TANNUM SANDS STATE HIGH SCHOOL
APPLICATION FOR STUDENT ENROLMENT
AS PER THE SCHOOL ENROLMENT MANGEMENT PLAN

Student Name: ________________________________________

Local Catchment Area
Tannum Sands State High School is an Enrolment Managed School. To enrol at Tannum Sands State High School you are required to live in the school’s local catchment area. This is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Tannum Sands State High School.

The school’s catchment map is available to be viewed online at http://www.qgso.qld.gov.au/maps/edmap/.

Do you live in the “Local Catchment Area”
☐ YES (Provide proof of residence as listed below) ☐ NO

If you live “Outside Local Catchment Area” do you wish to apply through one of our Excellence Programs:
☐ BSL Zenith – Gifted Program ☐ Band Program

Do you currently have another sibling attending Tannum Sands State High School: ☐ Yes ☐ No
Name of sibling: ________________________________________ Year Level: _____________
Name of sibling: ________________________________________ Year Level: _____________
Name of sibling: ________________________________________ Year Level: _____________

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student’s principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:
• One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, and
• One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student’s principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student’s principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement / assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

Out-of-Catchment application
Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and
II. after taking into account the school’s projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list, assessed in order of receipt and prioritised as follows:
For schools with a Program of Excellence:

- Subject to available Student Enrolment Capacity, places will only be available to out-of-catchment enrolments if they satisfy the school’s criteria for placement in that particular Program of Excellence and the defined number of places has not yet been filled by enrolments from within the catchment. Sufficient Student Enrolment Capacity must be reserved for future in-catchment growth. (Please note: The enrolment criteria for the Program of Excellence is available from the school).

For secondary schools with a wider catchment area for Years 11-12:

- Students who live within the senior secondary catchment but not within the junior secondary catchment.

Acceptance and Assessment Process

Out of catchment enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

Parent/Caregiver Signature       Date

Office Use Only:

Documentation Sighted:

Primary Source Document: __________________________________________________________

Secondary Source Document: _______________________________________________________

Out of Catchment Application:

Date Received: ___/___/___       Time: _____________       Application No: _____________
TANNUM SANDS STATE HIGH SCHOOL
APPLICATION FOR STUDENT ENROLMENT
AS PER THE SCHOOL ENROLMENT MANAGEMENT PLAN

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 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 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 and Training (DET) 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 Federal – State Government funding arrangements

iii. administering and planning for providing 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. DET 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 (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, sex 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 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 school must be entitled to enrolment. While not exhaustive, the following matters may affect an applicant’s entitlement to enrolment at a school:

• failure to adequately complete this enrolment form

• if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (entitlement is subject to eligibility under the plan)

• the applicant is a 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 mature age students must have a remaining allocation of state education.)

• the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)

• the applicant has been excluded or cancelled from enrolment or subject to suspension from a state school at the time of the application

• the school is a state special school and the applicant 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)

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Office use only

<table>
<thead>
<tr>
<th>Date enrolled</th>
<th>Roll Class</th>
<th>EQID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year level</td>
<td>Birth certificate/passport sighted, number recorded and DOB confirmed</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>Independent student</td>
<td></td>
<td></td>
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<tr>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>No</td>
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<td></td>
<td>Number:</td>
<td></td>
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<td></td>
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<tr>
<td>To the student over 15 years of age at the time of enrolment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, is the student exempt from the mature age student process?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No, has the mature age applicant consented to a criminal history check?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School house/form</td>
<td>EALD support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>To be determined</td>
<td></td>
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<tr>
<td>FTE</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EALD category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SV – student visa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV – temporary visa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DS – dependent – parent on student visa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EX – exchange student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DC – distance education</td>
<td></td>
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</tr>
</tbody>
</table>

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at http://drd.det.qld.gov.au to ensure you have the most current version of this document.

18/01/2015

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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred family name</th>
<th>Date of birth*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/ /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex*</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Copy of birth certificate available to show school staff*</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>For mature age students, proof of identity supplied and copied*</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Enrolment may not be approved without enrolling staff sighted 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></td>
<td></td>
<td></td>
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</tbody>
</table>

If yes, provide name of school and approximate date of enrolment.

<table>
<thead>
<tr>
<th>What year level is the student seeking to enrol in?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the appropriate year level.

