

# Tasmanian Government Schools Enrolment Application

## INFORMATION FOR PARENTS AND GUARDIANS

This sheet contains information on how to complete the enrolment application forms. The application forms are to be completed for every child starting in a Tasmanian Government school. If you need further help in completing the application, please ask school office staff. The information you have provided will be used by the school to enrol your child.

### **YOUR PRIVACY IS PROTECTED**

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the Personal Information Protection Act 2004.

It will be used by the Department of Education for student administration and for the planning, provision and reporting of educational programs as authorised by the Education Act 1994 and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

You may access your personal information by application to the Principal. You can obtain a copy of the Department's Personal Information Protection Policy on request to the school or from the department's website:

[www.education.tas.gov.au/dept/legislation/pip/policy](http://www.education.tas.gov.au/dept/legislation/pip/policy)

## WHAT FORMS ARE REQUIRED?

To enrol your child in school, you will need to complete the following forms:

- **Form A – Application for Enrolment** (2 pages)
- **Form B – Contacts** (2 pages)
- **Form C – Supplementary Information** (only required in some circumstances, check with the school)

## THE ENROLLING PARENT/GUARDIAN

### Who can be the enrolling parent/guardian? (Form B) – MAIN CONTACT

- Unless Court Orders determine otherwise the Parents/Guardians should determine who the Main Contact is for the child.
- The enrolling PG/Main Contact is the person who gives permissions and signs form A.

The school can ask for evidence of any of the above.

### What if I am a grandparent raising grandchildren?

If you are raising a grandchild, contact the school and make an appointment with the principal to complete the enrolment form and a Statutory Declaration if needed. Schools have information brochures for grandparents raising grandchildren. Information is also available on the Department web under information [For Parents & the Community](#).

## FIRST TIME ENROLMENT

There are some items you will need to bring to the school when enrolling your child for the first time.

### Identification for your child

When you come to school please bring these documents relating to your child:

- Birth Certificate (see - Group A table this page)
- Immunisation History (see page 3 of this document – Vaccination Information)

If you do not have a Birth Certificate, application forms are available from any *Service Tasmania* shop, or by contacting Births, Deaths and Marriages, Tasmania (03) 6233 3793.

The application for enrolment is incomplete until evidence of the identity of your child is provided.

### Changing a child's name

If your child's name is different to the name on their identification, you will need to complete a *Student Change of Name Form* available from the school office. Acceptable types of evidence are listed on the form.

## Identification for the enrolling parent

Your school can require you to provide proof of your identity and address.

### Evidence of student's identity

When first enrolling in a Tasmanian Government school or college, evidence of the student's identity and date of birth must be provided. If you have difficulty providing evidence of identity or date of birth, discuss the options with your school.

Parents of Tasmanian born students have a fallback option of signing a consent form (available from the school office) authorising the Department to ask the Registry of Births, Deaths & Marriages to verify your child's identity and date of birth, however no birth certificate will be issued.

Students born in other states will require a birth certificate issued by the relevant state Registry of Births, Deaths and Marriages. Forms and contacts details are available on the internet at <http://www.justice.tas.gov.au/bdm/links>.

#### GROUP A – one original document from this group for all students

1. Birth Certificate (certified copy, not extract or photocopy)
2. Current Australian or foreign passport and visa
3. Current Australian photo Driver Licence or Tasmanian Learner Licence
4. Citizenship papers
5. Department of Immigration and Citizenship (DIAC) issued travel documents including visa
6. DIAC Certificate of Evidence of Resident Status
7. Tasmanian Personal Information Card

#### GROUP B – for students over 18 years

8. Centrelink or DVA card
9. Firearm licence
10. Plastic bank/credit card with signature
11. Security guard/crowd controller licence
12. Tertiary student ID card

## EVIDENCE OF STUDENT'S INDEPENDENCE

A student under 18 years of age wishing to enrol themselves as an independent student must provide proof of independence. Independent students are generally living away from home, support themselves and meet the Centrelink independent criteria. Evidence of independence is available from Centrelink.

## Students over 18 years of age

All adults (18 and over on the first day of Term 1) applying to enrol for the first time in a government school or college must provide three documents from the Group A and B tables (1-12). They must also complete a [Good Character Check Application Form](#) and receive a formal clearance prior to beginning study. Forms are available on the department's web or from any school. The good character check requirement does not apply to open learning and distance education or other adult student enrolments that do not require attendance at classes on school or college premises.

## CONSENT FOR MINOR EXCURSIONS

Minor excursions include visits on foot or vehicular transport to places of educational value within the local community that last less than one day. If you do not want your child to participate, you will need to give written notice and state the reasons for withdrawal.

