



## Application for student enrolment form 2026

Education (General Provisions) Act 2006 Section 155(1) Approved form SEF – 1 V8

### 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. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

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. These questions and your 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 Federal and State Government 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 (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (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, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government 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 the 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 the school in the first instance.

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student 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. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"><li>• current driver's licence; or</li><li>• adult proof of age card; or</li><li>• current passport.</li></ul>	

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

29/04/2021

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
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)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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We acknowledge and pay our respects to the Wulgurukaba people, the Traditional Owners of the land we learn and work on.

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			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			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*		
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____
	EQI receipt number:	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify _____		

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\*** (continued)

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

**NOTE:** A permanent resident will have a visa grant notification with an indefinite stay period indicated.

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

Passport number		Passport expiry date	____ / ____ / ____
Visa number		Visa expiry date (if applicable)	____ / ____ / ____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

From Year 1, the prospective student may participate in religious instruction if it is available.  If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.  Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want the prospective student to participate in religious instruction?  <input type="checkbox"/> Yes <input type="checkbox"/> No
	If 'Yes', please nominate the religion:

**PROSPECTIVE 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				

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

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**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*****Privacy Statement**

The Department of Education (DoE) 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. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	____/____/____
	End date	____/____/____
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

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**COURT ORDERS\* (continued)****Family Court Orders\***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

**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.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

**Office use only**

Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

## 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/ship'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, proof-reader, 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/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/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/aide** [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, seafarer/fishing hand]

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

### Group 8: Have not been in paid work in the last 12 months



## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalasassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other



# 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 8).

## Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective 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 prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

## Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

## Parent's occupation and education

All parents across Australia, no matter which school their child attends, are 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.

## Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

## Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

## Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

## Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.



# KIRWAN STATE HIGH SCHOOL

## ENROLMENT AGREEMENT

This enrolment agreement sets out the conditions of enrolment and the responsibilities of the student, parents/carers and the School staff in the education of students enrolled at Kirwan State High School.

### School Motto

Kirwan State High School is guided by our motto, A School of Excellence.

### School Policies and Procedures

The school has a range of policies and procedures to guide the operation and management of the school.

⇒ All current policies and procedures can be found at <https://kirwanshs.eq.edu.au/our-school/rules-and-policies>.

The school reserves the right to develop and review policies and procedures to suit the context of the school and/or Department of Education guidelines, policies and/or procedures.

### Responsibilities

Responsibility of student to:

- attend school on time each and every day.
- have the resources required to participate in learning.
- actively participate in learning to the best of your ability.
- meet the school's behaviour expectations of:
  - We are RESPECTFUL
  - We are RESPONSIBLE
  - We are SAFE
- follow the school's policies and procedures.

Responsibility of parents/carers to:

- inform the school if your child is subject to any court orders including out-of-home care arrangements under the Child Protection Act, family court orders or other court orders and provide a copy of appropriate documentation.
- inform the school if there are any issues that may affect your child's ability to learn.
- encourage and support your child to attend school on time each and every day.
- inform the school if your child is going to be absent from school and provide an explanation for the absence.
- encourage and support your child to actively participate in their learning to the best of their ability.
- encourage and support your child to meet the school's behaviour expectations of:
  - We are RESPECTFUL
  - We are RESPONSIBLE
  - We are SAFE
- encourage and support your child to follow the school's policies and procedures.
- support the authority and behaviour management of the school to enable your child to develop self-discipline and accept responsibility for their actions.
- actively participate in the education of your child by attending P&C meetings, school celebratory and information events and academic progress interviews.
- contact the appropriate staff member at the school to discuss any concerns you may have about your child's education or welfare.
- treat the school and staff with respect and courtesy at all times.



# KIRWAN STATE HIGH SCHOOL

## ENROLMENT AGREEMENT

Responsibility of school and staff to:

- inform students and parents/carers about what students are learning and how they are progressing.
- implement effective teaching practices to ensure each and every student is achieving to the best of their ability.
- set high standards for student attendance, effort, behaviour and school work.
- contact parents/carers as soon as possible if there are concerns about a student's attendance, effort, behaviour or school work.
- consult parents/carers on any major issues affecting a student.
- encourage and support students to meet the school's behaviour expectations of:
  - We are RESPECTFUL
  - We are RESPONSIBLE
  - We are SAFE
- clearly articulate and communicate the school's policies and procedures.
- follow and apply the school's policies and procedures in a consistent, fair and transparent manner.
- openly welcome parents/carers to actively participate in the education of their child by inviting them to attend P&C meetings, school celebratory and information events and academic progress interviews.
- ensure that the parents/carers are aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school.
- treat students and parents/carers with respect and courtesy at all times.

