MACGREGOR STATE SCHOOL

APPLICATION FOR STUDENT ENROLMENT

MACGREGOR
STATE SCHOOL
"To the Stars"

(07) 3323 4333
office@macgregorss.eq.edu.au
370 McCullough Street, Macgregor, QLD, 4109

Welcome to MacGregor State School

From the Principal

Thank you for your interest in enrolling your child at MacGregor State School.

Our school opened in 1972. We have an established reputation as a school of excellence, consistently being one of the highest performing schools in student academic, performing arts and sporting achievement. Our school offers programs for approximately 1300 students from Prep – Year 6.

Our local community views our school as a 'school of choice' with a very high demand for enrolment. Nearly 70% of our students identify with a non-English-speaking cultural background. A link to our Enrolment Catchment Boundary Map and our enrolment forms and processes can be found on our school website.

Our school delivers the Australian Curriculum in all learning areas using innovative, contemporary pedagogies and technologies. We recognise that our students have a wide range of interests, gifts and talents that we strive to cater for and extend. We have very high expectations for student behaviour, citizenship and uniform standard. We believe that education is a partnership between home and school, and developing a positive partnership with parents and families is essential in supporting our students to reach their full potential.

Further details on our school are available on our school website or contact our Enrolment Officer on 07 3323 4333 or by email to enrolment@macgregorss.eq.edu.au

Kind Regards,

Lee Gerchow

MACGREGOR STATE SCHOOL
General Information

MacGregor State School is an Enrolment Managed School. This means that all students who live within the local catchment area and are eligible for the enrolment in a state primary school, can apply for enrolment at MacGregor State School.

Due to a high number of enrolments from within our local catchment area, we are currently unable to offer places in Years 1-6 at our school for families from outside the catchment area. Families are encouraged to submit the *Application for Enrolment Form* to register their interest and be placed on our waiting list, should places become available. Please note that enrolment applications only remain on the waiting list for the current year.

If you are not an Australian resident or citizen, or a child of an Australian resident or citizen, please contact Education Queensland International (EQI - https://eqi.com.au/contact-us) in the first instance for the information on how to enrol in a local Government school.

ENROLMENTS WITHIN CATCHMENT

If your child resides within the local catchment area, please complete the enrolment documents below.

- You can view the catchment area map by visiting the following link: https://www.qgso.qld.gov.au/maps/edmap/

When submitting enrolment forms, please come prepared with the correct documentation.

To ensure that all of our students from the local catchment area are able to attend their local school, our Enrolment Management Plan provides clear directions on how enrolment applications will be managed. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current **proof of residency** at the address indicated can be provided by way of one of each of the following:

- One primary source – a current lease agreement, or rates notice, or unconditional sale agreement

  and

- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/ legal guardian's name

The following documents will be accepted as proof of residency:

- ○ Utility bills (e.g. water bill) or a series of bills at the same address over a sequential period to demonstrate continued/ongoing residency
- ○ Electoral Roll verification letter
- ○ Mobile phone statement *(with current address details)*
- ○ Driver's Licence *(with current address details)*
- ○ Bank statement *(with current address details; financial details are not required)*
- ○ Tax Assessment Notice *(financial details are not required)*
- ○ Documents demonstrating recent change of address / relocation to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

If the Principal is not satisfied that the documentation provided demonstrates adequately that the address stated in the student's principal place of residence, then the Principal may request further sources of proof of residence showing the same address.

The Principal may also request a properly sworn *Statutory Declaration* from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application. Any enrolment application supported only by a *Statutory Declaration*, will be conditionally accepted until reviewed and approved by the Principal.

Applicants should note that a false statement/ assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

2027 PREP ENROLMENTS

If your child is born between **1 July 2021** and **30 June 2022**, you are eligible to apply for Prep in 2027.

If you are considering *Early Entry to Prep*, please contact the school to arrange to meet with the Principal to discuss the early entry requirements and request an application form.

PREP – OUT-OF-CATCHMENT ENROLMENTS

2027 Prep *Expression of Interest* applications will open on **Monday, 27 APRIL 2026 from 9:30am**. To ensure the process is equitable, the applications will be recorded in order of receipt, date and time. *Please do not send the applications prior to this date and time as they will not be processed.* Enrolment of students from outside local catchment area will be available only if capacity exists.

Please complete Expression of Interest Prep – OUT-OF-CATCHMENT application to register your interest which can be found on our website.

