



CENTENARY HEIGHTS

STATE HIGH SCHOOL

Safety - Respect - Learning

Enrolment Application

Verification of proof of permanent residency within our Centenary Heights State High School catchment area will be required prior to an enrolment interview being scheduled for your child.

If this documentation cannot be provided, your enrolment interview will not proceed and your application for enrolment will be declined.

As part of the verification process, the Enrolment Officer may conduct checks to ensure the residency information provided to the school is accurate. This may include:

- the use of RP Data (Real Property Data) to further substantiate your claims regarding your principal place of residence; and

The Principal may decide to repeal a child's enrolment if any false or misleading information or documents are provided during the enrolment application process and the child is not otherwise entitled to be enrolled at the school.

Applicants should note that a false statement/assertion about the student's principal place of residence may constitute as fraud and can be reported to police to be investigated.

Centenary Heights State High School

60 Ramsay Street, Toowoomba QLD 4350

Phone: 07 4636 7500

Email: enrolments@centheighs.eq.edu.au

RELEVANT WEBSITES

Centenary Heights State High School: <https://centheighs.eq.edu.au>

Catchment Area Map: <http://www.qgso.qld.gov.au/maps/edmap>

School Enrolment Management Plan:

<http://ppr.det.qld.gov.au/corp/infrastructure/facilities/Pages/School-Enrolment-Management-Plans.aspx>



Student Name: _____		
Year Level: _____ Year: _____		
Enrolment Application Checklist <i>NB* all sections must be completed and all documentation is to be submitted in person</i>	PARENT CHECKLIST T ✓	OFFICE USE ONLY ✓
Birth Certificate – ORIGINAL must be sighted		
Passport and Visa – both Parents and Student Visas, arrival/departure stamps and passport photo and ID page if you are an International Student		
Relevant Legal Guardianship Documentation <input type="checkbox"/> custody orders, parenting agreement, foster care etc. <input type="checkbox"/> Family Tax Benefit letter indicating percentage of care. PLEASE COMPLETE INFORMATION ON page iii		
Student School Report – most recent copy		
NAPLAN Report (for Private Schooling Only) – most recent copy of your child’s NAPLAN report (if student did not sit NAPLAN please give reason).		
MEDICAL – Does your child have specialised health needs e.g. Epilepsy, Diabetes, Anaphylaxis? If so could you please provide a current Action Plan and complete a Student Referral – request for Nursing Services form.		
Proof of Residency – in Centenary Heights State High School catchment HOME OWNER: (<i>ORIGINAL copies only are accepted plus one photocopy of each document supplied</i>) This is used to verify in catchment residential address <input type="checkbox"/> current rates notice or signed unconditional house contract of sale, and <input type="checkbox"/> current account for supply of domestic electricity, or <input type="checkbox"/> current house contents/car insurance statement, or <input type="checkbox"/> current statement for telephone/internet connection, or <input type="checkbox"/> driver’s licence with current address RENTAL PROPERTY: (<i>ORIGINAL copies only are accepted plus one photocopy of each document supplied</i>) <input type="checkbox"/> current rental agreement (<i>stamped and signed by Real Estate Agent, and</i> <input type="checkbox"/> original RTA bond receipt and <input type="checkbox"/> current account for supply of domesticelectricity, or <input type="checkbox"/> current house contents/car insurance statement, or <input type="checkbox"/> current statement for telephone/internet connection, or <input type="checkbox"/> driver’s licence with current address		
Enrolment Application Form – all sections completed and signed by both parent/s and student		
State School Consent Form – all sections must be completed and signed by both parent and student		
Enrolment Agreement – all sections must be completed and signed by both parent/s and student		
(Office/Administration only)		
INTERVIEW DATE: ____ / ____ / ____ TIME: _____ INTERVIEWER: _____		
Date Stamp: _____ Signed:.....		

Dear Parent/Carer,

Centenary Heights State High School has a strong commitment to students from the local area. To ensure that students who enrol under this category are genuine local residents, **IT IS A REQUIREMENT THAT ORIGINAL DOCUMENTS ARE SIGHTED or COPIED AS PROOF OF RESIDENCY** in the catchment. In summary, to be eligible under this category, the student's parent/carers' **Principal Place of Residence** must be in the Defined Local Catchment Area

Please refer to the Defined Local Edmap <http://www.qgso.qld.gov.au/maps/edmap> for locations that are eligible for enrolment application under the Local Catchment Area.