### Student Support Services

The school employs trained staff to support the health and wellbeing of students. These staff include:

- |                                  |                             |
|----------------------------------|-----------------------------|
| • Clontarf Academy               | • Youth Health Nurse        |
| • Community Education Counsellor | • Youth Support Coordinator |
| • Guidance Officer               | • Social Worker             |
| • Defence Mentor                 | • Chaplain                  |

### Local Area Excursions

The school program involves a range of local area excursions which start after 9:00am and finish before 3:00pm.

The school will advise parents/carers of these excursions in advance. Examples include but are not limited to: walking to local sporting venues, Cross Country and The Willows Shopping Centre.

### School Sporting Activities and Events

The school program involves a range of sporting activities and events including but not limited to the Athletics Carnival, Cross Country and the Swimming Carnival. The school will advise parents/carers of sporting events and associated risks in advance. All activities will be risk assessed by the school and supervised by appropriate staff.

### Disclaimer

The Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in an activity, all costs associated with the injury, including medical costs are the responsibility of the parents/carers. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in an activity.



# KIRWAN STATE HIGH SCHOOL

## ENROLMENT AGREEMENT

### Dual Distribution

In some cases parents/carers may not reside at the same residential address as their child. In this circumstance, the school will send a 'dual distribution' of correspondence.

Correspondence may include:

- Individual Student Information and Permission Notes.
  - The dual distribution is for information only.
  - Permission from the primary parent/carer will be accepted by the school.
  - Examples include but are not limited to: Attendance Meetings, Request to Share Student Information and Provision of Support Services.
- Activity Information Notes.
  - The dual distribution is for information only.
  - Examples include but are not limited to: local curriculum activities, extra-curricular activities and school events.
- Excursion Permission forms.
  - The dual distribution is for information only.
  - Permission from the primary parent/carer will be accepted by the school.
  - Examples include but are not limited to: curriculum excursions, extra-curricular activities and camps/trips.
- School Disciplinary Absence letters.
- Report Cards.
- Newsletter and email.



# KIRWAN STATE HIGH SCHOOL

## ENROLMENT AGREEMENT

I agree to inform the school if my child is subject to any court orders including out-of-home care arrangements under The Child Protection Act, family court orders or any other court orders and provide a copy of appropriate documentation.

I have read all of the information contained in this Enrolment Agreement including any attached material.

I agree to meet my responsibilities.

I agree to meet the school's behaviour expectations:

- We are RESPECTFUL
- We are RESPONSIBLE
- We are SAFE

I agree to follow the school's policies and procedures.

I give permission for my child to see staff trained to support them with their health and wellbeing.

I give permission for my child to participate in local area excursions.

I give permission for my child to participate in sporting activities and events.

I am aware that the Department of Education does not have personal accident insurance cover for students.

I will pay to the school fees and the costs detailed in this consent form for my child's participation in curricular and extra-curricular activities.

In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor or calling an ambulance.

I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.

I have provided the school all relevant details of my child's medical or physical needs on enrolment and where relevant I will update this information.

Student Name

Parent/Carer Name

Staff Name on behalf of  
Kirwan State High School

.....

.....

.....

Student Signature

Parent/Carer Signature

Staff Signature on behalf of  
Kirwan State High School

.....

.....

.....

Date

Date

Date

.....

.....

.....





# KIRWAN STATE HIGH SCHOOL

Dear Parents/Guardians

## STUDENT RESOURCE SCHEME

The cost of supplying textbooks for students and of purchasing equipment such as uniforms, drawing equipment, writing materials, consumable equipment is increasing each year. In an attempt to keep the rising costs financially manageable for most families, the school invites parents to consider the Student Resource Scheme.

The scheme has many benefits for both students and parents. Families who choose to become members of the Student Resource Scheme will have access to textbooks and some consumables within Technologies and The Arts subjects from the beginning of the school year. Students will also have access to wide range of supplementary resources not possible without the Student Resource Scheme.

The school operates a Student Resource Scheme (SRS) under Education Queensland guidelines. The scheme aims to provide all student with the necessary basic textbooks and associated learning materials at considerable savings to parents. Parents have a choice of either joining the scheme OR privately purchasing all the various textbooks, novels and other materials as well as paying for all other items included in the scheme. Personal stationery items are not provided as part of the scheme and need to be purchased by students.

