2015 PREP ENROLMENT PACKAGE

PROOF OF RESIDENCY

Parents who wish to enrol their child/ren at Caningeraba State School under the Enrolment Management Plan will need to demonstrate that the child/ren to be enrolled, reside within the catchment area. The following documentation is required by the principal:

- Rates Notice or Rental agreement stamped and signed by a real estate agency for a minimum of 6 months duration.

Together with any two other documents showing the name and address e.g.
- Electricity account or similar account
- Rental bond receipt
- Registration on a State or Federal electoral roll
- Driver's licence.

PROOF OF DATE OF BIRTH

Due to Education Queensland Policy no child can commence school until an original birth certificate has been provided to evidence their date of birth.

PREP ORIENTATION DAY

You are invited to join us on Wednesday 12 November
9am or 6pm in the School Hall

PREP EXPERIENCE DAY

Thursday 20 November
Morning session – 9:00am to 11:15am
or Afternoon session – 12:15pm to 2:30pm
Application for student enrolment form

INSTRUCTIONS

Please refer to the Application to enrol in a Queensland State School Information sheet at the end of this form when completing this application.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Commonwealth and State funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
iii. administering and planning for appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal information from this form will also be supplied to Centrelink in compliance with ss. 194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child’s school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child’s school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant’s entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a mature aged student (the applicant may not be enrolled without a positive notice)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 7)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the school does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

<table>
<thead>
<tr>
<th>Date enrolled</th>
<th><strong>/</strong>/__</th>
<th>Year level</th>
<th>Roll Class</th>
<th>EQI ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent student</td>
<td>☑ Yes ☐ No</td>
<td>Birth certificate/passport sighted, number recorded and DOB confirmed</td>
<td>☑ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Is the student over 18 years of age at the time of enrolment</td>
<td>☑ Yes ☐ No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, has mature age check been completed and a positive notice received?</td>
<td>☑ Yes ☐ No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the student exempt?</td>
<td>☑ Yes ☐ No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School house/ team</td>
<td>ESE support</td>
<td>☑ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>Associated unit</td>
<td>Visa and associated documents sighted</td>
<td>☑ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>EQI category</td>
<td>SY = student visa</td>
<td>TS = temporary visa</td>
<td>DS = dependent - parent on student visa</td>
<td>EX = exchange student</td>
</tr>
</tbody>
</table>

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at [http://www.det.qld.gov.au](http://www.det.qld.gov.au) to ensure you have the most current version of this document.

24/4/2014

Queensland Government
**STUDENT DEMOGRAPHIC DETAILS**

<table>
<thead>
<tr>
<th>Legal family name* (as per birth certificate)</th>
<th>Preferred given names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal given names* (as per birth certificate)</td>
<td></td>
</tr>
<tr>
<td>Preferred family name</td>
<td></td>
</tr>
<tr>
<td>Sex*</td>
<td>Male</td>
</tr>
<tr>
<td>Copy of birth certificate available to show school staff*</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Enrolment may not be approved without enrolling staff sightseeing the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.

For international students approved for enrolment by EQI, a passport or visa will be acceptable.

**APPLICATION DETAILS**

<table>
<thead>
<tr>
<th>Has the student ever attended a Queensland state school?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>What year level is the student seeking to enrol in?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed start date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the student have a sibling attending this school or any other Queensland state school?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**STUDENT ADDRESS DETAILS**

Principal place of residence address

Address line 1

Address line 2

Suburb/town

State

Postcode

Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')

