



Wavell State High School

STUDENT ENROLMENT APPLICATION FORM



***** IF COMPLETING *BY HAND* - PLEASE PRINT CLEARLY USING BLUE OR BLACK PEN ONLY *****
IF COMPLETING *ELECTRONICALLY* - PLEASE COMPLETE AREAS SHADED IN BLUE

OFFICE USE ONLY

STUDENT'S FULL NAME:			
Year level applying to enrol at Wavell SHS:		Year for enrolment at this school:	

INSTRUCTIONS

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.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Commonwealth and State 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 and Training (DET) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (EGPA 2006) and in particular for:

- (i) assessing whether your application for enrolment should be approved;
- (ii) to meet reporting obligations required by law or under Commonwealth / State 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 fulfill their duty of care to all students and staff; and
- (v) communicating with student and parents.

This collection is authorised by ss 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority (QCAA) 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, sex 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 your child's 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 your child's school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006 an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management plan or an Enrolment Eligibility Plan, enrolment is subject to eligibility under the plan;
- if the applicant is a Mature Aged 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 mature age students must have a remaining allocation of state education;
- if the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6);
- if the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application;
- if the school is a state special school and the applicant does not meet the criteria for enrolment in a special school;
- if the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General);
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved;
- the 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 applicant must obtain approval from the Chief Executive via Education Queensland International to enrol).

OFFICE USE ONLY

Date Enrolled	/ /	Year Level		EQ ID	
Independent Student	Yes <input type="checkbox"/> No <input type="checkbox"/>	Roll Class		Birth Certificate/Passport sighted, copied and DOB confirmed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the student over 18 years of age at time of enrolment?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, has mature age check been completed and a positive notice received?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the student exempt?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
School House/Team			ESL Support	Yes <input type="checkbox"/> No <input type="checkbox"/>	
EQI Category			To be determined: <input type="checkbox"/>		
			<input type="checkbox"/> Student Visa <input type="checkbox"/> Temporary Visa <input type="checkbox"/> Dependent - Parent on Student Visa <input type="checkbox"/> Exchange Student <input type="checkbox"/> Distance Education		
Rating	A:	C:	S:	TOTAL:	
PRINCIPAL'S SIGNATURE			DATE APPROVED		

STUDENT DEMOGRAPHIC DETAILS *

Legal Family Name * (as per Birth Certificate)			
Legal Given Name/s * (as per Birth Certificate)			
Preferred Family Name		Preferred Given Name/s	
Gender *	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth * / /
Copy of Birth Certificate attached *	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NOTE: Enrolment will not be approved without a copy of the Birth Certificate accompanying this Student Enrolment Application Form. An alternative to Birth Certificate will be considered where it is not possible to obtain a Birth Certificate (e.g. child 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. For international students approved for enrolment by Education Queensland International (EQI), a Passport or Visa will be acceptable.

APPLICATION DETAILS *

Has the student ever attended a Queensland State School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide name of school:			
What year level is the student seeking to enrol in?	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
Proposed start date	/ /	Please provide the proposed starting date for the student at this school.				
Does the 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, school and current year level:			
			Name of Sibling:	Name of School:		Year Level:

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					
Student's Mobile No. (NB. Mobiles are <u>not permitted</u> at school)					

STUDENT FAMILY DETAILS *

Parent's/Carer's Details	Parent/Carer 1	Parent/Carer 2
Family Name *		
Given Name/s *		
Title * (Mr/Mrs/Ms/Dr etc.)		
Gender *	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Relationship to Student *		
Is the Parent/Carer an emergency contact? *	<input type="checkbox"/> Yes	<input type="checkbox"/> No

