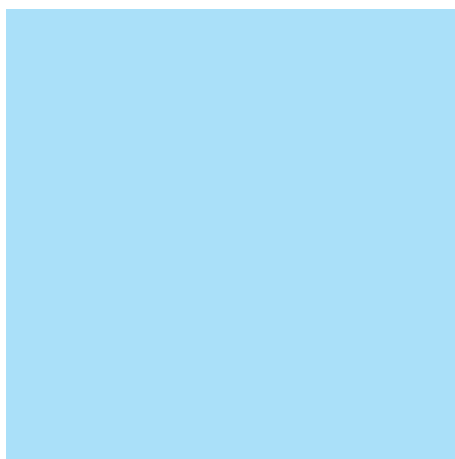


Application to enrol in a NSW Government school

NSW Public Schools – Leading the way



This information sheet explains how to complete the application to enrol. The application form is to be completed in English. If you need any further explanation for any of the questions or help in completing the application, please ask for assistance from the school staff. If your application is accepted, the information you have provided will be used by the school to enrol your child.

The school will notify you of the results of your application. Please do not purchase items such as uniforms until you receive confirmation of enrolment.

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

- Birth certificate or identity documents (not needed if currently enrolled in a NSW government school)
- Transfer certificate (if transferring from another NSW government school, except for those students moving from Year 6 to Year 7)
- Immunisation history statement (only required for students enrolling in primary schools for the first time)
- Court order (if applicable)
- Proof of address (e.g. Council rates notice)

If your child is not an Australian Citizen, you will need to provide:

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

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 is required for visitor and temporary resident 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)

Welcome

Your Privacy Protected

The school and the NSW Department of Education and Training are subject to the *Privacy and Personal Information Protection Act 1998 (NSW)*. The information you provide will be used to process your child's application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration
- Communication with students and parents or carers
- State and National reporting purposes
- Promotion of the school
- School-related activities (e.g. reunions, school publications, school histories, school anniversary celebrations)
- To ensure the health and safety of students, staff and visitors to the school
- For other matters relating to the education and welfare of the student; and
- 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 may 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 compulsory 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 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 Twenty-First 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 3 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 6 - 7.

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 DET 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 DET Internet and email facility.

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 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]

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]

Family Information

Parent / Carer 1

(e.g. Father) residing at the same address as the student

For parent not residing at the same address, please complete the 'Other Parent' section on page 11.

Title (e.g. Mr, Mrs, Ms)

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Family Name

Given Names

Daytime Telephone Number (if available)

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Mobile Telephone Number (if available)

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Parental Occupation

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What is the occupation group of the Student's Parent/Carer 1?

Please select the appropriate parental occupation group from the list provided on page 3. If the person is not currently in paid work but has 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 that last 12 months, please write '8' in the box.

(write 1, 2, 3, 4 or 8)

Parental School Education

What is the highest year of primary or secondary school the student's Parent / Carer 1 has completed?

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

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the highest qualification this parent/carer has completed? (mark one box only)

Bachelor degree or above

Advanced Diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

In which country was this parent/carer born?

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Does this parent/carer speak a language other than English at home?

No, English only

Yes, language other than English spoken

If "Yes", what languages are spoken at home?

Main language

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Other

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Other (including English)

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Please write the exact language spoken.

For example, "Cantonese" or "Mandarin", not simply "Chinese". Please do not write the nationality such as "Indian", specify the language spoken e.g. "Hindi" or "Punjabi".

Interpreters may be made available during school interviews. Would an interpreter be required?

Yes No

Family Information

Parent / Carer 2

(e.g. Mother) residing at the same address as the student

For parent not residing at the same address, please complete the 'Other Parent' section on page 11.

Title (e.g. Mr, Mrs, Ms)

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Family Name

Given Names

Daytime Telephone Number (if available)

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Mobile Telephone Number (if available)

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Parental Occupation

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What is the occupation group of the Student's Parent/Carer 2?

Please select the appropriate parental occupation group from the list provided on page 3. If the person is not currently in paid work but has 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 that last 12 months, please write '8' in the box.

(write 1, 2, 3, 4 or 8)

Parental School Education

What is the highest year of primary or secondary school the student's Parent / Carer 2 has completed?

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

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the highest qualification this parent/carer has completed? (mark one box only)

Bachelor degree or above

Advanced Diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

In which country was this parent/carer born?

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Does this parent/carer speak a language other than English at home?

No, English only

Yes, language other than English spoken

If "Yes", what languages are spoken at home?

Main language

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Other

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Other (including English)

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Please write the exact language spoken.

For example, "Cantonese" or "Mandarin", not simply "Chinese". Please do not write the nationality such as "Indian", specify the language spoken e.g. "Hindi" or "Punjabi".

Interpreters may be made available during school interviews. Would an interpreter be required?

Yes No

Student details

Office use only

Date of enrolment at this school

Day	Month	Year

Current scholastic year in which the student is enrolled (K-12)

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Roll Class (e.g. 3 SMITH, 9R2)

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House Group

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Student Details continued

What is the student's residency status?

- Australian Citizen
- NZ Citizen
- Norfolk Islander
- Permanent Resident
- Temporary Visa Holder

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

Day	Month	Year

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

Current Visa class

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For principal holders write "P" in the last box, for subordinate holders write "S".

Current Visa sub-class

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Visa expiry date

Day	Month	Year

Is the student an international full fee-paying student on Visa sub class 571?

- Yes No

Office use only

Authority to Enrol (ATE) expiry date

Day	Month	Year

Medical Details

Doctor's Name/Medical Centre

Street Number

Street Name

Suburb/Town

Post Code

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Phone number

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Medicare Number

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I give my permission for the school to seek information from the Doctor listed in this Enrolment Form about how to manage any allergy or medical condition experienced by the student

- Yes No

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

Allergies Yes No

Please specify any allergies suffered by the student (e.g. peanuts/insect stings)

Other Medical Conditions Yes No

Please specify any other medical conditions of which the school should be aware (e.g. asthma, diabetes, epilepsy)

Medication

Please specify any prescribed medication to be taken by the student

Student details

Special Circumstances

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. mature age, pregnancy, living apart from parental supervision, medical condition, subject of a court order, State arranged out of home care)

Yes No

If yes, provide a brief description of the circumstances

Relevant previous history

The NSW Department of Education and Training has a responsibility to assess and manage any risk of harm to its staff and students.

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

Yes No

If yes, provide brief description of student's medical or other history which might pose a risk of any type to the student, other students, or staff at this school.

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

Has the student any past history of violent behaviour?

Yes No

If yes, please provide details

Did this involve being suspended or expelled from any previous school?

Yes No

If yes, was this for (please tick):

- a Actual violence to any person?
- b Illegal drugs?
- c Possession of weapon or any item used to cause harm or injury?
- d Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes No

If yes, please provide a brief outline of these matters.

Other Parent

For non-residential parent
(see note '*' below)

Title (e.g. Mr, Ms, Mrs)

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Family Name

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Given Name

Relationship to student

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Telephone Number

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Mobile Telephone Number (if available)

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Address for correspondence

RMB/P.O. Box

Street Number/Property Name

Street Name

Suburb/Town

Post Code

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* Copies of any family law, AVOs or other relevant court orders must be provided, if applicable

Applicant's Declaration

In dealing with this application, it may be necessary for the school, or another part of the Department of Education and Training, 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* and *Health Records and Privacy Act 2002*. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

Consent to access documents

I consent to the Department of Education and Training gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government agencies.

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

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
