

Department of Education — Application for Enrolment

Information for Parents, Guardians and Independent Students

This sheet contains information on how to complete the Application for Enrolment. The application forms are to be completed for every child starting in a Tasmanian Government School. If you need further help in completing the application, please ask the school office staff.

What forms are required?

To enrol, you will need to complete the following forms:

- Form A – Application for Enrolment
- Form B – Contacts
- Form C – Supplementary Information

The enrolling parent/guardian

Who can be the enrolling parent/guardian?
[Form B] Main Contact

The enrolling Parent/Guardian should determine who the Main Contact is for the child, unless a Court Order determines otherwise.

The enrolling Main Contact is the person who gives permissions and signs Form A.

What if I am a grandparent raising grandchildren?

If you are raising a grandchild, contact the school and make an appointment with the principal to complete the enrolment form. Schools have information brochures for grandparents raising grandchildren. Information is also available: www.education.tas.gov.au

First time enrolment

When enrolling in a Tasmanian Government school or college for the first time, evidence must be provided for:

- Student identity
- Parent/Guardian identity (except for an independent student)
- Student residential address
- Immunisation

If you have difficulty providing evidence please discuss the options with your school.

Identification of student

Proof of the student's identity must be provided through an original or certified copy of one of the following:

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

If the student was born in Tasmania and does not have a Birth Certificate, application forms are available from any Service Tasmania shop, or by contacting Births, Deaths and Marriages, Tasmania 1300 135 513.

Alternately, for students born in Tasmania, a consent form (available from the school office) can be signed authorising the Department to ask the Registry of Births, Deaths & Marriages to verify your child's identity. No birth certificate will be issued.

Identification of Parent/Guardian

An application for enrolment must include evidence of the identity of the parent, except for an independent student.

Evidence of parent or guardian identification must be provided through an original or certified copy of one of the following:

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

Residential Address

Evidence of where the student lives must be provided through one of the following original documents:

1. Bank/financial statement
2. Utility bill (phone, electricity, gas)
3. Council Rate notice
4. Lease/Rent Agreement

5. Australian Tax Office Assessment from the current or last financial year
6. Certificate of Title
7. Copy of Appropriate Accommodation and
8. Welfare (CAAVV)

Immunisation

The Public Health Act requires information on the immunisation status of students. Evidence of vaccinations must be provided through one of the following documents:

1. The child's health record book
2. A signed document on doctor's letterhead
3. A printout from the Medicare — Australian Immunisation register.

Independent Student

Independent students generally live away from home, support themselves and meet the Centrelink independent criteria. A student under 18 years of age wishing to enrol themselves as an independent student must provide proof of independence. Evidence can be provided through:

- Proof of Centrelink payment
- Rental Agreement plus a letter from a Social Worker
- A document signed by the parent/guardian stating the student is independent

Contacts

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

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

Consent for minor excursions

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

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

Indigenous Status

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

Health and safety information

Information about student's behaviour will be used to develop and maintain strategies to support their education and minimise risks to the health and safety of the student and other persons at the school.

Medical Condition Information

The Enrolment Form asks for details of the student's medical conditions. If it is necessary, attach more details of medication conditions, allergies and treatment. If needed the school has forms for you to authorise prescribed medication to be administered during school hours.

If the student moves to another school, you must inform the new school of the medical conditions and medication requirements.

Transporting Your Child in an Emergency

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

Your privacy is protected

This enrolment form collects personal information to process on application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004*.

The information will be used by the Department of Education for student administration and for the planning, provision and reporting of educational programs as authorised by the Education Act 2016 and related State and Commonwealth legislation. Certain information may be required for the purposes of meeting reporting obligations under Federal-State funding agreements, including in connection with activities under the National Assessment Program (NAP) such as the National Assessment Program – Literacy and Numeracy (NAPLAN) and NAP sample assessments (<https://www.education.tas.gov.au/parents-carers/assessment-programs/>). From 2018, personal information (including, in some cases, health information used to support the appropriate participation of students in the assessment process) may be disclosed to Commonwealth government agencies for NAP purposes through a secure cloud environment operated by Education Services Australia Limited (ESA). ESA is a national, not-for-profit company owned by all Australian education ministers (<http://www.esa.edu.au/>).

The information may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law.

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