Attached is the Participating Agreement Form for Student Resource Scheme operated by our school and endorsed by our Parents and Citizens' Association. The Participating Agreement Form will be completed during your student's enrolment interview.

It is a requirement of the Department of Education that the Participating Agreement Form is completed and signed, by the parent/ carer. This should be done irrespective of whether or not you wish to join the scheme, as indicated by ticking either the 'Yes' or 'No' box on the form.

Parents/carers are now able to participate in the scheme for the duration of their student's enrolment at our school, saving the need to return the agreement each year.

Participants will be required to pay \$300 per annum. See all payment options below.

### Financial Difficulty

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential. Our Accounts Administrator can be contacted on 47738107 or email [accounts@kirwanshs.eq.edu.au](mailto:accounts@kirwanshs.eq.edu.au).

### Return of hired resources

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

### Academy Fees – Creative Arts, Sports and STEM

The payment of the Academy fees is required upon submission of Expression of Interest or subject change request. For those students wishing to continue in the Academies for the following year, a pre-payment is required prior to 31<sup>st</sup> October of the current year to secure your child's place in the Academy.

### Payment Options

BPoint is the school preferred payment method. The link is shown on your invoice, or you can type <https://www.BPOINT.com.au/payments/dete> into your web browser. The web link will open up a new secure window. Enter the payment information into the fields, CRN, invoice number, student name and amount. This information can be found on the invoice/statement provided to you by the school.

Qkr! By MasterCard, the secure and easy way to pay for school items from your phone at a time and place that suits you. Download Qkr! Register and find Kirwan State High School, add a profile then make payment.

Direct Deposit - To perform a direct deposit into the school account please contact the school for our Bank Account Details on 47 738 107.

In Person - Payment by cash or EFTPOS (includes Visa or MasterCard) at the office from 8:00am until 4:00pm.

Centrepay Deductions - Payments by Centrepay deductions can be arranged through the school office from 8:00am until 4:00pm.

Heather Murry  
Executive Principal

Mandy Blackford  
Business Manager  
[accounts@kirwanshs.eq.edu.au](mailto:accounts@kirwanshs.eq.edu.au)



## STUDENT RESOURCES SCHEME (SRS) 2026 INFORMATION

### PLEASE NOTE:

- Year 7 to 12 fees are due end of Term 1 2026, unless an approved payment plan is in place.

### ALL YEAR LEVELS - RESOURCE SCHEME INCLUSIONS = \$300

Classroom resources & textbooks associated with the subjects: English, Mathematics, Science, Humanities & HPE	130	School Homework Diary/Planner & District Affiliation Fees – Regional Sport	30
Photocopying of booklets/ worksheets/ handouts in lieu of textbooks for student use	60	Integrated Computer Technology (ICT) Software & ICT Technical Support Fee, including Education Perfect and Atomi	80
<b>ALL YEAR LEVELS</b>		<b>TOTAL</b>	<b>300</b>
PRINT CREDIT (\$5 Additional credit as required)	5		

The Student Resource Scheme is a co-operative fund generated by the funds received from parents/caregivers. A Government Textbook Resource Allowance (TRA) is received by the school for Year 7-10 students \$160 and for Year 11 – 12 students \$348. The SRS and subject fees have been offset by the TRA.

***2026 Academy Fees are to be PAID IN ADVANCE or upon Enrolment.***

***See Subject Selection forms for all elective subject fees and Certificate fees.***

Some subjects require a pre-payment prior to acceptance into the subject.

**Please note: The 2026 Fee Proposal has been approved by the P&C prior to implementation.**





# KIRWAN STATE HIGH SCHOOL

## CHAPLAINCY AND STUDENT WELFARE WORKER SERVICES

### PARENT/STUDENT CONSENT FORM

Kirwan State High School provides a Chaplaincy/Student Welfare Worker service, which is approved by the school's P&C Association and is available to all students. The Chaplain is employed through Scripture Union Queensland. Chaplains and student welfare workers provide social, emotional and spiritual support to students and the school community and are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community.

Information about the school's Chaplain is available on the school's website and through newsletters. Further information about the chaplaincy and student welfare worker program, including definitions, is located on the department's website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services>

To utilise this service for your student, your written informed consent is required. The focus of these meetings, which may occur during lesson time or within the broader school day, will be determined by the student's needs, however Chaplains and student welfare workers are not allowed to provide counselling. If a referral to an external agency or service is required, the Chaplain must have the approval of the principal, deputy principal or guidance officer and your consent.

