

CENTENARY STATE HIGH SCHOOL Brisbane, Australia Quality Learning, Quality Futures CRICOS Provider 00608A DETE www.centenaryshs.eq.edu.au

# 2026 YEAR 7 ENROLMENT APPLICATION

### STUDENT DETAILS

Student Family Name:	
Student Given Name/s:	
Student's Primary Residential Address:	

### PARENT/CARER DETAILS

Parent/Carer Name:			
Contact Number:			
Email Address:			
I have a QParents account:	YES	NO	

### Do you reside in-catchment? VES NO

(https://www.qgso.qld.gov.au/maps/edmap/)

Is your student applying for an Excellence Program? 
VES NO

Your application must include <u>photocopies</u> of (we require <u>ALL</u> the below documentation before we process your application; incomplete applications will not be accepted):

Your student's birth certificate or passpo		Your student's	birth	certificate	or	passport
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Two **most recent** school reports

Most recent NAPLAN results
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- Proof of residential address within our catchment area (please provide one primary and one secondary source):
   One primary source current lease agreement, rates notice or unconditional sale agreement and
  - One secondary source a utility bill (e.g. electricity, gas) showing the same address and parent/carer name

### Where relevant (please provide photocopies of documentation):

- □ Family court order/s or care arrangements
- Details of medical conditions, including mental health conditions
- Details of disability or learning difficulty
- Transfer note from previous state high school
- Excellence Program application/s (e.g. Music Plus, Performance Plus, eXcel)
- □ Scholarship application/s (these are due at a later date)

### Please note:

- subject availability will depend on available spaces in classes
- parent/carer 1 listed on this enrolment application will be issued all financial invoices and statements

Year 7 enrolments for 2026 close: Friday June 6th, 2025

### Application to enrol in a Queensland State School

### This sheet contains information on ow to complete the Application for student enrolment form (SEF-1 Version 8).

### **Entitlement to enrolment**

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospectivestudent if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a stateschool:

- if the school has a School Enrolment Management Plan or an Enrolment EligibilityPlan (enrolment is subject to eligibility underthe plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and willbe subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age studentsmust have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, oris subject to suspension from a state school atthe time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (applicationis referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteriafor enrolment in a special school
- the proposed enrolment requires approval aspart of a flexible arrangement under s.183 of the *Education* (*General Provisions*) Act 2006 (Qld), and the arrangement has not yet beenapproved
- the prospective student is not an Australian resident or citizen or the child of an Australianpermanent resident or citizen (visa restrictionsmay apply, fees may be charged, in some cases legislation requires that the prospectivestudent must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

#### **Prospective student**

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background(answering this question is optional). The main purpose of collecting this information isto promote an education system which is fairfor all Australian students regardless of theirbackground.

#### Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

### Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record apreferred family and/or 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 there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

#### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not matchthe sex they were assigned at birth. There isno requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

#### **Religious Instruction**

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision ofclass work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

### 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

### 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*	Male Female	Date of birth*	/	
Copy of birth certificate available to show school staff*	Yes No	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. 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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.		
For prospective mature age students, proof of identity supplied and copied*	Yes No	Prospective mature age students n     current driver's licence; or     adult proof of age card; or     current passport.	nust provide photographic identification which proves their identity:	

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	Yes 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.	
student have a sibling attending this school or any other Queensland Yes No level, d			Name:	
	provide	Year Level		
	Yes No	name of sibling, year level, date of	Date of birth	
state school?		birth, and school	School	

INDIGENOUS STATU	S			
Is the prospective student of Aboriginal or Torres Strait Islander origin?	No	Aboriginal	Torres Strait Islander	Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	Mr Mrs Ms Miss Dr	Mr Mrs Ms Miss Dr
Gender	Male Female	Male Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	Yes No	Yes No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
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 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')	(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')
Employer name		
Country of birth		
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)	No, English only Yes, other – please specify Needs interpreter?	No, English only Yes, other – please specify Needs interpreter?

