



TOOWOOMBA NORTH STATE SCHOOL

CNR Mort and Taylor Streets,
Toowoomba QLD 4350
A.B N 56 983 305 738

Phone: (07) 4617 8333
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Email: the.principal@toownortss.eq.edu.au

ENROLMENT CHECKLIST FOR PARENTS

Please ensure you have completed all forms in full, including all signatures and checkboxes, as this will help us to process your application promptly.

Family Name _____

1. STUDENT ENROLMENT FORM

- ☐ Student Enrolment Form correctly completed (including Parent/Guardian signatures) Birth
- ☐ Certificate or identity documents if this is student's FIRST public school enrolment.
- ☐ Enrolment Agreement (signed and dated)
- ☐ School Permissions (signed and dated)
- ☐ Media Release (signed and dated)
- ☐ Chaplaincy Program (signed and dated)

FAMILY LAW - If your child is the subject of family law matters you will need to provide:

- ☐ Copies of any family law or other relevant court orders

MEDICAL/HEALTHCARE - If your child has health, disability or other support needs you will need to provide:

- ☐ Copies of medical/healthcare or emergency action plans
- ☐ Evidence of any disability or other support needs, including any learning and support plans
- ☐ Asthma Medical Plan

NON-AUSTRALIAN CITIZEN - If your child is a permanent resident but not an Australian citizen you will need to provide:

- ☐ Passport or travel documents
- ☐ Current visa and previous visas (if applicable)

INTERNATIONAL STUDENTS

- ☐ Additional enrolment procedures apply – please contact the Enrolments Officer, Business Service Manager or EQI to confirm.

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.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important 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 and Training (DET) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved ii. meeting reporting obligations required by law or under 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. DET 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, sex 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.

ENTITLEMENT TO ENROLMENT

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

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a 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 applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved • 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only							
Date enrolled	____/____/____	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	

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PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	/ /
Copy of birth certificate available to show school staff*	<input type="checkbox"/> <input type="checkbox"/> Yes 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>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"/> <input type="checkbox"/> Yes 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"/> <input type="checkbox"/> Yes 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"/> <input type="checkbox"/> Yes No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	/ /
			School	

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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"/>
Sex	<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		
Employer name		
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 provided at the end of this form. If parent currently in paid work but has had a job i has retired in the last 12 months, please occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Country of birth		
Country of residence		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ <input type="checkbox"/> Is interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ <input type="checkbox"/> Is interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address line 1		
Address line 2		
Suburb/town		

State		Postcode			Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')						

Parent/carer school education	What is the <i>highest</i> year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 2 has completed?
Certificate 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"/>

PROSPECTIVE STUDENT ORIGIN DETAILS

Origin	Queensland/interstate/overseas	
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other	
Previous school/other location		
Previously employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

INDIGENOUS STATUS

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

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

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	

<input type="checkbox"/> Other, please specify	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI		
Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen). NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.			
Passport number		Passport expiry date	/ /
Visa number		Visa expiry date (if applicable)	/ /
Visa sub class			

13/04/2017

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

	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 and Training (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DET will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006. It is essential that 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 medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

No known medical conditions	<input type="checkbox"/>
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)	

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<p>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.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
<p>Name of prospective student's medical practitioner (optional)</p>		<p>Contact number of medical practitioner</p>	
<p>I authorise school staff to contact the prospective student's medical practitioner for the puposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)</p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Medicare card number (optional)</p>		<p>Position Number</p>	
<p>Cardholder name (if not in name of prospective student)</p>			
<p>Private health insurance company name (if covered) (optional)</p>		<p>Private health insurance membership number (leave blank if company name is not provided)</p>	

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	

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	___/___/___

TRAVEL DETAILS

Mode of transport to school	<input type="checkbox"/> Walk	<input type="checkbox"/> Car	<input type="checkbox"/> Bus	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train
	<input type="checkbox"/> Other _____				

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
Signature			
Date	_____/_____/_____/	_____/_____/_____/	_____/_____/_____/

Parental occupation groups for use with parent/carers details

<p>Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals</p> <p>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].</p>
<p>Group 2: Other business managers, arts/media/sportspeople and associate professionals</p> <p>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, proofreader, 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.</p>
<p>Group 3: Tradespeople, clerks and skilled office, sales and service staff</p> <p>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/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].</p>
<p>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers</p> <p>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].</p>
<p>Group 8: Have not been in paid work in the last 12 months</p>

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 7).

Entitlement to enrolment

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

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

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

Parent's occupation and education

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

Sighting of birth certificate Schools are required to sight a prospective student's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. person born in a country without a birth registration system – passport or visa documents will suffice). Prospective mature age students that

provide appropriate photographic proof of identity do not need to present a birth certificate.

Court Orders

Any court orders concerning the 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.

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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).

