

ENROLMENT PACK

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INDOOROOPILLY STATE HIGH SCHOOL



The Department of Education trading as Education Queensland International CRICOS Registration Number 00608A

WELCOME

We understand that the process of enrolling at a new school is an important one. As a result, we have put all the forms in one booklet to assist you in completing this process.

The enrolment checklist is best filled out right at the end, as it helps us to be sure that you have all the necessary documents and have completed the appropriate forms. The checklist requires evidence of residential address for families within our Catchment Area, since our school has reached its enrolment capacity and operates in accordance with an Enrolment Management Plan. You will find a Catchment Area Map located on the enrolment page of our website or direct via <http://www.qgso.qld.gov.au/maps/edmap/>.

Our list of Questions and Answers attempts to help you with commonly asked questions.

Next in the pack is the actual enrolment form. This is the standard Department of Education form. It provides us with the necessary contact and personal details.

The Pre-Interview Summary is our attempt to collect some background information that helps us tailor the education program for your student. Please answer the questions on our Pre-Interview Summary sheet before you submit your enrolment paperwork. We'll talk through your answers at the interview to make sure we understand the strengths and needs of your student.

The additional forms are completed to verify your agreement to the conditions of enrolment, use of Information Technology and Internet, and BYOx.

We are looking forward to meeting you at the enrolment interview. Please do not hesitate to call if we can help you in this process.

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Frequently Asked Questions

Question	Answer
How do I apply to enrol at Indooroopilly SHS?	<p>Submit the completed Enrolment Pack, including all supporting documents, as outlined on the enrolment checklist at the front of this pack.</p> <p>Once all documents are received, the application will be forwarded to the Executive Principal for consideration.</p> <p>Students will also be invited to attend an enrolment interview. The enrolment interview is an important opportunity for our specialist staff to get to know your student, and for you to ask us any questions you have about our school.</p>
Who can attend Indooroopilly SHS?	<p>In recent years Indooroopilly State High School has experienced significant growth and we operate in accordance with an Enrolment Management Plan. This Plan ensures that students who live within the “catchment area” are guaranteed a place at their local high school. Under our Enrolment Management Plan this also allows for enrolment for siblings of current students who reside out of catchment.</p>
My child has a disability. What support does ISHS provide?	<p>Students with a disability have an adjustment process where applicable. In addition to the enrolment interview, these families meet with the Inclusion Support staff. Please refer to our website for more information:</p> <p>https://indooroopilly.eq.edu.au/support-and-resources/student-services-and-support-programs/inclusion-support-department</p>
Are uniforms compulsory?	<p>ISHS does not have a uniform. We do have a Student Dress Standard which is detailed on our website</p> <p>https://indooroopilly.eq.edu.au/our-school/policies/student-dress-standard-policy</p>
How do I know what subjects my student has been given?	<p>Students receive a timetable on their first day of school.</p>
What do I need to bring on my first day of school?	<p>A writing book and pens. Teachers will provide further details of what is required in class. Stationery lists are provided along with the Student Resource Scheme documentation on our website</p> <p>https://indooroopilly.eq.edu.au/enrolments/resource-scheme</p>
Where do I go on my first day?	<p>At the beginning of the year, you will be met by a Head of Year level in the Multi-purpose Hall who will take you through an induction program before you go to class.</p> <p>For mid-term enrolments, you report to the main office (Administration) on your first day, where you will be met by your Head of Year level.</p>



Enrolment Checklist

Student Name:	
Year Level of Enrolment:	Requested Start Date/Year:

