

# Application to enrol in a NSW Government school

NSW Public Schools – Leading the way

School name

Student's family name

Student's given name/s

Student's identification number

Family code

Office use only

Thank you for your interest in enrolling your child in a New South Wales Public School. This application to enrol form is to be completed in English. If you need an explanation of any of the questions or help in completing this application, please ask for assistance from the school staff. You are welcome to provide further information on an attached sheet. The school will notify you of the results of your application. The information you have provided will be used by the school to enrol your child, if your application is accepted. Please do not purchase items such as uniforms until you receive confirmation of enrolment.

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

- **Proof of student's residential address** (e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration etc)
- **Birth certificate or identity documents**
- **Copies of any family law or other relevant court orders** (if applicable)
- **Immunisation history statement** (only required for students enrolling in primary schools for the first time).

## If your child is not a permanent resident, you will need to provide:

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

## If your child is a temporary visa holder you will also need to provide:

- **Authority to Enrol** issued by the Temporary Visa Holders Program Unit. This is required for visitor and temporary resident visa holders (other than sub class 571P referred to below)
- **Authority to Enrol or evidence of permission to transfer** issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- **Evidence of the visa the student has applied for** (if the student holds a bridging visa).

# Welcome

## Your privacy protected

The school and the NSW Department of Education and Training are subject to the **Privacy and Personal Information Protection Act 1998 (NSW)** and the **Health Records and Information Privacy Act 2002**.

The information you provide will be used to process your child's application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

The health-related information collected is subject to the **Health Records and Information Privacy Act 2002**. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.

## Do parents have to answer the questions?

We are required by law to ensure the health and safety of students, staff and visitors on our premises. It is therefore necessary for you to answer all questions on this form except those about your occupation and education.

The information you provide will assist the school to communicate with you and to care for your child while at school. Should you choose to submit an incomplete form, processing your application may be delayed and the quality of our service to you may be affected.

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

## Why have we asked for information about your occupation and education?

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century. The National Goals specifically state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

To help us to make sure we are achieving this goal, all parents across Australia, no matter which school their child attends, are being asked to provide information about family background. The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage because of their economic or social background.

Providing information about your occupation and education is voluntary but your information will help us to ensure that all students are being well served by Australian schools.

The four groups listed on page 3 are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that you think best describes you. If you have retired or stopped work in the past year please choose the group in which you used to work.

**You will need to use this table to answer the questions on pages 6-7.**

## Secure Internet Access and Email

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the DET Internet and email services.

**Parents will need to inform the school in writing if they do not want their child to have access to the NSW DET Internet and email facility.**

## Photographs at school

Taking photographs of students can constitute a collection of their personal information. Occasionally photographs are taken of individual students and classes of students at school.

If you **do not wish** your child to be photographed under any circumstances, please sign the statement below.

**I do not wish my child to be photographed at school under any circumstances.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

## How to complete this form

**Please print all information in block letters so it is easy to read.**

Please tick boxes where appropriate

e.g.

# Parent occupation groups

## Group 4

Machine operators, hospitality staff, assistants, labourers and related workers

- Drivers, mobile plant, production/processing machinery and other machinery operators
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- Office assistants, sales assistants and other assistants
- Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- Labourers and related workers
- Defence Forces ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## Group 3

Tradesmen/women, clerks and skilled office, sales and service staff

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group
- Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- Skilled office, sales and service staff
- Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

## Group 2

Other business managers, arts/media/sportspersons and associate professionals

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
- Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- Associate professionals generally have diploma/technical qualifications and support managers and professionals
- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
- Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- Defence Forces senior Non-Commissioned Officer

## Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

- Senior executive/manager/department head in industry, commerce, media or other large organisation
- Public service manager [section head or above], regional director, health/education/police/fire services administrator
- Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- Defence Forces Commissioned Officer
- Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others
- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

# Family details

Student's family name

Student's given name/s

## Parent/carer address during term\*

\*Please note that a parent who is not living with this student should complete details in the **Other Parent** section on **p 8**.

