



# APPLICATION FOR ENROLMENT

This form is to be completed in conjunction with the Notes Booklet.

School Name:

Suburb:

Year Level for which enrolment is required:

in Year:

Student's Current Year Level:

## STUDENT INFORMATION

### Section 1: Student Personal Details

A legible copy of the student's **Birth Certificate** (and *Change of Name Certificate, if applicable*) must be attached.



Legal Surname:

Preferred Surname: *(to be used only with Principal's approval)*

Legal First Name:

Preferred First Name: *(If different from Legal First Name)*

Other Given Name(s):

Date of Birth:

BCE Student Id: *(If known)*:

Gender\*:

Male

Female

### Section 2: Student Cultural Background

Country of Birth\*:

In which country was the student born?

Australia

Other *(Please specify)*

First Language Spoken:

What is the language that the student identifies, or remembers, as being the first language, which he/she could understand to the extent of being able to conduct a conversation?

English

Other *(Please specify)*

Indigenous Status\*:

Is the student of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Both Aboriginal and Torres Strait Islander

Main Language Spoken at Home\*:

Does the student 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)*

Other Language Spoken at Home:

Does the student speak another language other than English at home and other than the Main Language Spoken at Home as indicated above?

No

Yes, Other *(Please specify)*

### Section 3: Student Citizenship

**Country of Citizenship:**

In which country does the student currently hold citizenship?

Australia *(If the student was not born in Australia or, the student was born in Australia and the parents were not born in Australia or were not Australian Citizens, proof of Australian Citizenship documentation must be provided)*

[Proceed to Section 5: Current/Previous Schooling](#)



Other Country *(Please specify)*

[Proceed to Section 4: International Details](#)

### Section 4: Student International Details

Complete this section for students who are NOT Australian Citizens.

A legible copy of the student's **Visa, Passport (including passport number) and Health Care** documentation must be attached (Health care details only required for those on Student Visas).

**Country of Passport Issue:**

**Date of Entry to Australia:**

**Visa Sub-Class Number:**

**Health Care Number:**

**Visa Expiry Date:**

**Health Care Expiry Date:**



### Section 5: Student Current/Previous Schooling

Provide details of any educational environment which the student currently attends or has previously attended.

Legible copies of any **Transfer Documentation** should be attached *(if applicable)*.



School Name	Suburb/Town	State	Contact Number	Year Level(s)	Attended From (Date)	Attended To (Date)
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*If more space is required, please attach a separate page.*

### Section 6: Student Religious Background

**Is the Student Catholic?**

Yes. A legible copy of the student's **Baptismal Certificate** must be attached and details of any **Sacraments Received** should be provided below

No. Other Religion *(Please specify)*



**Sacraments Received:**

Baptism	Date Received	Parish	Suburb
Reconciliation	Date Received	Parish	Suburb
Eucharist	Date Received	Parish	Suburb
Confirmation	Date Received	Parish	Suburb

# RELATED PERSONS' INFORMATION

## Section 7: Related Persons' Personal Details

### Parent/Legal Guardian/Caregiver 1

**Legal Surname:**

**Legal First Name:**

**Other Given Name(s):**

**Preferred Surname:** *(If different from Legal Surname)*

**Preferred First Name:** *(If different from Legal First Name)*

**Title:**

**Gender:**            Male            Female

**Date of Birth:**

### Parent/Legal Guardian/Caregiver 2

**Legal Surname:**

**Legal First Name:**

**Other Given Name(s):**

**Preferred Surname:** *(If different from Legal Surname)*

**Preferred First Name:** *(If different from Legal First Name)*

**Title:**

**Gender:**            Male            Female

**Date of Birth:**

## Section 8: Related Persons' Cultural Background

### Parent/Legal Guardian/Caregiver 1

**Country of Birth:**

Where was this person born?

Australia

Other *(Please specify)*

**Country of Passport Issue:**

If not eligible for an Australian passport.

**Main Language Spoken at Home\*:**

Does the parent/caregiver 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)*

**Other Language Spoken at Home:**

Does the parent/caregiver speak another language other than English at home and other than the Main Language Spoken at Home as indicated previously?

No

Yes, Other *(Please specify)*

**Religion:**

**Parish of Worship:** *(If applicable)*

### Parent/Legal Guardian/Caregiver 2

**Country of Birth:**

Where was this person born?

Australia

Other *(Please specify)*

**Country of Passport Issue:**

If not eligible for an Australian passport.

**Main Language Spoken at Home\*:**

Does the parent/caregiver 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)*

**Other Language Spoken at Home:**

Does the parent/caregiver speak another language other than English at home and other than the Main Language Spoken at Home as indicated previously?

No

Yes, Other *(Please specify)*

**Religion:**

**Parish of Worship:** *(If applicable)*

## Section 9: Related Persons' General Information

### Parent/Legal Guardian/Caregiver 1

#### Occupation Group\*:

What is the occupation group of the parent/caregiver?