Is the parent/carer an Australian citizen?	Yes No	Yes No				
Is the parent/carer a permanent resident of Australia?	Yes No	Yes No				
FAMILY DETAILS (co	ntinued)					
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 sa	me as principal place of residence, write 'AS ABOVE')	Г <u> </u>				
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						
Year 10 or equivalent						
Year 11 or equivalent						
Year 12 or equivalent						
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?				
<b>Certificate I to IV</b> (including trade certificate)						
Advanced Diploma/Diploma						
Bachelor degree or above						
No non-school qualification						
COUNTRY OF BIRTH						
In which country use the	Australia					
In which country was the prospective student born?	Other (please specify country)					
	Date of arrival in Australia/ /					
Is the prospective student an Australian citizen?						
PROSPECTIVE STUD	DENT LANGUAGE DETAILS					
Does the prospective student speak a language	No, English only					
other than English at home?	Yes, other – please specify					
EVIDENCE OF PROS Australian citizen)*	SPECTIVE STUDENT'S IMMIGRATION STAT	<b>US</b> (to be completed if this person is NOT an				
Permanent resident	Complete passport and visa details section below					
	Date of arrival in Australia/	Date enrolment approved to: / /				

Student visa holder			
	EQI receipt number:		
Temporary visa holder	Complete passport and visa details sectio school' from EQI	n below. Temporary visa holders must ol	btain an 'Approval to enrol in a state
Other, please specify			
	PECTIVE STUDENT'S IMMIGRA	· · ·	
	be completed for a prospective student who will have a visa grant notification with an inc		
	ving in Australia as refugee or humanitarian e ' recorded must be sighted by the school.	ntrants, either PLO 56 Immigration issue	d card or 'Document to travel to
Passport number		Passport expiry date	1
Visa number		Visa expiry date (if applicable)	<u> </u>
Visa sub class			
PROSPECTIVE STUD	DENT'S PREVIOUS EDUCATION	I / ACTIVITY	
Where does the prospective student			
comefrom?	Queensland Interstate Overseas		
	Kindergarten School Part-	time employment 🔲 Full-time employ	vment
Previous education/activity	VET Home education	Other	
Please provide name andaddress of education provider/activity			
provider/employer			
RELIGIOUS INSTRU	CTION*		
	student may participate in religious	Do you want the prospective student to instruction?	o participate in religious
school's religious instruction	ated religion is not represented within the program, the prospective student will	Yes No	
arranged for religious instruc	separate location during the period tion. nese arrangements at any time by	If 'Yes', please nominate the religion:	
notifying the principal in writi			
PROSPECTIVE STUD	DENT ADDRESS DETAILS*		
Principal place of residence a	ddress		
Address line 1			
Address line 2			
Suburb/town		State	Postcode
Mailing address (if it is the sa	me as principal place of residence, write 'AS	ABOVE')	
Address line 1			
Address line 2			
Suburb/town		State	Postcode
Email			
	ACT DETAILS (Other emergency c annot be contacted. At least one eme		

Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
PROSPECTIVE STU	DENT MEDICAL INFORMATION (including alle	ergies)*
school excursions, school cam for enrolment. The information accordance with the confidentia It is essential that the school is administration staff must also b Should the prospective student completed before school staff o instructions for administration.	t consent and health plans must be reviewed annually. All original	nation to make a decision about a prospectivestudent's eligibility DoE will only record, use and disclose the medical information in s) Act 2006. the prospective student has any medical conditions. The school conditions as soon as they are known. consent to administer medication at school form must be original container with a pharmacy label providing clear letter containing detailed instructions and or a signed Action Plan
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 studen require any medical aids or devices (such as glasses, contact lenses, prosthetics o orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.		
Name of prospective student's medical practitione (optional)	r	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)
cases where an immediate bu may be on an excursion or sp	tact the prospective student's medical practitioner for the purp it non-life threatening response is required (for instance, when orting event), and to provide Medicare card details if required details have been provided above)	n the prospective student

### **COURT ORDERS\***

and/or the Authority to Care.

