



Application to enrol in a NSW Government school

Thank you for your interest in enrolling your child in a NSW Government school.

This application to enrol form is to be completed in English. If you need an explanation of any of the questions or help in completing this application, please ask for assistance from the school staff. You are welcome to provide further information on an attached sheet.

The school will notify you of the results of your application. The information you have provided will be used by the school to enrol your child, if your application is accepted. Please do not purchase items such as uniforms until you receive confirmation of enrolment.

PLEASE TEAR OFF THIS FRONT PAGE AND KEEP IT BEFORE RETURNING YOUR APPLICATION TO THE SCHOOL.

When you come to the school to enrol please bring these documents with you:

- **Proof of student's residential address** (eg original copies of council rates notice, residential lease, electricity accounts, statutory declaration etc)
- **Birth certificate or identity documents**
- **Copies of any family law or other relevant court orders** (if applicable)
- **Immunisation history statement** (only required for students enrolling in primary schools for the first time).

In addition, 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).

In addition, if your child is a temporary visa holder you will also need to provide:

- **Authority to Enrol** issued by the Temporary Visa Holders Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
- **Authority to Enrol or evidence of permission to transfer** issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- **Evidence of the visa the student has applied for** (if the student holds a bridging visa).

Your privacy protected

The school and the NSW Department of Education and Communities are subject to the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002*.

The information you provide will be used to process your child's application for enrolment, which may include a risk assessment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or carers

- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

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

The health-related information collected is subject to the *Health Records and Information Privacy Act 2002*. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.

Do parents have to answer the questions?

We are required by law to ensure the health and safety of students, staff and visitors on our premises. It is therefore necessary for you to answer all questions on this form except those about your occupation and education.

The information you provide will assist the school to communicate with you and to care for your child while at school. Should you choose to submit an incomplete form, processing your application may be delayed and the quality of our service to you may be affected.

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Why have we asked for information about your occupation and education?

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century. The National Goals specifically state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also

state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

To help us to make sure we are achieving this goal, all parents across Australia, no matter which school their child attends, are being asked to provide information about family background. The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage because of their economic or social background.

Providing information about your occupation and education is voluntary but your information will help us to ensure that all students are being well served by Australian schools.

The four groups listed on page '2' are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that you think best describes you. If you have retired or stopped work in the past year please choose the group in which you used to work.

You will need to use this table to answer the questions on pages '4-5'.

Secure Internet Access and Email

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the DEC Internet and email services.

Parents will need to inform the school in writing if they do not want their child to have access to the NSW DEC Internet and email facility.

Photographs at school

Taking photographs of students can constitute a collection of their personal information. Occasionally photographs are taken of individual students and classes of students at school.

If you **do not wish** your child to be photographed under any circumstances, please make sure you have specified this on page '8' of this form.

Parent occupation groups

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 below
- 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]

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 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 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]

Please note

- If the person is not currently in paid work but had a job or 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, please write '8' in the box.

Family details

This section is for the parents/carers with whom the student normally lives.

Parent/Carer 2

*If applicable, copies of any relevant family law or other court orders must be provided.

Title (eg Mr/Ms/Mrs/Dr)

Sex (tick box below)

Male

Female

Relationship to student

Family name

Given name

Occupation

Occupation group (write 1, 2, 3, 4 or 8) See page 2 for instructions.

Country of birth

School education

What is the highest level of schooling completed? For persons who never attended school, mark 'Year 9' or equivalent or below (mark one box only)

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Educational qualifications

What is the highest qualification completed?

Bachelor degree or above

Advanced diploma/diploma

Certificate I to IV (inc. trade cert.)

No non-school qualification

Languages other than English spoken at home

Does this **Parent/Carer** speak a language other than English at home?

No, English only

Yes

If **yes**, what languages other than English are spoken at home?

Please write the exact language spoken – for example, Cantonese or Mandarin, not simply 'Chinese'. Please do not write a nationality such as 'Indian'. Please specify the actual language spoken eg Hindi or Punjabi.

Main language other than English spoken at home

Other languages spoken at home

Interpreters may be available during school interviews.

Would an interpreter be required?

Yes

No

Contact email address

Family details

Contact details for parents/carers with whom the student normally lives

Name to be used for all correspondence (eg Mr and Mrs A. Black, Ms B. Green)

Residential address (eg 1 High Street, Sydney, NSW, 2000)

Is this the residential address of the student to be enrolled? Yes No

Correspondence address (If you have a correspondence address that is different to your residential address please write it here eg PO Box 51, Sydney, NSW, 2001)

Email address for correspondence

Should the school need to contact you, please specify, in order of preference, how you would like to be contacted

Contact name

Phone number (home)

Phone number (work or mobile)

Contact name

Phone number (home)

Phone number (work or mobile)

Other Parent/Carer contact details for parent/carers not living with this student

*If applicable, copies of any relevant family law or other court orders must be provided.

Title (eg Mr/Ms/Mrs/Dr)

Sex (tick box below)

Male

Female

Relationship to student (eg mother, father)

Family name

Given name

Phone number (home)

Phone number (work or mobile)

Residential address (eg 1 High Street, Sydney, NSW, 2000)

Does the student sometimes reside at this address? Yes No

Correspondence address (eg PO Box, Sydney, NSW, 2001)

Emergency contacts

If we cannot contact you, in the event of an emergency please provide contact details of at least two other contacts. Please nominate people who may be contacted in the event of an emergency when the parents cannot be contacted. Ideally, the contact person should be someone who lives in the neighbourhood of the school. Please ensure that you have discussed with the people listed on this page their willingness to be emergency contacts.

