



# Application for Student Enrolment Form

<b>PROSPECTIVE STUDENT'S NAME:</b>		
Has the Student attended this School previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, provide details of this enrolment (ie. dates/previous names etc):
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:
Does the Student have a sibling at this School?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, provide name and year level:

**PRIVACY STATEMENT**

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

- assessing whether your application for enrolment should be approved;
- administering and planning for providing appropriate education, training and support services to students;
- 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
- communicating with student and parents.

This collection is authorised by ss 155, 428 and 433 of the EGPA 2006. DETA will disclose personal information from this form to the Queensland Studies Authority (QSA) when opening student accounts, in compliance with ss. 253 and 254 of the EGPA 2006. Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information from optional questions is supplied to the Commonwealth Department of Education, Science and Training in compliance with Commonwealth/State funding agreements.

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

FAMILY DETAILS		
Names of adults with whom this student lives	Parent/Caregiver 1	Parent/Caregiver 2
Family Name		
Given Names		
Title		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship To Student		
Occupation		
This question is optional What is the occupation group of the parent/caregiver?	<input type="checkbox"/> (refer to provided sheet for the list of Parental Occupation Groups)	<input type="checkbox"/> (refer to provided sheet for the list of Parental Occupation Groups)

Please select the appropriate Parental Occupation Group from the provided list. If the person is not currently in *paid* work but has held a job in the last 2 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in *paid* work in the last 12 months, enter '8' in the box above.

Office Use Only					
Date Enrolled		Year Level		Learning Difficulty/Special Ed. Support	
Student ID		Roll Class		Birth Certificate Sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>
EQ ID		House		Transfer Note Sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>
MIS ID		Semesters Completed		Is the student 18 years of age at time of enrolment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Learner Unique ID		Distance to School		If Yes, has Mature Age Check been completed?	Positive Notice Exempt
FTE		Associated Unit		Visa and Associated Documents sighted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Campus		ESL	Yes <input type="checkbox"/> No <input type="checkbox"/>	EQI Category	

STUDENT DESTINATION DETAILS FROM EXIT INTERVIEW			
Destination	Queensland / Interstate / Overseas		Date Left
Destination School / Other Location			
Sector	Prep / Primary / Secondary / VET / University / Other		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Reason for leaving			

FAMILY DETAILS (cont'd)		
	Parent/Caregiver 1	Parent/Caregiver 2
Work Location		
Work Phone		
Work Mobile		
Home Phone		
Home Mobile		
E-Mail		
Cultural Background		
Country Of Birth		
Needs Interpreter	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

This question is optional What is the highest year of primary or secondary school the parents/caregivers have completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')		
Parent/Caregiver 1	Parent/Caregiver 2	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	

This question is optional What is the highest qualification the parents/caregivers have completed?		
Parent/Caregiver 1	Parent/Caregiver 2	
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	

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

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STUDENT & PARENT/CAREGIVER LANGUAGE DETAILS			
This question is optional Does the student or their parent/caregiver 1 or their parent/caregiver 2 speak a language other than English at home?			
Student	Parent/Caregiver 1	Parent/Caregiver 2	
<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other – Please specify	<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other – Please specify	<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other – Please specify	
If the student speaks more than one language other than English at home, indicate the additional languages that are spoken and the percentage spoken in this section only			%
			%

STUDENT DEMOGRAPHIC DETAILS			
Family Name			
Given Names			
Preferred Name			
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	

Is the student of Aboriginal or Torres Strait Islander origin?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Torres Strait Islander
<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander

In which country was the student born?	
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify)
Cultural Background	
Religion (Response optional)	

Is the student an Australian Citizen, Permanent Resident or holding an International Visa?	
<input type="checkbox"/> Australian Citizen/Permanent Resident	<input type="checkbox"/> International Student – Date Of Arrival / /

STUDENT ORIGIN DETAILS			
Origin	Queensland / Interstate / Overseas		
Sector	Prep / Primary / Secondary / VET / University / Other	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Previous School/ Other Location			
Previously Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time

ADDRESS DETAILS				
Home Address				
Mailing Title				
Address Line 1				
Address Line 2				
Suburb/Town		State		Postcode
Mailing address (if it is the same as home address, write 'AS ABOVE')				
Mailing Title				
Address Line 1				
Address Line 2				
Suburb/Town		State		Postcode

<b>EMERGENCY CONTACT DETAILS</b> (Parent/Caregivers are automatically the 1 <sup>st</sup> and 2 <sup>nd</sup> emergency contact unless otherwise stated)		
	<b>Emergency Contact 3</b>	<b>Emergency Contact 4</b>
<b>Name</b>		
<b>Relationship</b> (eg Aunt)		
<b>Home Phone</b>		
<b>Work Phone</b>		
<b>Home Mobile</b>		
<b>Work Mobile</b>		

<b>MEDICAL INFORMATION (including allergies)</b>		
<b>Medicare Number</b>		
<b>Doctor's Name</b>		
<b>Doctor's Address</b>		
<b>Doctor's Phone Number</b>		
<b>Medical Condition Symptoms/Treatment</b>		
<b>Medical Condition Symptoms/Treatment</b>		
<b>Medical Condition Symptoms/Treatment</b>		
Should your child need to take medication during school hours an Authority to Administer Medication to Students Form will need to be completed each year and retained at the office.		

<b>TRAVEL DETAILS</b>	
<b>Mode of Transport to School</b>	<input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Other

<b>VISA DETAILS (if applicable)</b> Receipt of Payment or Exemption Letter is required to be provided for enrolment to proceed			
<b>Passport Number</b>		<b>Passport Expiry Date</b>	
<b>Visa Number</b>		<b>Visa Expiry Date</b>	
<b>Visa Sub Class</b>		<b>Visa Fees Paid</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt

<b>STUDENT ACCESS</b>	
<b>Is there any limitation(s) on contact between the student and a parent or another person?</b> If yes, attach a copy of current Court Order or registered parenting plan that contains the limitation(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>OTHER INFORMATION</b>
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<b>SIGNATURES</b>		
	<b>Parent/Caregiver 1/Independent Student</b>	<b>Parent/Caregiver 2</b>
<b>Signature</b>		
<b>Date</b>		

**Parental Occupation Groups for use with Parent / Caregiver details**

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

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** Commissioned Officer  
**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

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

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.  
**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer

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

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.  
**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]  
**Skilled office, sales and service staff.**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

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

**Drivers, mobile plant, production/processing machinery and other machinery operators.**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants.**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]  
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



## Enrolment Agreement – Inglewood State School

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