

Department of Education

Application for Enrolment - Student Information

STUDENT DETAILS

Family name

First given name

Other given names

Preferred given name

Gender
 Male Female Non-binary Prefer not to say
 Another term (please specify)

Date of Birth (dd/mm/yyyy)
 / /

In which country was the student born?
 Australia

Other (please specify)

Does the student speak a language other than English at home?
 No (English only)

Yes (please specify)

Year level of intended enrolment (Grade)

Is the student independent? (See details in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**). If **yes**, complete the Independent section in Form C
 Yes No

Previous school attended (where applicable)

FIRST NATIONS STATUS

Is the student of Aboriginal or Torres Strait Islander origin?
 No
 Yes, Aboriginal
 Yes, Torres Strait Islander
 Yes, both Aboriginal and Torres Strait Islander

STUDENT RESIDENTIAL ADDRESS

Street number and name

Suburb

State Postcode

Country

STUDENT CONTACTS (where applicable)

Only for students with a personal phone number / email address

Order*	Silent#	Home phone

		Mobile phone

Email address (use both lines if necessary)

* Order: Number the first column of boxes in order of contact preference (1 to 4) where applicable. (eg: if the student's mobile phone is the preferred contact, mark the Order box with '1')
 # Silent: Tick the corresponding Silent Number box if applicable.

INTERNATIONAL STUDENT

Is the student an Australian or New Zealand citizen?
 Yes No

If **no**, provide Visa No., arrival date, and an Authority to Enrol

Visa No.		/	/	
Arrival date (dd/mm/yyyy)				

Authority to Enrol Provided? Yes No

Is the student a Humanitarian Entrant?
 Yes No

If **yes**, provide Visa No., arrival date, and ImmiCard No.

Visa No.		/	/	
Arrival date (dd/mm/yyyy)				

ImmiCard No. - -

Department of Education Application for Enrolment - Student Information

EVIDENCE OF IDENTITY

For students **under 18** – one type of identity document is required. For students **over 18** – three types of identity documents required. (See details in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**).

Type of document provided										Document reference number									

OFFICE USE ONLY Sighted by

Date / /

EVIDENCE OF RESIDENCE

Type of document provided										Document reference number									

OFFICE USE ONLY Sighted by

Date / /

DETAILS OF ENROLMENT

Year of enrolment	Commencement date if not start of school year
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

SIBLING DETAILS

Full name of any one sibling currently or previously enrolled in a Department of Education school

Sibling Date of Birth (dd/mm/yyyy) Sibling's school attended

/ /

DOCTOR OR CLINIC INFORMATION

Doctor or clinic name

Street address

Suburb

Phone

MEDICAL CONDITION/MEDICATION INFORMATION

Does this student have any medical conditions or medication you think we should know about?

No Yes – please give details

Please attach additional details if required

VACCINATIONS INFORMATION

Has this child been vaccinated?

Yes – Evidence provided

Yes – Not yet provided

No – Conscientious objection. Statutory Declaration required. See your school.

ALLERGY / ANAPHYLAXIS INFORMATION

Does this student have an allergy? Yes No

They are allergic to

Has the allergy involved hospitalisation? Yes No

Can it be life threatening? Yes No

Has the allergy been called anaphylaxis? Yes No

Has this student been prescribed an EpiPen? Yes No

Department of Education Application for Enrolment - Student Information

VACCINATIONS INFORMATION *cont.*

Usual vaccinations (tick those given)

<input type="checkbox"/>	Hepatitis B Vaccine (HEB)
<input type="checkbox"/>	Combined Diphtheria Tetanus Pertussis (DTP)
<input type="checkbox"/>	Poliomyelitis Oral or Injectable (OPV)
<input type="checkbox"/>	Haemophilis Influenzae Type B (HIB)
<input type="checkbox"/>	Measles, Mumps and Rubella (MMR)
<input type="checkbox"/>	Meningococcal C
<input type="checkbox"/>	Meningococcal Groups A, C, W and Y (from July 2018)
<input type="checkbox"/>	Varicella (Chickenpox) (VZV)
<input type="checkbox"/>	Pneumococcal (PCV)

Additional vaccinations (tick those given)

<input type="checkbox"/>	Diphtheria and Tetanus (CDT)
<input type="checkbox"/>	Influenza (FLU)
<input type="checkbox"/>	Human Papilloma Virus
<input type="checkbox"/>	Rotavirus
<input type="checkbox"/>	COVID-19

HEALTH AND SAFETY INFORMATION

The health, wellbeing and learning outcomes of your child and all our students is important to us. If your child has any wellbeing or behavioural issues that we need to be aware of please provide details below.

