

# STRETTON

STATE COLLEGE



## ENROLMENT APPLICATION

*With Purpose and Spirit*

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

Year Level/Year: \_\_\_\_\_



**STRETTON**  
STATE COLLEGE  
*"With Purpose & Spirit"*

## **Prep-12 Enrolment Application**

Verification of proof of permanent residency within our Stretton State College catchment area is required with this application.

In catchment, residency status must be current at the commencement of enrolment of your child.

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

Full Enrolment application and all associated documents are to be emailed as a PDF document to:

[enrolments@strettonsc.eq.edu.au](mailto:enrolments@strettonsc.eq.edu.au)

**We will no longer be accepting applications in person.**



**Queensland  
Government**

**STUDENT NAME:** \_\_\_\_\_

**YEAR LEVEL:** \_\_\_\_\_ **20**\_\_\_\_\_

<b>Enrolment Application Checklist</b> NB**all pages of this application must be returned along with completed and signed documents as required.	Parent Checklist ✓	Office useOnly ✓
<b>Birth Certificate</b> –copy of original birth certificate required – no commemorative ones please.		
<b>Passport and Visa</b> -if child is not an Australian Citizen.		
<b>Relevant Legal Guardianship Documentation</b> Eg: custody, foster care, parenting plan etc. Only verified copies of court orders are acceptable. Page 5&6 must be completed even if there is no legal.		
<b>Proof of Residency/Current Stretton State College Catchment.</b> <b>HOME OWNER:</b> *current rates notice (full 3 pages) plus current electricity notice. *1 other form of identification in both your names at this address. <b>RENTAL PROPERTY:</b> *current General Tenancy Agreement and RTA bond receipt. *current electricity notice. * 1 other form of identification in both your names at this address. NB* Please note, we DO NOT accept shared accommodation (Living with family/friends).		
<b>Stat Dec</b> (certified by a qualified JP) Local catchment area category		
<b>Immunization Records</b>		
<b>Enrolment Agreement</b> -all sections must be completed and signed by Parent & Student.		
<b>State School Consent Form/Acceptable Computer Use &amp; Internet Access Agreement</b> - all sections must be completed and signed by Parent & Student.		
<b>EALD/Additional Student Data &amp; Permission Form</b> -must be completed and signed. (if applicable) NB** Please indicate specific language spoken.		
<b>Student School Report</b> – Copy of most recent report.		
<b>NAPLAN</b> – Copy of last Naplan report.		
<b>International Program</b> -If you are interested in being part of our International Program		

**(Office/Administration only)**

Day: \_\_\_\_\_ Date / / Time: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Signed: .....

Entered by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Checked & Initialled: \_\_\_\_\_

## **LOCAL AREA ENROLMENT**

Stretton State College has a strong commitment to students from the local area. To ensure that students who enrol under this category are genuine local residents, it is a requirement that original documents are sighted as proof of residence in the catchment. In summary, to be eligible under this category, the applicant's parents' **Principal Place of Residence** must be in the Defined Local Catchment Area (i.e. one cannot become eligible by boarding or staying temporarily with other family members, friends, etc.)

Please refer to the Defined Local edmap <http://education.qld.gov.au/schools/catchment/plan-s/stretton-sc.html> for locations which are eligible for enrolment application under the Local Catchment Area.

### **2. Parents' Principal Place of Residence MUST be in the Local Catchment Area**

We need to see the following original documents:

#### **HOME OWNER: (2 of the following MUST be provided)**

Signed unconditional house contract of sale   **or**   Current Brisbane City Council rates notice   **and**  
Current account for supply of domestic electricity

#### **We also require:**

Plus, one other form of identification in your name at your current address.

A completed (witnessed, signed and stamped by a Justice of the Peace or Commissioner for Declarations) Statutory Declaration as included in application package/on College website verifying proof of permanent residence within catchment.