The meetings with the Chaplain are confidential and the Chaplain may record what happened or was said during the meetings. These notes will be securely stored at the school and may be viewed by the student, if requested.

There may be times when the Chaplain is required to disclose confidential information provided by the student to the principal. The principal may be required to inform you, the Queensland Police Service and/or Child Safety Services. This would happen if:

- a person is at risk of harm, or being harmed;
- the student plans to, or is harming themselves;  
the student has harmed, or is planning to harm, another person; or a law has been broken.

Consent provided on this form will be considered valid for the duration of the student's enrolment at Kirwan State High School. Consent provided may be withdrawn at any time by notifying the school principal in writing or by completing and submitting another Chaplaincy and student welfare worker services parent/student consent form. The reason the student accesses this support service, and the outcome of any consultation with them, will not be disclosed without your consent, unless required by law.

Student Name: ..... DOB: .....

Please indicate whether you consent to your student accessing the school chaplain and any associated activities.

☐ I **CONSENT** for my student to receive support from the School Chaplain and participate in any associated activities.

☐ I **DO NOT CONSENT** for my student to receive support from the School Chaplain and participate in any associated activities.

Parent/carer or Student Signature: ..... Date: .....

Please print name: .....

#### Privacy Notice

The Department of Education is collecting personal information about the student in this form for the purpose of recording consent for participation in one-on-one meetings with the school's chaplain or student welfare worker. This form will be stored securely at school and only be accessed by the chaplain/student welfare worker, the school's student support team and the principal. The personal information collected here will not otherwise be used or disclosed unless you consent, or the use or disclosure is authorised by law.



# KIRWAN STATE HIGH SCHOOL

## NETWORK AND INTERNET ACCESS AGREEMENT

### STUDENT

I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school's ICT network:

- I will use it only for educational purposes;
- I will not undertake or look for anything that is illegal, dangerous or offensive;
- I will not reveal my password or allow anyone else to use my school account;
- I will not attempt to gain unauthorised access or tamper with the network;

If I accidentally come across something that is illegal, dangerous or offensive, I will:

- Clear any offensive pictures or information from my screen, and
- Immediately, quietly inform my teacher.

If I receive any inappropriate emails at school I will tell my teacher.

When using e-mail or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person;
- Use the school's ICT network (including the internet) to annoy, threaten, harass or offend anyone else.

I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for a period of time.

Student Name: .....

Signature: ..... Date: .....

### PARENT/CARER

I understand that the school provides my child with access to the school's ICT network (including the internet) for valuable learning experiences.

I also understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful Information should depend finally upon responsible use by students.

I believe my student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time. For further details of unacceptable/inappropriate use, please refer to KSHS Information and Communication Policies.

Parent/Carer Name: .....

Parent/Carer Signature: ..... Date: .....



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# KIRWAN STATE HIGH SCHOOL

## OFFICE CHECKLIST

- Check Front Page – Is the Student's name and year on it?
- Has it been ticked if the student is Defence or not?
- Enrolment Form **fully** completed (each page) including signatures from both caregiver(s) & student where indicated;
- Proof of Residency – only if in Catchment Area (Rates Notice or Tenancy Agreement & Electricity Account);
- Place red sticker for not in catchment, green sticker for in catchment in the top right hand corner on front page of enrolment form and sign;
  
- **Sighted:      Birth Certificate      OneSchool**
- **Birth Certificate Number:** \_\_\_\_\_
- **Date of Birth of Student:** \_\_\_\_\_
- **Full Legal Name of Student (as per birth certificate):**  
\_\_\_\_\_
- **Full Name of Father (as per birth certificate):**  
\_\_\_\_\_
- **Full Name of Mother (as per birth certificate):**  
\_\_\_\_\_
  
- Copy of most recent School Report and Naplan Report;
- Application to Creative Arts/Sports Academy/ STEM Academy completed (reference attached for Sports Academy/Stem Academy);
- Stamp received stamp with date above student's name on the front page of enrolment form;
- If payment has been made for an Academy, receipt details inside received stamp, yellow sticker on left hand side;
- Write amount paid on Academy form;
- International/Overseas students – Copy of Visa and Passport information.

Staff Initials \_\_\_\_\_