

Department for Education, Children and Young People
Application for Enrolment – Student Information

STUDENT DETAILS

Family name																			
First given name																			
Other given names																			
Preferred given name																			
Gender																			
Male <input type="checkbox"/>				Female <input type="checkbox"/>				Non-binary <input type="checkbox"/>				Prefer not to say <input type="checkbox"/>							
Another term (please specify)																			
Date of Birth (dd/mm/yyyy)																			
		/				/													
In which country was the student born?																			
Australia				<input type="checkbox"/>															
Other (please specify)																			
Does the student speak a language other than English at home?																			
No (English only)				<input type="checkbox"/>															
Yes (please specify)																			
Year level of intended enrolment (Grade)																			
Is the student independent? (See details in the Application for Enrolment – Information for Parents/Carers and Independent Students). If yes, complete the Independent section in Form C																			
<input type="checkbox"/> Yes				<input type="checkbox"/> No															
Previous school attended (where applicable)																			

FIRST NATIONS STATUS

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

STUDENT RESIDENTIAL ADDRESS

[illegible]

STUDENT CONTACTS (where applicable)

Only for students with a personal phone number / email address														
Order*	Silent*	Home phone												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Mobile phone												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address (use both lines if necessary)														
<input type="text"/>														
<input type="text"/>														

* *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.

VISA HOLDERS

Is the student an Australian or New Zealand citizen?	
<input type="checkbox"/> Yes – go to Form A2	<input type="checkbox"/> No
If no, which type of Visa is held?	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
<input type="checkbox"/> Full Fee Paying	<input type="checkbox"/> Humanitarian
Details	
Passport Country of Issue	
Visa Sub Class	
Arrival date in Australia (dd/mm/yyyy)	
ImmiCard No. (Humanitarian Only)	
GETI documentation provided? (FFPS and TRP only)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the Student in a Registered Exchange Program	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the exchange program for 6 months or more?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Department for Education, Children and Young People

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"/>	Haemophilus 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/Carers and Independent Students.**)

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

School print and electronic publications include items such as school year books, newsletters and social media/websites. The Department for Education, Children and Young People 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.

It is also recommended department practice that students names are generally not associated with photographs on the DECYP website or DECYP social media sites.

- I give consent for **images** that include the student to be taken for the purpose of publication in **school** and **Department for Education, Children and Young People** 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 for Education, Children and Young People** 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 for Education, Children and Young People

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

☐

Yes

☐

No

Department for Education, Children and Young People

Application for Enrolment – Parent/Carer Contacts

Student name

(See **Application for Enrolment – Information for Parents/Carers and Independent Students**)**ENROLLING PARENT/CARER**

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

Parent/Carer

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/carers

If a dispute arises between parents or carers regarding the liability for levies and charges, a principal is to apply the liability equally until the parents and or carers either agree to a different percentage, or a legal order comes into force to direct a different liability proportion.

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

DETAILS OF OTHER PARENT/CARER (If applicable)

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

Parent/Carer

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

Continues over page ▼

Department for Education, Children and Young People

Application for Enrolment – Parent/Carer Contacts

ENROLLING PARENT/CARER *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/carer speak a language other than English at home?		
<input type="checkbox"/>	Yes – please specify below	
<input type="checkbox"/>	<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/CARER

The Department for Education, Children and Young People is required to collect the following information on behalf of the Australian Government (see **Application for Enrolment – Information for Parents/Carers 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: Senior management in large business organisation, government administration and defence, and qualified professionals
<input type="checkbox"/>	Group 2: Other business managers, arts/media/sportspersons and associate professionals
<input type="checkbox"/>	Group 3: Tradespeople, clerks and skilled office, sales and service staff
<input type="checkbox"/>	Group 4: Machine operators, hospitality staff, assistants, labourers and related workers
<input type="checkbox"/>	Not 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/CARER (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="checkbox"/>	<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/CARER (If applicable)

The Department for Education, Children and Young People is required to collect the following information on behalf of the Australian Government (see **Application for Enrolment – Information for Parents/Carers 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: Senior management in large business organisation, government administration and defence, and qualified professionals
<input type="checkbox"/>	Group 2: Other business managers, arts/media/sportspersons and associate professionals
<input type="checkbox"/>	Group 3: Tradespeople, clerks and skilled office, sales and service staff
<input type="checkbox"/>	Group 4: Machine operators, hospitality staff, assistants, labourers and related workers
<input type="checkbox"/>	Not 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 for Education, Children and Young People

Application for Enrolment – Occupational Types

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)

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 professionals
 - » *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)

Department for Education, Children and Young People

Application for Enrolment – Occupational Types

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/refugee/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)

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)

Not in paid work

- a. If you are not currently in paid work but had a job in the last 12 months or have retired in the last 12 months, please choose the group in which you previously worked.
- b. If you have not been in paid work in the past 12 months, select 'Not in paid work in the last 12 months'.

Department for Education, Children and Young People
Application for Enrolment – Supplementary Information

Student(s) name

School name

[illegible]

PART A – LEGAL ORDERS

Legal Order types

<input type="checkbox"/>	Residency	<input type="checkbox"/>	Restraining	<input type="checkbox"/>	Child Protection	<input type="checkbox"/>	Contact	<input type="checkbox"/>	Special Issue
<input type="checkbox"/>	Family Violence Order/Police Family Violence Order			<input type="checkbox"/>	Other				

Copy of Court Order supplied

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Full name of any person (other than the student) to whom the Legal Order applies

[illegible]

Order start date

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

Order expiry or review date

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

Details of Order and other information relevant to the school

PART B – STUDENT TRANSPORT

Transport type

<input type="checkbox"/>	Car	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Bicycle
<input type="checkbox"/>	Bus – please provide further details below				

Bus route

[illegible]

Direction

To school	From school	Both directions
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Travelling days

Monday	Tuesday	Wednesday	Thursday	Friday
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PART C – MOBILITY INFORMATION

Does this student have mobility issues?

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes – please give details below

Does this student use a wheelchair or other mobility aid?

<input type="checkbox"/> No	<input type="checkbox"/> Yes – please give details below

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Department for Education, Children and Young People

Application for Enrolment – Supplementary Information

PART D – INDEPENDENT

Date student became independent

		/			/				
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Date evidence sighted by School

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

Type of evidence supplied

<input type="checkbox"/>	Evidence of Centrelink Payment
<input type="checkbox"/>	Rental or Utility Document together with Guidance Officer or Social Worker letter
<input type="checkbox"/>	Document signed by Parent or Carer saying student is independent
<input type="checkbox"/>	Youth Allowance or ABSTUDY Notice of Assessment

PART E – STUDENT IN OUT OF HOME CARE

Start date

		/			/				
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Review date

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

Other relevant information or comment

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PART F – PART-TIME ENROLMENT OF HOME EDUCATED STUDENTS

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

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