Applicants should note that a false statement/assertion about the student's principle place of residence can amount to fraud and may be reported to police to be investigated. The school Principal may consider repealing a decision to enrol a student in such circumstances.

#### **LEASE HOLDERS: (All 3 of the following MUST be provided)**

Rental agreement stamped and signed by all parties on agreement, including signature of real estate agency, length of lease. The lease must be current at day of commencement of enrolment.

Original receipt from the Residential Tenancies Authority (RTA) for lodgement of rental bond.

Current account for supply of domestic electricity in your name at your current address.

#### **We also require:**

Plus, one other form of identification in your name at your current address.

A completed (witnessed, signed and stamped by a Justice of the Peace or Commissioner for Declarations) Statutory Declaration as included in application package/on College website verifying proof of permanent residence within catchment. (See attached)

Applicants should note that a false statement/assertion about the student's principle place of residence can amount to fraud and may be reported to police to be investigated. The school Principal may consider repealing a decision to enrol a student in such circumstances.

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

## **SIBLING ENROLMENT**

Siblings of current students at the school (excluding siblings of Program of Excellence students) where there is capacity, siblings are only entitled to enrol.

To ensure prompt processing of the application, all relevant documents should be included with the application form.

**Applications that are incomplete cannot be processed.**

**NB\*\***Enrolment applications and all associated documents are to be emailed as a PDF document to [enrolments@strettonsc.eq.edu.au](mailto:enrolments@strettonsc.eq.edu.au) We will no longer be accepting enrolment applications in person.

### **Academic Excellence Program**

Students who wish to be considered for our College's Lighthouse Academic Excellence Program (Years 4-9) will be selected on the basis of an order of merit. Applications in this category will also be required to sit a specific selection test which forms one of the primary selection criteria.

You must submit a copy of the following documents

- Child's original school reports for previous two semesters
- Any additional supporting information outlining academic excellence
- NAPLAN Results

Please refer to our website for additional information and application form for our Academic Excellence Program. [www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au)

### **Sports Excellence Program**

Students are required to undertake fitness and skill tests yearly. Places are offered based on merit, academic performance, behaviour and effort during the year.

You must submit a copy of the following documents

- Child's original school reports for previous two semesters
- Any additional supporting information outlining sporting excellence
- NAPLAN Results

Prior to possible enrolment in this program students will be required to undertake a fitness and skills test. Places will be offered on merit as a result of:

- Physical Skills Test
- Behaviour and academic performance reports from previous school

Students will be notified of acceptance after an interview has been conducted. Application packs and further information are located on our website [www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au)

Siblings of Excellence Programs Entry – On Executive Principals Approval (Siblings approval dependent on capacity)

## Legal Guardianship Documentation

Who does the student live with?

	<b>NB* Please note on Page 2 of Student Family Details section on the enrolment form: Parent/Carer 1 will be the primary first point of contact/correspondence/sick bay phone calls and fee payer.</b>
	Mother and Father
	Mother only
	Father only
	Mother and Step Father/partner
	Father and Step Mother/Partner
	Guardians
	Shared living arrangements between Mother and Father-court/contact orders
	Shared living arrangements between Mother and Father-no court orders
	Other- please provide details

Are there any Court Orders/Contact Orders/Parenting Plans which are relevant to this student? Yes/No

If yes, is the Court Order/Parenting Plan from: (Please tick box)

- Family Court
- Federal Magistrates Court of Australia
- Magistrates Courts

Date of Court Order/Parenting Plan:

Is this the current Court Order/Parenting Plan? Yes/No

# 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

<b>Legal family name*</b> (as per birth certificate)			
<b>Legal given names*</b> (as per birth certificate)			
<b>Preferred family name</b>			<b>Preferred given names</b>
<b>Gender*</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<b>Date of birth*</b> ____ / ____ / ____
<b>Copy of birth certificate available to show school staff*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.
<b>For prospective mature age students, proof of identity supplied and copied*</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>

**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 <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?	<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 _____	<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"/> 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 <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 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	

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

COURT ORDERS* (continued)		
<b>Family Court Orders*</b>		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___
<b>Other Court Orders*</b>		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___

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

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

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

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

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

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

**Defence Forces** commissioned officer

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

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

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

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

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

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

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

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

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

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

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

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

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

**Defence Forces** senior Non-Commissioned Officer.

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

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

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

**Skilled office, sales and service staff:**

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

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

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

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

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

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

**Office assistants, sales assistants and other assistants:**

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

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

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

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

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

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

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

**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 – STRETTON STATE COLLEGE

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Stretton State College.

