



Application for Student Enrolment

Elanora State School

**KP McGrath Drive
Elanora QLD 4221**

07 5559 9222

**principal@elanorass.eq.edu.au
elanorass.eq.edu.au**

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ELANORA STATE SCHOOL



EXCELLENCE AND HONOUR

APPLICATION FOR STUDENT ENROLMENT

Please use BLOCK letters and a blue or black pen to complete this form

Office Use Only	
Date Received	Initial
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	D.P. Signature
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Stephen O'Brien, Principal

APPLICANT NAME:	DOB:	PARENT'S PHONE:
PARENT'S NAME:	PARENT'S EMAIL	

PARENT'S ADDRESS:

Application for entry into which grade?: (please circle)	Prep	1	2	3	4	5	6
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Local Catchment: Yes: / No Please note any sibling(s) currently enrolled in Elanora State School

Sibling Name (s)

Learning Support or Special Needs: Yes / No Details:

We must sight the following ORIGINAL documents—certified copies are not accepted.

A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances.

Child's Original Birth Certificate	Australian Citizenship Certificate (of Student not Parent); or Australian or New Zealand Passport (of Student not Parent); or Appropriate Visa and Passport (of Student not Parent).
Latest NAPLAN report	
Child's Original School Reports for previous two semesters.	

IN CATCHMENT APPLICATIONS

HOME OWNER	LEASE HOLDER
Signed, unconditional sale agreement/or letter of confirmation from your solicitor of unconditional sale; or Current Gold Coast City Council rates notice; and	Current long-term (min 6 months) Rental Agreement stamped and signed by real estate agency; and
Current account for supply of domestic electricity (showing usage); or One other document verifying current address.	Original receipt from The Residential Tenancies Authority (RTA) for lodgement of the rental bond; and
	Current account for supply of domestic electricity (showing usage)

OUT OF CATCHMENT APPLICATIONS—These may be accepted if the school has vacancies

Reasons why you wish to enrol outside your catchment area

Child's special interests or talents:

Please note: Applications must be completed in full and include all documents. Incomplete applications will not be processed.

Phone: 07 55599222 Fax: 07 55599200 Email: principal@elanorass.eq.edu.au Web: www.elanorass.eq.edu.au

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ENROLMENT AGREEMENT—ELANORA 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 Elanora State School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, 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 as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- 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
- clearly articulate the school's expectations regarding the Student Code of Conduct and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)



ENROLMENT AGREEMENT—ELANORA STATE SCHOOL continued

- 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 in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

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

- Student Code of Conduct
- Student Dress Code
- Attendance Policy
- School Charges and Voluntary Contributions as outlined in an information letter sent home
- Appropriate and Safe Use of School Network, School Device and Mobile Phone Policy

I acknowledge that information about the school’s current programs and services has been explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Elanora State School

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STUDENT DRESS CODE

Elanora State School is a uniform school in accordance with the decision made by the school community. Parents are requested to support the school by ensuring their son/daughter complies with the school dress code.

The purpose of the school dress code is to:

Reinforce and complement our high standards of behaviour, learning and achievement

Promote social justice by allowing all students to present well each day at school

Present a positive image within our local community

Make intruders into the school easily identifiable

General Appearance

All students are required to wear the uniform correctly and are encouraged to take pride in their appearance and keep their uniform neat and tidy.

Hair

- Hair must be clean, neat and tidy and of uniform length and in a style appropriate for school.
- The hair must be of natural toning and consistent in colour.
- Long hair must be tied back and off the face.
- Shoulder length hair or longer is to be tied back.
- Collar length hair may also need to be tied back if it is untidy.
- Hair should be tied back in a full ponytail, plait or bun rather than only half the hair being tied back.
- Ribbons or scrunchies should be in the school colours of green or white.
- Extreme hair styles such as mohawks, rat's tails, shaved sections, tracks, multi toning, etc, are not permitted.

Jewellery

- Students are only permitted to wear a watch, identification and medical bracelets.
- Students with pierced ears may wear gold or silver studs or sleepers.
- Spacers of any description are not permitted.
- For sport, only studs can be worn. Facial studs (including tongue) of any kind are not permitted to be worn.



