution of child exploitation material
  - Criminal defamation
- There are significant penalties for these offences.
- Charters Towers School of Distance Education strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Charters Towers School of Distance Education expects its students to engage in positive online behaviours.

## Parental occupation groups for use with parent/carer 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 degrees 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/sportspeople 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, sportsperson, 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: Tradespeople, clerks and skilled office, sales and service staff

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople 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/childcare 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, kitchen hand, 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 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, farmhand, 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 8: Have not been in paid work in the last 12 months

## State schools 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   |
| Asthma – student self-administers medication                         |
| Attention-deficit /Hyperactivity disorder (ADHD)                     |
| Autism Spectrum Disorder (ASD)                                       |
| 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 8).

### Entitlement to enrolment

- Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:
- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective 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 prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are 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.

### Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

### Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or 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 there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

**End of Form 1**