All other excursions including those with an inherent risk will require you to sign a separate consent form prior to the excursion.

## ABORIGINAL & TORRES STRAIT ISLANDER

If you tick the box indicating indigenous status Aboriginal/Torres Strait Islander origin, you may be asked to provide evidence of eligibility if your child wishes to participate in Aboriginal and Torres Strait Islander specific programs.

## MEDICAL CONDITION INFORMATION

The Application for Enrolment Form provides an area for details of your child's medical conditions. If necessary, attach more details of medical conditions, allergies and treatment. The school has other forms for you and your doctor to authorise prescribed medication to be administered during school hours.

If your child moves to another school, you must report your child's medical conditions and medication requirements to the new school.

## Transporting your child in an emergency

In the event of an emergency, your child will be moved to a safe place for appropriate care without prior permission. This may be by ambulance or other form of transportation. Transportation costs are the responsibility of the person signing the enrolment form.

## VACCINATION INFORMATION

The Public Health Act requires you to state whether or not your child has been immunised.

If you state that your child has received particular vaccinations you are required to provide evidence.

Acceptable forms of evidence are:

- The child's health record book
- Signed document on doctor's letterhead
- Signed document on council letterhead
- A printout from the Health Insurance Commission's Immunisation Register Ph. 1800 653 809

If you answer 'NO' to the first question you must give the school a statutory declaration stating that you have made a conscientious objection to immunisation. A statutory declaration form "*Objection to child immunisation*" can be obtained from your school.

## CONTACT INFORMATION

For each Contact, please indicate whether they should be the first, second (etc) contacted in an emergency by entering 1, 2 (etc) in the *preferred priority for contacting in an emergency* box. If they are not an emergency contact, leave the box blank.

For each Contact, indicate the method by which they should normally be contacted. For example, by mobile phone first, place the number 1 in the *Order* box next to your mobile phone number on the form. You may tick the Silent box if appropriate.

Does the Contact speak a language other than English at home? If more than one language is spoken, indicate the one that is spoken most often.

## WHY ARE MY PERSONAL DETAILS REQUIRED

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century. To help make sure we are achieving these goals all parents across Australia, are being asked to provide information about family background.

The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background. Providing information about your occupation and education is voluntary but your information will help to ensure that all students are being well served by Australian schools.

If you have retired or stopped working in the past year please choose the group in which you previously worked. If you have not been in paid work in the past 12 months, enter '8' into the box provided. (see Form B-2)

## OCCUPATIONAL TYPES

(See Enrolment Form B)

<p><b>GROUP 1:</b></p> <p>Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> <li>• Drivers, mobile plant, production/processing machinery and other machinery operators.</li> <li>• Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</li> <li>• Office assistants, sales assistants and other assistants.</li> <li>• Office staff [typist, word processing/data entry/business machine operator, receptionist, office assistant]</li> <li>• 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]</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</li> <li>• Labourers and related workers</li> <li>• Defence Forces: ranks below senior NCO are not included below</li> <li>• Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</li> <li>• Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</li> </ul>
<p><b>GROUP 2:</b></p> <p>Trades and advanced/intermediate clerical, sales and service staff</p>	<ul style="list-style-type: none"> <li>• Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</li> <li>• Clerks [bookkeeper, bank clerk/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 desk, admissions clerk]</li> </ul>	<ul style="list-style-type: none"> <li>• Skills office, sales and service staff</li> <li>• Office [secretary, personal assistant, desktop publishing operator, switchboard]</li> <li>• Sales [company sales representative, auctioneer, insurance agent / assessor / loss adjuster, market researcher]</li> <li>• Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</li> </ul>
<p><b>GROUP 3:</b></p> <p>Other business managers, arts/media/sports persons and associate professionals</p>	<ul style="list-style-type: none"> <li>• Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</li> <li>• Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]</li> <li>• Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]</li> <li>• Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</li> <li>• Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]</li> </ul>	<ul style="list-style-type: none"> <li>• Associate professionals generally have diploma/technical qualifications and support managers and professionals.</li> <li>• Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</li> <li>• Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</li> <li>• Defence Forces: senior Non-Commissioned Officer</li> </ul>
<p><b>GROUP 4:</b></p> <p>Senior management in large business organisation, government administration and defence, and qualified professionals</p>	<ul style="list-style-type: none"> <li>• Senior executives/manager/department head in industry, commerce, media or other large organisation.</li> <li>• Public service manager (Section head or above), regional director, health/education/police/fire services administrator</li> <li>• Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]</li> <li>• Defence Forces: Commissioned Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Professionals: generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</li> <li>• Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</li> <li>• Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</li> <li>• Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</li> </ul>