### **Out-of-Home Care Arrangements\***

Under the <i>Child Protection Act 1999</i> , 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?	Yes No				
If yes, what are the dates of the court order? Please provide a copy of the court order	Commencement date / /				

End date

Phone number

Name

Contact details of the Child Safety Officer (if known)

COURT ORDERS* (continued)		
Family Court Orders*		
Are there any current orders made pursuant to the <i>Family Law Act</i> 1975 concerning the welfare, safety or parenting arrangements of the prospective student?	Yes	
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?	Yes No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	
	End date	<u> </u>

### **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 (if student is mature age or independent)
Signature			
Date	I	/	

Office use o	nly								
Enrolment decision Has the prospective student been			n accepted for enrolment? Yes No (applicant advised in writing)						
If no, indicate reason:									
			Does not n	neet School EMP or	Enrolmen	it Eligibili	ty Plan req	uirements	
			Prospectiv	e student is mature	age and s	chool is I	not a matur	e age state school	
			Does not n	neet Prep age eligib	ility requir	ement			
	Prospective student is subject to suspension from a state school at the time of enrolment application				enrolment application				
	Does not meet requirements for enrolment in a state special school								
Does not have an approved flexible arrangement with the school									
				••		5			
				es not offer year lev				-	n
			Prospectiv	e student has no re	maining se	emester a	llocation o	f state education	
Date enrolment processed	1	1	Year level Roll Class EQ ID						
Independent student	Yes	N₀					assport sig 3 confirme	hted, number d	Yes No Number:

Is the prospect	ive student over 18	years of age at th	ne time of enrolment?	Yes No		
If yes, is the prospective student exempt from the mature age student process?		Yes No				
If no, has the p history check?	rospective mature a	age student cons	ented to a criminal	Yes No		
School house/ team				EAL/D support	Yes No	
FTE		Associated unit		Visa and associated documents sighted	Yes No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa	EX – exchange student DE – distance education	

## **MEDICAL ACTION PLAN**

(Please refer to State Schools Standardised Medical Condition Category List)

Medical Condition 1:	
Medical Condition Category:	
(Please use list of Medical Condition	
Categories provided over page)	
Symptoms:	
(Include specific medical condition name if	
known and any symptoms the school should	
look for)	
Management:	
(Include any special instructions the school	
should follow with regard to this condition	
e.g. Epipen kept where – schoolbag/office?)	
Action Plan:	□ Attached
	Required (Process actioned by school through
IHP and/or EHP Required:	EQRN)
Medical Condition 2:	
Medical Condition Category:	
(Please use list of Medical Condition	
Categories provided over page)	
Symptoms:	
(Include specific medical condition name if	
known and any symptoms the school should	
look for)	
Management:	
(Include any special instructions the school	
should follow with regard to this condition	
e.g. Epipen kept where – schoolbag/office?)	
Action Plan:	□ Attached
IHP and/or EHP Required:	Required (Process actioned by school through
	EQRN)
Medical Condition 3:	
Medical Condition Category:	
(Please use list of Medical Condition	
Categories provided over page)	
Symptoms:	
(Include specific medical condition name if	
known and any symptoms the school should	
look for)	
Management:	
(Include any special instructions the school	
should follow with regard to this condition	
e.g. Epipen kept where – schoolbag/office?)	
Action Plan:	Attached
IHP and/or EHP Required:	Required (Process actioned by school through
	EQRN)

If your student has additional medical conditions, please attach details of all medical conditions.

## ADDITIONAL LEARNING INFORMATION

The information provided below assists the school to support your student. All information is considered when planning class placements and supports for each student.

### Please provide supporting documentation.

ty? If yes, please tick the category below an make reasonable adjustments to their
Physical Impairment (PI)
Vision Impairment (VI)
Specific Learning Disorder
Dyslexia
N/A
ng needs? Please provide further
Attention and concentration difficulties
Behavioral difficulties
nce at primary school to support their
Reading support or intervention
Guidance or Chaplain support
Social assistance or social skill building ograms
learning goals at another year level)
cific subject/s:

### 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
Anaphylaxis         Airway/lung/breathing - Oxygen required (continuously/periodically)         Airway/lung/breathing - Suctioning         Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Oxygen required (continuously/periodically)         Airway/lung/breathing - Suctioning         Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Suctioning Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Tracheostomy
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

### Parental occupation groups for use with parent/carer details

Group 1: Senior management in large business organisation, government administration and defence, and qualifiedprofessionals 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/refuge/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 month

## **ENROLMENT AGREEMENTS**

### PLEASE COMPLETE THE ENCLOSED AGREEMENTS:

Student Enrolment Agreement - The enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff in regard to the education of students enrolled at Centenary State High School. Further information is available in the 'Student Code of Conduct' which is located on our school website.

