



## Enrolment Procedure for Barcaldine Prep-12 State School

Barcaldine Prep-12 State School aligns their enrolment procedure with Education Queensland's legislation – Procedure: Enrolment in state primary, secondary and special schools.

**Head of Department** – completes all enrolments

**Deputy Principal** – included in Year 10-12 enrolments

**Head of Special Education Services** – included in Inclusive Education enrolments

**Principal** - validates all enrolments

All eligible children and young people are entitled to 26 semesters of state education (including Prep) and are able to enrol in any state primary or secondary school, unless there is an Enrolment management plan in place. Semesters completed outside of Queensland are not, considered in the semester entitlements.

Children are either compulsory school age (younger than 16) or compulsory participation phase (over 16 years).

### **Process for enrolling in any state primary, secondary or special school**

1. Applicant contacts school to enquire about specific enrolment procedures. If considering early entry into Prep, arrange to meet with the principal.
2. School provides the following to the applicant:
  - **Enrolment form** - necessary for school records or in case of emergency contact if required. This information is treated as confidential. Schools should explain to parents that failure to complete the mandatory sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process their application.
  - **Enrolment agreement** - sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Barcaldine Prep-12 State School.
  - **Permission form** - for students to participate in textbook hire schemes, excursions, publication of photographs and out-of-school activities.
  - **Consent form - to use copyright material, image, recording, name or personal information** (eg. public relations, promotion, advertising, use by the media in relation to an individual's participation in school activities or events including musical performances)
  - **Internet – acceptable use policy and laptop computer borrowing agreement** covers the conditions of use for the internet and laptop computers.

- **Student Code of Conduct**
  - **Student dress code**
  - Details on School transport assistance scheme and School transport assistance program for students with disabilities
  - Other school policies, programs and services including those for students with disability.
3. Applicant completes and provides to the school:
- If prospective student is under 18 years of age, an Application for student enrolment form, answering all questions on the form marked with an (\*) or Parent application for referral of enrolment to a state special school; or
  - If over 18 years of age at time of applying, refer to the Mature Age student applications procedure to determine if an application for enrolment needs to be made in accordance with these provisions.
4. School receives and processes the completed Application for student enrolment form ensuring that:
- All questions marked with an (\*) are answered;
  - Any pre-populated data on the form extracted from OneSchool is checked with parents for accuracy;
  - The birth certificate is sighted and the birth certificate number is recorded on the enrolment form if this is the first time the child has enrolled in a state school. The birth certificate requirement does not apply to enrolment in state high schools except where the prospective student was not enrolled in a state school in their last year of primary school, or in exceptional circumstances where a birth certificate is not marked in OneSchool as having been previously sighted.
  - A certified copy of any relevant current Family Court or other court orders concerning the welfare, safety or parenting arrangements for prospective student is provided, if applicable
  - If the prospective student has a medical condition, details of symptoms and any associated health management plans are provided
  - The legal name (on birth certificate) is recorded as well as the preferred name if requested. Ensure that parents nominating a preferred name for their child are made aware that the preferred name can appear on semester reports (instead of legal name) if requested and will be used on internal school documents such as class rolls. If a preferred name has been requested, school staff should respect this choice.
  - The form is signed by at least one parent if student is enrolled by parents, or signed by the student if an independent student.
  - Form includes at least one parents/guardians details if living out of home. Phone contact with parent during enrolment process is required.

5. School assesses the prospective student's entitlement to enrolment, to determine if the prospective student is eligible to be enrolled at the school and advises applicant of the decision as soon as practicable.
6. School discusses with parents the appropriate year level their child is to be placed in (if from another school, interstate or overseas) and advises them of their remaining allocation of state education.
7. School discusses with parents the enrolment agreement and seeks signature from parents and students (if appropriate) as acknowledgement of expectations of enrolment agreement, including the Student Code of Conduct, Student Dress Code and other school policies, programs and services. If not signed, the school makes a notation on the enrolment agreement that information has been provided and discussed.
8. If student is enrolling from a non-state school to a state school (or vice versa), the school requests a transfer note from the previous school and advise parent (or student if living independently) that a transfer note has been requested.
9. If the student has moved from interstate, the school requests consent from parents to obtain student information from the previous school using the Interstate student data transfer note.
10. Applicant provides relevant information to school about the prospective student's educational needs from other agencies or other professionals.
11. School enrolls prospective student if entitled to enrol.

**Education Queensland's Documentation:**

<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Enrolment%20in%20State%20Primary,%20Secondary%20and%20Special%20Schools/enrolment-in-state-primary-secondary-special-schools.pdf>