Evidence of Prospective Student's Immigration Status

This section is required to be completed when a prospective student is not an Australian citizen and information is required to be recorded about their passport and visa.

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

emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction Applicants are asked if they would like the prospective student to participate in religious instruction. From Year 1, the prospective student may participate in religious instruction if it is available.

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.

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

Office use

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

Enrolment Agreement

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

- 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
- 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
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner ☐ consult parents on any major issues affecting students ☐
treat students and parents with respect and tolerance.

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

☐ Responsible Behaviour Plan for Students

- ☐ Student Dress Code information
- ☐ Student usage of internet permission form
- ☐ Complaints management information
- ☐ Parent Notice for Religious Instruction in School Hours
- ☐ Consent to use Copyright Material, Image, Recording or Name is included on enrolment form
- ☐ Within School Prospectus is homework policy, absences information, school excursions information

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 Toowoomba North State School:

.....

.....

.....

Toowoomba North State School Permissions

Student Name:

PERMISSIONS (apply to all children unless otherwise stated, whilst enrolled at Toowoomba North State School)

<p>SCHOOL ACTIVITIES</p> <p>As activities that require students to leave the grounds and travel on provided transport arise, you will be advised by notice of the details including costs allowing you to withdraw your permission should you wish. Letter or personal contact with the Principal will only affect withdrawal of the permission.</p> <p>EXCURSIONS</p> <p>I hereby give my permission for my child to leave the school grounds and, when necessary, to travel on the transport provided, for the purpose of class activities, interschool sport, educational excursions, concerts, shows, films, functions and church services (RI participants only)</p>	Accept	De
<p>SWIMMING</p> <p>Swimming is part of the HPE Curriculum. I understand that my child is to participate via class lessons in the Toowoomba North State School Swimming program in Terms 1 and 4.</p>	Accept	De
<p>HEADLICE CHECKS</p> <p>I give permission for staff members of Toowoomba North State School to check my child's hair for evidence of headlice, if suspected. I understand that if headlice are detected, I will be contacted by the school administration and my child has to be excluded until treatment has occurred.</p>	Accept	De
<p>FOR STUDENT AND PARENT TO READ AND COMPLETE</p>		

STUDENT INTERNET ACCESS AGREEMENT FORM

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

I will use it only for educational purposes.

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: clear any offensive pictures or information from my screen; and immediately, quietly, inform my teacher.

I will not reveal home addresses or phone numbers - mine or anyone else's. I will not use the Internet to annoy or offend anyone else. I understand the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

(Student's name) (Student's signature) (Date)

Parent or guardian

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students.

I believe _____ (Name of students) 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 appropriate action by the school. This may include loss of Internet access for some time.

Parent / Carer's Name Parent / Carer's Signature

Introduction to the State School Consent Form (attached) for Toowoomba North State School.

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* 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: www.toowoombanorthss.eq.edu.au

Facebook: <https://www.facebook.com/toowoombanorthstateschool/>

- YouTube: not applicable
- Instagram: not applicable
- Twitter: not applicable
- Other: School handbook and Education Queensland publications
- 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 the principal on 46 17 8333.

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

Please retain this letter for your records and return the signed 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).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ 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.

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;
 - 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:

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.

Print name of student

Print name of consenter.....

Signature or mark of consenter

Date

Signature or mark of student (if applicable)

Date

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

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 to facilitate registration and use of third party web based software identified on the form. 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.

Voluntary Student Participation in Chaplaincy Programs at Toowoomba North State School

Parent/Guardian Name/s	
Student Name (in full)	
Student Name (in full)	
Student Name (in full)	

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

Information about the school's chaplaincy program is available through a Chaplaincy flyer and will also be on the school's website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

<p>Voluntary Student Activities without Religious, Spiritual and/or Ethical Content</p>	<p>Voluntary Student Activities with Religious, Spiritual and/or Ethical Content</p> <p>These activities are available to students on a voluntary basis if a parent or guardian has given consent in writing.</p>
<p>1. Lunch time programs</p> <p>These programs are quite varied in nature and can include art and craft, cooking, playing games and sport.</p> <p>2. General classroom support</p> <p>The chaplain helps out in classrooms at different times of the day. This can include listening to a student read, helping a group of students with an activity or the normal range of classroom support activities to help students learn and participate.</p> <p>3. Shine/Strength</p> <p>Programs run for boys and girls. These programs are without religious content but aim to enhance self-esteem/self-worth and to improve peer relationships.</p> <p>4. Breakfast Club</p> <p>Breakfast is provided at school consisting of fruit and milo</p>	<p>1. School Religious Education program is a nondenominational general teaching and learning about values from a Christian perspective.</p>
<p>Please tick one of the boxes below:</p> <p><input type="checkbox"/> I give my consent for my child/ren to participate in these activities</p> <p><input type="checkbox"/> I do not give my consent for my child/ren to participate in these activities.</p>	<p>Please tick one of the boxes below:</p> <p><input type="checkbox"/> I give my consent for my child/ren to participate in these activities.</p> <p><input type="checkbox"/> I do not give my consent for my child/ren to participate in these activities.</p>

☐ I understand that, where I agree that my child/ren can participate in the chaplaincy program, this information will be passed on to the school chaplain.