### *Responsibility of student to:*

- Attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities;
- Act at all times with respect and show tolerance towards other students and staff;
- Work hard and comply with requests or directions from the teacher and principal;
- Abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (eg. Dangerous items such as knives);
- Meet homework requirements and wear school's uniform;
- Respect the school property.

As a student at Stretton State College I will always do my best to demonstrate the Stretton SPIRIT of:

**Sincerity** – the spirit of honesty and working as a team.

For the community of Stretton State College to work together honestly and maintain a genuine strong bond.

**Integrity** – the spirit of being truthful and reliable.

For the community of Stretton State College to be dependable and loyal in all interactions.

**Respect and Responsibility** – the spirit of Stretton State College to be courteous and considerate role models when communicating with others. Furthermore, all individuals must be responsible for the choices they make.

**Inclusivity** – the spirit of including others and accepting differences.

For the community of Stretton State College to embrace all people regardless of race, religion, personal limitations, gender and socio-economic status.

**Thoughtfulness** – the spirit of being considerate.

For the community of Stretton State College to treat others in a manner in which they themselves wish to be treated. All community members must strive to help those in need.

### *Responsibility of parents to:*

- Ensure your child attends school on every school day for the educational program in which they are enrolled;
- Attend open meetings for parents;
- Let the school know if there are any problems that may affect your child's ability to learn;
- Ensure your child completes homework regularly in keeping with the school's homework policy;
- Inform school of student absences and reasons for absences in a timely manner;
- Treat school staff with respect;
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control;
- Not allow your child to bring dangerous 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 the care of the State;
- Keep school informed of any changes to student's details, such as student's home address and phone number.

*Responsibility of school staff to:*

- Design and implement engaging and flexible learning experiences for individuals and groups;
- Inform parents and carers regularly about how their children are progressing;
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy;
- Create and maintain safe and supportive learning environments;
- Support personal development and participation in society;
- Foster positive and productive relationships with families and the community;
- Inform students, parents and carers about what the teachers aim to teach the students each term;
- Teach effectively and to set the highest standards in work and behaviour;
- Clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy;
- Ensure the parents and carers are aware that the school does not have personal accident insurance cover for students;
- Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example sports programs);
- Set, mark and monitor homework regularly in keeping with the school's homework policy;
- Contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality;
- Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management– State Schools;
- Treat students and parents with respect.

I acknowledge:

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

Student Name

Year Level

Student Signature

Date

Parent/Carer Signature

Date



## **Stretton State College ICT Responsible Use Policy**

### **Purpose**

Information and communication technologies such as the internet, email, and learning management software platforms are essential tools for schools in the provision of innovative educational programs. Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

### **Authorisation and controls**

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. Restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone device to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal device if there is any suspicion that the integrity of the network might be at risk.

### **Responsibilities for using the school's ICT facilities and devices**

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school-owned or school-provided device.
- The school will [educate students](#) regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a username and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

### **Responsibilities for using a personal device on the department's network**

- Students are responsible for the security, integrity, insurance and maintenance of their personal devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection.



- Students and parents are to employ caution with the use of personal devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an executable file. These files can install undesirable, inappropriate or malicious software or programs.
- Any inappropriate material or unlicensed software must be removed from personal devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the device being [confiscated](#) by school employees, with its collection/return to occur at the end of the school day where the device is not required for further investigation.

## Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use devices for:
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, their parents or experts in relation to schoolwork
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the school's online learning platforms
- be courteous, considerate and respectful of others when using a device
- switch off the device it is not being used in a teacher-directed activity to enhance learning
- on the Illaweena Campus, only use their personal device for private use before or after school, or during recess and lunch breaks, in accordance with Student Code of Conduct. On the Gowan campus, students will not use their personal device before or after school, or during recess and lunch breaks.
- seek teacher's approval where they wish to use their device under special circumstances.

## Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions regarding the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras inappropriately, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a device (including those with Bluetooth functionality) to cheat during exams or assessments



- take into or use devices at exams or during class assessment unless expressly permitted by school employees.

## **Stretton State College ICT Responsible Use**

### **Students Year 4 – 6:**

*(Prep to Year 3 students must be signed for by parent/guardian)*

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only 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 internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home, I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules/the procedure/policy/statement/guideline.

Name of Student

Signature of Student

Date



## Stretton State College ICT Responsible Use Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regard to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; 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 upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or device.

I understand that the school may remotely access any departmentally-owned computers or devices for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

Parent/Guardian's name

Parent/Guardian's signature

Date

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.



## EAL/D Additional Student Date and Permission Form

Student's Family Name:

Given Name/s:

If born in Australia: Has the student lived overseas for 2 years or longer?      Yes      No

If yes,

- Country of residence overseas
- Date of Departure from Australia
- Date of Return to Australia

Previous Enrolments Overseas – list from earliest to most recent

Education Type	Age of Commencement	Duration		Country
		Years	Months	

Date of last attendance at an overseas school

Interruptions to Schooling

Calendar Year	Duration		Details
	Years	Months	

Experience with English

English was the language of instruction in all or almost all lessons for      years      months.

OR

English was taught as a subject for      hours a week for      years      months.

I acknowledge that my child may be eligible to receive EAL/D support and if so, I give permission for him/her to be included in the school EAL/D program.

Parent Guardian Name

Parent Guardian Signature

Date



## Introduction to the State School Consent Form for Stretton State College

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

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

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

Your child's student materials:

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

### Purpose of the consent

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

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

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

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

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

### Voluntary

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

### Consent may be limited or withdrawn

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

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

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



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

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

## **Media sources used**

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

- School website: <https://strettonsc.eq.edu.au/>
- Facebook: <https://www.facebook.com/strettonsc>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

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

## **Duration**

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

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

## **Who to contact**

To return a consent, express a limited consent or withdraw a consent please contact either [principal@strettonsc.eq.edu.au](mailto:principal@strettonsc.eq.edu.au) or [admin@strettonsc.eq.edu.au](mailto:admin@strettonsc.eq.edu.au)

Principal should be contacted if you have any questions regarding consent.





## STATE SCHOOL CONSENT FORM

### 1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- **Parent/carer to complete**
  - **Mature/independent students may complete on their own behalf (if under 18 a witness is required).**
- (a) Full Name of individual:
- (b) Date of Birth:
- (c) Name of School:
- (d) Name to be used in association with the person's personal information and materials\*

Full Name      First Name      No Name      Other Name

\*Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion. \*\*For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 2. PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

- (a) **Personal information** that may identify the person in section 1:
- Name (as indicated in section 1)    ▪ Image/photograph    ▪ School name    ▪ Recording (voices and/or video)    ▪ Year Level
- (b) **Materials** created by the person in section 1:
- Sound recording    ▪ Artistic work    ▪ Written work    ▪ Video or image    ▪ Software    ▪ Music score
  - Dramatic work

### 3. APPROVED PURPOSE

If consent is given in section 6 of this form:

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



#### 4. TIMEFRAME FOR CONSENT

##### School representative to complete.

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

#### 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 details in section 3.

By signing below, I also agree that this State Schol 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 consentor 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 consentor. 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 consentor, and to the best of my ability made sure that the person understands that the following will be done:

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

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consentor 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 consentor.