Does the Student have a Sibling at this School? Name: _____ Year Level: _____

To determine if you reside inside our catchment area, please utilize the online tool from the enrolments page of our website or direct via www.qgso.qld.gov.au/maps/edmap/	Parent Checklist Please ✓	Office Use Only
Application for student enrolment form – Please ensure all pages within the application are Completed and Signed by Parent/Carer and student, including: <ul style="list-style-type: none"> <input type="checkbox"/> Application for Enrolment <input type="checkbox"/> Enrolment Agreement <input type="checkbox"/> Information Technology and Internet Acceptable Use Agreement <input type="checkbox"/> BYOx Charter Agreement <input type="checkbox"/> Pre-Interview Summary 		
Birth Certificate - Please provide copy (a translated copy is required if the original is not in English)		
Most Recent School Reports – Please provide copies of the 2 most recent reports		
If Born Overseas – <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of Residency / Citizenship (if applicable) <input type="checkbox"/> Visa – Copy of Visa Grant Notice <input type="checkbox"/> Passport – Copy of Photo page 		
If you reside within catchment , evidence of residential address for parent / legal guardian is required. Current proof of residency at the address indicated can be provided by way of one of each of the following: <ul style="list-style-type: none"> ▪ One primary source – a current rental/lease agreement, or rates notice/urban utilities, or unconditional contract of sale <p>and</p> <ul style="list-style-type: none"> ▪ One secondary source – an electricity or gas bill showing this same address and parent’s/legal guardian’s name 		
If you reside outside catchment , please complete the catchment exemption form – within the enrolment application		
For out of catchment applications, please indicate if you intend to move into catchment. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Inclusion Support – Please make note here and provide copies of Support Documents and Reports (if applicable)		
Expression of interest in Specialist Programs:		
<input type="checkbox"/> Co-curricular Music (Years 7 – 12) (Instrumental/Choir) <input type="checkbox"/> Aviation Studies (from Year 10) <input type="checkbox"/> CISCO Networking Academy Program (from Year 10)		
Junior Secondary Programs of Excellence: (entry to these programs is from Year 7)	Senior Secondary Excellence Programs:	
<input type="checkbox"/> Mathematics & Engineering Acceleration Program (Years 7 – 9)	<input type="checkbox"/> ATAR Leap Program (Years 10-12)	
<input type="checkbox"/> Spanish Immersion (Years 7 – 9)	<input type="checkbox"/> International Baccalaureate Diploma Programme Preparation (Year 10)	
<input type="checkbox"/> Chinese Acceleration (Years 7 – 9)	<input type="checkbox"/> International Baccalaureate Diploma Programme (Years 11 - 12)	
<input type="checkbox"/> Music Acceleration (Years 7 – 9)		

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.

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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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
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		
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')
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)	<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

FAMILY DETAILS (continued)

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"/>	

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 LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, other – please specify _____

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* (continued)

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			

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*

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

PROSPECTIVE STUDENT ADDRESS 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	
Email			

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)		
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

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	<input type="checkbox"/>		
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

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 *Family Law Act 1975* 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

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

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			

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? Yes No (applicant advised in writing)

If no, indicate reason:

- Does not meet School EMP or Enrolment Eligibility Plan requirements
- Prospective student is mature age and school is not a mature age state school
- Does not meet Prep age eligibility requirement
- Prospective student is subject to suspension from a state school at the time of enrolment application
- Does not meet requirements for enrolment in a state special school
- Does not have an approved flexible arrangement with the school
- School does not offer year level prospective student is seeking to be enrolled in
- Prospective student has no remaining semester allocation of state education

Date enrolment processed

Year level

Roll Class

EQ ID

Independent student

Yes No

Birth certificate/passport sighted, number recorded and DOB confirmed

Yes No
Number:

Is the prospective student over 18 years of age at the time of enrolment?

Yes No

If yes, is the prospective student exempt from the mature age student process?

Yes No

If no, has the prospective mature age student consented to a criminal history check?

Yes No

School house/team

EAL/D support

Yes No
 To be determined

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

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/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 months

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

Application to enrol in a Queensland state school

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

Entitlement to enrolment

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

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must 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, or is subject to suspension from a state school at the 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 (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student 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 is to promote an education system which is fair for all Australian students regardless of their background.

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 a preferred 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 match the sex they were assigned at birth. There is no 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 of class 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.



Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Indooroopilly State High School:

Responsibility of student to:

- attend school regularly, 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, meet homework requirements and adhere to the Dress Standard Policy
- respect the school environment.

Responsibility of parents to:

- attend information evenings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child's living arrangements change and provide details of new home address and phone number

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents/carers regularly about how their child/ren are progressing
- 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
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the Student Code of Conduct and other School policies
- ensure that parents/carers are aware of the school's insurance arrangements and accident cover for students
- advise parents/carers of extra-curricular activities operating at the school in which their child may become involved
- ensure that the parent/carer is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents/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
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance
- open a learning account for students with Queensland Curriculum and Assessment Authority

I accept the rules and regulations of Indooroopilly State High School as stated in the school policies. I have reviewed the following policies on the Policies page of the School website:

- Student Code of Conduct
- Student Dress Standard
- Mobile Devices Policy
- Student Resource Scheme and Subject Charges
- Student usage of internet, intranet and extranet
- Attendance Policy
- Complaints management
- Department insurance arrangements and accident cover for students
(<https://education.qld.gov.au/parents-and-carers/school-information/life-at-school/accident-insurance>)

I acknowledge that information about the school's current programs and services has been explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Indooroopilly State High School:

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Dear Parents and Carers

Information Communication Technology Acceptable Use Policy and Agreement

Indooroopilly State High School has a school wide computer network that supports effective student learning across the school's curriculum. This network, also provides student access to the Internet and email.