### Name to be used for all correspondence

For example: Mr and Mrs J. White, Ms D. Brown

Address for correspondence (RMB/PO Box)

Street Number/Property Name

Street Name

Suburb/town

Postcode

Home telephone number

Family email address

### Is the above address your residential address?

Yes  No If no, write your residential address below.

## Student's address during term

If this is the **same** as the residential address on the left, please tick this box

### If it is not the same address, please complete the information below:

Name of property (if applicable)

Flat / unit no.

Street no.

RMB no.

Name of street/road

Suburb/town

Postcode

Home telephone number

### If the student has a second residential address during school term, please write it here:

## Office use only

Out of area?

Yes  No



# Family information

## Parent/Carer 1

e.g. Father, living at the same address as the student

If applicable, copies of any relevant family law or other court orders must be provided.

Please note that a parent who is not living at the same address, should complete the **Other Parent** section on **p 8**.

### Name and contact details

Title ( e.g. Mr/Ms/Mrs/Dr)

Family name

Given name/s

Daytime telephone number (if available)

Mobile telephone number (if available)

### Occupation of Parent/Carer 1

### Occupation group

What is the occupation group of **Parent/Carer 1**?

- Please select the appropriate parent occupation group from the list provided on **p 3**.
- If the person is not currently in paid work but had a job or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, please write '8' in the box.

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

## School education

What is the highest year of primary or secondary school that **Parent/Carer 1** has completed? For persons who have never attended school, tick Year 9 or equivalent or below (one box only)

- Year 12 or equivalent       Year 10 or equivalent  
 Year 11 or equivalent       Year 9 or equivalent or below

## Educational qualifications

What is the highest qualification **Parent/Carer 1** has completed? (tick one box only)

- Bachelor degree or above  
 Advanced diploma/diploma  
 Certificate I to IV (including trade certificate)  
 No non-school qualification

## Country of birth

In which country was **Parent/Carer 1** born?

## Nationality of Parent/Carer 1

## Languages spoken at home

Does **Parent/Carer 1** speak a language other than English at home?

- No, English only       Yes, language other than English spoken

If **yes**, what languages are spoken at home?

Please write the exact language spoken - for example, Cantonese or Mandarin, not simply 'Chinese'. Please do not write a nationality such as 'Indian'. Please specify the actual language spoken e.g. Hindi or Punjabi.

Main language spoken at home

Other languages spoken at home (including English)

Interpreters may be available during school interviews.

Would an interpreter be required?

- No       Yes

# Family information

## Parent/Carer 2

e.g. Mother, living at the same address as the student

If applicable, copies of any relevant family law or other court orders must be provided.

Please note that a parent who is not living at the same address, should complete the **Other Parent** section on **p 8**.

### Name and contact details

Title ( e.g. Mr/Ms/Mrs/Dr)

Family name

Given name/s

Daytime telephone number (if available)

Mobile telephone number (if available)

### Occupation of Parent/Carer 2

### Occupation group

What is the occupation group of **Parent/Carer 2**?

- Please select the appropriate parent occupation group from the list provided on **p 3**.
- If the person is not currently in paid work but had a job or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, please write '8' in the box.

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

## School education

What is the highest year of primary or secondary school that **Parent/Carer 2** has completed? For persons who have never attended school, tick Year 9 or equivalent or below (one box only)

Year 12 or equivalent

Year 10 or equivalent

Year 11 or equivalent

Year 9 or equivalent or below

## Educational qualifications

What is the highest qualification **Parent/Carer 2** has completed? (tick one box only)

Bachelor degree or above

Advanced diploma/diploma

Certificate I to IV (including trade certificate)

No non-school qualification

## Country of birth

In which country was **Parent/Carer 2** born?

## Nationality of Parent/Carer 2

## Languages spoken at home

Does **Parent/Carer 2** speak a language other than English at home?

No, English only

Yes, language other than English spoken

If **yes**, what languages are spoken at home?

Please write the exact language spoken - for example, Cantonese or Mandarin, not simply 'Chinese'. Please do not write a nationality such as 'Indian'. Please specify the actual language spoken e.g. Hindi or Punjabi.