CONSENT TO PUBLICATION OF PERSONAL INFORMATION

(See the Personal Information Protection details in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**.)

Images (including photographs or videos) of students, and work by students, are often included in school or Department of Education publications. This allows students to share their experiences and informs parents/guardians and others about the school's work.

School print and electronic publications include items such as school year books, newsletters and social media/websites. Department of Education print and electronic publications are items such as social media/websites, reports and brochures.

While you may choose to give consent to the use of the student's given and family name, the actual use of student names will be guided by Departmental policy on student safety. For example, only given names are generally used on social media and websites.

Publication does not include the use of student images, names or their work in ways that support the educational purposes of the school. These include displays of student photos or student work on school premises.

- I give consent for **images** that include the student to be taken for the purpose of publication in **school** and **Department of Education** publications (print and/or electronic). This may include publishing the student's **given name and family name**. Yes No
- I give consent for **samples of work** by the student and **recognition of student achievements** to be published in **school** and **Department of Education** publications (print and/or electronic). This may include publishing the student's **given name and family name**. Yes No
- Consent to the **media** – I give consent for the student to be **photographed, filmed or interviewed** on stories about education and school activities, to be published by newspapers, radio and television. This may include publication on their social media and website. The **media** may also publish their **given name and family name** and the name of the school the student attends. Yes No

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Department of Education

Application for Enrolment - Student Information

CLASS PHOTOGRAPHS

4. I give consent for images of the student to be taken for class and school photographs that are provided or sold to their parents or guardians. This may include images taken by professional photographers on behalf of the school, and may also include use of the student's given name and family name.

Yes No

CONSENT FOR MINOR EXCURSION PARTICIPATION

5. I give my consent for the student to participate in minor excursions for this year. (See details in the *Application for Enrolment – Information for Parents, Guardians and Independent Students*)

Yes No

HOME INTERNET AND DEVICE INFORMATION

To support the student to learn from home across their years of schooling, knowing how the household connects to the internet allows the Department to provide some technical support where there is an identified need.

6. Does this student have access to a device for school work?

Yes No

7. Does this device connect to the internet using the NBN?

Yes No

8. Does this device connect to the internet from a mobile phone?

Yes No

9. Is the device shared by others which could cause access issues that will impact the student's education?

Yes No

Department of Education

Application for Enrolment - Parent/Guardian Contacts

Student(s) name

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(See *Application for Enrolment – Information for Parents, Guardians and Independent Students*)

ENROLLING PARENT/GUARDIAN

Relationship to this student (e.g Father or Mother, Grandparent, etc)

--

Parent/Guardian Yes No

Family name

--

Given names

--

Preferred name – Optional

--

Date of Birth (dd/mm/yyyy)

/	/	
---	---	--

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person is to be billed for levies for this student

Percentage of levies to be paid by this parent/guardian

%

DETAILS OF OTHER PARENT/GUARDIAN (If applicable)

Relationship to this student (e.g Father or Mother, Grandparent, etc)

--

Parent/Guardian Yes No

Family name

--

Given names

--

Preferred name – Optional

--

Date of Birth (dd/mm/yyyy)

/	/	
---	---	--

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person is to be billed for % levies for this student

Levies Payment Agreement

(Signature of this contact accepting the % payment)

--

Tick if the student resides with this person

Tick if this person wishes to receive communications separately

RESIDENTIAL ADDRESS (If different to student)

Street number and name

--

Suburb

--

State

--

Country

--

Postcode

--

Mail address – If not the same as residential address

--

Suburb

--

State

--

Country

--

Postcode

--

Order Silent Home phone

--	--	--

RESIDENTIAL ADDRESS (If different to student)

Street number and name

--

Suburb

--

State

--

Country

--

Postcode

--

Mail address – If not the same as residential address

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Suburb

--

State

--

Country

--

Postcode

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Order Silent Home phone

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Department of Education Application for Enrolment - Parent/Guardian Contacts

ENROLLING PARENT/GUARDIAN *cont.*

Order	Silent	Work phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Order	Silent	Mobile phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Email address		
<input type="text"/>		
Does the parent/guardian speak a language other than English at home?		
<input type="checkbox"/>	Yes – please specify below	
<input type="text"/>		
<input type="checkbox"/>	No – English only	
If yes, is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT DETAILS FOR ENROLLING PARENT/GUARDIAN

The Department of Education is required to collect the following information on behalf of the Australian Government (see **Application for Enrolment – Information for Parents, Guardians and Independent Students**). Regarding occupational types see page 9-10.