STUDENT FAMILY DETAILS (continued) *						
Parent's/Carer's Details	Parent/Carer 1		Parent/Carer 2			
1 st Phone contact number *	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile			
2 nd Phone contact number *	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile			
3 rd Phone contact number *	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile			
Email Address						
Occupation						
Workplace Suburb						
What is the occupation group of the Parent/Carer?	Group No:	Please select the parental occupation group from the list provided on Page 7.		Group No:	Please select the parental occupation group from the list provided on Page 7.	
Country of Birth *						
Country of Residence						
Does Parent/Carer 1 or 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			
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 Primary or Secondary School 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 Primary or Secondary School Parent/Carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			
Year 12 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>			
Year 11 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>			
Year 10 or equivalent	<input type="checkbox"/>		<input type="checkbox"/>			
Year 9 or equivalent or below	<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?			
Bachelor Degree or above	<input type="checkbox"/>		<input type="checkbox"/>			
Advanced Diploma/Diploma	<input type="checkbox"/>		<input type="checkbox"/>			
Certificate I to IV (including trade certificate)	<input type="checkbox"/>		<input type="checkbox"/>			
No non-school qualification	<input type="checkbox"/>		<input type="checkbox"/>			

STUDENT ORIGIN DETAILS *						
Origin *	<input type="checkbox"/> Queensland		<input type="checkbox"/> Interstate		<input type="checkbox"/> Overseas	
Origin type *	<input type="checkbox"/> State Primary	<input type="checkbox"/> State Secondary	<input type="checkbox"/> Non-State Primary	<input type="checkbox"/> Non-State Secondary	<input type="checkbox"/> VET	<input type="checkbox"/> University <input type="checkbox"/> Other
Name of school or other institution currently or previously enrolled in *						
Date of last attendance at current/previous school/institution	/ /			Year Level:		
Has the student repeated any year of schooling? *	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, state year level:			
Has the student received remedial/guidance/speech therapy assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, state type of assistance:			
Previously employed	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time	

INDIGENOUS STATUS *				
Is the student of Aboriginal or Torres Strait Island origin?	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander

COUNTRY OF BIRTH *			
In which country was the student born? *	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify country):	Date of arrival in Australia: / /
Is the student an Australian Citizen? *	<input type="checkbox"/> Yes		<input type="checkbox"/> No (If no, evidence of 'Student's Immigration Status' must be completed)

RELIGION	
Your child will be placed in this nominated Religious Instruction class if it is available or with the ecumenical religious education program offered at Wavell SHS, whether or not a religion is nominated. If you do not wish your child to be involved in any of these programs a notification, in writing, to the Principal to withdraw is required.	

STUDENT LANGUAGE DETAILS *	
Does the student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify:

EVIDENCE OF STUDENT'S IMMIGRATION STATUS (to be completed for a student who is <u>NOT</u> an Australian citizen) *			
<input type="checkbox"/> Permanent Resident	Complete - Passport and Visa details section below		
<input type="checkbox"/> Student Visa Holder	Date of arrival: / /	Date enrolment approved to: / /	EQI Receipt No:
<input type="checkbox"/> Temporary Visa Holder	Complete – Passport and Visa details section below		
<input type="checkbox"/> Other, please specify:	Temporary Visa holders must obtain an 'Approval to Enrol in a State School' from Education Queensland International (EQI).		
Passport and Visa details (to be completed for a student who is NOT an Australian citizen) NOTE: A permanent resident will have a Passport with a Permanent Residency Visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For 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			

STUDENT PERMISSION DETAILS *

Do the Parents/Carers give permission for the student's name, photograph and works to appear in school publications (e.g. Newsletter, Yearbook, school website etc)?

 Yes No**EMERGENCY CONTACT DETAILS** (Parents/Carers 1 and 2 are automatically the 1st and 2nd emergency contacts, unless otherwise stated. Please provide additional emergency contact details if listed Parents/Carers are unable to be contacted – these contacts **MUST** live in Brisbane) *

	Emergency Contact	Emergency Contact
Name *		
Relationship to student * (e.g. Aunt / Family Friend etc.)		
1 st Phone contact number *	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
2 nd Phone contact number *	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile
3 rd Phone contact number *	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile

STUDENT MEDICAL INFORMATION (including allergies) *

Does the student have any known medical conditions (including allergies)

 Yes (If yes, please complete Page 8) No

It is essential that you advise the school, before your child attends, if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions.

Should your child need to take medication during school hours, an *Individual Health Plan*, including *Emergency Health Plan* if relevant, or *Authority to Administer Medical Form* will need to be completed each year and retained at the office.