When lodging your Enrolment Application we need to copy the following **ORIGINAL** documents **plus one photocopy of each document supplied**:

- Birth Certificate**
- Passport or Visa** – both parents and student Visas, arrival/departure stamps and passport photo and ID page if you are an International Student
- Relevant Legal Guardianship Documentation** – custody orders, contact orders, parenting agreement, foster care etc. Only verified copies of court orders are accepted
 - Family Tax Benefit letter indicating percentage of care is required when there are shared living arrangements between both parents
- Student's School Report** – Most recent copy
- NAPLAN Report** – Most recent copy (if student did not sit NAPLAN please give reason)

HOME OWNER: PROOF OF RESIDENCY (All of the following **MUST** be provided)

- current rates notice or signed unconditional house contract of sale, **and**
- current account for supply of domestic electricity, **or**
- current house contents/car insurance statement, **or**
- current statement for telephone/internet connection, **or**
- driver's licence with current address

LEASE HOLDER: PROOF OF RESIDENCY (All of the following **MUST** be provided)

- current rental agreement (*stamped and signed by Real Estate Agent*), **and**
- original receipt from the Residential Tenancies Authority (RTA) for lodgement of rental bond, **and**
- current account for supply of domestic electricity, **or**
- current house contents/car insurance statement, **or**
- current statement for telephone/internet connection, **or**
- driver's licence with current address

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 residency**, such as an additional utility bill (e.g. water); bank statement etc showing the same address.

The Principal may decide to repeal a child's enrolment if any false or misleading information or documents are provided during the enrolment application process and the child is not otherwise entitled to be enrolled at the school.

**** Applicants should note that a false statement/assertion about the student's principal place of residence may constitute as fraud and can be reported to police to be investigated****

SIBLING ENROLMENT:

The School EMP identifies siblings* of current students at Centenary Heights State High School to be accepted "as if in-catchment" under the sibling provision. Please note, as per Department of Education OneSchool functionality, for a student to be enrolled as a sibling, 'siblings **must** reside at the same address and have a common parent record.'

*Siblings – excludes siblings of Program of Excellence students (Flexi School) and siblings of students who were placed at the school as a result of exclusion from another school.

Legal Guardianship Documentation

With whom does the student live?

Please tick child's living arrangements <input checked="" type="checkbox"/>	<p>**Please note on Page 2 of Student Family Details section on the enrolment application form:</p> <p>Parent/Carer 1 will be the primary first point of contact/correspondence/sick bay phone calls and fee payer</p>
	MOTHER/S AND/OR FATHER/S RESIDE TOGETHER
	<input type="checkbox"/> MOTHER ONLY <input type="checkbox"/> FATHER ONLY
	MOTHER AND STEP FATHER/PARTNER
	FATHER AND STEP MOTHER/PARTNER
	GUARDIANS
	<p>SHARED LIVING ARRANGEMENTS BETWEEN MOTHER AND FATHER</p> <p><input type="checkbox"/> Court Orders/Contact Orders/Parenting Agreement</p> <p><input type="checkbox"/> <u>NO</u> Court Orders/Contact Orders/Parenting Agreement</p> <p><input type="checkbox"/> I have provided the Family Tax Benefit letter indicating percentage of care.</p>
	<p>OTHER</p> <p>Please provide details:</p> <p>.....</p>

Are there any Court Orders/Contact Orders/Parenting Plans which are relevant to this student?

YES

NO

If YES, is the Court Order/Contact Order/Parenting Plan from:

FAMILY COURT

FEDERAL MAGISTRATES COURT OF AUSTRALIA

MAGISTRATES COURT

Date of Court Order/Contact Order/Parenting Plan: ____ / ____ / ____

I have enclosed a copy of the current Court Order/Contact Order/Parenting Plan

IF NO COURT ORDER/CONTACT ORDER/PARENTING PLAN IS PROVIDED, CENTENARY HEIGHTS STATE HIGH SCHOOL WILL LIST BOTH PARENTS AS HAVING EQUAL PARENTING ACCESS

Is the child in the Care of the **Department of Child Safety**? Yes No

CHILD SAFETY OFFICER:

Name:

Business Address:

Email:

Phone:

Authority to Care for Child form provided: Yes

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

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

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

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

PRIVACY STATEMENT

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

- 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. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*.

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

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

Office use only

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

APPLICATION DETAILS

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

INDIGENOUS STATUS

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

Does the prospective student have Special Needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details:
Is your child verified with a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

INDIVIDUAL LEARNING NEEDS

Does the prospective student have Individual Learning Needs e.g. Dyslexia, ADHD etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details below:
What is the functional impact of this individual need? Example: has been withdrawn for a reading program or requires Teacher Aide assistance.		