IDENTIFY OCCUPATION GROUP

Please select the appropriate parental occupation group. See the back of Form B for a more detailed list.

<input type="checkbox"/>	Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals
<input type="checkbox"/>	Group 2: Other business managers/professionals and associate professionals
<input type="checkbox"/>	Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff
<input type="checkbox"/>	Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers
<input type="checkbox"/>	Group 8: If you have retired or not been in paid work in the last 12 months
Highest level of primary or secondary school completed (tick box)	
<input type="checkbox"/>	Year 12 or equivalent
<input type="checkbox"/>	Year 10 or equivalent
<input type="checkbox"/>	Year 11 or equivalent
<input type="checkbox"/>	Year 9 or equivalent or below
Highest level of qualifications completed (tick box)	
<input type="checkbox"/>	Bachelor degree or above
<input type="checkbox"/>	Certificate I–IV (inc. trade certificate)
<input type="checkbox"/>	Advanced Diploma/Diploma
<input type="checkbox"/>	No non-school qualification

DETAILS OF OTHER PARENT/GUARDIAN (If applicable) *cont.*

Order	Silent	Work phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Order	Silent	Mobile phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Email address		
<input type="text"/>		
Does this contact speak a language other than English at home?		
<input type="checkbox"/>	Yes – please specify below	
<input type="text"/>		
<input type="checkbox"/>	No – English only	
If yes, is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

DETAILS OF OTHER PARENT/GUARDIAN (If applicable)

The Department of Education is required to collect the following information on behalf of the Australian Government (see **Application for Enrolment – Information for Parents, Guardians and Independent Students**). Regarding occupational types see page 9-10.

IDENTIFY OCCUPATION GROUP

Please select the appropriate parental occupation group. See the back of Form B for a more detailed list.

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<input type="checkbox"/>	Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff
<input type="checkbox"/>	Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers
<input type="checkbox"/>	Group 8: If you have retired or not been in paid work in the last 12 months
Highest level of primary or secondary school completed (tick box)	
<input type="checkbox"/>	Year 12 or equivalent
<input type="checkbox"/>	Year 10 or equivalent
<input type="checkbox"/>	Year 11 or equivalent
<input type="checkbox"/>	Year 9 or equivalent or below
Highest level of qualifications completed (tick box)	
<input type="checkbox"/>	Bachelor degree or above
<input type="checkbox"/>	Certificate I–IV (inc. trade certificate)
<input type="checkbox"/>	Advanced Diploma/Diploma
<input type="checkbox"/>	No non-school qualification

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Department of Education
Application for Enrolment - Other Contacts

DETAILS OF OTHER CONTACT

Relationship to this student (e.g Grandmother)

Family name

Given names

Preferred name – Optional

Date of Birth (dd/mm/yyyy)

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person wishes to receive communication separately

Residential address – Street number and name

Suburb State

Country Postcode

Mail address – If not the same as residential address

Suburb State

Country Postcode

Order Silent Home phone

Work phone

Mobile phone

Email address

DETAILS OF OTHER CONTACT

Relationship to this student (e.g Aunt or Uncle)

Family name

Given names

Preferred name – Optional

Date of Birth (dd/mm/yyyy)

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person wishes to receive communication separately

Residential address – Street number and name

Suburb State

Country Postcode

Mail address – If not the same as residential address

Suburb State

Country Postcode

Order Silent Home phone

Work phone

Mobile phone

Email address

Department of Education Application for Enrolment - Parent/Guardian Contacts

AUTHORISING SIGNATURE

Which best describes you?

<input type="checkbox"/>	Enrolling parent or guardian	<input type="checkbox"/>	Independent / adult student self-enrolling
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To sign this form you must be either an independent or adult student or the enrolling parent as detailed in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**. Enrolment is not complete until you have provided evidence of the student's date of birth and identity, and any other evidence requested, and the school or college accepts the enrolment.