<table>
<thead>
<tr>
<th>Proposed start date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the proposed starting date for the student at this school.

<table>
<thead>
<tr>
<th>Does the student have a sibling attending this school or any other Queensland state school?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

If yes, provide name of sibling, year level, date of birth, and school.

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>/ /</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### STUDENT ADDRESS DETAILS*

<table>
<thead>
<tr>
<th>Principal place of residence address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1</td>
</tr>
<tr>
<td>Address line 2</td>
</tr>
<tr>
<td>Suburb/town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

### STUDENT FAMILY DETAILS

<table>
<thead>
<tr>
<th>Parents/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent name*</td>
<td>Parent name*</td>
</tr>
</tbody>
</table>

| Given names*    | Given names*   |

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sex</th>
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<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship to student*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the parent/carer an emergency contact?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STUDENT FAMILY DETAILS (continued)

<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>2nd Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd Phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

**Email**

**Employer name**

**Occupation**

- **What is the occupation group of the parent/carer?**
  - Please select the parental occupation group from the list provided at the end of this form. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter ‘8’.

**Country of birth**

**Country of residence**

- **Does parent/carer 1 or parent/carer 2 speak a language other than English at home?**
  - Yes, other – please specify
  - Needs interpreter? Yes No

- **Is the parent/carer an Australian citizen?**
  - Yes No

- **Is the parent/carer a permanent resident of Australia?**
  - Yes No

**Address line 1**

**Address line 2**

**Suburb/town**

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
<th>Postcode</th>
</tr>
</thead>
</table>

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

**Address line 1**

**Address line 2**

**Suburb/town**

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Parent/carer school education**

- **What is the highest year of primary or secondary school parent/carer 1 has completed?**
  - Year 9 or equivalent or below
  - Year 10 or equivalent
  - Year 11 or equivalent
  - Year 12 or equivalent

- **What is the highest year of primary or secondary school parent/carer 2 has completed?**
  - Year 9 or equivalent or below
  - Year 10 or equivalent
  - Year 11 or equivalent
  - Year 12 or equivalent

**Parent/carer non-school education**

- **What is the level of the highest qualification parent/carer 1 has completed?**
  - Certificate 1 to IV (including trade certificate)
  - Advanced Diploma/Diploma
  - Bachelor degree or above
  - No non-school qualification

- **What is the level of the highest qualification parent/carer 2 has completed?**
  - Certificate 1 to IV (including trade certificate)
  - Advanced Diploma/Diploma
  - Bachelor degree or above
  - No non-school qualification
**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 ☐ No ☐ Full time ☐ Part-time</td>
</tr>
</tbody>
</table>

**INDIGENOUS STATUS**

Is the student of Aboriginal or Torres Strait Islander origin?

| No | ☐ Aboriginal | ☐ Torres Strait Islander | ☐ Both Aboriginal and Torres Strait Islander |

**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 ‘no religion nominated’ 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**

In which country was the student born?

<table>
<thead>
<tr>
<th>☐ Australia</th>
<th>☐ Other (please specify country)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of arrival in Australia</td>
<td>/ /</td>
</tr>
</tbody>
</table>

Is the student an Australian citizen?

| ☐ Yes | ☐ No (if no, evidence of student’s immigration status to be completed) |

**STUDENT LANGUAGE DETAILS**

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

| ☐ No, English only | ☐ Yes, other – please specify |

**EVIDENCE OF STUDENT’S IMMIGRATION STATUS** (to be completed if student is NOT an Australian citizen)*

<table>
<thead>
<tr>
<th>☐ Permanent resident</th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Student visa holder</td>
<td>Date of arrival in Australia / / Date enrolment approved to: / /</td>
</tr>
<tr>
<td>☐ Temporary visa holder</td>
<td>Complete passport and visa details section below</td>
</tr>
<tr>
<td>☐ Other, please specify</td>
<td>Temporary visa holders must obtain an ‘Approval to enrol in a state school’ from EQI</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 86 Immigration Issued card or “Document to travel to Australia” with “stay indefinite” recorded must be sighted by the school.