It is important that you and your child are familiar with the guidelines as stated in the accompanying *Information Communication Technology Acceptable Use Policy*. Education Queensland requires that all schools have an ICT Acceptable Use Policy.

In summary these refer to -

1. *Purpose of the School network and Internet access.* This gives students the benefit of coordinated networked computers and information technology facilities for educational purposes - their daily classwork as well as for research purposes. The provision of Internet access provides connections to resources world wide, as well as facilitating local, regional and world wide communication through email.
2. *Types of information available and intellectual ownership.* Students may access a range of appropriate information via the Internet as well as use computer software installed on the network. The use of these resources is subject to copyright law.
3. *User responsibilities.* Students are responsible for all activity carried out on their personal network account.
4. *Personal security.* Students are not to disclose personal information - their own or other people's, on the Internet.
5. *Sanctions.* Inappropriate use of the network facilities, including the Internet or *email* will incur the loss of access to these facilities.

The use of your child's account must be in support of, and consistent with, the educational objectives of the School, the School's *Student Code of Conduct* and the *Information Communication Technology Acceptable Use Policy and Agreement*. Failure to follow these will result in the loss of privilege to use these facilities.

Although we have established Acceptable Use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. Department of Education provides a filtered internet feed to all schools and teachers will always exercise their duty of care; however, protection against exposure to harmful information on the Internet must depend finally upon responsible use by students.

Please read and discuss the attached policy with your child. Complete and return the signed Agreement to the school office.

Please contact a member of the Administration should you have any concerns or wish to discuss the matter further.

Yours sincerely

Executive Principal



Information Communication Technology Acceptable Use Policy and Agreement

1. This policy sets out guidelines for the acceptable use of

- the School's computer network facilities
- installed computer software
- the Internet
- electronic mail
- which are provided to students for educational purposes only.

2. Acceptable use issues may be broadly categorised as personal conduct relating to:

- System security
- Legal requirements
- Ethical use of Department of Education's computer network facilities at Indooroopilly State High School
- Standards of interpersonal communication.

3. Benefits to students - Students will have access to

- A variety of equipment, software and services to support effective learning.
- Information sources for research via network facilities and the Internet.
- Network facilities before school and during lunch breaks.

4. Procedures for use - Students are expected to

- Operate all equipment with care. Follow written and oral instructions for equipment use.
- Consult a teacher where necessary.
- Ensure personal security of their user account by correctly logging on and off.

RESPONSIBILITIES OF STUDENTS

Students are responsible for all activity carried out on their personal network account.

General Network Responsibilities - Students will NOT

- Share their password with anyone else
- Use another student's network account
- Allow another student to use their account
- Attempt to change the network in any way
- Install / use any software other than that provided by the school or as defined in the BYOx Laptop Charter
- Attempt to bypass security
- Store inappropriate material in their network account or on their assigned laptop computer.

Internet and Email Acceptable Use Responsibilities

Students will use the Internet in a responsible manner for educational purposes - for their classwork and assignment research. Internet use is a privilege, and at all times students must exercise careful judgment over all material that they access and communications that they make. .



**Information Communication Technology Acceptable Use
Policy and Agreement**

Student Agreement

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school's ICT network provides me with access to a range of essential learning tools, including the internet. I understand that the internet can connect me to useful information stored on computers from around the world.
- While I have access to the school's ICT network: I will only use it for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.
- Specifically, in relation to email and internet usage, should I encounter any material 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 that of any other person; or use the school's ICT network (including the internet) to annoy or offend anyone else.
- I understand that if the school decides I have broken the rules for using its ICT network, appropriate action will be taken, which may include loss of access to the network (including the internet) for some time

..... (Student's name)

..... (Student's signature)(Date)

Parent or Carer Agreement

I have read and understand the Information Communication Technology Acceptable Use Policy and Agreement.

- I understand that the school provides my child with access to the school's network (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school can not control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's responsible behaviour policy and will not engage in inappropriate use of the school's ICT network.
- I believe(name of student) understands this responsibility, and I hereby
- I give my permission for my child to access and use the school's ICT network (including the internet) under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of access and usage of the school's ICT network for some time.

..... (Parent/Carer's signature)

..... (Parent/Carer's name)(Date)



BYOx Charter Agreement

Connection of student personal “Bring your Own” (BYOx) laptop to the school network.