School staff may require more detailed medical information concerning your child in order to fulfil duty of care requirements. In such instances, staff will approach you directly and seek your consent.

COURT ORDERS

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? **Please provide a copy of any relevant current Court Order.**

 Yes

(If yes, it is a legal requirement that a copy of any Court Order or registered Parenting Plan **MUST** be held on file to permit its contents to be noted on our records.)

 No**STUDENT TRAVEL DETAILS**

Mode of transport to school
(Most frequent, or tick all that apply)

 Walk Car Bus Bicycle Other, specify:**CONSENT****PREVIOUS SCHOOL/S ATTENDED OUTSIDE QUEENSLAND**

I consent to the school being provided with any and all schooling information concerning my child/children or myself (if I am applying as an independent student), in respect of any schools they, or I, attended outside Queensland, prior to the date of my signature below.

 Yes No

	Parent/Carer 1	Parent/Carer 2	Student
Signature			

APPLICATION TO ENROL *

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	Student
Signature			
Date	/ /	/ /	/ /

STUDENT'S ACADEMIC RECORD *

EVIDENCE OF STUDENT'S ACADEMIC RECORD OVER THEIR MOST RECENT TWO (2) SEMESTERS IS REQUIRED

***** A PHOTOCOPY OF YOUR STUDENT'S LATEST TWO (2) END OF SEMESTER REPORTS **MUST ACCOMPANY THIS APPLICATION – no originals** *****

N.B. If you do not have these reports, please contact previous school and request copies to enable this application to proceed.

STUDENT'S CULTURAL ACTIVITIES/ACHIEVEMENTS RECORD * *(Please provide student's cultural (e.g. music, dance, drama, art etc.) details over past two (2) years, both in school and outside of school.)*

STUDENT'S SPORTING ACTIVITIES/ACHIEVEMENTS RECORD * *(Please provide student's sporting details over past two (2) years, both in school and outside of school. This may include school, club and representative activities/achievements.)*

OTHER RELEVANT INFORMATION *(e.g. School Captain, details of any Leadership Position, School/Community involvements etc.)*

*** CHECKLIST – PARENTS, PLEASE ENSURE YOU HAVE ATTACHED COPIES OF THE FOLLOWING TO THIS APPLICATION FORM ***	
<input type="checkbox"/> Copy of Student's Birth Certificate or Birth Extract <i>(NOT original)</i>	<input type="checkbox"/> Copy of Student's Passport <i>(if applicable)</i>
<input type="checkbox"/> Copy of Student's Most Recent End of Semester School Reports <i>(NOT original)</i>	<input type="checkbox"/> Copy of Student's Visa <i>(if applicable)</i>
<input type="checkbox"/> Copies of any Supporting Academic/Cultural/Sporting documents <i>(NOT originals)</i>	<input type="checkbox"/> Copy of relevant Court Orders <i>(if applicable)</i>

PARENTAL OCCUPATION GROUPS FOR USE WITH PARENT / CAREGIVER 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 degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

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/sportspersons 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, sportsman/woman, 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: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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/child care 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, kitchenhand, 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's 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, farm hand, 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]

STUDENT'S MEDICAL DETAILS

The student has the following known medical conditions:

Medical Condition 1	
Medical Condition Category: (Choose from the list of Ed. Qld. Standardised Medical Conditions on Page 9 and write the Category No. ONLY)	Category No: (e.g. 17)
Symptoms: (Include specific medical condition name if known and any symptoms the school should look for)	
Management: (Include any special instructions the school should follow with regard to this condition)	

Medical Condition 2	
Medical Condition Category: (Choose from the list of Ed. Qld. Standardised Medical Conditions on Page 9 and write the Category No. ONLY)	Category No: (e.g. 20)
Symptoms: (Include specific medical condition name if known and any symptoms the school should look for)	
Management: (Include any special instructions the school should follow with regard to this condition)	

Medical Condition 3	
Medical Condition Category: (Choose from the list of Ed. Qld. Standardised Medical Conditions on Page 9 and write the Category No. ONLY)	Category No: (e.g. 3)
Symptoms: (Include specific medical condition name if known and any symptoms the school should look for)	
Management: (Include any special instructions the school should follow with regard to this condition)	

Medical Condition 4	
Medical Condition Category: (Choose from the list of Ed. Qld. Standardised Medical Conditions on Page 9 and write the Category No. ONLY)	Category No: (e.g. 27)
Symptoms: (Include specific medical condition name if known and any symptoms the school should look for)	
Management: (Include any special instructions the school should follow with regard to this condition)	

NOTE: If your child has additional medical conditions to those listed above, please attach details of all conditions on an additional sheet.