Other

- All students are expected to wear the Elanora State School broad brim hat.
- Hats must be worn before, during and after school.
- Students are required to wear the school hat when playing in all areas of the school.

Make up and Body Markings

- Makeup and coloured fingernail polish are not permitted.
- Body ink (tattoos) real or temporary are not permitted.

Elanora State School Uniform

ESS Uniform – Boys	ESS Uniform - Girls
<ul style="list-style-type: none"> • ESS green polo shirt • Bottle Green shorts • All black, fully enclosed lace-up or velcro shoes • White ankle socks • ESS broad brimmed hat 	<ul style="list-style-type: none"> • A-line dress in school check with bottle green collar • Blouse in school check or green polo shirt. • Bottle Green shorts or skort • All black, fully enclosed lace-up or velcro shoes • White ankle socks • ESS broad brimmed hat 
ESS Sport Uniform – Unisex	ESS Winter Uniform - Unisex
<ul style="list-style-type: none"> • ESS sport polo shirt • All black, fully enclosed lace-up or velcro shoes • White ankle socks • ESS broad brimmed hat 	<ul style="list-style-type: none"> • ESS green & white microfibre jacket • ESS polar fleece jumper • Microfibre pants in school colours • Optional for girls: Green full length plain tights 

STUDENT DRESS CODE continued

School Shoes

- From Prep to Year 6, all black, fully enclosed shoes (including black laces and black soles) are to be worn with both the daily and sports uniform.
- Only all black formal school shoes or all black joggers are acceptable.
- Velcro shoes may be worn.
- An all black jogger may be worn with the Daily Uniform and the Sports Uniform.

Please note:

- Basketball boots, high tops or ankle boots are not to be worn.
- No slip-ons, ballet flats, heels, coloured laces, canvas or suede shoes are permitted.
- Coloured joggers or trimmings are not permitted.

Examples of acceptable shoes:



Examples of unacceptable shoes:



Full school uniform is worn all week. Students in years 5 – 6 are required to wear their sports shirt on Fridays.

On the rare occasion that a student is unable to be correctly attired they should present a note to their relevant Deputy Principal before school.

Students must remember that when in their school uniform outside of school they are representatives of Elanora State School and are required to behave in the expected exemplary manner.



In reference to this dress code policy and in accordance with the 'The Education (General Provisions) Act 2006', Elanora State School may:

- Issue a 'Uniform Breach' form to students for not complying with the policy
- Impose a detention for a student during lunch or after school (if after school, parents will be advised before detention occurs)
- Prevent a student from attending or participating in any activity for which the student is representing the school (e.g. school sport, excursions)
- Prevent a student from attending or participating in any school activity that is not an essential school educational program (e.g. no hat, no play).

We look forward to the continued support of parents and carers to ensure that our Dress Code is applied in a fair and consistent manner.

A handwritten signature in black ink, appearing to be 'S. O'Brien', written in a cursive style.

Stephen O'Brien
Principal
Elanora State School



ATTENDANCE POLICY

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Elanora State School expects that all students will attend school, on every school day for which the child is enrolled. This attendance policy aims to ensure that all students are given the best opportunity to learn by outlining the responsibilities of the school, parents and students in managing attendance.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Elanora State School

- is committed to promoting the key messages of Every Day Counts
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.

Responsibilities

School responsibilities:

- monitor and identify student absences
- advise parents/carers if their child is not at school
- follow up unexplained absences
- follow Education Qld policy and procedures for enforcing enrolment and attendance: <http://ppr.det.qld.gov.au> *Managing Student Absences and Enforcing Enrolment and Attendance at State Schools*

Student responsibilities:

- Attend school each day unless there is an acceptable reason for an absence
- Make every day count in their learning

Parent responsibilities:

- Ensure that their child/ren is enrolled at school and regularly attends the educational program of which they are enrolled.
- Ensure that their child arrives on time every school day
- Contact the school prior to any planned absence or within 2 days of returning by:

ATTENDANCE POLICY continued

- ◆ Telephone the School Office: (07) 5559 9222
- ◆ Email: principal@elanorass.eq.edu.au
- ◆ In Person: verbally or via a hand-written letter signed by the parent. This may take the form of a medical certificate if the child has been absent for multiply days with illness.
- ◆ Q Parents App
- ◆ SMS Response