Families will be contacted by MacGregor State School if the school has a vacancy when an out-of-catchment enrolment becomes available, usually **in Term 3.**

All Expressions of Interest Applications will remain on the waiting list until school commences the following year.

Parents at MacGregor State School are encouraged to use QParents online portal, which can be downloaded to your phone, tablet or portable device. It allows parents to:

- view attendance details, behaviour information, report cards, timetables, invoices and a history of payments;
- provide reasons for unexplained absences and to notify the school of future absences;
- view and pay school invoices online;
- update student details including residential and postal address as well as medical conditions.

Financial Delegation in QParents

The parent listed as ***Parent/Carer 1*** in the ***Student Family Details*** area of the ***Application for Student Enrolment Form*** will receive student invoices raised in their name and will also be able to make payments from their QParents account.

Please indicate below who will be the main contact for QParents:

☐ ***Parent/Carer 1*** ☐ ***Parent/Carer 2***

This person must have a valid email address that is active and current.

EMAIL ACCOUNTS

Email is the preferred method of communication between home and school. It is important that current email addresses are kept updated with the school.

Important information from your child's teacher, communication from the members of the Administration Team and general school notices are emailed home to parents.

Additionally, school report cards are emailed home twice a year.

MACGREGOR STATE SCHOOL

APPLICATION FOR STUDENT ENROLMENT

Office Use Only

Child's Name: _____

Catchment: ☐ Yes ☐ No Sibling: ☐ Yes ☐ No

Date of Birth: ____ / ____ / ____ Gender: ☐ Male ☐ Female

Has the child enrolled in a Queensland State School before? ☐ Yes ☐ No

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.

PRIVACY STATEMENT

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:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Federal – State Government 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 fulfil their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority 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, gender 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 the 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 the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		**Preferred given names**	
Gender*	☐ **Male** ☐ **Female**	**Date of birth***	____/____/____
Copy of birth certificate available to show school staff*	☐ **Yes** ☐ **No**	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student 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. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	☐ **Yes** ☐ **No**	Prospective mature age students must provide photographic identification which proves their identity: • current driver's licence; or • adult proof of age card; or • current passport.	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	☐ Yes ☐ No	**If yes, provide name of school and approximate date of enrolment.**		
What year level is the prospective student seeking to enrol in?		**Please provide the appropriate year level.**		
Proposed start date	___/___/___	**Please provide the proposed starting date for the prospective student at this school.**		
Does the prospective student have a sibling attending this school or any other Queensland state school?	☐ Yes ☐ No	**If yes, provide name of sibling, year level, date of birth, and school**	**Name:**	
			Year Level	
			Date of birth	___/___/___
			School	

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

FAMILY DETAILS

Parents/carers	**Parent/carer 1**	**Parent/carer 2**
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
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**
3rd Phone contact number*	**Work/home/mobile**	**Work/home/mobile**
Email		
Occupation		
What is the occupation group of the parent/carer?	☐ **(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')**	☐ **(Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')**
Employer name		
Country of birth		
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)	☐ **No, English only** ☐ **Yes, other – please specify** _____ **Needs interpreter?** ☐ **Yes** ☐ **No**	☐ **No, English only** ☐ **Yes, other – please specify** _____ **Needs interpreter?** ☐ **Yes** ☐ **No**
Is the parent/carer an Australian citizen?	☐ **Yes** ☐ **No**	☐ **Yes** ☐ **No**
Is the parent/carer a permanent resident of Australia?	☐ **Yes** ☐ **No**	☐ **Yes** ☐ **No**

FAMILY DETAILS (continued)

Parents/carers	Parent/carer 1	Parent/carer 2
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 *highest* year of schooling parent/carer 1 has completed?** (For people who have never attended school, mark 'Year 9 or equivalent or below')	**What is the *highest* year of schooling parent/carer 2 has completed?** (For people who have never attended school, mark 'Year 9 or equivalent or below')
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* qualification parent/carer 1 has completed?**	**What is the level of the *highest* qualification parent/carer 2 has completed?**
Certificate I to IV (including trade certificate)	☐	☐
Advanced Diploma/Diploma	☐	☐
Bachelor degree or above	☐	☐
No non-school qualification	☐	☐

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 of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS

Does the prospective student speak a language other than English at home?	☐ **No, English only** ☐ **Yes, other – please specify** _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*

☐ **Permanent resident**	**Complete passport and visa details section below**	
☐ **Student visa holder**	**Date of arrival in Australia** _____/_____/_____	**Date enrolment approved to:**_____/_____/_____
	EQI receipt number:	
☐ **Temporary visa holder**	**Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI**	
☐ **Other, please specify** _____		