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

<table>
<thead>
<tr>
<th>Relationship (e.g. aunt)</th>
<th>Work/home/mobile</th>
<th>Work/home/mobile</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1st phone contact number*</th>
<th>Work/home/mobile</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2nd phone contact number*</th>
<th>Work/home/mobile</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3rd phone contact number*</th>
<th>Work/home/mobile</th>
</tr>
</thead>
</table>

### STUDENT MEDICAL INFORMATION

(including allergies)*

**Privacy Statement**

*The Department of Education and Training (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. DET 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 DET 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 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.

- My child does not have any known medical conditions

- 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 student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?

  - No
  - Yes, please specify

- Name of student’s medical practitioner (optional)

- Contact number of medical practitioner

- Do you authorise school staff to contact the 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 student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)

  - Yes
  - No

- Medicare card number (optional)

- Position Number

- Cardholder name (if not in name of student)

- Private health insurance company name (if covered) (optional)

- Private health insurance membership number (leave blank if company name is not provided)
### COURT ORDERS

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

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

### TRAVEL DETAILS

Mode of transport to school
- [ ] Walk
- [ ] Car
- [ ] Bus
- [ ] Bicycle
- [ ] Train
- [ ] Other

### APPLICATION TO ENROL

I hereby apply to enrol my child or myself.

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 to the best of my knowledge.

<table>
<thead>
<tr>
<th></th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>1 1</th>
<th>1 1</th>
<th>1 1</th>
</tr>
</thead>
</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's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

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 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 professional generally have diploma/technical qualifications and support managers and professionals
Health, education, law, social welfare, engineering, science, computing technician/associate professional
Business/administration [recruiter/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/ITES 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, labours 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 [sales 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/sheep classifier, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/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>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired brain injury</td>
</tr>
<tr>
<td>Allergies/Sensitivities</td>
</tr>
<tr>
<td>Anaphylaxis</td>
</tr>
<tr>
<td>Airway/lung/breathing - Oxygen required (continuously/periodically)</td>
</tr>
<tr>
<td>Airway/lung/breathing - Suctioning</td>
</tr>
<tr>
<td>Airway/lung/breathing - Tracheostomy</td>
</tr>
<tr>
<td>Airway/lung/breathing - Other</td>
</tr>
<tr>
<td>Artificial feeding - Gastrostomy device (tube or button)</td>
</tr>
<tr>
<td>Artificial feeding - Nasogastric tube</td>
</tr>
<tr>
<td>Artificial feeding - Jejunostomy tube</td>
</tr>
<tr>
<td>Artificial feeding - Other</td>
</tr>
<tr>
<td>Asthma</td>
</tr>
<tr>
<td>Attention-deficit/Hyperactivity disorder (ADHD)</td>
</tr>
<tr>
<td>Autism Spectrum Disorder (ASD)</td>
</tr>
<tr>
<td>Bladder and bowel - Urinary wetting, incontinence</td>
</tr>
<tr>
<td>Bladder and bowel - Faecal soiling, constipation, incontinence</td>
</tr>
<tr>
<td>Bladder and bowel - Catheterisation (continuous, clean intermittent)</td>
</tr>
<tr>
<td>Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair</td>
</tr>
<tr>
<td>Bladder and bowel - Other</td>
</tr>
<tr>
<td>Blood disorders - Haemophilia</td>
</tr>
<tr>
<td>Blood disorders - Thalassaemia</td>
</tr>
<tr>
<td>Blood disorders - Other</td>
</tr>
<tr>
<td>Cancer/oncology</td>
</tr>
<tr>
<td>Coeliac disease</td>
</tr>
<tr>
<td>Cystic Fibrosis</td>
</tr>
<tr>
<td>Diabetes - type one</td>
</tr>
<tr>
<td>Diabetes - type two</td>
</tr>
<tr>
<td>Ear/eye/nose disorders - Otitis Media (middle ear infection)</td>
</tr>
<tr>
<td>Ear/eye/nose disorders - Hearing loss</td>
</tr>
<tr>
<td>Ear/eye/nose disorders - Other</td>
</tr>
<tr>
<td>Epilepsy - Seizure</td>
</tr>
<tr>
<td>Eye/vision disorders</td>
</tr>
<tr>
<td>Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid</td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart valve disorders</td>
</tr>
<tr>
<td>Heart/cardiac conditions - Heart genetic malformations</td>
</tr>
<tr>
<td>Heart/cardiac conditions - other</td>
</tr>
<tr>
<td>Mental Health - Depression</td>
</tr>
<tr>
<td>Mental Health - Anxiety</td>
</tr>
<tr>
<td>Mental Health - Oppositional defiant disorder</td>
</tr>
<tr>
<td>Mental Health - Other</td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - spasticity (Backofen Pump)</td>
</tr>
<tr>
<td>Muscle/bone/musculoskeletal disorders - Other</td>
</tr>
<tr>
<td>Skin Disorders - eczema</td>
</tr>
<tr>
<td>Skin Disorders - psoriasis</td>
</tr>
<tr>
<td>Swallowing/dysphagia - requiring modified foods</td>
</tr>
<tr>
<td>Swallowing/dysphagia - requiring artificial feeding</td>
</tr>
<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 6).