Print name and role of person taking the consent

Signature of person taking the consent

Date

## **Privacy Notice**

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



## International Student Program & Study Tours

Stretton State Colleges International Program involves both short term International Study Tours that may run from 5 to 12 days and International Student Programs that may be from 3 months to 3 years.

We are always looking for families that would like to become involved in these programs as homestay families.

Homestay families need to be able to provide the following:

- Full board in a clean and tidy household with adequate sleeping arrangements
- English needs to be the first language spoken at home
- Three meals a day as well as snacks
- Transport to and from school (Study Tours)
- The homestay family is expected to maintain suitable supervision of the students in their care as if the students were their own children
- All adult household members over the age of 18 year must obtain a blue card (volunteer card that is organised through the school – no cost involved)

Being involved in our International Program offers valuable intracultural experiences and exciting opportunities for visiting students to improve their foreign language skills and develop an awareness and understanding of other cultures.

Hosting a long term or short term International student will give you the opportunity to share your family life with a young person whose cultural experiences and perspectives are significantly different from your own. The homestay experience will be rewarding and bring about gains in mutual understanding and learning for the benefit of both cultures.

In addition to this our school receives significant financial benefits which provide additional resources for the students at Stretton State College.

A tax free payment is received for hosting a visiting International student.

If you are interested in being part of our International Program please complete the details below and the International Student/Study Tour Coordinator will be in contact with you.

Student Name:

Year Level:

Parent/Caregivers' Name:

Contact Number:

Email Address

Study Tours

Long Term Students

Both



# Form 1

Oaths Act 1867 (sections 13C, 13E, 14)

Version 2: approved for use from 30 April 2022

# Statutory Declaration (Queensland) Print Version

This form allows you to make a statutory declaration under the *Oaths Act 1867* in Queensland. A statutory declaration is a written statement that is declared to be true in the presence of an authorised witness. In this document, you are referred to as the signatory or declarant.

Making a false statement in a statutory declaration is a criminal offence. If your statutory declaration is based on information or belief, you should state the sources of your information or the grounds for your belief. You can also attach documents to your statutory declaration to support your statement.

At the back of this form, you will find an explanatory guide about who can witness your statutory declaration. In some cases, you may need a **special witness** to witness your statutory declaration.

You can print this document and sign it on paper before any authorised witness. You can **electronically sign this document only if it is witnessed by a special witness or other authorised person. You can have this document witnessed over audio visual link (e.g. videoconference) only if it is witnessed by a special witness.**

You may direct another person to sign your statutory declaration for you – this person is called a **substitute signatory**. The witness must observe you directing the substitute signatory to sign the document for you. At the back of this form, you will find an explanatory guide about who can act as your substitute signatory, and who can witness your statutory declaration if a substitute signatory signs for you.

Forms and explanatory guides are available at  
[www.publications.qld.gov.au/dataset/statutory-declaration](http://www.publications.qld.gov.au/dataset/statutory-declaration)



Queensland  
Government

Form 1  
QUEENSLAND  
*Oaths Act 1867*

**STATUTORY DECLARATION**

I, \_\_\_\_\_ [insert full name],

of \_\_\_\_\_ [insert address],

do solemnly and sincerely declare that:

1. I am applying for entry to Stretton State College under the Local Catchment category on behalf of my child: (child's name)

2. This application is made in accordance with the Stretton State College Enrolment Management Plan.

3. All documents enclosed with my application are original, true and correct.

4. The address cited in the application, namely: \_\_\_\_\_ falls within the Local Catchment Area as defined in the Stretton State College Enrolment Management Plan.

5. This address listed above is the Permanent Principal Place of Residence of myself and my family, including my child (the applicant for entry) and that this is our permanent family arrangement.