Address line 1

Address line 2

Suburb/town

State

Postcode

Email

**STUDENT FAMILY DETAILS**

<table>
<thead>
<tr>
<th>Parents/careers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given names*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
<td>Mrs</td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Relationship to student*</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>STUDENT FAMILY DETAILS (Continued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parents/carers</td>
<td>Parent/carer 1</td>
<td>Parent/carer 2</td>
</tr>
<tr>
<td>1st Phone contact number*</td>
<td>Work/homemobile</td>
<td>Work/homemobile</td>
</tr>
<tr>
<td>2nd Phone contact number*</td>
<td>Work/homemobile</td>
<td>Work/homemobile</td>
</tr>
<tr>
<td>3rd Phone contact number*</td>
<td>Work/homemobile</td>
<td>Work/homemobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the occupation group of the parent/carer?</td>
<td>(Please select the parental occupation group from the list provided at the end of this form)</td>
<td>(Please select the parental occupation group from the list provided at the end of this form)</td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)</td>
<td>No, English only</td>
<td>No, English only</td>
</tr>
<tr>
<td>Yes, other – please specify</td>
<td>Yes, other – please specify</td>
<td></td>
</tr>
<tr>
<td>Needs Interpreter?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the parent/carer an Australian citizen?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the parent/carer a permanent resident of Australia?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Mailing address (If it is the same as principal place of residence, write “AS ABOVE”)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb/town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/carer school education</td>
<td>What is the highest year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark “Year 9 or equivalent or below”)</td>
<td>What is the highest year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark “Year 9 or equivalent or below”)</td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 12 or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/carer non-school education</td>
<td>What is the level of the highest qualification parent/carer 1 has completed?</td>
<td>What is the level of the highest qualification parent/carer 2 has completed?</td>
</tr>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma/Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor degree or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No non-school qualification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STUDENT ORIGIN DETAILS**

<table>
<thead>
<tr>
<th>Origin</th>
<th>Queensland/Interstate/Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin type</td>
<td>Childcare centre or kindergarten/Prep/primary/secondary/VET/other</td>
</tr>
<tr>
<td>Previous school/other location</td>
<td></td>
</tr>
<tr>
<td>Previously employed</td>
<td>Yes</td>
</tr>
<tr>
<td>Fall time</td>
<td>Part-time</td>
</tr>
</tbody>
</table>

**INDIGENOUS STATUS**

<table>
<thead>
<tr>
<th>Is the student of Aboriginal or Torres Strait Islander origin?</th>
<th>No</th>
<th>Aboriginal</th>
<th>Torres Strait Islander</th>
<th>Both Aboriginal and Torres Strait Islander</th>
</tr>
</thead>
</table>

**RELIGION – RELIGIOUS INSTRUCTION**

From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time by notifying the principal in writing.

**COUNTRY OF BIRTH**

<table>
<thead>
<tr>
<th>In which country was the student born?</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other (please specify country)</td>
<td></td>
</tr>
<tr>
<td>Date of arrival in Australia</td>
<td>/ /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the student an Australian citizen?</th>
<th>Yes</th>
<th>No (if no, evidence of student's immigration status to be completed)</th>
</tr>
</thead>
</table>

**STUDENT LANGUAGE DETAILS**

<table>
<thead>
<tr>
<th>Does the student speak a language other than English at home?</th>
<th>No, English only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, other – please specify</td>
</tr>
</tbody>
</table>

**EVIDENCE OF STUDENT’S IMMIGRATION STATUS**

<table>
<thead>
<tr>
<th>(to be completed if student is NOT an Australian citizen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent resident Complete passport and visa details section below</td>
</tr>
<tr>
<td>Student visa holder Date of arrival in Australia / / Date enrolment approved to: / /</td>
</tr>
<tr>
<td>EOI receipt number:</td>
</tr>
<tr>
<td>Temporary visa holder Complete passport and visa details section below</td>
</tr>
<tr>
<td>Other, please specify Temporary visa holders must obtain an ‘Approval to enrol in a state school’ from EOI</td>
</tr>
</tbody>
</table>

Passport and visa details (to be completed for a student who is NOT an Australian citizen).

NOTE: A permanent resident will have a passport with a permanent residency visa inside worded ‘Holder(s) permitted to remain in Australia indefinitely’.