EDUCATION QUEENSLAND STANDARDISED MEDICAL CONDITION CATEGORY LIST

Category No.	Medical Condition
1	Acquired brain injury
2	Allergies / Sensitivities
3	Anaphylaxis
4	Airway / lung / breathing - Oxygen required (continuously / periodically)
5	Airway / lung / breathing - Suctioning
6	Airway / lung / breathing -Tracheostomy
7	Airway / lung / breathing -Other
8	Artificial feeding - Gastrostomy device (tube or button)
9	Artificial feeding - Nasogastric tube
10	Artificial feeding - Jejunostomy tube
11	Artificial feeding - Other
12	Asthma
13	Attention-deficit / Hyperactivity disorder (ADHD)
14	Bladder and bowel - Urinary wetting, incontinence
15	Bladder and bowel - Faecal soiling, constipation, incontinence
16	Bladder and bowel - Catheterisation (continuous, clean intermittent)
17	Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
18	Bladder and bowel - Other
19	Blood disorders - Haemophilia
20	Blood disorders - Thalassaemia
21	Blood disorders - Other
22	Cancer / Oncology
23	Coeliac disease
24	Cystic Fibrosis
25	Diabetes - Type One
26	Diabetes - Type Two
27	Ear / hearing disorders - Otitis Media (middle ear infection)
28	Ear / hearing disorders - Hearing loss
29	Ear / hearing disorders - Other
30	Epilepsy - Seizure
31	Eye / vision disorders
32	Endocrine disorder - Adrenal Hypoplasia, Pituitary, Thyroid
33	Heart / cardiac conditions - heart valve disorders
34	Heart / cardiac conditions - heart genetic malformations
35	Heart / cardiac conditions - other
36	Mental Health - Depression
37	Mental Health - Anxiety
38	Mental Health - Oppositional defiant disorder
39	Mental Health - Other
40	Muscle / Bone / Musculoskeletal disorders - spasticity (Baclofen Pump)
41	Muscle / Bone / Musculoskeletal disorders - Other
42	Skin Disorders - Eczema
43	Skin Disorders - Psoriasis
44	Swallowing / Dysphagia - requiring modified foods
45	Swallowing / Dysphagia - requiring artificial feeding
46	Transfer & positioning difficulties
47	Travel / motion sickness
48	Other

1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

- Full name
- First name only
- No name
- Other:

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)

- Individual’s image
- Individual’s recording
- Individual’s copyright material

Description of copyright material, image, recording or other personal information:

- sound recording
- artistic work
- written work
- film
- name
- photograph / image

other:

Where will this information be used (e.g on the website, newsletter or brochure etc).

- newsletter (uploaded to the web)
- printed promotional material
- advertising
- website
- displays
- competitions
- year books / annuals
- local media

other: (cross out any not applicable)

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):

.....

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):

- School websites: <https://wavellshs.eq.edu.au>

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.

- School Facebook page:

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.

- School YouTube Channel: Not Applicable

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.

- School Twitter Profile: @Wavell SHS

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.

- Other:

Provide a short description, and the website address, of the other website/s:

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

4. DETAILS

Name of Individual

Address of Individual

Name of School (at which the Individual is enrolled, employed or volunteers)

Wavell State High School

Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)

Date

/ /

Signature of the parent or guardian (required if the Individual is under 18 years)

Date

/ /

Name of signing parent or guardian

Address of signing parent or guardian

5. CONSENT GIVEN

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
 - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
 - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and

- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

8. DEFINITIONS

- 'Use' includes:
 - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
 - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
 - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
 - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

What is copyright material?

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.