Strategies

At Elanora State School we promote 100% attendance by:

- Implementing the School Attendance Policy
- Developing a safe and supportive school environment that promotes positive relationships, including the implementation of programs that develop social and emotional skills and signposting families to support mechanisms for families (Guidance Officer, Queensland Police, Department of Child Safety, CYMHS, Kids Hope)
- Consistently recording and following up explained student absences
- Monitoring the school's attendance data to identify absenteeism trends and individual students with high levels of absenteeism
- Promoting high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement (newsletters, assemblies, school website, parent meetings)

Responses to absences

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Elanora State School will take the following actions:

- The parent or carer will be contacted by the class teacher to determine if there is a reasonable excuse for the absence/s (*Director General's Guidelines ss176 and 239 of the Education (General Provisions) Act 2006*)
- Class teacher will use OneSchool to record contact with parents and carers regarding unexplained absences
- If, after 3 weeks, the student is still not attending school regularly, the school will follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child safety.

Some related resources

Every Day Counts <http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools Roll Marking in State Schools](#)

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>



RELIGIOUS INSTRUCTION POLICY STATEMENT

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Queensland state schools provide religious instruction in accordance with Chapter 5 of the [Education \(General Provisions\) Act 2006](#) (EGPA) and Part 5 of the [Education \(General Provisions\) Regulation 2017](#) (EGPR) by making available up to one hour per week for the provision of [religious instruction](#) to students (except Prep students) who are members of a [faith group](#) that has approval to deliver religious instruction at the school.

Religious Instruction

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed 'Application for student enrolment' unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

A description of the RI available at our school is provided below.

Religious Instruction

Participating faith group: Christian

Authorised program: Christian Faith Group

Aims and goals: To teach a Bible-centred and life-related curriculum using the curriculum above & to work co-operatively together as a group of Christian churches and on behalf of each other as required.

Lesson structure: 30 minutes per week

For further information, including module and/or lesson descriptors visit:

www.christianri.org.au and www.cepconnect.com.au

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Mathletics](#), [Reading Eggs](#), [Literacy Planet](#),
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.



ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents. Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

I have read, understood and agree with the above mentioned:

Signature of the parent or guardian: _____ Date: _____



MAKING A COMPLAINT—INFORMATION FOR PARENTS AND CARERS

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education. The department is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have. It is not appropriate to use Social Media to attempt to resolve issues or make complaints. To achieve an effective resolution for all parties, when making your complaint, you should ensure you provide complete and factual information in a timely manner deliver your complaint in a calm and reasoned manner avoid making frivolous or vexatious complaints or using deliberately false or misleading information. You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. DISCUSS YOUR COMPLAINT WITH THE CLASS TEACHER

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. DISCUSS YOUR COMPLAINT WITH THE PRINCIPAL

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution. Complaints to the principal may be lodged in person, by telephone, writing or via email.

3. CONTACT YOUR LOCAL EDUCATION OFFICE

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local departmental office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution. Addresses and telephone numbers for the departmental offices are listed in the White Pages of your local telephone directory and are also available through the [State schools regional office contacts](#).

4. INDEPENDENT REVIEW

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email: ombudsman@ombudsman.qld.gov.au Telephone (07) 3005 7000 or 1800 068 908 Fax (07) 3005 7067

THE ROLE OF PARENTS AND CITIZENS' ASSOCIATIONS (P&C's)

Complaints about services that are run or managed by the P&C at your school, should be directed to the P&C.



Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

At Elanora Primary School:

- We strive to provide students with authentic, valuable learning experiences that help them to become regional and global citizens.
- ICT will be used and monitored to prepare our students to actively and ethically communicate and collaborate in a digital world.
- Students' mobile phone usage during school hours is prohibited.

To enhance learning at Elanora Primary School, students engage with age appropriate social media and online learning communities. These include education Apps, Blogging, the Learning Place with the possibility of using other ICT learning artefacts as they are developed and become available in a classroom setting.

The aim of this contract is to ensure that students will benefit from learning opportunities offered by the school's internet resources in a safe and productive manner. Internet access and usage at Elanora State School is considered a school resource and, as such, a privilege.