Parent's Signature _____

Date _____

Office Use: Retain original in student's file and provide a copy of notice to the parent/guardian.

Legal Guardianship Documentation

Family Name _____ Date _____

With whom does the student live?

<p>Please tick child's living arrangements</p> <p><input checked="" type="checkbox"/></p>	<p>**Please note on page 2 of Student Family Details section on the enrolment application form:</p> <p>Parent/Carer 1 will be the primary first point of contact/correspondence/sick bay phone calls and fee payer</p>
	MOTHER/S AND/OR FATHER/S RESIDE TOGETHER
	MOTHER ONLY
	FATHER ONLY
	MOTHER AND STEP FATHER/PARTNER
	FATHER AND STEP MOTHER/PARTNER
	GUARDIANS
	<p>SHARED LIVING ARRANGEMENTS BETWEEN MOTHER AND FATHER Court Orders/Contact Orders/Parenting Agreement</p> <p><input type="checkbox"/> Please provide details:.....</p> <p>.....</p> <p>.....</p>
	<p>SHARED LIVING ARRANGEMENTS BETWEEN MOTHER AND FATHER</p> <p><input type="checkbox"/> <u>NO</u> Court Orders/Contact Orders/Parenting Agreement</p> <p><input type="checkbox"/> I have provided the Family Tax Benefit letter indicating custodial living arrangements for my child</p>
	<p>OTHER</p> <p>Please provide details: :.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Are there any Court Orders/Contact Orders/Parenting Plans which are relevant to

this student? ☐ YES

☐ NO

If YES, is the Court Orders/Contact Orders/Parenting Plan from:

☐ FAMILY COURT

☐ FEDERAL MAGISTRATES COURT OF AUSTRALIA

☐ MAGISTRATES COURT

Date of Court Orders/Contact Orders/Parenting Plan: ____/____/____

Is this the current Court Orders/Contact Orders/Parenting Plan? ☐ YES ☐ NO

I have enclosed a copy of the current Court Orders/Contact Orders/Parenting Plan: ☐ YES ☐ NO

IF THE CURRENT COURT ORDER/CONTACT ORDER/PARENTING PLAN IS NOT PROVIDED,
TOOWOOMBA NORTH STATE SCHOOL WILL ASSUME BOTH PARENTS HAVE EQUAL PARENT
ACCESS

Privacy Notice

The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.

Student personal information collected on this 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.

Dear Parents and Carers,

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web based providers.

Our school wishes to utilise the third party web based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration **may** include disclosing the following information about your student:

- Student Name (First Name ONLY)
- Year group
- Class Teacher and
- Student Education Queensland email address

In the case of the services outlined below they are private companies that are hosted *onshore in Australia and/or outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

We need your permission for the registration and use of these sites by your child. Please complete the consent form on the reverse of this page and return it to the school office.

Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the

Principal. Please note that, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

Attached is a list of the third party web based service providers we recommend.

Kind regards

Kaarin Littleton
Principal

Third Party User Consent Form 2019

Please complete and return to the school office.

Children require their own individual consent form. Please ensure you complete one for each child attending Toowoomba North State School

Student's name: _____

Year level: (in 2019) _____

Please **circle your choice** (or cross out which does not apply) to your child's information being provided to each of the third party providers for the provision of an educational service.

Please circle your choice

Mathletics	Do consent / Do not consent
Reading Eggs	Do consent / Do not consent

I have read the terms of use and privacy policy of each of the websites listed. I understand that my child's personal information – as described in this information letter - will be provided to these third party software providers for the purpose of my child's registration and use of the software programs and that this information may be stored outside of Australia.

Parent name:	

Parent signature:	
Date:	

Third Party IT Providers 2019

Name of Provider: [Mathletics](#)

Type of Service: The purpose of this website is to provide maths games and activities to support the learning of maths concepts and skills. Users can compete against other registered users through challenges to earn points and achieve high scores.

Website: www.mathletics.com.au

Privacy policy: www.3plearning.com/privacy-policy

Terms of use: www.3plearning.com/terms-conditions

File Storage: Mathletics stores student personal information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law.

Name of Provider: [Reading Eggs 3P Learning](#)

Type of Service: The purpose of this website is to promote and provide access to a product **designed to develop a student's ability to read English.**

Website: <http://www.readingeggs.com.au> and <http://www.3plearning.com/au/> (parent website)

Privacy policy: <http://readingeggs.com.au/privacy>

Terms of use: <http://readingeggs.com.au/terms>

File Storage: Mathletics stores student personal information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law.