For students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or ‘Document to travel to Australia’ with ‘stay indefinitely’ recorded must be sighted by the school.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA number</td>
<td>Visa expiry date (if applicable)</td>
</tr>
<tr>
<td>VISA sub class</td>
<td></td>
</tr>
</tbody>
</table>

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24/02/2014
### EMERGENCY CONTACT DETAILS
(Other emergency contact details if parents, carers listed previously are not emergency contacts or cannot be contacted)

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship (e.g. aunt)</td>
<td>1st phone contact number*</td>
</tr>
<tr>
<td></td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td></td>
<td>2nd phone contact number*</td>
</tr>
<tr>
<td></td>
<td>3rd phone contact number*</td>
</tr>
</tbody>
</table>

### STUDENT MEDICAL INFORMATION (including allergies)

**Privacy Statement**
The Department of Education, Training and Employment (DET) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DETE will not use this information to make a decision about a student's eligibility for enrolment. The information will only be used by authorised employees of the department and DETE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 428 of the Education (General Provisions) Act 1998.

It is essential that you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions.

Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

<table>
<thead>
<tr>
<th>My child does not have any known medical conditions</th>
<th>Yes, please specify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)</td>
<td>No</td>
</tr>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)</td>
<td></td>
</tr>
<tr>
<td>Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)</td>
<td></td>
</tr>
<tr>
<td>Does the student require any medical aids or devices (such as glasses, contact lenses, prosthesis or orthotic)? This is for the purpose of informing planning for school activities such as sport and school excursions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of student's medical practitioner (optional)</th>
<th>Contact number of medical practitioner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you authorise school staff to contact the student's medical practitioner for the purpose of seeking advice in cases where an immediate but non-life threatening response is required? (answer only if medical practitioner details have been provided above)</td>
<td>Yes</td>
</tr>
<tr>
<td>Medicare card number (optional)</td>
<td>Position Number</td>
</tr>
<tr>
<td>Cardholder name (if not in name of student)</td>
<td></td>
</tr>
<tr>
<td>Private health insurance company name (if covered) (optional)</td>
<td>Private health insurance membership number (leave blank if company name is not provided)</td>
</tr>
</tbody>
</table>
### COURT ORDERS

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your children? Please provide a copy of any relevant current court order.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### TRAVEL DETAILS

<table>
<thead>
<tr>
<th>Mode of transport to school</th>
<th>Walk</th>
<th>Car</th>
<th>Bus</th>
<th>Bicycle</th>
<th>Train</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### APPLICATION TO ENROL

I hereby apply to enrol my child or myself at

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>
Parental occupation groups for use with parent/carer details

**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 degrees 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/chip's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

**Group 2: Other business managers, arts/media/sportspeople 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, proofreader, sportsperson, 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: Tradespeople, clerks and skilled office, sales and service staff**

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

Clerks [bookkeeper, bank/P.O clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/titling 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/childcare 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, kitchen hand, 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/aid [trades' assistant, school/teacher 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, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seaborder/fishing hand]

Other worker [laborer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].
### State Schools Standardised Medical Condition Category List