Main language spoken at home

Other languages spoken at home (including English)

Interpreters may be available during school interviews.

Would an interpreter be required?

No

Yes

## Other parent details

## Student details

### Contact details for a parent not living with this student\*

\*If applicable, copies of any relevant family law or other court orders must be provided.

Title ( e.g. Mr/Ms/Mrs/Dr)

Family name

Given name/s

Relationship to student

Home telephone number

Family email address

### Postal address for correspondence

RMB or PO Box no.

Street Number/Property Name

Street Name

Suburb/town

Postcode

### Student Details

Family name

Given name/s

Preferred first name

Sex (tick box below)

 Male  Female

Date of birth

 /  /   
day month year

Into which year are you seeking to enrol this student? (please circle)

K 1 2 3 4 5 6 7 8 9 10 11 12

In which country was the student born?

Religion (if none, please write 'no religion')

Nationality

### Languages spoken at home

Does the **student** speak a language other than English at home?

No, English only  Yes, language other than English spoken

If **yes**, what languages are spoken at home?

Please write the exact language spoken - for example, Cantonese or Mandarin, not simply 'Chinese'. Please do not write a nationality such as 'Indian'. Please specify the actual language spoken e.g. Hindi or Punjabi.

Main language spoken at home

Other languages spoken at home (including English)





# Student details

## Special circumstances

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

Yes  No

If yes, please provide a brief description of the circumstances

  
  
  

## Student's history relevant to risk assessment

The NSW Department of Education and Training has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide schools with information that will help facilitate the smooth transition of students into the specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safely support students in the school and contribute to ensuring the safety of your child, other students and staff.

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school?  Yes  No

If yes, please provide brief description of your child's medical or other history which might pose a risk of any type to him or her, other students, or staff at this school.

  
  
  
  

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

  
  
  
  

## Does your child have any history of violent behaviour?

Yes  No

If yes, please provide details

  
  
  
  
  
  
  

## Has your child ever been suspended or expelled from any previous school?

Yes  No

If yes, was this for

- actual violence to any person?  Yes  No
- possession of weapon or any item used to cause harm or injury?  Yes  No
- threats of violence or intimidation of staff, students, or others at the school?  Yes  No
- illegal drugs?  Yes  No

## Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?

Yes  No

If yes, please provide a brief outline of these matters

# Applicant's declaration

In dealing with this application, it may be necessary for the school, or another part of the Department of Education and Training, to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. The cooperation of the applicant in accessing such information, while not always necessary, is appreciated and will speed up the assessment of the application.

## Acknowledgement

I acknowledge that the Department of Education and Training may seek and gain access to relevant information about this student related to one or more of the questions in this application that is held by previous schools, health care professionals or other government agencies.

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

## Declaration of accuracy

I declare that the information provided in this Application to Enrol is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signature of second applicant (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

## Principal's certification

Special Circumstances and Student History assessed?  Yes  No

Risk Assessment required?  Yes  No

Risk Assessment conducted?  Yes  No

Risk Management Plan and Resources in place?  Yes  No

On the basis of the information provided on this form and gained from the required assessments, I **accept**  or **decline**  this application to enrol.

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

## Office use only

Integration number

Census report

 Yes  No

Does the student need to be assessed for English as a Second Language (ESL) support?

 Yes  No

Is the student receiving ESL support?

 Yes  No

If Yes, what ESL phase is the student?

 (N, 1, 2, 3, T)

## The original documents listed below must be sighted and photocopied. All students:

Birth certificate or identity documents

 Yes  No

## In addition (for students who are not permanent residents)

Passport or travel documentation no.

Country of issue

Current visa and sub-class (if applicable)

Previous visas and sub-class (if applicable)

In addition (for temporary visa holders) Authority to Enrol

## Other issues

Immunisation certificate/history statement sighted (Primary Schools only)

 Yes  No  Complete  Incomplete

Any family law, AVOs or other relevant court order (if applicable)

 Yes  No

day / month / year

## For parent not living with student (p8)

To receive academic reports and newsletters?

 Yes  No