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective 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			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	☐ **Queensland** ☐ **interstate** ☐ **overseas**
Previous education/activity	☐ **Kindergarten** ☐ **School** ☐ **VET** ☐ **Home education** ☐ **Full-time employment** ☐ **Part-time employment** ☐ **Other**
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available. **If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.** **Parents/carers may change these arrangements at any time by notifying the principal in writing.**	**Do you want the prospective student to participate in religious instruction?** ☐ **Yes** ☐ **No** **If 'Yes', please nominate the religion:**

PROSPECTIVE 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					

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
3rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)*

Privacy Statement

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 sport and school excursions.	☐ **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*

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 and/or the Authority to Care.	**Commencement date**	___/___/_____
	End date	___/___/_____
Contact details of the Child Safety Officer (if known)	**Name**	
	Phone number	

COURT ORDERS* (continued)

Family Court Orders*

Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	___/___/_____
	End date	___/___/_____

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	**Commencement date**	___/___/_____
	End date	___/___/_____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

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**	**Prospective student (if student is mature age or independent)**
Signature			
Date	___/___/_____	___/___/_____	___/___/_____

Office use only

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ **Yes** ☐ **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 and DOB confirmed**		☐ **Yes** ☐ **No** **Number:**	

Is the prospective student over 18 years of age at the time of enrolment?	☐ **Yes** ☐ **No**
If yes, is the prospective student exempt from the mature age student process?	☐ **Yes** ☐ **No**
If no, has the prospective mature age student consented to a criminal history check?	☐ **Yes** ☐ **No**

School house/ team				**EAL/D support**	☐ **Yes** ☐ **No** ☐ **To be determined**
FTE		**Associated unit**		**Visa and associated documents sighted**	☐ **Yes** ☐ **No**
EQI category				**SV – student visa** **TV – temporary visa** **DS – dependent – parent on student visa**	**EX – exchange student** **DE – distance education**

Parental occupation groups for use with parent/carer 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 degrees 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/sportspeople 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, sportsperson, 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: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople 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/refuge/childcare 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, kitchen hand, 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 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, farmhand, 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].

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

Acquired brain injury
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
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

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.

MACGREGOR STATE SCHOOL
Enrolment agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at MacGregor State School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property.

Responsibility of parents/carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy
- treat students and parents/carers with respect.

The following documents have been provided to me:

□ Student Code of Conduct
□ Student Dress Code

I acknowledge that the following information is available on the school's website and/ or has been explained to me during the enrolment interview:

□ Parent and Community Code of Conduct
□ Homework Policy
□ School charges and voluntary contributions
□ Advice for state schools on acceptable use of ICT facilities and devices
□ Absences
□ School excursions
□ Complaints management
□ Religious instruction policy statement
□ Chaplaincy and student welfare worker services – policy statement
□ Department insurance arrangements and accident cover for students
□ Obtaining and managing student and individual consent
□ School instructions for school access

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:	Parent/Carer Signature:	On behalf of MacGregor State School:
_____	_____	_____

QUEENSLAND
OATHS ACT 1867

STATUTORY DECLARATION

MACGREGOR STATE SCHOOL ENROLMENT APPLICATION

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

I, _____ *(Parent/ Carer Name)*

do solemnly and sincerely declare that:

1. ☐ I am applying for entry to MacGregor State School under the Local Catchment category
OR

☐ I am applying for entry to MacGregor State School under the Non-catchment category

On behalf of my child _____ (child's name).

2. This application is made in accordance with the *MacGregor State School Enrolment Management Plan.*

3. All documents enclosed with my application are original, true and correct.

4. The address cited in the application, namely,

_____

☐ falls within the Local Catchment Area ***or***
☐ does not fall within the Local Catchment Area

as defined in the *MacGregor State School Enrolment Management Plan.*

5. This address is the Principal Place of Residence of myself and my family, including my child _____ (the applicant for entry) and that this is our permanent family arrangement.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signed: _____ Declared at _____ in the state of Queensland this _____ day of _____ 20____.

Before me _____

(Qualified Justice of the Peace or Commissioner for Declarations)

Stamp of Qualified Justice of the Peace of Commissioner for Declarations

INTERNET USAGE PERMISSION FORM

The Department of Education requires us to hold a permission form for every child that will have access to the Internet. The Internet will be aimed at enhancing educational activities, research and learning.