I certify that the information provided in this Application for Enrolment Form is correct and I consent to personal information, including health information, being disclosed for the purposes described in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**.

Name

--

Signature

Date of signature (dd/mm/yyyy)

	/	/	/	/	/	/	/
--	---	---	---	---	---	---	---

IDENTIFICATION OF ENROLLING PARENT/GUARDIAN

Type of document provided

Document reference number

--	--

OFFICE USE ONLY

Sighted by

Date

	/	/	/	/	/	/	/
--	---	---	---	---	---	---	---

Personal Information Protection

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004*. It will be used by the Department of Education for student administration and for the planning, provision and reporting of educational programs as authorised by the *Education Act 2016* and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

Department of Education

Application for Enrolment - Occupational Types

GROUP 8: If you have retired

If you have retired or stopped working in the past year please choose the group in which you previously worked. If you have not been in paid work in the past 12 months enter '8' into the box provided.

GROUP 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

- **Machine operators**
 - » Driver or mobile plant operators (*car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators*)
 - » Production/processing machine operator (*engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators*)
 - » Other machine operator (*photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner*)
- **Sales office, hospitality staff and other assistants**
 - » Sales (*sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler*)
 - » *Office* (*typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk*)
 - » *Hospitality staff* (*hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks*)
 - » *Assistant/aide* (*trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant*)
- **Defence Forces ranks below senior NCO**
 - » *Agriculture, horticulture, forestry, fishing, mining worker* (*farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand*)
 - » *Other worker* (*labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office*)

GROUP 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (*metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers*)
- **Advanced/intermediate clerical, office, sales, carer and service staff**
 - » *Recording clerk* (*bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk*)
 - » *Inquiry/admissions clerk* (*customer inquiry/complaints/service clerk, hospital admissions clerk*)
 - » *Office* (*secretary, personal assistant, desktop publishing operator, switchboard operator*)
 - » *Sales* (*sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent*)
 - » *Carer* (*aged/disability/refuge/child care/welfare support worker, nanny, nursing support*)
 - » *Service* (*parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers*)

Department of Education

Application for Enrolment - Occupational Types

GROUP 2: Other business managers/professionals and associate professionals

- **Other business managers/professionals**
 - » *Farm/business owner/manager* (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
 - » *Specialist manager* (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
 - » *Finance* (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
 - » *Retail sales/services manager* (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
 - » *Arts/media* (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
 - » *Sportsperson* (coach, trainer, sports official, sportsperson)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professional
- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
 - » *Health* (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
 - » *Legal* (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
 - » *Business/administration* (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
 - » *Defence Forces* (senior non-Commissioned Officers [NCO])
 - » *Other* (library assistant, museum/gallery technician, research assistant, proof reader)

GROUP 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

- **Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)
- **Senior executives/general managers/department heads in industry, commerce, media or other large organisation**
 - » *Public sector manager* (public service manager (section head or above), regional director, hospital/health services education)
 - » *Other administrator* (school principal, faculty head/dean, library/museum/gallery director, research facility director)
 - » *Defence forces* (Commissioned Officer)
- **Qualified professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
 - » *Health* (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
 - » *Education* (primary/secondary school teacher, university lecturer, professor, VET, special education)
 - » *Law* (lawyer, judge, barrister, coroner, solicitor, legal officer)
 - » *Engineering* (architect, surveyor, chemical/civil/mechanical/mining engineer)
 - » *ICT* (computer systems manager, designer, software and applications programmers)
 - » *Science* (all scientists)
 - » *Business* (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
 - » *Social* (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
 - » *Air/sea transport* (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Department of Education
Application for Enrolment - Supplementary Information

PART D – INDEPENDENT

<i>Date student became independent</i>	<i>Type of evidence supplied</i>								
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	/		/						
<i>Date evidence sighted by School</i>									
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PART E – STUDENT IN OUT OF HOME CARE

<i>Start date</i>	<i>Other relevant information or comment</i>								
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<i>Review date</i>									
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PART F – PART-TIME ENROLMENT OF HOME EDUCATED STUDENTS

<i>Details of enrolment (hours/days) as approved by the Principal:</i>