

# 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 2) which has been approved for use by schools with Release 3 of OneSchool.

## Entitlement to enrolment

Under the *Education (General Provisions) Act 2006* 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, 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. 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 and copy a child's birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (eg. 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.

## 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 and management must be documented. Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required.

## Religion

Parents/carers are asked to identify a child's religion. From Year 1, a child will be placed in the nominated religious instruction class if it is available. If this section is left blank or marked 'no religion' or a non-religion is nominated, the child will be recorded as 'No Religion' and placed in alternative activities.

## Court Orders

Any court orders concerning the welfare, safety or parenting arrangements of children, must be provided by parents.

## 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.

## Security and confidentiality

The information provided in the Application for Student Enrolment is stored securely in local school and departmental databases. The management of these databases is governed by state and departmental policies to ensure security, privacy and confidentiality. Parental consent must be gained in circumstances where a child's schooling information needs to be gathered from interstate.