Centenary State High School IT Infrastructure and BYOD: Responsible Use Agreement– All students are provided access to the school's network in accordance with the Computer Access Agreement. This agreement outlines the responsibilities of all stakeholders in accessing digital resources connected to the school.

Voluntary Participation in Chaplaincy Program – The school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content. Information about the school's chaplaincy program can be located on the school's website.

Student Resource Scheme – The scheme is designed to offset the cost to you of the provision of educational resources associated with your student's education. These resources enhance your student's educational experience and assist them to fully engage with the curriculum. For more information refer to the 'Information for Parent/Carers' in this enrolment package.

State School Consent Form (Media Permission) – This consent form authorises the Department and the State to use the individual's personal information and copyright material. This may include school newsletters, magazines, websites (including Social Media Websites) and other School, Departmental or State publications. This can include television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal document such as manuals, websites, certificates and strategic plans, and posters and other promotional material. If you do not want your student to participate please leave the form blank.

(For more information on each agreement, please refer to the Information for Parents/Carers booklet)

OFFICE USE ONLY				
Date Received:	Date Enrolled:			
Application Complete:				

## **STUDENT ENROLMENT AGREEMENTS**

# This enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff in regard to the education of students enrolled at Centenary State High School. Further information is available in our full "Student Code of Conduct" on our school website.

Centenary State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing. Students' performance is greatly influenced by the standards they set for themselves. When these standards are supported, reinforced and modelled by staff, parents/carers and the community at large, it follows that students' learning will be greatly enhanced.

### 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/expectations 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
- respect the school property

### **Responsibility of parents/carers to:**

- ensure your student attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your student is unable to attend school and reason/s why (e.g. student is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your student's ability to learn
- ensure your student completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your student and assist your student to achieve maturity, self-discipline and self-control
- not allow your student to bring dangerous or 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 out-of-home care
- keep school informed of any changes to your contact details or your student's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your student's medical details

### **Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents/carers regularly about how their student is 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 for students
- foster positive and productive relationships with families and the community
- inform students and parents/carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Uniform Policy
- ensure that parents/carers are aware that the school does not have personal accident insurance cover for students

- advise parents/carers of extra-curricular activities operating at the school in which their student 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/carers as soon as possible if the school is concerned about the student's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their student as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, <u>Customer</u> <u>Complaints Management</u>
- treat students and parents/carers with respect

## I accept the rules and regulations of Centenary State High School as stated in the school policies that have been provided to me as follows:

- ✓ <u>Student Code of Conduct</u> / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ <u>Student Dress Code</u> / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ Mobile Phone and Wearable Device Policy / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ <u>Good Standing Policy</u> / https://centenaryshs.eq.edu.au/our-school/rules-and-policies
- ✓ <u>Advice for state schools on acceptable use of ICT facilities and devices</u> / https://ppr.qed.qld.gov.au/pp/useof-ict-systems-procedure
- ✓ <u>School charges and voluntary contributions</u> / https://centenaryshs.eq.edu.au/enrolments/resource-scheme
- ✓ <u>Absences</u> / https://centenaryshs.eq.edu.au/our-school/absences
- ✓ <u>School excursions procedure</u> / https://ppr.qed.qld.gov.au/pp/school-excursions-procedure
- <u>Complaints management procedure</u> / https://ppr.qed.qld.gov.au/pp/customer-complaints-managementprocedure
- <u>Religious instruction policy statement</u> / https://education.qld.gov.au/parents-and-carers/schoolinformation/school-operations/policy-statement
- ✓ <u>Chaplaincy</u> and <u>student</u> wellbeing <u>officer</u> <u>services</u> <u>policy</u> <u>statement</u> / https://education.qld.gov.au/students/student-health-safety-wellbeing/student-supportservices/chaplaincy-student-wellbeing-officer-services
- ✓ <u>Insurance information for schools, parents and work experience providers</u> / https://ppr.qed.qld.gov.au/pp/work-experience-placements-for-school-students-procedure
- ✓ <u>Obtaining and managing student and individual consent</u> / https://ppr.qed.qld.gov.au/pp/obtaining-andmanaging-student-and-individual-consent-procedure

### I ACKNOWLEDGE:

- That I have read and understand the responsibilities of the student, parents/carers and the school staff outlined above.
- That information about the school's current programs and services is clear.
- To accept and abide by the *Student Code of Conduct* during the full period of enrolment.
- To comply with the correct wearing of the school uniform, as published in the school's *Student Dress Code*.
- To comply with all expectations and processes in regard to mobile phones, mobile phone pouches and wearable devices, as published in the school's *Mobile Phone and Wearable Device Policy*.