<table>
<thead>
<tr>
<th>Condition</th>
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<tbody>
<tr>
<td>Acquired brain injury</td>
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<td>Allergies/Sensitivities</td>
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<tr>
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<tr>
<td>Airway/lung/breathing - Oxygen required (continuously/periodically)</td>
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<tr>
<td>Airway/lung/breathing - Suctioning</td>
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<tr>
<td>Airway/lung/breathing - Tracheostomy</td>
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<tr>
<td>Airway/lung/breathing - Other</td>
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<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
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<tr>
<td>Artificial feeding - Nasogastric tube</td>
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<tr>
<td>Artificial feeding - Jejunostomy tube</td>
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<tr>
<td>Artificial feeding - Other</td>
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<tr>
<td>Asthma</td>
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<tr>
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<tr>
<td>Autism Spectrum Disorder (ASD)</td>
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<td>Bladder and bowel - Urinary wetting, incontinence</td>
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<tr>
<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
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<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
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<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
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<td>Bladder and bowel - Other</td>
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<td>Blood disorders - Haemophilia</td>
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<td>Blood disorders - Thalassaemia</td>
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<tr>
<td>Blood disorders - Other</td>
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<tr>
<td>Cancer/oncology</td>
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<tr>
<td>Coeliac disease</td>
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<tr>
<td>Cystic Fibrosis</td>
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<tr>
<td>Diabetes - type one</td>
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<tr>
<td>Diabetes - type two</td>
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<tr>
<td>Ear/hearing disorders - Otitis Media (middle ear infection)</td>
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<td>Ear/hearing disorders - Hearing loss</td>
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<td>Ear/hearing disorders - Other</td>
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<td>Eye/Vision disorders</td>
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<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
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<td>Heart/cardiac conditions - Heart valve disorders</td>
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<td>Heart/cardiac conditions - Heart genetic malformations</td>
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<tr>
<td>Heart/cardiac conditions - Other</td>
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<tr>
<td>Mental Health - Depression</td>
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<tr>
<td>Mental Health - Anxiety</td>
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<tr>
<td>Mental Health - Oppositional defiant disorder</td>
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<tr>
<td>Mental Health - Other</td>
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<td>Muscle/bone/musculoskeletal disorders - spasticity (Beckofen Pump)</td>
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<td>Muscle/bone/musculoskeletal disorders - Other</td>
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<td>Skin Disorders - eczema</td>
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<td>Skin Disorders - psoriasis</td>
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<td>Swallowing/dysphagia - requiring modified foods</td>
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<td>Swallowing/dysphagia - requiring artificial feeding</td>
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<tr>
<td>Transfer &amp; positioning difficulties</td>
</tr>
<tr>
<td>Travel/motion sickness</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>
Application to enrol in a Queensland State School

This sheet contains information on how to complete the Application for Student Enrolment Form (SEF-1 Version 5).

Entitlement to enrolment
Under the Education (General Provisions) Act 2006 (Qld) a state school must enrol an applicant if they are entitled to enrolment. While not exhaustive, a list of matters which may affect an applicant’s entitlement to enrolment are included on the front cover of the enrolment form.

Questions which must be answered*
The Application for Student Enrolment Form contains a number of questions marked with an (*) which must be answered. These include – Student demographic details, Student address details, Student family details, Religion – Religious Instruction, Country of birth, Emergency contact details, Student medical information and the Application to enrol. These questions and consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Commonwealth and State funding.

Parent’s occupation and education
All parents across Australia, no matter which school their child attends, are being asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Sighting of birth certificate
Schools are required to sight a child’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport or visa documents will suffice).

Name on enrolment form
A child should be enrolled under their legal name as per their birth certificate. There is provision to also record a child’s preferred family and given name. The legal name will appear on semester reports, however, at the parent’s request, the preferred name can be used. The preferred name only will be used on internal school documents such as class lists.

Evidence of Student’s Immigration Status
This section is required to be completed by a student who is not an Australian citizen and requires information to be recorded about a student’s passport and visa.

Medical information and emergency contacts
A child’s medical condition, symptoms, management and medication/s must be documented. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

Religion – Religious Instruction
Parents/carers are asked to identify a child’s religion. From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time by notifying the principal in writing.

Court Orders
Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

Office use
This section is to be completed by the school and will assist in documenting specific details in relation to a student’s enrolment, including confirmation of the sighting of documentary evidence such as a student’s birth certificate, passport or visa and student’s mature age status.
Enrolment Agreement – Caningeraba State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Caningeraba State School.

Responsibility of student to:
- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school’s uniform
- respect the school property.

Responsibility of parents to:
- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child’s ability to learn
- ensure your child completes homework regularly in keeping with the school’s homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school’s instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student’s details, such as student’s home address and phone number.