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 Federal and State Government 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). Mature age students that provide appropriate photographic proof of identity do not need to present a birth certificate.

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.

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 preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless specifically requested by parents to use the preferred name only.

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 ‘no religion nominated’ 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.

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 – Tannum Sands State High 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 Tannum Sands State High School. Our school’s Key Values are Respect, Responsibility and Excellence. We are continually guided by our motto, Creating Our Futures. We believe it is the…

Responsibility of student to:

- attend school on every school day for the education 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 of 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 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 and 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 the school informed of any changes of 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.
I accept the rules and regulations of Tannum Sands State High School as stated in the school policies that have been provided to me as follows:

The School Service Guide contains the following information:
- Responsible Behaviour Plan for Students
- Student Dress Code ("Uniform and Presentation Standards")
- School Charges and Voluntary Contributions ("TSSHS Student Resource Hire Scheme")
- Homework Policy
- Absences
- Excursions and Camps
- Complaints Management
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students ("Electronic Devices Policy")
- Department insurance arrangements and accident cover for students
- School Instructions for school access

The following information is provided in the Enrolment Pack:
- Schools network usage and access statement required of Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network Systems
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information

I acknowledge:
- That I have read and understood the responsibilities of the student, parents and 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 Tannum Sands SHS
__/___/___  ___/___/___   ___/___/___
Date    Date    Date
FINANCIAL RESPONSIBILITY RECORD
FOR SCHOOL PAYMENTS

With the release of the OneSchool, school enrolment management system, Tannum Sands State High School is able to recognise the parent/caregiver who will have the Financial Responsibility for a student. Please identify the parent/caregiver who will be responsible for the costs involved in your child/children’s education. Costs may include but are not limited to; all student fees, activities and excursions.

1st Students Name_____________________________________________________

2nd Students Name_____________________________________________________

3rd Student Name_____________________________________________________

<table>
<thead>
<tr>
<th>Parent/caregiver’s Full Name</th>
<th>Relationship to Student</th>
<th>Signature of parent/caregiver taking financial responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete this section below if Financial responsibility is paid by the Department of Community Services. #Evidence to be provided

Case Worker Name: | Contact Phone: |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

If you would like the school to identify a shared financial responsibility arrangement between parent/caregiver’s please contact the school and make arrangements for an appointment with the Business Services Manager.
## Laptop Programs Options for 2017

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Student – BYOx program</td>
<td>$95 to cover network support, authentication solution, some software licensing and administration.</td>
</tr>
<tr>
<td>School owned- take home program</td>
<td>$160 plus accidental damage protection excess amounts according to the charter. This program ends in 2017</td>
</tr>
<tr>
<td>School owned- stay at school program</td>
<td>Nil (although damage costs/accidental damage protection excess will be passed on to parents) Students can collect and return this laptop daily for classroom use.</td>
</tr>
</tbody>
</table>

**Please indicate which program you would like to participate in for 2017:**

- [ ] BYOx Bring Your Own Device Program $95.00 (please see attached brochure for further information on this program)
- [ ] School Owned Take Home Program $160.00 (limited devices available)
- [ ] Do not wish to participate in either program

Signed: ___________________________ Date: ______________

Please note if you opt for BYOx or the school Owned Program you will be invoiced in November along with your Student Resource Scheme. A Charter will also be sent home about conditions and expectations of the program you have selected.
Tannum Sands State High School Permissions Form

Student Name ___________________________________ Student Personal Mobile No: ___________________

Please read the attached information providing further details of permissions.

