

Student Enrolment Form

NOTE: Items marked with an asterisk (*) must be answered.

Student Details:

Does the student have a sibling/s at this school?	Yes / No	If Yes, provide names and details of sibling/s:
Has the student attended this school previously?	Yes / No	If Yes, provide details of this enrolment (ie. dates/previous names etc.):

Surname: *		Preferred Name:	
Given Names: *		Previous Surnames:	

Home Address: *		Postcode: *
Postal Address: *		Postcode: *
Distance from School (ie. metres/kilometres):		
Date of Birth: *		Sex: * Male <input type="checkbox"/> Female <input type="checkbox"/>

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

In which country was the student born? *			
Australia	<input type="checkbox"/>	Taiwan	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	Papua New Guinea	<input type="checkbox"/>
England	<input type="checkbox"/>	Unites States of America	<input type="checkbox"/>
South Africa	<input type="checkbox"/>	Hong Kong	<input type="checkbox"/>
Philippines	<input type="checkbox"/>	South Korea	<input type="checkbox"/>
Other – Please specify:			

Date of Arrival in Australia:		Permanent Residency:	Yes / No
Religion:		If No, Visa Details:	

Student Origin Details:

Origin:	Qld / Interstate / Overseas		
Previous School/Other Location:			
Sector:	Preschool / Primary / Secondary / VET / University / Other	Full Time / Part Time	
Previously Employed:	Yes / No	Full Time / Part Time	

Parent/Caregiver 1:

Surname: *		Given Names: *	
Title:	<i>Mr/Mrs/Ms/Dr etc (please specify):</i>		
Relationship to Student:	<i>Mother/Father/Caregiver/Other (please specify):</i>		

Actual Address: *		Postcode: *
Postal Address: *		Postcode: *

Occupation:		Work Location:	
Work Phone:	Ext:	Work Mobile:	

Home Phone:		Home Mobile:	
Email Address			

Cultural Background:		Country of Birth:	
Interpreter Required:	<i>Yes / No</i>		

Parent/Caregiver 2:

Surname: *		Given Names: *	
Title:	<i>Mr/Mrs/Ms/Dr etc (please specify):</i>		
Relationship to Student:	<i>Mother/Father/Caregiver/Other (please specify):</i>		

Actual Address: *		Postcode: *
Postal Address: *		Postcode: *

Occupation:		Work Location:	
Work Phone:	Ext:	Work Mobile:	

Home Phone:		Home Mobile:	
Email Address			

Cultural Background:		Country of Birth:	
Interpreter Required:	<i>Yes / No</i>		

Does the student or their parent/caregiver1 or their parent/caregiver2 speak a language other than English at home? *

(If more than one language, indicate the one that is spoken most often in this section and any other in the section below)

	Student	Parent/Caregiver 1	Parent/Caregiver 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog – (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Samoan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Please specify			

If the student or their parent/caregiver1 or parent/caregiver2 speak additional languages other than English at home, indicate any secondary languages that are spoken, in this section only.

Language	Student	Parent/Caregiver 1	Parent/Caregiver 2
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest year of primary or secondary school the parents/caregivers have completed? *

(For persons who have never attended school, mark 'Year 9' or equivalent or below.)

	Parent/Caregiver 1	Parent/Caregiver 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/caregivers have completed? *

	Parent/Caregiver 1	Parent/Caregiver 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of the parent/caregiver1? *

(Refer to page 4 for the list of Parental Occupation Groups)

What is the occupation group of the parent/caregiver2? *

(Refer to page 4 for the list of Parental Occupation Groups)

Please select the appropriate Parental Occupation Group from the list on page 4.

- If the person 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 person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

List of Parental Occupation Groups (for previous question)**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

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

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

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

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Emergency Contact 1 (other than primary parent/caregiver):

Family Name:		Given Names:	
Home Phone:		Work Phone:	
Home Mobile:		Work Mobile:	
Relationship to Student:	<i>Mother/Father/Caregiver/Other (specify):</i>		

Emergency Contact 2 (other than primary parent/caregiver):

Family Name:		Given Names:	
Home Phone:		Work Phone:	
Home Mobile:		Work Mobile:	
Relationship to Student:	<i>Mother/Father/Caregiver/Other (specify):</i>		

Emergency Contact 3 (other than primary parent/caregiver):

Family Name:		Given Names:	
Home Phone:		Work Phone:	
Home Mobile:		Work Mobile:	
Relationship to Student:	<i>Mother/Father/Caregiver/Other (specify):</i>		

Medical Information:

Doctor's Name:		Doctor's Phone No:	
Doctor's Address:			Postcode:
Medicare No:			
<i>Illness, disability (including any medication):</i>			

Travel Details:

Bicycle / Bus / Car / Train / Walk (please provide details)

Custody Details:

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Signature of Parent/Caregiver:

1	2

THIS SECTION IS FOR OFFICE USE ONLY**Enrolment Details:**

Student ID:	
Year Level:	
House:	
Form:	

Date Enrolled:	
Roll Class:	
Campus:	
Mature Age Check:	E <input type="checkbox"/> P <input type="checkbox"/> U <input type="checkbox"/>

ESL	<input type="checkbox"/>	Repeating	<input type="checkbox"/>	Handouts	<input type="checkbox"/>
Geographically Isolated	<input type="checkbox"/>	Learning Difficulty	<input type="checkbox"/>	Special Ed Support	<input type="checkbox"/>
Gifted Student	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	Custody Order	<input type="checkbox"/>
Birth Certificate Sighted	<input type="checkbox"/>	% Fee	<input type="checkbox"/>	O/S Full Fee	<input type="checkbox"/>
Permanent Resident	<input type="checkbox"/>	Cultural Link	<input type="checkbox"/>	Continuing	<input type="checkbox"/>
Austudy	<input type="checkbox"/>	Textbook Allowance	<input type="checkbox"/>		<input type="checkbox"/>

% Language Weighting:	
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Permissions:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other Information:

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Destination Details from Exit Interview:

Destination:	<i>Qld / Interstate / Overseas</i>	Date Left:	
Destination School/ Other Location:			
Sector:	<i>Preschool / Primary / Secondary / VET / University / Other</i>	Full Time / Part Time	
Employment:	<i>Yes / No</i>	Full Time / Part Time	
Reason for Leaving:			

The school and the Department of Education and the Arts are subject to *Information Standard 42 – Information Privacy (IS42)*. IS 42 controls how the school and the department collects, stores, uses and discloses personal information.

Although information provided on the form is voluntary, where an item is marked with an asterisk (*) the information must be provided, as it is required by the school for the effective administration of matters concerning the student at the school.

The information collected on the enrolment form is being obtained for the purpose of processing the student's application for enrolment and to comply with recent Commonwealth legislation. It may be used and where necessary disclosed by the school or the department for the following purposes:

- General student administration,
- Communication with students and parents/caregivers,
- State and National reporting purposes,
- Where permitted by law,
- Essential for law enforcement, or
- Believed to be necessary to prevent or lessen an imminent threat to health or life.

The information will be stored securely. You may access or correct personal information provided by contacting the school. If you have a concern about the way your personal information has been collected, stored, used or disclosed you may contact the school in the first instance.