



# Student enrolment form

## 07 4061 7022

Admin Email: admin@radiantlife.qld.edu.au

Principal Email: principal@radiantlife.qld.edu.au

Address: 1 Riley Street, East Innisfail QLD 4860

P.O Box 767, Innisfail QLD 4860

www.radiantlife.qld.edu.au

## 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.

## STANDARD COLLECTION NOTICE

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:

- 1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
- 2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] laws.
- 4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.

PROSPECTIVE STU	IDEN	T DEMOGRA	APHIC DET	AILS			
Legal family name* (as per birth certificate)							
Legal given names* (as per birth certificate)							
Preferred family name			Preferred giv	en names			
Gender*			Date of birth	<b>*</b>			
Copy of birth certificate available to show school staff*	Yes	student's birth certificate. The requ			vithout enrolling staff sighting the prospective uirement to sight the birth certificate does not ent has been previously enrolled at the school, hted.		
APPLICATION DET	AILS						
Has the prospective student ever previously attended the school?	Yes	No No			If yes, provide appr	roximate date of enrolment.	
What is the name of previous school?					In what state/town	is this school located?	
What year level is the prospective student seeking to enrol in?					Please provide the appropriate year level.		
Proposed start date		/				proposed starting date for udent at this school.	
SIBLINGS							
Does the prospective	Yes	, No	If yes, provide	Name:			
student have a sibling attending the school?			name of sibling, year	Year Level:			
			level, date of birth.	Date of Birth:	/		
				School:			
DDOCDECTIVE CTU	DEN	TARRESC					
PROSPECTIVE STU			DETAILS*				
Principal place of residence Address line 1	ce addi	ress					
Address line 2							
Suburb/town				State		Postcode	
Mailing address (if it is th	o samo	as principal plac	e of residence		ROVE')	Tostcode	
Address line 1	e same	as principal plac	e of residence	, write A3 AL	, , , , , , , , , , , , , , , , , , ,		
Address line 2							
Suburb/town				State		Postcode	
Email						1	

INDIGENOUS STAT	rus	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	No Aboriginal Torres Strait Islander  Both Aboriginal and Torres Strait Islander	
What indigenous community is the student from or identifies with?		
FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title		
Gender		
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	Yes No	Yes No
1st Phone contact number*	Work/home/mobile	Work/home/mobile
2nd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Employer name		
Country of birth		
Is the parent/carer an Australian citizen?	Yes No	Yes No
Is the parent/carer a permanent resident of Australia?	Yes No	Yes No

LANGUAGE DETAILS						
Does the student of mother/guardian or their father/guardian speak a language other than 'Standard Australia English' at home? (If more than one language, please indicate the one that is spoken most often). Please complete the table below if your child, the child's parent or guardian speak any of the language listed below:						
Person	Student		Parent/carer 1		Parent/carer 2	
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)	Aborigin Torres St Kala Lag Kala Kaw Meriam I Other Ab Strait Langu please spec	al English crait Creole aw Ya waw Ya Mer coriginal or Torres tages or dialects, ify	No English only Yes, other - plea  Aboriginal Engl Torres Strait Cre Kala Lagaw Ya Kala Kawaw Ya Meriam Mer Other Aborigins Strait Languages o please specify  Asian Language European Language	ase specify  ish eole  al or Torres or dialects,	No English only Yes, other - please specify  Aboriginal English Torres Strait Creole Kala Lagaw Ya Kala Kawaw Ya Meriam Mer Other Aboriginal or Torres Strait Languages or dialects, please specify  Asian Language European Language	
	Needs inter	preter?	Needs interpreter?	?	Needs interpreter?	
	Yes	No	Yes No		Yes No	
Parent/Carer Signature				Date		
School Representative Sig	nature			Date		

FAMILY DETAILS (continued)							
Parents/carers	Parents/carers 1		Parents/carers	2			
Address line 1							
Address line 2							
Suburb/town							
State	Postcode			Postcode			
Mailing address (if it is the same	as principal place of residen	nce, write 'AS	ABOVE')				
Address line 1							
Address line 2							
Suburb/town							
State	Postcode			Postcode			
Parent/carer school education	What is the highest year of schooli 1 has completed? (For people who attended school, mark 'Year 9 or e below')	have never	What is the highes carer 2 has comple have never attende equivalent or below	eted? (For pe ed school, m	ople who		
Year 9 or equivalent or below							
Year 10 or equivalent							
Year 11 or equivalent							
Year 12 or equivalent							
Parent/carer non-school education	What is the level of the highest qu parent/carer 1 has completed?	alification	What is the level o parent/carer 2 has		qualification		
Certificate I to IV (including trade certificate)							
Advanced Diploma/Diploma							
Bachelor degree or above							
No non-school qualification							
	0		0	./			
Occupation Details	Occupation parent/carer 1		Occupation parent	t/carer Z			
Occupation							
Parent/Carer Occupation Group	(Please select the parental occu from the list provided on page 5 of parent/carer 1 is not currently in pa had a job in the last 12 months or h last 12 months, please use the last of parent/carer 1 has not been in paid 12 months, enter '8')	this form. If id work but has has retired in the occupation. If	(Please select from the list provious of parent/carer 2 is but has had a job in retired in the last 1 occupation. If pare work in the last 12	led on page 5 not currently n the last 12 i 2 months, pla nt/carer 1 ha	in paid work months or has ease use the last s not been in paid		



#### PARENT/ CARER OCCUPATION

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.

**GROUP 1** 

**GROUP 4** 

Senior Management in large business organisation, government administration & defence and qualified professionals.

Senior executive/manager/ department head in industry, commerce, media or another 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 a 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 instructor, air traffic controller). Other business managers, arts/ media/sportspersons and associate professionals.