Responsibility of school staff to:
- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the school’s Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.
☐ Responsible Behaviour Plan for Students
☐ Student Dress Code
☐ Homework Policy
☐ School Charges and voluntary contributions
☐ School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
☐ Absences
☐ School Excursions
☐ Complaints management
☐ Parent Notice for Religious Instruction in School Hours
☐ Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services
☐ Department insurance arrangements and accident cover for students
☐ Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
☐ Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
☐ School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature: ___________________________ Parent/Carer Signature: ___________________________ On behalf of Caningeraba State School: ___________________________
Caningeraba State School Consent Form – to use, record or disclose copyright material, image, recording, name or personal information.

1. PARTICULARS
   Name to be used in association with the individual’s personal information, image, recording or copyright material: ☒ First name only

2. PARTICULARS – SCHOOLS TO COMPLETE
   Description of what is to be used, retained or reproduced:
   (Image or recording includes photographs, videos, film or sound recordings of the individual)
   ☒ individual’s image  ☒ individual’s recording  ☒ individual’s copyright material
   Description of copyright material, image, recording or other personal information:
   ☒ sound recording  ☒ artistic work  ☒ written work  ☒ film  ☒ name  ☒ photograph/image

   Where will this information be used?
   ☒ newsletter (uploaded to the website)  ☒ printed promotional material  ☒ website
   ☒ displays  ☒ competitions  ☒ year books / annuals  ☒ local media

   What is the timeframe for the individual’s consent?
   ☒ For the period of time the individual is enrolled at Caningeraba State School.

   Which of the websites will the individual’s personal information or individual’s work be published on?
   ☒ School website www.caningerbs.eq.edu.au
   The school website is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its website.

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE
   The individual or signatory wishes to limit the consent in the following way:

   __________________________________________________________

   IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT
   If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

4. DETAILS

   Name of individual: __________________________ Address of individual: __________________________

   Name of School: CANINGERABA STATE SCHOOL

   Signature of the individual (if over 18 years of age) __________________________ Date / /

   Signature of the parent or guardian (required if the individual is under 18 years of age) __________________________ Date / /

   Name of signing parent or guardian __________________________ Address of signing parent or guardian __________________________

5. CONSENT GIVEN
   On behalf of the individual identified in Section 4 of this Consent Form (the individual), the person or persons signing this Consent Form (the Signatory) grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the individual’s:
• Name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information) and
• Copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

*Note: If the individual is under 18 years of age, the Signatory must be a parent or guardian of the individual. The individual must also sign if he or she is under 18 and able to give and understand the consent. If the individual is 18 or older, the Signatory and the individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the individual’s personal information or individual work, in connection with the Department or the State, for the following purposes:

• Any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the individual’s school;
• Public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identifies as a permitted website for the purpose of this consent in the Particulars section of this Consent Form;
• Where the material is uploaded to a Social Media website or other website – any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or individual work; and transfer of the personal information outside of Australia in the course of the operation of the website.
• Use by the media in relation to the individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
• Any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the individual’s personal information or individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the individual’s personal information or individual work, the consent will continue in relation to that material until the contractual obligations come to an end. It is not possible for the Signatory or the individual to withdraw the individual’s personal information or individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke this consent in relation to any further new uses of the individual’s personal information or individual work, he individual or the Signatory should send a notice in writing to the person nominated in section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the individual’s personal information or individual work.

The signatory acknowledges that where material is uploaded to a Social Media website or other website:

• The use and contractual obligations may be perpetual and irrevocable; and
• It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

• ‘Use’ includes:
  • To create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  • To distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,
  in whole or in part, and to permit other persons to do so.
• The Department or the State will not pay the Signatory or the individual for giving this connect or for the use of the individual’s personal information or individual work.
• This Consent Form revokes and replaces all previous consent forms in relation to the use of the individual’s personal information or individual work.
• This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
• Nothing in this Consent Form limits the rights that the Department or State reserve in relation to the use of the individual’s personal information, individual work or other intellectual property under any other law.
• The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
Dear Parent/Carers

NEWSLETTER COLLECTION

The school newsletter is a great way of communicating important information and events to parents. Our newsletter is produced electronically and is either sent directly to your email address or available on the school website. If you are not receiving a newsletter you are missing out on this important information.