STUDENT

Student Name:	Year:	
Student Signature:	Date:	
PARENT/CARER		
Parent/Carer Name:		
Parent/Carer Signature:	Date:	

OFFICE USE		
Enrolling Officer's Signature:	Date:	

## CENTENARY STATE HIGH SCHOOL IT INFRASTRUCTURE AND BYOD: RESPONSIBLE USE AGREEMENT

Our goal is to ensure the safe and responsible use of IT facilities, services and resources available to students. Please review the points below and indicate your understanding and agreement on the following page.

## Responsibilities of stakeholders involved in the use of School ICT infrastructure including Bring your Own Device (BYOD) program:

### School

The school will provide:

- IT infrastructure including Wi-Fi networks, specialist computer labs and peripheral hardware
- BYOD program induction including information on connection, use and care of device at school
- support for students to access our network at school
- BYOD internet filtering (when connected via the school's computer network)
- some technical support and advice
- some software for use on student devices e.g. Adobe, Microsoft Office 365, eBooks
- printing facilities
- a limited number of laptops for students that require short or loan term loans

### Student

Student agrees to:

- acknowledge that core purpose of device at school is for educational purposes
- care for own device, school-owned devices and devices owned by other students
- ensure device has enough battery power for each lesson
- use resources (e.g. printing paper and internet service) only for educational purposes and only as much as required
- seek out assistance from school IT technicians to resolve connection problems before they interrupt class learning time
- acknowledge that IT issues are not grounds for non-participation in class
- regularly back up all important documents and data (e.g. to school OneDrive account)
- acknowledge that loss of data by failing to back up is not grounds for late submission of work
- exhibit appropriate digital citizenship and online safety (see student charter for detailed expectations)
- maintain network security and password protection keep passwords private and secure
- abide by intellectual property and copyright laws (including software/media piracy)
- operate within the school internet filtering and not attempt to bypass in order to access blocked or inappropriate content (e.g. with a VPN or mobile hotspot)
- sign the Centenary State High School IT infrastructure and BYOD: Responsible Use Agreement (below)

### Parents/carers

Parents/carers agrees to:

- acknowledge that core purpose of device at school is for educational purposes
- encourage and support appropriate online behaviour and cyber-safety with students
- seek technical support from place of purchase or other providers to resolve problems with BYOD device
- agree to provide a device to be used for education purposes or to contact the school to organise alternatives
- communicate with school when replacement or loan device is required
- support students to obtain required software, including sufficient anti-virus software
- review 3<sup>rd</sup> party website permission requests and provide your preferences to the school
- understand and sign the Centenary State High School IT infrastructure and BYOD: Responsible Use Agreement (below)

Centenary State High School is not responsible for any damage to personal devices brought to school. Students and parents/carers assume all responsibility for damage to personal electronic devices. It is highly recommended that all suitable insurance cover is provided, such as accidental damage insurance.

### Centenary State High School IT infrastructure and BYOD: Responsible Use Agreement

STUDENT		
Student Name:	Year:	
Student Signature:	Date:	
PARENT/CARER		
Parent/Carer Name:		
Parent/Carer Signature:	Date:	

## **VOLUNTARY PARTICIPATION IN CHAPLAINCY PROGRAM**

The school community provides a chaplaincy program, endorsed by the school's Parents and Citizens' Association, and is available on a voluntary basis to all students. Information about the school's chaplaincy program is on the school's website. The chaplain is involved in a range of activities at the school, which are free of religious or spiritual content.