**GROUP 2** 

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, painter, dancer, 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 - technical 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.

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.

**GROUP 3** 

#### 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, customs services clerk, admissions clerk).

Skilled office, sales and Office (Secretary, personal assistant, desktop publishing operator, switchboard operator).

(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.

Machine operators, hospitality, staff, assistants, labourers and related workers

Drivers, mobile plant, production/ processing machinery and other machinery operators and Hospitality staff

(hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand porter, housekeeper)

### Office assistants, sales assistants and other assistants

(typist, word processing/data entry/business machine operator, receptionist, office assistant)

(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)

#### Assistants/aides

(trades assistant, school teachers aide, dental assistant, veterinary nurse, nursing assistant, museum/ gallery attendant. usher, home helper, salon assistant, animal attendant)

Labourers and related workers Defence Force/ranks below senior NCO not included in other groups

#### Agriculture, horticulture, forestry, fishing, mining worker

(farm overseer, shearer, wool/hide classer, farmhand, nurseryman, horse trainer, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

#### Other workers

(labourer, 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



COUNTRY OF BIRTH*						
In which country was the prospective student born?		Australia  Other (please specify country)  Date of arrival in Australia:				
Is the prospective student an Australian citizen?	Yes No (if no, evidence	Yes No (if no, evidence of the prospective student's immigration status to be completed)				
(to be completed if this person			STATU	<b>S</b>		
Permanent resident	Complete passport and visa details section below					
Student visa holder	Date of arrival in Australia:		Date enrolment approved to:			
Temporary visa holder	EQI receipt number:					
Other, please specify						
EVIDENCE OF PROSPE (continued)	ECTIVE STUDENT'S	IMMIGRATION	STATU	S*		
Passport and visa details (to be comple NOTE: A permanent resident will have For prospective students arriving in Aus or 'Document to travel to Australia' wit	a visa grant notification with an ind stralia as refugee or humanitarian e	efinite stay period indicat ntrants, either PLO 56 Im	ed.	sued card		
Passport number		Passport expiry da	te			
Passport number		Visa expiry date (if applicable)				
Visa sub class						

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)				
1st phone contact number*	Work/home/mobile		Work/home/mobile	
2nd phone contact number*	Work/home/mobile		Work/home/mobile	



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	
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	No 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)			Yes No
COURT ORDERS*			

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?	Yes No				
If yes, what are the dates of the court order? Please provide a copy of the court order	Commencement date				
and/or the Authority to Care.	End date				
	Name				
Contact details of the Child Safety Officer (if known)	Phone number				

COURT ORDERS	k (continued)					
FAMILY COURT ORDERS*						
Are there any current of Family Law Act 1975 or safety or parenting arrof the prospective students.	angements	Yes	No			
If yes, what are the dates of the court order? Please provide a copy of the court order.		Commenceme	ent date			
		End date				
OTHER COURT ORDERS*						
Are there any other current court orders, vsuch as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?		Yes No				
If yes, what are the dat	tes of the court order?	Commencement date				
Please provide a copy		End date				
APPLICATION TO	ENROL*					
I hereby apply to enrol my child at Radiant Life College. 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			
Signature						
Data						

M

Office use or	nly							
Enrolment decision	nent decision Has the prospective student been accepted for enrolment? Tes No (applicant advised in writing)							
	If no, indicate reason:							
	Does not meet School EMP or Enrolment Eligibility Plan requirements							
	Prospective student is mature age and school is not a mature age state school							
	Does not meet Prep age eligibility requirement							
	Prospective student is subject to suspension from a state school at the time of enrolment application							
	Does not meet requirements for enrolment in a state special school							
	Does not have an approved flexible arrangement with the school							
	School does not offer year level prospective student is seeking to be enrolled in							
	Prospective student has no remaining semester allocation of state education							
Date enrolment processed	Year level Roll Class EQ.ID							
Independent student	Yes No  Birth certificate/passport sighted, number recorded  Yes No							
student	and DOB confirmed Number:							
School	Yes No							
house/team	EAL/D support  To be determined							
FTE	Associated associated documents sighted Visa and associated	lo						
EQI category	SV – student visa EX – exchange student TV – temporary visa DE – distance education DS – dependent – parent on student visa							



# STANDARDISED MEDICAL CONDITION CATEGORY LIST

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

Acquired Bra	in Injury
Cystic Fibrosi	is
Diabetes - Ty	pe One
Diabetes - Ty	ре Тwo
Ear/Hearing I	Disorders - Otitis Media (middle ear infection)
Ear/Hearing I	Disorders - Hearing Loss
Ear/Hearing I	Disorders - Other
Epilepsy - Sei	izure
Eye/Vision Di	isorders
Endocrine Di	sorder - Adrenal hypoplasia, Pituitary, Thyroid
Heart/Cardia	c Conditions - Heart Valve Disorders
Heart/Cardia	c Conditions - Heart Genetic Malformations
Heart/Cardia	c Conditions - Other
Mental Healt	h - Depression
Mental Healt	h - Anxiety
Mental Healt	h - Oppositional Defiant Disorder
Mental Healt	h - Other
Muscle/Bone (Baclofen Pur	/Musculoskeletal Disorders - Spasticity np)
Muscle/Bone	/Musculoskeletal Disorders - Other
Skin Disorder	rs - Eczema
Skin Disorder	rs - Psoriasis
Swallowing/E	Dysphagia - Requiring Modified Foods
Swallowing/E	Dysphagia - Requiring Artificial Feeding
Transfer & Po	ositioning Difficulties

**Travel/Motion Sickness** 

Other

Coeliac Disease

## 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.