Newsletter by E-mail Permission

Tannum Sands State High School currently engages a third party ICT supplier for our school newsletter (Austnews). To allow Austnews to forward the schools newsletter electronically to parents/students we provide them with your electronic email address, parent name and student name only. **Austnews Privacy Statement:** Austnews ensures that stored information, such as school details, subscriber names and email addresses, will remain private and confidential. Subscriber details will only be stored as a result of, and for the purpose of, this agreement. We will never directly email your subscribers and we will never transfer or sell these details to another party. Austnews will not sell, rent or loan our customer’s lists, to a third party. This is the preferred method of sending the school Newsletter

Parent E-mail .................................................................

QParents

Tannum Sands State High School is a QParents School. What does this mean? You as a parent are able to access live information about your student/s.

- View and download the most recent report card, timetables and invoices
- View and update your student absences and student details
- Make payments online
- View other important information

If you would like to become a QParent Account Holder please complete the following information:

Name of Parent: _____________________________ Email Address: _____________________________

Mobile Phone No. _____________________________

We will then send you an invite to register for QParents once your student becomes an active enrolment at Tannum Sands State High School.

Media Permission

Consent to allow the school to use student images or student work to be reproduced in newspapers, school or Education Queensland publications and documents, television, school intranet/internet site and school social media site.

☐ Yes ☐ No

(if YES complete attached State School Consent Form to use, record or disclose copyright material, image, recording, name or personal information)

Network - Internet Services Agreement

(Please see Acceptable Use of Department’s Information, Communication and Technology (ICT) Network and Systems)

☐ Yes ☐ No

- I will only use it for educational purposes
- I will not look for or post anything that is illegal, dangerous or offensive
- I will not give my password to anyone else or leave it in an obvious place
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
  A) Clear any offensive pictures or information from my screen; and
  B) Immediately, quietly inform my supervisor
- I will not reveal anyone’s password, home addresses; telephone, credit card numbers
- I will not use the internet to annoy or offend anyone else
Absence Notification – SMS Text Message:
Tannum Sands State High School engages the services of ID Attend to manage the recording of student absences and SMS Global for the issuing of SMS Text Messages to parents. Through these systems Tannum Sands State High School is able to contact you directly by text message if your child is marked absent in house group each day.

The system will ensure that we can alert you if your child is not in school when he/she should be, or is late to school. Also, when students are absent, sick for example, in many instances then, if parents respond to the message (text), they will not need to write a note later. For known-in-advance absences, parents will still be able to advise us on QParents, send in a note beforehand or leave a phone message, which will negate the necessity for any phone call to you. **The absence phone line is 4979 9767.**

Privacy Notice:
1. Information used by the carriers to deliver the text message is your mobile number and the name of your student
2. That data is collected in an Australian based server and the carrier is bound by all the relevant national and state privacy legislation

We implement the system using the phone numbers you have currently supplied to our office.

Consent to participate in the schools automatic absence notification system that will contact you directly by text message

If your child is marked absent in house group. This may also be used for occasional special messages.

☐ Yes ☐ No

Name of Parent to receive text message _____________________ Mobile number ____________________

-------------------

IXL Maths

Tannum Sands State High School has a subscription with IXL Maths (IXL is a website specialising in Mathematics Education. We recommend you view their website at: [http://au.ixl.com/](http://au.ixl.com/)

Information from IXL itself:
- IXL is a Web-based math practice program, with comprehensive coverage of all skills taught in school, from Preschool on. Students have access to all of our material, so they can always practise the content that best suits their abilities. Unlike many other math programs, IXL does not use a question bank-every problem is randomly generated. This means that students will never see the same question twice. In addition, IXL will adapt to how each student is performing on a particular skill, providing easier questions when a student is struggling, and more difficult questions when a student is ready to be challenged.
- Since the program is Web-based, students will be able to log in and practice from any computer with an internet connection – including at home. Every time a student logs in and practices, IXL will record all of his or her results, as well as provide instant feedback for every question that is answered. If a problem is answered incorrectly, students will be provided with an explanation that is specific to that problem, which will help them learn from their mistakes. IXL’s scoring system, call the “SmartScore,” is based on an algorithm that we designed, which looks at multiple different factors, including the number of problems answered correctly and incorrectly, problem difficulty, consistency, and more. This information is used to provide an accurate representation of a student’s current level of understanding of the particular skill they are working on. Students will master a skill when they show that they truly understand that mater.