6. I confirm that I have not signed a contract to purchase a house/land with the intention to build or reside outside of our Stretton State College catchment area.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

**I declare that the contents of this statutory declaration are true and correct. Where the contents of this declaration are based on information and belief, the contents are true to the best of my knowledge and I have stated the source of that information and grounds for the belief.**

**I understand that it is a criminal offence to provide a false matter in a declaration, for example, the offence of perjury under section 123 of the Criminal Code.**

I state that:

- A. This declaration was made in the form of an electronic document.\*<sup>1</sup> *cross-out if not applicable*
- B. This declaration was electronically signed.\*<sup>2</sup> *cross-out if not applicable*
- C. This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*.\*<sup>3</sup> *cross-out if not applicable*

**DECLARED by**

.....  
[insert full name of declarant]

.....  
[signature of declarant /  
substitute signatory\*]

at .....  
[insert place where declarant is located]

.....  
[date]

**Signed for and at the direction of the  
declarant by\***

.....  
[insert full name of substitute signatory]\*

*\*cross-out if not applicable*

In the presence of:

.....  
[insert full name of witness]

.....  
[signature of witness]

.....  
[insert type of witness]<sup>4</sup>

.....  
[date]

.....  
[insert name of law practice / witness's  
place of employment]<sup>5</sup>

*\*cross-out if not applicable*

***For special witnesses to complete – Tick as applicable***

- I am a **special witness** under the *Oaths Act 1867*.  
(see section 12 of the *Oaths Act 1867*)
- This document was made in the form of an electronic document.<sup>6</sup>
- I electronically signed this document.<sup>7</sup>
- This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by audio visual link and have complied with those requirements.<sup>8</sup>

**\*\* IMPORTANT NOTE \*\***

**PLEASE COMPLETE THE NEXT PAGE TITLED  
“HOW THIS DOCUMENT WAS MADE”.  
PLEASE ATTACH THIS PAGE TO YOUR STATUTORY DECLARATION.**

***The footnotes are to assist in the completion of the form and can be deleted once complete.***

---

<sup>1</sup> Include this statement if you electronically signed the document or if you physically signed the document over audio visual link and then sent a scanned copy of that document to the witness. Cross out if not applicable.

<sup>2</sup> Include this statement if you or your substitute signatory electronically sign the document using an accepted method under the *Oaths Act 1867*. Cross out if you signed the document on paper.

<sup>3</sup> Include this statement if the document was made over audio visual link. Cross out if not applicable.

<sup>4</sup> Insert the witness’s capacity that makes them eligible to witness the statutory declaration, including as a special witness under section 16C or part 6A of the *Oaths Act 1867*. For example, Australian legal practitioner, lawyer, justice of the peace, commissioner for declarations, notary public, a justice of the peace or commissioner for declarations approved by the Chief Executive under section 12(2) of the *Oaths Act 1867*, government legal officer, etc.

<sup>5</sup> For example, the name of the law practice for the Australian legal practitioner, the name of the government department of the government legal officer, the name of the law practice for a justice of the peace who witnesses documents for a law practice, etc.

<sup>6</sup> Tick this box if you electronically signed the document or if you physically signed the document and sent a scanned copy of that document to the declarant.

<sup>7</sup> Tick this box if you electronically sign the document using an accepted method under the *Oaths Act 1867*. Do not include this statement if you signed the document on paper.

<sup>8</sup> Tick this box if the statutory declaration was made over audio visual link.



## HOW THIS DOCUMENT WAS MADE

*Please attach this page to your statutory declaration*

**NOTE: FAILURE TO COMPLETE THIS TABLE DOES NOT INVALIDATE THE DOCUMENT**

*The signatory (declarant) or substitute signatory must complete this section*

SIGNATORY / SUBSTITUTE SIGNATORY to complete	
Who signed this declaration?	
<input type="checkbox"/>	the signatory (declarant)
<input type="checkbox"/>	a substitute signatory
How did the signatory/substitute signatory sign?	
<input type="checkbox"/>	on paper
<input type="checkbox"/>	electronically
How was this declaration witnessed?	
<input type="checkbox"/>	in person
<input type="checkbox"/>	over audio visual link