Responsibilities of stakeholders involved in the BYOx program:

School

- BYOx program induction — including information on connection, care of device at school, workplace health and safety, network connection at school
- Some school-supplied software licensed for BYOx devices
- Access to shared network and printing facilities (Mac and Windows)
- School Representative signature on BYOx Charter Agreement

Student

- Participation in BYOx program induction
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety
- Security of device and password protection
- Maintaining a current back-up of data
- Charging of device fully overnight for use each day
- Abiding by intellectual property and copyright laws.
- Internet filtering (when not connected to the school's network)
- Understanding and signing the BYOx Charter Agreement

Parents and Carers

- Provision of a device that meets school minimum specifications
- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cybersafety
- Arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOx Charter Agreement

Over >>



Responsible use agreement

The following is to be read and completed by both the STUDENT and PARENT/CARERS and returned to the school.

- I have read and understood the BYOx agreement and I agree to abide by the guidelines.
- I understand that the school will not repair my BYOx device hardware or operating system software, and that technical support is limited to network connection and provision of school based software.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the BYOx agreement and the Indooroopilly High *Student Code of Conduct*, will result in consequences relative to the behaviour.

Student's name

Signature of student

Date

Parent / Carer's name

Signature of Parent / Carer

Date

School Representative name

Signature of School Representative

Date



Enrolment Management Plan

Catchment Exemption Application Form

(You must complete this form if your student resides out of our Catchment Area)

Details

Student Name: _____

Residential Address: _____

Criteria

1. Does the student have a sibling currently enrolled at the school? Yes No

Please provide the name and year level of the sibling: _____

2. Is the student in the care of the Department of Child Safety? Yes No

3. Does the student identify as Deaf or Hard of Hearing? Yes No

4. Is the student an applicant for one of the following Programs of Excellence?

Junior Secondary Programs of Excellence: (entry to these programs is from Year 7)	Senior Secondary Excellence Programs:
<input type="checkbox"/> Mathematics & Engineering Acceleration Program (Years 7 – 9)	<input type="checkbox"/> ATAR Leap Program (Years 10-12)
<input type="checkbox"/> Spanish Immersion (Years 7 – 9)	<input type="checkbox"/> International Baccalaureate Diploma Programme Preparation (Year 10)
<input type="checkbox"/> Chinese Acceleration (Years 7 – 9)	<input type="checkbox"/> International Baccalaureate Diploma Programme (Years 11 - 12)
<input type="checkbox"/> Music Acceleration (Years 7 – 9)	

5. Is the student's parent employed at the school? Yes No

6. Which school does the student currently attend? _____

7. Please provide additional information with regard to your student that may be relevant for enrolment consideration. (why do they wish to enrol at ISHS)

Signed (Parent/Carer): _____ Name: _____ Date: _____

Please complete and submit with enrolment application

This Column for
Office Use Only

Student Name: _____
(First) (Family)

Year Level of Enrolment : _____ Year of Enrolment : _____

Parent/Carer 1 Email: _____
Name: _____

Parent/Carer 2 Email: _____
Name: _____

The school your student is currently attending:

Report Card Information – Summary

English / Literacy

- Requires support
- Average Achiever
- High Achiever
- Very High Achiever

Mathematics / Numeracy

- Requires support
- Average Achiever
- High Achiever
- Very High Achiever

Has your student been diagnosed with any of the following?

- | | |
|--|---|
| <input type="checkbox"/> Autism/ASD | <input type="checkbox"/> ADHD/ADD |
| <input type="checkbox"/> Deaf or Hard of Hearing | <input type="checkbox"/> Auditory Processing Disorder |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Anxiety |
| <input type="checkbox"/> Dysgraphia | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Dyscalculia | |

Does your student have any reports from a Medical Specialist? Yes/No

If yes, attach a copy to this application

Does your student have a current Personalised Learning Plan? Yes/No

If yes, attach a copy to this application or/and provide additional details below.

Explain any adjustment or support your student currently receives at school (if relevant)

Interviewer: _____

Date: _____

Getting to Know You - Student to complete in own handwriting

This Column for
Office Use Only

All Students to complete:

Why did you and your family decide that you should attend Indooroopilly SHS?

What activities do you enjoy doing at school? Include any activities from class or out of class.

What classroom/school activities do you sometimes find difficult?

Are there ways that work to help you with this difficulty?

What are your hobbies/interests/extracurricular/sporting activities?

What do you believe are your greatest strengths and successes?

Have you held any leadership positions? These could be either at school or elsewhere? Please provide details.

Have you been involved in any community service activities?

Future Year 7 Student to complete:

What are you looking forward to about High School?

What are the concerns you have about attending High School?

Name one or two friends you would like to have in your class