Contact name 1

Relationship to student (eg uncle, aunt, family friend etc)

Phone number (home or mobile)

Phone number (work or mobile)

Contact name 2

Relationship to student (eg uncle, aunt, family friend etc)

Phone number (home or mobile)

Phone number (work or mobile)

Student medical details

Doctor's name/ medical centre

Doctor's address (eg 1 High Street, Sydney, NSW, 2000)

Parent/Carer permission

I give my **permission** for the school to seek information from the doctor/medical centre named above about how to manage any allergy or medical condition experienced by the student.

 Yes

 No

Doctor's phone number

Student's Medicare number

It is essential you tell the Principal before your child starts school if he or she has any allergies or other medical conditions. You should also let the school know as soon as you are aware of any new allergies or other medical conditions.

Allergies – Please specify any allergies suffered by the student (eg peanuts, insect stings)

Other Medical Conditions – Please specify any other medical conditions (eg asthma, diabetes, epilepsy)

Medication – Please specify any prescribed medication to be taken by the student. (Please provide list if insufficient space)

Student details

Student details

Country of birth

Languages other than English spoken at home

Does the **student** speak a language other than English at home?

No, English only Yes

If **yes**, what languages other than English are spoken at home?

Please write the exact language spoken – for example, Cantonese or Mandarin, not simply 'Chinese'. Please do not write a nationality such as 'Indian'. Please specify the actual language spoken eg Hindi or Punjabi.

Main language other than English spoken at home

Other language spoken at home

Religion

If none, please write 'no religion'

Aboriginality

Is the student of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Islander
 Both Aboriginal and Torres Strait Islander

Student's residency status

What is the student's residency status?

Australian citizen New Zealand citizen Norfolk Islander
 Permanent resident Temporary visa holder

If born overseas, on what date did the student **arrive** in Australia?

day	month	year													

For Australian born citizens, if the student was living overseas for two or more years, on what date did the student **return** to Australia?

day	month	year													

If the student is a permanent or temporary visa holder please provide the following information:

Current visa sub-class

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Visa expiry date

day	month	year									

Principal visa holder

Yes No

Subordinate visa holder

Yes No

Photographs at school

Occasionally photographs are taken of individual students or classes at school. Please mark one of the following:

Yes, I give permission No, never photograph my child
 Please ask whenever you intend to photograph my child

Previous schools

Please provide details of any school where the student has previously been enrolled (NSW, interstate or overseas) starting with the most recent. If more space is needed, please attach a page marked 'Previous Schools'.

Name of school last attended

Location of school last attended (suburb/town/state/country)

Dates of attendance (For example: from May 2004 to June 2007)

to

Name of other schools and location attended

For enrolments in Year 7 or Year 11 please provide the name of the school where the student was enrolled at the end of the last school year.

If this is not the student's first enrolment at an Australian school, what was the student's first date of enrolment at an Australian school?

day	month	year													

Special circumstances

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment?

(eg mature age, pregnancy, living apart from parental supervision, subject of a court order, out of home care arranged by the state)

Yes No

If **yes**, please provide a brief description of the circumstances

Student's history relevant to risk assessment

The NSW Department of Education and Communities has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide schools with information that will help facilitate the smooth transition of students into the specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safely support students in the school and contribute to ensuring the safety of your child, other students and staff.

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school?

Yes No

If yes, please provide brief description of your child's medical or other history which might pose a risk of any type to him or her, other students, or staff at this school.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does your child have any history of violent behaviour?

Yes No

If **yes**, please provide details

Has your child ever been suspended or expelled from any previous school?

Yes No

If yes, was this for:

Actual violence to any person?

Yes No

Possession of a weapon or any item used to cause harm or injury?

Yes No

Threats of violence or intimidation of staff, students, or others at the school?

Yes No

Illegal drugs?

Yes No

Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?

Yes No

If **yes**, please provide a brief outline of these incidents

Applicant's declaration

In dealing with this application, it may be necessary for the school, or another part of the Department of Education and Communities, to look at documents held by previous schools, health care professionals or other government agencies.

This information will be collected, used and stored consistent with the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.

The cooperation of the applicant in accessing such information, while not always necessary, is appreciated and will speed up the assessment of the application.

Acknowledgement

I acknowledge that the Department of Education and Communities may seek and gain access to relevant information about this student related to one or more of the questions in this application that is held by previous schools, health care professionals or other government agencies.

I understand that the school may approach these bodies directly. The information they request may include information related to any of the questions I have answered in this application.

Declaration of accuracy

I declare that the information provided in this Application to Enrol is, to the best of my knowledge and belief, accurate and complete.

I recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Signature of applicant

Print name

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
day			month			year	

Signature of second applicant (if applicable)

Print name

Date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
day			month			year	

Record of evidence

Original documents must be sighted and photocopied.

All students:

Student Identity (name and age eg birth certificate, passport etc)

Yes No

Residential address (eg rates notice, rental agreements, electricity accounts etc)

Evidence supplied Yes No In area? Yes No

In addition, for students who are not Australian citizens, more information is required.

Passport or travel documentation no.

Country of issue

Current visa sub-class (if applicable)

Previous visa sub-classes (if applicable)

In addition (for temporary visa holders) Authority to Enrol no.

Student groups

Scripture group

Enrolment Notes

Other issues

Immunisation certificate/history statement sighted

(Primary Schools only)

Yes No

Complete Incomplete

Any family law, AVOs or other relevant court order

(if applicable)

Yes No

For parent not living with student (p6)

Shared parental responsibility

Receive invoice

Receive academic report

Principal's checklist and certification

Special Circumstances and Student History assessed?

Yes No

Risk Assessment required?

Yes No

Risk Assessment conducted?

Yes No

Risk Management Plan and Resources in place?

Yes No

On the basis of the information provided on this form and gained from the required assessments, I **accept** or **decline** this application to enrol.

Signature of principal

Print name

Date

/ /
day month year