To enable students to access IXL Maths we seek your consent for us to register your child with IXL, so that IXL can set up an individual account. This will enable your child to access IXL Math “24/7” via their own individual password. There is also an option for us to forward to IXL Math an email address with your child’s information. This will enable weekly reports to be sent to that email. Once we have registered your student with IXL math, IXL will provide to the school a User Name and Password, which their Mathematics teacher will then provide to your son or daughter.

If you have any questions in relation to this program please do not hesitate to contact Mr Farshid Paymon, Mathematics Head of Department on 497999777. IXL Privacy Policy can be viewed at: [http://au.ixl.com/privacypolicy](http://au.ixl.com/privacypolicy)

☐ Yes I give consent for my child’s details – name, year level and non identifying number – to be forwarded to IXL Math, to enable an account to be established for my child.

☐ Yes I would like to furnish this email address, so that she/he/I can receive weekly reports;

@

☐ No I do not wish to participate in IXL Maths
Privacy Notice for the use of Non-Departmental ICT Services where personal information is provided

The Department of Education, Training and Employment through Tannum Sands State High School is collecting your personal information in accordance with Education General Provisions Act 2006 (Qld) in order to

- manage student absences
- provide electronic format of school newsletter to families
- make online bookings for parent/teacher interviews
- provide mathematic resource for students

The information will only be accessed by authorised staff at Tannum Sands SHS. Some of this information may be given to:

- ID Attend for the purpose of managing student absences and the sending of SMS Text messages to parents.
- Austnews for the purpose of emailing school newsletters to parents and community members.
- Country Net for the purpose of Parent/Teacher Online (PTO) booking program.
- IXL Maths for the purpose of web based Maths program for student learning

The information will not be given to any other person or agency unless you have given us permission or we are required to by law.

Signed: _________________________  Date: ___/___/___
Student

Signed: _________________________  Date: ___/___/___
Parent/Caregiver
MEDIA CONSENT FORM

1. PARTICULARS – PARENT/CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

- [ ] Full name
- [ ] First name only
- [ ] No name
- [ ] Other: [Print]

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, 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
- [ ] sound recording
- [ ] artistic work
- [ ] written work
- [ ] film
- [ ] name
- [ ] photograph / image
- [ ] other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc.):

- [ ] newsletter (uploaded to the web)
- [ ] printed promotional material
- [ ] advertising
- [ ] website
- [ ] displays
- [ ] competitions
- [ ] year books / annuals
- [ ] local media

- [ ] other: [Print]

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):

Duration of the enrolment at Tannum Sands SHS

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

- [ ] School websites: www.tannums.hs.qld.edu.au

The school websites are 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 websites.

- [ ] School Facebook page: https://www.facebook.com/pages/Tannum-Sands-State-High-School/244351469101590

The school Facebook page 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 Facebook page.

- [ ] School YouTube Channel: NA

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. However, third party applications may be used to overcome the school’s settings.

- [ ] School Twitter Profile: NA

The school Twitter profile 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 Twitter profile.

- [ ] Other: [Print]

Provide a short description, and the website address, of the other website(s): [Print]

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The individual or Signatory wishes to limit the consent in the following way:

[ ]

[ ]
4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers) Tannum Sands State High School

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date

Signature of the parent or guardian (required if the Individual is under 18 years)

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 and Training (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 16 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 16 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 identified as a permitted website for the purposes 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 use is complete or 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 or modify this consent in relation to any further new uses of the Individual's personal information or individual work, the 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 may not pay the Signatory or the Individual for giving this consent 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 the 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.
- Social Media Website includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the individual's personal information and individual work to the Department and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State, and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and individual work.

9. NOTE

The Department will use its best endeavours to ensure that the person signing this Consent Form is authorised to do so, and takes no responsibility for circumstances in which it is misled as to the identity, authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press releases, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual’s personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual’s personal information and individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual’s personal information and individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual’s personal information or individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual’s personal information or individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual’s personal information or individual work is used by third parties once the material has been published on a Social Media Website.
**What is copyright material?**

An individual's copyright material may include written work (e.g., stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create, and that this Consent Form is not meant to transfer the individual's ownership of the intellectual property in their copyright material.

