

# Tasmanian Government Schools Enrolment Application

## Information for Parents and Guardians

This sheet contains information on how to complete the enrolment application forms. 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 school office staff.

### YOUR PRIVACY IS PROTECTED

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the Personal Information Protection Act 2004.

It 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 1994 and related State and Commonwealth legislation. It 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. We may not be able to provide some services if the information is not provided.

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 the Department's website:

[www.education.tas.gov.au/dept/legislation/pip/policy](http://www.education.tas.gov.au/dept/legislation/pip/policy)

### WHO CAN ENROL STUDENTS?

- You must be the legal parent or guardian and be the main contact for the student.
- The student must reside with the enrolling parent.
- The enrolling parent is the person who gives permissions and signs the form.

The school may ask for evidence of any of the above.

### 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 and a Statutory Declaration if needed. Schools have information brochures for grandparents raising grandchildren. Information is also available on the Department's web under information [For Parents & the Community](#).

There are some items you will need to bring to the school when enrolling your child for the first time:

- Birth Certificate
- Immunisation History

### Identification for the Enrolling Parent

Your school can require you to provide proof of your identity and address.

### EVIDENCE OF STUDENT'S IDENTITY

Evidence of the student's identity and date of birth must be provided when first enrolling in a Tasmanian Government school. The application for enrolment is incomplete until evidence of the identity of your child is provided.

Birth Certificate application forms are available from any *Service Tasmania* shop, or by contacting Births, Deaths and Marriages, Tasmania (03) 6233 3793.

Students born in other states will require a birth certificate issued by the relevant state Registry of Births, Deaths and Marriages. Forms and contact details are available on the internet at <http://www.justice.tas.gov.au/bdm/links>.

If you have difficulty providing evidence of identity or date of birth, discuss the options with your school.

#### GROUP A – one (1) original document from this group for all students

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

#### GROUP B – for students over 18 years

8. Centrelink or Dept. of Veterans Affairs card
9. Firearm licence
10. Plastic bank/credit card with signature
11. Security guard/crowd controller licence
12. Tertiary student ID card

Department of Education

**NEED MORE INFORMATION?** – Contact your local school

## EVIDENCE OF STUDENT'S INDEPENDENCE

A student under 18 years of age wishing to enrol themselves as an independent student must provide proof of independence. Independent students are generally living away from home, support themselves and meet the Centrelink independent criteria. Evidence of independence is available from Centrelink.

### Students over 18 years of age

All adults (18 and over on the first day of Term 1) applying to enrol for the first time in a government school or college must provide three documents from the Group A and B tables (1-12). They must also complete a Good Character Check Application Form and receive a formal clearance prior to beginning study. Forms are available on the Department's web or from any school. The good character check requirement does not apply to open learning, distance education or other adult student enrolments that do not require attendance at classes on school or college premises.

## CONSENT FOR MINOR EXCURSIONS

Minor excursions include visits on foot or vehicular transport 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.

## ABORIGINAL & TORRES STRAIT ISLANDER

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

## MEDICAL CONDITION INFORMATION

The Application for Enrolment Form provides an area for details of your child's medical conditions. If necessary, attach more details of medical conditions, allergies and treatment. The school has other forms for you and your doctor to authorise prescribed medication to be administered during school hours.

If your child moves to another school, you must report your child's medical conditions and medication requirements to the new school.

### Transporting your child in an emergency

In the event of an emergency, your child 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.

## HEAD LICE

Checking and treating children's hair for head lice is your responsibility. The school may arrange for students to be checked for head lice without prior permission. Children found to be infested will be withdrawn from close contact with other children and will need to be collected quickly for treatment.

## VACCINATION INFORMATION

The Public Health Act requires you to state whether or not your child has been immunised.

If you state that your child has received particular vaccinations you are required to provide evidence.

Acceptable forms of evidence are:

- The child's health record book
- Signed document on doctor's letterhead
- Signed document on council letterhead
- A printout from the Health Insurance Commission's Immunisation Register  
Ph. 1800 653 809

If you answer 'NO' to the first question you must give the school a statutory declaration stating that you have made a conscientious objection to immunisation. A statutory declaration form "Objection to child immunisation" can be obtained from your school.

## EMERGENCY CONTACT INFORMATION

For each Emergency Contact, please indicate whether they should be the first, second (etc) contacted in an emergency by entering details in the order of priority onto the form.

For each Contact, indicate the method by which they should normally be contacted.

## WHY ARE MY PERSONAL DETAILS REQUIRED?

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century. To help make sure we are achieving these goals, all parents across Australia are being asked to provide information about family background.

The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background. Providing information about your occupation and education is voluntary but your information will help to ensure that all students are being well served by Australian schools.

If you have retired or stopped working in the past year please choose the group in which you previously worked. If you have not been in paid work in the past 12 months, enter '8' into the box provided. (see Form B-2)

## FINANCIAL ASSISTANCE

The student Assistance Scheme (STAS) provides assistance for students of low income families and grandparents raising grandchildren towards the cost of school levies and spectacles. STAS application forms are available from any Government school