Before signing this Contract, students and parents/guardians should carefully read the following ICT Policy to ensure that the conditions of use are fully understood and accepted.

Stephen O'Brien
Principal

Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

General Use of School Devices

1. I will take care of ICT resources.
2. I will keep food and drinks away from school devices.
3. I will not damage ICT equipment.
4. I will immediately report any accidents or breakages to my parents and teachers
5. I will not use school computers for unapproved games.
6. I will not attempt to break copyright (eg. by illegally copying software).

Content

1. I will use school devices and ICT facilities only to support my school learning program as directed by my teacher whilst at Elanora State School. I understand that it is impossible for the school to screen or filter out all material that is inappropriate, offensive or controversial. I will not undertake or look for, store or copy anything that is illegal, dangerous or offensive on a device, mobile phone or computer/laptop.
2. I permit school staff to perform checks to monitor that I have not installed illegal / unsuitable software applications and content, and to check the websites/apps which I visit and my communication with others. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using devices for a period of time.

Safety and Security

1. Whilst at school, I will only connect devices to Education Queensland's Managed Internet Service, which is monitored for inappropriate use, content and language.
2. I am not permitted to use any personal network connections on devices while on the school grounds, including installed 3G/4G cards or mobile device hotspots.
3. Whilst at school, I will only access websites and apps that support my learning.
4. I will only use my school email account for emails related to my learning.
5. I will not use social media apps for users aged 13 such as Facebook, Instagram, Musically, WhatsApp or Snapchat to communicate with students at all. (If I receive any inappropriate emails or social media messages at school I will tell my teacher. If I receive any at home, I will tell my guardians).
6. I will be Cyber Safe and Cyber Smart when using the internet. Cybersmart.gov.au
7. I will only take photos, on school devices, when instructed by my teacher.
8. For security reasons, I am not to share account names and passwords with anyone unless requested by Elanora State School staff when trouble shooting the device.
9. I will not divulge personal information (e.g. name, parent's name, address, phone numbers, photos), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

Mobile Phones

Mobile phones cannot be used on school grounds. I understand that once I enter school grounds, my mobile phone must be switched off and remain in my school bag at all times, unless another arrangement has been made by the Deputy Principal or Principal through the Mobile Phone Support Plan.

I cannot text, ring or use the internet on a personal mobile phone whilst on school grounds.

If I bring a mobile phone to school for use before or after school, I understand that I am responsible for the safety of my phone.

I understand that if I use my mobile phone at school there will be consequences for inappropriate use in line with the Student Code of Conduct.

I understand the following behaviours are unacceptable:

- Use of a mobile phone or device in an unlawful manner.
- To download, distribute or publish offensive messages or pictures.
- Use of language and/or threats of violence that may amount to bullying and/or harassment, or to insult, harass or attack others by using obscene, racist, derogatory or abusive language.
- To deliberately waste printing and internet resources or damage computers, printers or equipment.
- To use social media, online email and internet chat at school (social media apps for children aged 13, such as Facebook, Instagram, Musically, WhatsApp or Snapchat cannot be used to communicate with students on devices at school).
- To knowingly download viruses or any other programs capable of breaching the department's networks security.
- To use in-phone/device cameras or videos without teacher direction or anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- To invade someone's privacy by recording personal conversations, taking photographs or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

Smart Watches

Smart watches must remain on school mode and cannot be accessed during the school day to communicate.

BYOD

Please refer to the BYOD Student Charter located on our Website.

Staff Support

Staff will deliver education programs as part of their Student Code of Conduct on how to be Cybersmart and Cybersafe.

Teachers will explicitly teach the responsibilities outlined in this contract and develop classroom procedures to support the safe and meaningful use of ICT devices to enhance educational outcomes.



Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract

Student Agreement:

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 facilities and/or my devices inside or outside of school hours.

I understand that should the school decide I have broken the rules for using its ICT facilities and devices, appropriate action may be taken, as per the Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time as deemed by the principal, together with disciplinary action.

I will use school devices safely, responsibly and lawfully and in accordance with the Appropriate and Safe Use of School Network, School Device and Mobile Phone Contract and the school's Student Code of Conduct.