While we are aware of some concerns regarding some of the types of information available on the Internet, children will usually be under adult supervision.

PARENT OR CAREGIVER CONSENT *(All Students Years Prep – 6 need parental consent)*

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world, that the school cannot control what is on those computers, and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers and supervisors will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students. I understand that Departmental and school filters are in place for screening of material and these filters will prevent access to most unsuitable sites.

I agree for the school to use my child's written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programmes, web sites, sculptures, fashion or costume, or any other works for publication on the Internet. I understand that if a photo of my child is used that no identifying information will accompany it.

I believe_____ (student's full name) of_____(Class) understands this responsibility and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

_____	_____	_____
Name of Parent/Caregiver	Signature of Parent/Caregiver	Date

STUDENT AGREEMENT (Year 4-6 Students only to read and sign)

I understand that the Internet can connect me to much useful information stored on computers around the world.

While I have access to the Internet:

☐I will use it only for educational purposes
☐I will not look for anything that is illegal, dangerous or offensive.
☐If I accidentally come across something that is illegal, dangerous or offensive, I will –
☐Clear any offensive pictures or information from my screen
☐Immediately and quietly inform my teacher
☐I will not reveal home addresses or phone numbers – mine or anyone else's
☐I will not use the Internet to annoy or offend anyone else

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

_____	_____
Student's signature	Date

MACGREGOR
STATE SCHOOL
"To the Stars"

(07) 3323 4333
office@macgregorss.eq.edu.au
370 McCullough Street, Macgregor, QLD, 4109

2025

Introduction to the State School Consent Form (attached) for MacGregor State School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: **https://macgregorss.eq.edu.au**
- Facebook: **https://www.facebook.com/share/16iCSijKDh/?mibextid=wwXlfr**
- YouTube: **N/A**
- Instagram:**N/A**
- Twitter: **N/A**
- LinkedIn: **N/A**
- Other: **N/A**
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the **Enrolment Officer, (07) 3323 4333 or** to the email address at enrolment@macgregorss.eq.edu.au

The Enrolment Officer should be contacted if you have any questions regarding consent.

Queensland Government

State School Consent Form

1 *IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES*

- **Parent/carer to complete**
- **Mature/independent students may complete on their own behalf** (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: ……..

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name .....

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*
*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

2 *PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM*

(a) **Personal information** that may identify the person in section 1:

▸ Name (as indicated in section 1) ▸ Image/photograph ▸ School name
▸ Recording (voices and/or video) ▸ Year level

(b) **Materials** created by the person in section 1:

▸ Sound recording ▸ Artistic work ▸ Written work ▸ Video or image
▸ Software ▸ Music score ▸ Dramatic work

3 *APPROVED PURPOSE*

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

4 *TIMEFRAME FOR CONSENT*

School representative to complete.

(a) Timeframe of consent: duration of enrolment.
(b) Further identified activities not listed in the form and letter for the above timeframe: **N/A**

5 *LIMITATION OF CONSENT*

The Individual and/or parent wishes to limit consent in the following way:

6 *CONSENT AND AGREEMENT*

▶ **CONSENTER – I am (tick the applicable box):**

☐ parent/carer of the identified person in section 1

☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)

☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.
By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

▶ **WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

▶ **Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

MACGREGOR STATE SCHOOL
English as an Additional Language and/or Dialect (EAL/D)

Please complete this form if a language other than English is spoken at home.

Personal Information			
Given Name: _____		Preferred Name: _____	
Family Name: _____		Date of Birth: _____	
Country of Birth: _____		Date arrived in Australia: _____	
Language spoken at home			
□ English	□ Mandarin	□ Cantonese	□ Hindi
□ Sinhalese	□ Vietnamese	Other: _____	
Resident Status			
□ Permanent (copies of Passport required)	□ Temporary (copies of Passport and visa required) Visa Sub Class No. _____ Expiry ___/___/___		
Last School Attended			
□ Australia	Previous school: _____ State: _____Year level:_____		
□ Overseas	Country: _____ Year levels studied: _____ to _____ Siblings enrolled at MacGregor State School: (from eldest to youngest) 1. _____ Class: _____ 2. _____ Class: _____ 3. _____ Class: _____		
Parents Place of Birth:			
Mother: _____		Father:_____	
First Language Spoken:			
Mother: _____		Father:_____	

For EAL/D office use only:

Please tick the box and initial once each step is completed.