Please complete the slip below indicating how you would prefer to receive your school newsletter.

Student’s Name: ___________________________ Class: __________

☐ I currently have the newsletter e-mailed to me.

☐ I am able to access the newsletter electronically each week via the school website

☐ I would like the newsletter emailed direct to me each week. The details are as follows:

    Full Name: ___________________________

    (Please tick one) I am a ☐ Parent/Carer ☐ Student

    Email address: ___________________________

☐ I am unable to access the internet and would like a printed copy sent home with my child.

Thanking you

Ray McConnell
Principal
Caningeraba State School Preparatory Year
Enrolment Information

Child’s Name: .......................................................... Date of Birth: ........................

Information on family changes recently: i.e. just moved house, absence of parent, family illness

..................................................................................................................................................

How do you think your child will settle into Prep?

..................................................................................................................................................

What arrangements have you made for bringing and collecting your child from Prep?

..................................................................................................................................................

Physical Health and Development
Do any areas of your child’s development concern you? (e.g. late milestones, difficult pregnancy or birth, fears, security toys or habits, e.g. thumb sucking, blanket) Please comment:

..................................................................................................................................................

..................................................................................................................................................

Please note any difficulties with:

Sleep patterns........................................ Movement .........................................................

Speech/Language .................................... Hearing .........................................................

Vision ...................................................... Appetite ......................................................

Allergies .................................................. Toileting ....................................................

Behaviour .............................................. Fears ............................................................

Any operations ...................................... Hospitalisation ........................................

What assistance has been provided to date for this difficulty? ..............................................

..................................................................................................................................................

..................................................................................................................................................

If you have any reports, we would appreciate copies with your child’s enrolment forms.
Social Experiences

Does your child prefer to be alone? With children? With adults? .................................................................

Comment on your child’s ability to work and play with other children:
........................................................................................................................................................................
........................................................................................................................................................................

Is your child interested in books? ........................................................................................................................

Writing/drawing? ................................................................................................................................................

Working with numbers? .....................................................................................................................................

What does your child prefer – indoors or outdoors? What kind of tasks? .........................................................
........................................................................................................................................................................
........................................................................................................................................................................

List your child’s previous kindergarten/preschool/day care or school experiences:
........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

I would prefer my child was / was not placed in the same classroom as:
........................................................................................................................................................................
........................................................................................................................................................................

Building Partnerships

Is there any information on your family’s cultural background, languages other than English spoken at home, religious beliefs etc. we need to consider in our Prep program?
........................................................................................................................................................................
........................................................................................................................................................................

In what ways will you be able to participate in the Prep program? Do you have any skills or hobbies you are willing to share with us?
........................................................................................................................................................................
........................................................................................................................................................................

Is there any further information you would like to share?
........................................................................................................................................................................
........................................................................................................................................................................

We have training sessions for parents at the beginning of each school year in Support-A-Reader. If you are interested in volunteering for school programs, we will ask for your support very early in the year.

Thankyou for your time. We appreciate your participation.

Whistler Drive
Burleigh Waters Q 4220

Phone: 5568 6333
Email: admin@caningerss.eq.edu
MY STAR SPOT!

What is your name? ___________________________________________________________

Do you have a nickname? If yes what is it? ___________________________________________

What do you like doing on the weekend? _____________________________________________

What school subject is your favourite? ____________________________________________

What are your favourite foods? ____________________________________________________

What is your favourite movie? ____________________________________________________

What is your favourite TV show? __________________________________________________

What is the name of your favourite teacher? _________________________________________

What made this teacher so special? _________________________________________________

What is your favourite game you like playing? _________________________________________

What do you like doing in your free time? __________________________________________

If you had one wish what would it be? ______________________________________________

What is the best book you have ever read? __________________________________________

What do others like about you? ____________________________________________________

Thank you for telling us about yourself.