*The witness must complete this section*

WITNESS to complete	
How did you (the witness) sign this document?	
<input type="checkbox"/>	on paper
<input type="checkbox"/>	electronically
What document did you (the witness) sign?	
<input type="checkbox"/>	The same physical (paper) document that was signed in the presence of the signatory/substitute signatory
<input type="checkbox"/>	A copy of the document that was signed by the signatory/substitute signatory (e.g a scanned copy of a paper signed document, a photocopy or printout)
<input type="checkbox"/>	A counterpart of the document (a copy of the document without the signature of the signatory/substitute signatory)
What form of document did you (the witness) sign?	
<input type="checkbox"/>	paper
<input type="checkbox"/>	electronic (tick this if you electronically signed the document or if you physically signed a copy of the document signed by the signatory/substitute signatory and then sent a scanned copy of that document to the signatory or other person)
How was the substitute signatory directed to sign (if applicable)?	
<input type="checkbox"/>	in person by the signatory
<input type="checkbox"/>	over audio visual link by the signatory

*This is a guide only and is intended to provide general information. Please delete once complete.*

## WHO CAN WITNESS A STATUTORY DECLARATION IN QUEENSLAND

A statutory declaration under the *Oaths Act 1867* in Queensland must be signed in the presence of an eligible witness. Who can witness a statutory declaration depends on how the document is signed (whether on paper or electronically), and whether the witness is present in person or by audio visual link.

### Signing in the physical presence of witness

If the statutory declaration is to be signed on paper and in person, the witness can be:

- a justice of the peace (JP)
- a commissioner for declarations (Cdec)
- a notary public
- a lawyer
- a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State
- another person prescribed by regulation.

### Signing electronically or witnessing over audio visual link

If the statutory declaration is to be:

- signed electronically (whether witnessed in person or by audio visual link); or
- witnessed over audio visual link (whether signed on paper or electronically),

the witness must be a **special witness or another person prescribed by regulation**.

A **special witness** is:

- an Australian legal practitioner
- a government legal officer who is an Australian lawyer and who witnesses documents in the course of the government work engaged in by the officer
- an **approved JP**
- an **approved Cdec**
- if the document was prepared by a law practice – a JP or Cdec who is employed by the law practice and who witnesses documents in the course of that employment
- a notary public
- if the document was prepared by the Public Trustee of Queensland - a JP or Cdec who is an employee of the Public Trustee.

*This is a guide only and is intended to provide general information. Please delete once complete.*

## **WHO CAN SIGN A STATUTORY DECLARATION AS A SUBSTITUTE SIGNATORY**

A substitute signatory is a person directed by the signatory to sign the statutory declaration on their behalf. The person who witnesses the statutory declaration must also observe the signatory giving the direction to the substitute signatory – this may occur in person or by audio visual link.

### **Who can't be a substitute signatory**

If your declaration is to be witnessed over audio visual link or you are directing another person by audio visual link to sign the document for you, the following persons are excluded from signing as a substitute signatory:

- If the statutory declaration is to be used in a court or tribunal proceeding – a person who is another party to the proceeding, or a relation of a person who is another party to the proceeding.
- The person who witnesses the statutory declaration
- A person excluded under any other law from signing the document as a substitute signatory.

### **Who can be a substitute signatory**

- Any adult with capacity can be a substitute signatory, except for those persons excluded above.
- If the signatory directs the substitute signatory over audio visual link to sign the document (i.e. they are not physically in each other's presence when the direction is given), then the substitute signatory must be:
  - any Australian legal practitioner
  - a government legal officer who is an Australian lawyer and who witnesses documents in the course of the government work engaged in by the officer
  - an employee of the Public Trustee of Queensland.

Note that whenever audio visual links are used to make, sign or witness a document (regardless of whether the witness or substitute signatory is present by audio visual link), the document must be witnessed by a **special witness** (refer above).