Select the appropriate parental occupation group number from the attached list in **Appendix 1** in the Notes Booklet, and write the number in the box at right.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

#### Highest School Level\*:

What is the highest year of primary or secondary school the parent/caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

#### Highest Qualification Level\*:

What is the level of the highest qualification the parent/caregiver has completed?

#### Occupation:

Describe the type of work, if any, which the parent/caregiver undertakes. (eg plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

#### Workplace:

Provide the name of the parent/caregiver's workplace. (eg Brisbane City Council, Mater Hospital, Coles)

#### Talents:

Indicate any special talents the parent/caregiver possesses which may be of benefit to the school community.

#### Interests:

Indicate any special interests the parent/caregiver possesses which may be of benefit to the school community.

### Parent/Legal Guardian/Caregiver 2

#### Occupation Group\*:

What is the occupation group of the parent/caregiver?

Select the appropriate parental occupation group number from the attached list in **Appendix 1** in the Notes Booklet, and write the number in the box at right.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

#### Highest School Level\*:

What is the highest year of primary or secondary school the parent/caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

#### Highest Qualification Level\*:

What is the level of the highest qualification the parent/caregiver has completed?

#### Occupation:

Describe the type of work, if any, which the parent/caregiver undertakes. (eg plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

#### Workplace:

Provide the name of the parent/caregiver's workplace. (eg Brisbane City Council, Mater Hospital, Coles)

#### Talents:

Indicate any special talents the parent/caregiver possesses which may be of benefit to the school community.

#### Interests:

Indicate any special interests the parent/caregiver possesses which may be of benefit to the school community.

## Section 10: Related Persons' Address Information

### Parent/Legal Guardian/Caregiver 1

#### Residential Address Details

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

#### Postal/Correspondence Address Details

Same as Residential address

Postal Address:

Suburb/Town:

State:

Postcode:

Country (If not Australia):

#### Residential (Alternative) Address Details

(If required)

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

### Parent/Legal Guardian/Caregiver 2

#### Residential Address Details

Same as Parent/Legal Guardian/Caregiver1

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

#### Postal/Correspondence Address Details

Same as Residential address

Postal Address:

Suburb/Town:

State:

Postcode:

Country (If not Australia):

#### Residential (Alternative) Address Details

(If required)

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

## Section 11: Related Persons' Contact Information

### Parent/Legal Guardian/Caregiver 1

#### Contact Method Type

#### Order

#### Silent

Indicate best contact order for this person.

Is this number silent?

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Work Telephone Number:

Work Mobile Telephone Number:

Work Email Address:

Comments:

### Parent/Legal Guardian/Caregiver 2

#### Contact Method Type

#### Order

#### Silent

Indicate best contact order for this person.

Is this number silent?

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Work Telephone Number:

Work Mobile Telephone Number:

Work Email Address:

Comments:

## Section 12: Related Persons' Relationship to the Student

### Parent/Legal Guardian/Caregiver 1

What is the relationship of this person to the student? *(Select one (1) only)*

Does this person perform any of the following roles in regards to the student?

Emergency Contact:

**Legal Guardian:**

If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes

No



**Caregiver:**

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes

No

**Main Contact:**

A student must have one (1) main contact.

Yes

No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports:      Yes      No

Newsletters:      Yes      No

Invitations:      Yes      No

School Portal Access:      Yes      No

Does this person reside with the student?

Yes

No

Does this person require the assistance of an interpreter?

Yes

No

### Parent/Legal Guardian/Caregiver 2

What is the relationship of this person to the student? *(Select one (1) only)*

Does this person perform any of the following roles in regards to the student?

Emergency Contact:

**Legal Guardian:**

If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes

No



**Caregiver:**

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes

No

**Main Contact:**

A student must have one (1) main contact.

Yes

No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports:      Yes      No

Newsletters:      Yes      No

Invitations:      Yes      No

School Portal Access:      Yes      No

Does this person reside with the student?

Yes

No

Does this person require the assistance of an interpreter?

Yes

No

# ADDITIONAL STUDENT INFORMATION

## Section 13: Student Address Information

### Residential Address Details

Same as Parent\Legal Guardian\Caregiver1

Same as Parent\Legal Guardian\Caregiver2

**Street Address:**

**Suburb/Town:**

**State:**

**Postcode:**

**Country** (If not Australia):

### Residential (Alternative) Details *(If required)*

Same as Parent\Legal Guardian\Caregiver1

Same as Parent\Legal Guardian\Caregiver2

**Street Address:**

**Suburb/Town:**

**State:**

**Postcode:**

**Country** (If not Australia):

## Section 14: Student Contact Information

### Contact Method Type

#### Order

Indicate best contact order for the student.