□ Eligible for EAL/D support ____ □ Visa checked _____
□ EAL/D box ticked on One School ____ □ Assessed by EAL/D teacher ____

Comments:

_____

_____

_____

_____

_____

Office Use Only:

Class: _____ **EQ ID**: _____ **Date of Enrolment** _____/_____/____

RELIGIOUS INSTRUCTION

We would like to inform you about the Religious Instruction (RI) arrangements at MacGregor State School. If you wish to make any changes to your current preferences regarding your child's participation in RI or other instruction, please complete the bottom section of this form. If there are no changes to be made, there is no need to complete this form or return it to school.

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, school are to provide RI each week if approached by a faith group seeking to provide RI and students of that faith attend school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has given consent and indicated a religion on the *Application for Student Enrolment Form* or in other written advice to the Principal. A parent, regardless of their own faith (if any), may choose to give consent for their child to participate in one of the RI programs listed below.

Any child not participating in RI, or whose nominated religion is not represented with the RI program/s at the school, will receive other instruction by a qualified member of school staff in a separate location during the time RI is held. Other instruction will relate to subject areas that have already been covered in class.

At any time, parents may provide written instruction to the Principal to change their preference for their child to participate in or be withdrawn from RI. If a parent does not update their consent by completing and returning this form, their previous written instructions to the school will continue to apply.

The faith group/s that provide religious instructors to deliver the program at our school is/are listed below:

Arrangements for programs	Name of RI program	Delivery Details
Christian Co-operative Program Faith groups include: Uniting Church, Anglican, Catholic, Lutheran	Connect Curriculum	Tuesday or Thursdays (30-minute lesson)
Single Program: Hinduism		

Further details about our school's RI program/s and other instruction are available on the school's website. You may also wish to access the Department's RI policy statement available at:

https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement

The school will advise parents of children participating in these programs if a faith group requires funds to cover the expense of materials used in RI.

You will also be notified of any changes to RI or other instruction.

Please complete, sign and return this form to the school office.

Student Name: _____ **Year Level:** _____

RELIGION – RELIGIOUS INSTRUCTION	
From Year 1, your child may participate in religious instruction if it is available. If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction. Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want your child to participate in religious instruction? ☐ Yes ☐ No If YES please nominate the religion: _____

Parent/carer signature: _____ Date: _____

Privacy Notice

The Department of Education and Training (DET) is collecting the personal information requested in this form in order to:
- *obtain lawful consent for your child to participate in religious instruction or other instruction;*
- *update school records where necessary.*

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).
The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DET permission for the information to be disclosed.

MACGREGOR STATE SCHOOL
Parent Pre-enrolment Checklist

Please complete the attached enrolment application forms and return to Administration along with the following original documentation:

Proof of Residency – In Catchment Enrolments

To ensure that all of our students from the local catchment area are able to attend their local school, our Enrolment Management Plan provides clear directions on how enrolment applications will be managed. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current **proof of residency** at the address indicated can be provided by way of one of each of the following:

- ❖ One primary source – a current lease agreement, or rates notice, or unconditional sale agreement
  and
- ❖ One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/ legal guardian's name

The following documents will be accepted as proof of residency:

- ○ Utility bills (e.g. water bill) or a series of bills at the same address over a sequential period to demonstrate continued/ongoing residency
- ○ Electoral Roll verification letter
- ○ Mobile phone statement *(with current address details)*
- ○ Driver's Licence *(with current address details)*
- ○ Bank statement *(with current address details; financial details are not required)*
- ○ Tax Assessment Notice *(financial details are not required)*
- ○ Documents demonstrating recent change of address / relocation to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

If the Principal is not satisfied that the documentation provided demonstrates adequately that the address stated in the student's principal place of residence, then the Principal may request further sources of proof of residence showing the same address.

The Principal may also request a properly sworn *Statutory Declaration* from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application. Any enrolment application supported only by a *Statutory Declaration*, will be conditionally accepted until reviewed and approved by the Principal.

Applicants should note that a false statement/ assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

Other Identification

☐ Photo ID of parent/guardian enrolling

- Driver's Licence
- Passport
- Medicare card if student's surname is different from the enrolling parent

Additional Information

☐ Australian Birth Certificate OR Passport for the student (If not transferring from a Qld State School)
☐ Passport for the student born overseas
☐ Visa details for overseas students
☐ Two most recent Report Cards (Years 1 to Year 6)

All the above documentation must be submitted at the time of enrolment.
Thank you for taking the time to ensure that all documents and information are included with this enrolment application for MacGregor State School.