I have read and understood the Elanora State School Appropriate and Safe Use of the School Network, School Device and Mobile Phone Contract and I agree to abide by the rules whilst enrolled at Elanora State School.

Student's name

Class

Student's signature

Date

Parent or Guardian Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for the purposes of engaging in purposeful, educational learning experiences.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information depends upon responsible use by my child as well as responsible supervision by myself. I believe that my child understands this responsibility and I hereby give my permission for him/her to access and use the school's ICT facilities, networks and devices.

I understand that where my child engages in inappropriate online behaviours that negatively impact on the good order and management of the school, then disciplinary action, in line with the School's Student Code of Conduct, may be commenced at the discretion of the principal.

I acknowledge and accept that the school does not accept liability for any loss or damage suffered to a personal device.

By signing this document, I acknowledge that I have read and understood the Elanora State School Appropriate and Safe Use of the School Network, School Device and Mobile Phone Contract, and I agree to its conditions.

I understand that this contract has been developed to align with the Department of Education, Training and Employment's Acceptable use of the Department's Information, Communication and Technology (ICT) Network and Systems Policy. I acknowledge having received a copy of this document.

Parent name

Parent signature

Date



PARENT / CARER ENROLMENT CHECKLIST

Student Name: _____

The checklist below allows for a smooth enrolment application process. Please ✓ to ensure you have included the following documents with your Application for Enrolment into Elanora State School.

Please ensure you bring originals of **ALL** Documents required and a **photocopy** of each. Please ensure all appropriate forms are **FULLY COMPLETED** before returning to the school for processing or this **may delay your application process.**

<input type="checkbox"/>	Application for STUDENT ENROLMENT FORM
<input type="checkbox"/>	Copy of BIRTH CERTIFICATE and/or AUSTRALIAN or NEW ZEALAND PASSPORT (of Student NOT Parent) or AUSTRALIAN CITIZENSHIP CERTIFICATE (of Student NOT PARENT) or TRAVEL DOCUMENTS
<input type="checkbox"/>	Copies of Child's Original Report Cards for previous two semesters
<input type="checkbox"/>	Copies of Latest NAPLAN Report
Proof of residential address if living IN CATCHMENT (checklist below)	
<i>A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances.</i>	
Home Owner:	
<input type="checkbox"/>	Signed, unconditional sale agreement/ or A letter of confirmation from your solicitor of unconditional sale; or
<input type="checkbox"/>	Current Gold Coast City Council rates notice; and
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage); or
<input type="checkbox"/>	One other document verifying current address
Lease Holder:	
<input type="checkbox"/>	Current long-term (min 6 months) Rental Agreement stamped and signed by real estate agency; and
<input type="checkbox"/>	Original receipt from The Residential Tenancies Authority (RTA) for lodgement of the rental bond; and
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage)
Proof of residential address if living OUT OF CATCHMENT (checklist below)	
<i>A statutory declaration and or further documents may be required: In instances where the required documentation is not able to be provided, the enrolment officer will advise the school's requirements, taking into account individual circumstances.</i>	
Home Owner:	
<input type="checkbox"/>	Current Council rates notice; and
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage); and
<input type="checkbox"/>	A letter to the Principal (outlining why you need/want to enrol outside your catchment area)
Lease Holder:	
<input type="checkbox"/>	Current Rental Agreement stamped and signed by real estate agency; and
<input type="checkbox"/>	Current account for supply of domestic electricity (showing usage); and
<input type="checkbox"/>	A letter to the Principal (outlining why you need/want to enrol outside your catchment area)



Application for student enrolment form

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 students' 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.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name	Preferred given names		
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	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>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> • current driver's licence; or • adult proof of age card; or • current passport. 	

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 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd 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 <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
Needs interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 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 <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 <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.

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

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>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>If 'Yes', please nominate the religion:</p>

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

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

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.

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.

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.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (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"/> Yes <input type="checkbox"/> No

COURT ORDERS***Out-of-Home Care Arrangements***

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

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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

COURT ORDERS* (continued)		
Family Court Orders*		
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	___ / ___ / ___
Other Court Orders*		
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 or myself 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.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___

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: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	___ / ___ / ___	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

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.