#### Silent

Is this number silent?

**Home Telephone Number:**

**Mobile Telephone Number:**

**Email Address:**

### Contact Method Type

*(If required)*

#### Order

Indicate best contact order for the student.

#### Silent

Is this number silent?

**Home (Alternative) Number:**



## Section 15: Student Medical Information

Does the student have a medical condition of which the school should be aware?

Yes. Provide details below.

No. **Proceed to Section 16: Student Specialist Assessments**

Condition	Requires Medication <sup>#</sup>		Has Medical Action Plan <sup>#</sup>		Brief Description of Condition and Treatment
	Yes	No	Yes	No	
Allergy	Yes	No	Yes	No	
Anaphylaxis	Yes	No	Yes	No	
Asthma	Yes	No	Yes	No	
Diabetes Mellitus Type 1	Yes	No	Yes	No	
Epilepsy	Yes	No	Yes	No	
Febrile Convulsions	Yes	No	Yes	No	
Other <i>(Please specify)</i>	Yes	No	Yes	No	

<sup>#</sup> Note: that if any medication is required to be administered to the student during school time or if the student has a Medical Action Plan, additional information will need to be provided upon enrolment and retained on the student's file.

## Section 16: Student Specialist Assessments

Has the student had any recent allied health or medical specialist assessments of which the school should be aware? *(e.g. an assessment by a speech pathologist, behavioural psychologist, orthopaedic specialist, paediatrician etc.)*

Yes. Provide details below and ensure a legible copy of any **relevant health or medical assessment report(s)** is attached.

No. **Proceed to Section 17: Educational Support Information**



## Section 17: Educational Support Information

Does the student have any educational support requirements of which the school should be aware?

Yes. Respond to the questions below.

No. **Proceed to Section 18: Legal Information**

Describe any physical, social/emotional, and/or learning needs of the student which may impact on duty of care and / or participation in school.

Has the student been diagnosed with a disability? If so, provide details.

Has the student been verified by an educational sector in Queensland (eg Department of Education and Training, Independent Schools Queensland or Catholic Education)? If so, provide details.

If the student is from interstate or overseas, describe the educational support provided.

## Section 18: Legal Information

Is the student in Care of the State?

Yes

No

Are there any legal issues concerning the student of which the school should be aware?

Yes. Provide details below and ensure a legible copy of any relevant legal document(s) is attached.

No. **Proceed to Section 19: Sibling Information**



Type	Legal First Name and Surname of the person for whom the document is issued	Effective From (Date)	Effective To (Date)
Parenting Order			
Parenting Agreement			
Domestic Violence Order			
Apprehended Violence Order			
Child Protection Order			
Other Caring Arrangement (Please specify)			
Legal Guardianship Documentation			

**Section 19: Sibling Information**

**(a) Does the student have any school-aged siblings currently attending a BCE school?**

Yes. Provide details below.

No. **Proceed to Section 20: Additional Information**

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Legal Surname

Preferred Surname

Legal First Name

Relationship to the Student

Date of Birth

School Name and Suburb

Class

House

Resides with the Student?	Yes	No	Yes	No	Yes	No	Yes	No
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**Section 20: Additional Information**

**Is there any other information which you believe may assist with this application for enrolment?**

Yes. Provide details below.










No. **Proceed to Check List**

# CHECK LIST

Please complete before submitting the Application for Enrolment form

**Note that original documents will need to be sighted to finalise enrolment confirmation.**

Documents provided:

	Birth Certificate	Yes	No	
	Australian Citizenship Documentation	Yes	No	Not Applicable
	Current Visa	Yes	No	Not Applicable
	Current Passport	Yes	No	Not Applicable
	Health Care Documentation	Yes	No	Not Applicable
	Current/Previous School Transfer Form	Yes	No	Not Applicable
	Baptism Certificate	Yes	No	Not Applicable
	Health or Medical Assessment Reports	Yes	No	Not Applicable
	Legal Documentation	Yes	No	Not Applicable

## Signature(s)

**I declare that:**

- I have completed this form in conjunction with the Enrolment Notes Booklet which includes the BCE Collection Notice form
- The information provided in this form is complete and is a full and frank disclosure of information pertinent to the student seeking enrolment

**I understand that:**

- I have an obligation to inform the school of any change to the information provided in this form that may affect this Application for Enrolment
- Should this Application for Enrolment be successful, I have an ongoing obligation to provide the school with relevant, current information about the student for the period of enrolment at the school

**SIGNATURE** of Parent or Legal Guardian



**SIGNATURE** of Parent or Legal Guardian



**PRINT NAME** of Parent or Legal Guardian

**PRINT NAME** of Parent or Legal Guardian

**RELATIONSHIP** to Student

**RELATIONSHIP** to Student

**DATE SIGNED**

**DATE SIGNED**