### Voluntary student activities, free of religious, spiritual and/or ethical content include but are not exclusive to:

- Breakfast program once a week the Chaplaincy Service provides a free breakfast for any student who wishes to attend.
- Mentoring/support where appropriate, school staff will refer students to the Chaplain for regular mentoring and support.
- Fundraisers and community/social welfare projects.
- Outdoor education programs, including school camp programs.
- Assistance with school sporting events.
- Support with whole of school events.
- QCS lunch each year the Chaplaincy Service provides a free lunch to Year 12 students during their QCS exams.

## The below activities are available to all students who may voluntarily participate unless a parent/carer requests in writing that this is not to occur for their student:

- Pastoral support students can self-refer or be referred to the Chaplain for pastoral support regarding issues including bullying, school problems, family conflict, etc. This support may or may not include spiritual and/or ethical content.
- Bible studies/prayer meeting the Chaplain assists student-led bible and prayer meetings during lunch breaks.

### PLEASE TICK ONE OF THE BELOW BOXES

- □ I give consent for the above-mentioned student to participate in activities free of religious or spiritual content. I understand that, where I agree that the student can participate in the chaplaincy program, this information will be passed on to the school chaplain.
- □ I do not give consent for the above-mentioned student to participate in activities associated with the chaplaincy program at Centenary State High School.

STUDENT		
Student Name:	Year:	
Student Signature:	Date:	
PARENT/CARER		
Parent/Carer Name:		
Parent/Carer Signature:	Date:	

## **STUDENT RESOURCE SCHEME**

### **The Student Resource Scheme**

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents/carers with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of parents/carers.

The objective of the scheme is to provide parents/carers a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent/carer to participate.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents/carers who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents/carers pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents/carers not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents/carers can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents/carers are requested to complete the Participation section of this form and return it to the school.

If parents/carers have not completed and returned the form before the due date, the school will take the view that the parent/carer does not wish to participate.

### Payment

On agreeing to participate in the SRS, a parent/carer agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

### Participation

- YES I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- NO I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my student with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name:	
Form Return Date:	
Student Name:	
Year Level:	
Parent/Carer Name:	
Parent/Carer	
Signature:	
Date:	

(For more information on this agreement please refer to the Information for Parents/Carers booklet)

## CTATE COUCOL CONICENT EODA

	STATE SCHOOL CONSENT FORM
Qu	eensland Government State School Consent Form
1 10	DENTIFY 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.
<b>2</b> Pl	ERSONAL 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 AI	PPROVED PURPOSE
lfo	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:
	<ul> <li>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.</li> </ul>
	<ul> <li>Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.</li> </ul>
	<ul> <li>Any other activities identified in section 4(b) below.</li> </ul>
•	The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
	<ul> <li>the school's newsletter and/or website;</li> </ul>
	<ul> <li>social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);</li> </ul>
	<ul> <li>year books/annuals and school photographs;</li> </ul>
	<ul> <li>promotional/advertising materials; and</li> <li>presentations and displays.</li> </ul>
<b>•</b>	
	MEFRAME FOR CONSENT
	chool representative to complete.
(a) (b)	Timeframe of consent: duration of enrolment. Further identified activities not listed in the form and letter for the above timeframe: Duration of enrolment



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

З.	in accordance with procedures DoE will cease using the identifie	d 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 .....

## **Enrolment Profile**

### This information will be used at your Enrolment Interview

Student Name: \_\_\_\_\_

Primary School: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

, \_\_\_\_\_

Year 6 Teacher: \_\_\_\_\_\_

ACADEMIC RESULTS Summary – please refer to most recent report card.

Subject Area	Academic Result:	Effort:	Behaviour:
English			
Maths			
Science			
Humanities			
НРЕ			
LOTE			
ARTS			
Music			

### Getting to know you (student to complete):

- 1. Subjects you like?
- 2. How do you learn best?
- 3. What do you find difficult?
- 4. What can a teacher do to support your learning?
- 5. Have you held a leadership role either at school or elsewhere (please provide details)?
- 6. Do you participate in extra-curricular activities at school e.g. music or sport?

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7.	What are your hobbies/interests?
8.	What are you most looking forward to at high school?
9.	Do you have any concerns about coming to high school?
10.	Year 7 language preferences (Spanish or Chinese)
	1 2
11.	What else should we know?