**This Consent Form does not provide for copyright consent in relation to copyright works an individual creates in the course of employment.** Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1969 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further questions about the ownership of the intellectual property in respect of the works you create, you should contact the Legal and Administrative Law Branch.

**What is personal information?**

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the individual's name, image or video or sound recording. It also includes the individual's educational information such as the individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the individual to be identified.

**What happens to the Consent Form once it is completed and signed?**

The Consent Form is retained by the Department and it will be placed on the individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

**What if I give my consent and later change my mind?**

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the individual's personal information and individual work to create material incorporating the individual's personal information and individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. 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 cannot take responsibility for doing so.

**Privacy**

The consent to the recording, use and disclosure of the individual's personal information and individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the individual's personal information has been collected, used, stored or disclosed, please contact the school.
Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems

Information for Students and Parents
On School ICT Network Usage

Why are schools providing student access to Information Communication and Technology (ICT) facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms.

This strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School behaviour and the specific rules of their school.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department’s e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department’s networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).
Students can not use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail.

Additionally, students should not divulge personal information (e.g. name, parent’s name, address, phone numbers), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and “exe” files which may contain viruses.

Please note that personal files on USBs may be deleted by the Department’s malware protection.

**What is expected of schools when providing student’s with access to ICT facilities?**

Schools will provide information in relation to student access to and use of the network and reserve the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school’s network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet or email.

Schools will ensure that students are aware of [Occupational health and safety issues](#) when using computers and other learning devices

Schools that are implementing or have implemented the [1 to1 Learning Program](#) need to ensure all steps have been taken to provide a safe and effective learning environment for students while meeting the Department’s standards for network usage and access security.

**What awareness is expected of students and their parents?**

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware that:
  - access to ICT facilities provides valuable learning experiences for students and supports the school’s teaching and learning programs;
  - ICT facilities should be used appropriately as outlined in the [Code of School Behaviour](#);
  - the Principal may determine that student privately owned devices may not be used at the school;
  - students who use a school’s ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
  - despite departmental systems to manage all access to information on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed;
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.
STUDENTS WITH ALLERGIES, ANAPHYLAXIS OR ASTHMA

Allergies and/or Anaphylaxis

Student name: ................................................................. DOB: ................. HG: .......... Yr Level: .......

The Department of Education, Training and Employment requires schools to obtain additional information for students with allergies and/or anaphylaxis.

☐ The allergic reaction is **Mild to Severe**.
   An ASCIA* Action Plan is required. This Action Plan is be completed by a medical practitioner. Complete and sign the form below.
   *(Contact the school for forms and information or search ASCIA Allergy plan).*

☐ The allergic reaction is **not Mild to Severe**
   An ASCIA Action Plan is not required but we need to complete and sign below.

Note the following:
- Completed Action Plans are displayed in staffroom noticeboard for ease of access if required.
- The school will insert a colour photograph into the document as indicated on the page.

Parent signature: ................................................................. Date: .....................

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Asthma

Student name: ................................................................. DOB: ................. HG: .......... Yr Level: ........

The Department of Education, Training and Employment directs us to record medical details for students with Asthma. We are to record asthmatic students under one of the following.

- ‘Asthma’ - students who require staff assistance to medicate. Student’s Asthma Action Plan is required.
- ‘Asthma – student self-administers medication’ *(Student’s Asthma Action Plan is not required)*.

Please select one of the following and provide additional information if required:

☐ **I am satisfied** my child has the capacity to confidently, competently and safely administer the right dose of their asthma medication at the right times and they can store their medication securely.
   If the student is self-administering, the school will not require an Asthma Action Plan unless the emergency action to be taken differs from the standard Asthma First Aid response. This is because the provision of Asthma First Aid will be the standard course of action in an asthma emergency.

☐ **I am NOT satisfied** my child has the capacity to confidently, competently and safely administer the right dose of their asthma medication at the right times and can store their medication securely.
   *I have provided an Asthma Action Plan created in consultation with our GP* (please attached).

Parent signature: ................................................................. Date: .....................

Parent/carer name: .................................................................