PROSPECTIVE STUDENT RESIDENTIAL DETAILS***Principal place of residence address**

Address line 1				
Address line 2				
Suburb/town		State		Postcode

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

Address line 1				
Address line 2				
Suburb/town		State		Postcode

FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which parent/carer is to receive text messages?	<input type="checkbox"/> Parent/carer 1 <input type="checkbox"/> OR <input type="checkbox"/> Parent/carer 2	
Which parent will be paying the fees and will be the QParent account owner?	<input type="checkbox"/> Parent/carer 1 <input type="checkbox"/> OR <input type="checkbox"/> Parent/carer 2	
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
Employer Name		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Country of birth		
Country of residence		

FAMILY DETAILS (Continued)

Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parents/carers	Parent/carer 1	Parent/carer 2
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')		
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 2 has completed?
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT'S COUNTRY OF BIRTH*

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

PROSPECTIVE STUDENT'S LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	<input type="checkbox"/> <input type="checkbox"/> Yes, other – please specify _____
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EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____ / ____ / ____	Date enrolment approved to: ____ / ____ / ____
	EQI receipt number:	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify	_____	

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS*

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

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

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

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

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

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

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*Privacy Statement

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

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

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

and copies of Action or Emergency Health Plans kept with the student.

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

State schools standardised medical condition category list

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

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

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

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

COURT ORDERS* (continued)**Family Court Orders***

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___

TRAVEL DETAILS

Mode of transport to school	<input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bicycle <input type="checkbox"/> Train	
	<input type="checkbox"/> Bus (If travelling by bus please supply the following information) Name of Bus company: _____ Route Number: _____	
	<input type="checkbox"/> Other _____	

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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

	Parent/carer 1	Parent/carer 2	Prospective student
Signature	_____	_____	_____
Date	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___

Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

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

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

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

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

CENTENARY HEIGHTS STATE HIGH SCHOOL

Safety - Respect - Learning

Introduction to the State School Consent Form (attached) for Centenary Heights State High School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://centheigshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/CentenaryHeightsSHS>
- YouTube: <https://www.youtube.com/@centenaryheightsstatehighs3649>
- Instagram: <https://www.instagram.com/centenaryheightsshs>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact enrolments@centheigshs.eq.edu.au

The Enrolments Officer should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

Full Name First Name No Name Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
- (b) Further identified activities not listed in the form and letter for the above timeframe:

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter

Date

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.



Statements

I understand that the Centenary Heights State High School community has endorsed the school uniform policy and I agree to abide by it. (A copy of the School Dress Code and Student Code of Conduct can be located on our website under "Rules and Policies")

YES NO

Has your child ever been suspended or excluded from any other educational institutions?

YES NO

If YES please indicate.....

.....

.....

Internet Access Agreement - Parent

I give permission for my child to use the internet for legitimate curriculum and research purposes within the school's guidelines for internet use. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of internet access for some time.

YES NO

Parent/Carer signature: _____ Date: _____

Internet Access Agreement - Student

I understand that the internet can connect me to much useful information stored on computers around the world.

While I have access to the internet:

- I will use it ONLY for educational purposes
- I will not look for anything that is illegal, dangerous or offensive

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

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

I will not reveal home addresses or phone numbers – mine or anyone else's.

I will not use the internet to annoy or offend anyone else.

I understand that if the school decides I have broken these rules, appropriate action will be taken.

This may include loss of my internet access for some time.

Student signature _____ Date _____

BYOD - BRING YOUR OWN DEVICE

BYOD Responsible Use Agreement

The following is to be read and completed by both the STUDENT and PARENT/CARER:

It is mandatory for all students from Years 7 to 12 to bring a laptop to school. For computer specifications <https://centheigshs.eq.edu.au/curriculum/bring-your-own-device>

This laptop will be for the student's personal use and is considered as their primary device. With this primary device we will continue to support students by diagnosing IT issues and consulting with families if further action is required.

I acknowledge that I:

- accept all policies and guidelines as per our Student Code of Conduct whilst enrolled at Centenary Heights State High School.
<https://centheigshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/student-code-of-conduct.pdf>
- understand my responsibilities regarding the use of the device and the Internet.
- accept responsibility for any damage that may occur to the device within the School and have insured the device in case of damage or have chosen to self-insure the device.

Parent/Carer signature _____ Date _____

Student signature _____ Date _____



Enrolment Agreement – Centenary Heights 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 Centenary Heights State High School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school’s Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear the school’s uniform
- I understand that the Centenary Heights State High School community has endorsed the school uniform policy and I agree to abide by it. (A copy of the School Dress Code and Student Code of Conduct can be located on our website under “Rules and Policies”)
- respect the school property

Responsibility of parent/carer to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- work with school staff to ensure the student dress code is adhered to in full
- attend open meetings for parents
- let the school know if there are any problems that may affect your child’s ability to learn
- ensure your child completes homework regularly in keeping with the school’s homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school’s instructions regarding access to school grounds before, during and after school hours
- I understand that the Centenary Heights State High School community has endorsed the school uniform policy and I agree to abide by it. (A copy of the School Dress Code and Student Code of Conduct can be located on our website under “Rules and Policies”)
- advise Principal if your student is in the care of the State
- keep the school informed of any changes to student 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 Student Code of Conduct 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 acknowledge:

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

Student signature:

Parent/Carer 1 signature:

Parent/Carer 2 signature:

.....

.....

.....

DATE:.....

DATE:.....

DATE:.....

