



ENROLMENT APPLICATION BOOKLET

Welcome to Atherton State High School

We're delighted that you've chosen Atherton State High School for your child's secondary education. Inside this booklet, you'll find the Enrolment Application form, which can be completed digitally and emailed to us or printed and submitted in person at our Student Services Office. Once we receive your application, our Enrolment Officer will contact you to arrange an interview.

For all the essential information to help you and your child transition smoothly into Atherton SHS, please refer to our Enrolment Handbook, available on our website or click [here](#).

Below, you'll find a checklist of the required documents to complete the enrolment process. If you need any assistance, please don't hesitate to contact our Enrolment Officer, Kelli Harris, at (07) 4030 5250 or via email at enrolments@athertonshs.eq.edu.au.

External Document Checklist

Birth certificate

Court orders (if applicable)

Health Management Plans (if applicable)

Report Cards (if coming from overseas/interstate/private school)

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*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>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.</p> <p>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.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> • 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (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')	<input type="checkbox"/> (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)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____
Needs interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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 <i>highest</i> 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 <i>highest</i> 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	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____
	EQI receipt number: _____
<input type="checkbox"/> 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
<input type="checkbox"/> 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?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>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.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If 'Yes', please nominate the religion:</p>

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)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd 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	<input type="checkbox"/>		
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.	<input type="checkbox"/> No <input type="checkbox"/> 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)			<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

COURT ORDERS* (continued)		
Family Court Orders*		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	___ / ___ / ___	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> 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/refugee/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 - Thalassemia
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.



ADDITIONAL FORMS

IMPORTANT INFORMATION

Enrolment form Submission and next steps

The following pages include the additional forms required for enrolment. Once these forms are completed and submitted, our enrolment officer will contact you to schedule an interview and finalise your child's enrolment.

If you need any assistance, please don't hesitate to contact our Enrolment Officer, Kelli Harris, at (07) 4030 5250 or via email at enrolments@athertonshs.eq.edu.au.

State School Consent Form

Enrolment Agreement Form

Student Network and Internet Agreement Form

Application for P + C Membership (Only required if joining the P + C)

Student Resource Scheme

School Owned Long-Term Student Laptop Hire Forms (Only required if hiring a laptop)

INTRODUCTION TO THE STATE SCHOOL CONSENT FORM (ATTACHED) FOR ATHERTON STATE HIGH 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, video/ 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 the other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other student's 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 Provision) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent (eg 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
 - Facebook
 - YouTube
 - Instagram
 - Twitter
 - LinkedIn
 - Other
 - Local news paper
 - School news letter
 - 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

If you have any questions regarding consent, or returning a consent, expressing a limited consent or withdrawing consent please contact the Deputy Principal at Atherton State High School.

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

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

5 LIMITATION OF CONSENT

STATE SCHOOL CONSENT FORM

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)

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

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)	

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	

ENROLMENT AGREEMENT FORM

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

Principals (or delegates) must discuss and provide a copy of the school's Student Code of Conduct and Student Dress Code to the parent.

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 as outlined in the school's 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
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- 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
- inform school of student absences and reasons for absences in a timely manner
- treat 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 student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- 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 the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the school's 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 is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

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	<input type="text"/>	<i>This document is non-binding. The principal or delegate should attempt to have the parent sign the document as acknowledgement of receipt of school policies and expectations. However, if the parent refuses to sign, the principal should make a notation that the enrolment agreement has been discussed with the parent and information on school policies has been provided.</i>
Parent/Carer Signature	<input type="text"/>	
Signature - On behalf of Atherton State High School	<input type="text"/>	Date

STUDENT NETWORK AND INTERNET AGREEMENT FORM

Student

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 for **bona fide educational purposes only**
- 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, and
 - Immediately, 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

With respect to the Network, I undertake to:

- Use and care for the equipment as if it is my own
- Immediately report any problems – physical damage, graffiti, malfunctioning equipment – with any part of the workstation (furniture included) that I use
- Use each workstation as it is configured to run only those programs that are already installed and enabled via the start menu or desktop
- Take responsibility for the contents of my personal folder and for any files anywhere on the network created/owned by my account
- Use USB memory sticks responsibly
- Use the provided equipment for **bona fide educational purposes only**

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

Parent/Guardian's name

Parent/Guardian's Signature

Date

Parent/Guardian

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 will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe the above student understand 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.

I understand that students will also have the opportunity to publish their own pages related to bona fide school work on the school's website. The content of this work will be approved by his/her teacher before being published. I hereby give my permission for him/her to publish work on the school's website.

Parent/Guardian's name

Parent/Guardian's Signature

Date

APPLICATION FOR P + C MEMBERSHIP

Please complete and return to Parent and Citizens Assn Secretary pandc@athertonshs.eq.edu.au

Name			
Address			
		Postcode	
Home phone			
Mobile			
Email address			

I am:

- A parent of a student attending Atherton SHS
- A staff member of Atherton SHS
- An adult interested in the school's welfare, and my date of birth is

I am:

- Applying for a new membership in year
- Renewing my membership

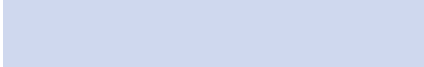
I am applying for membership in the Atherton SHS Parents and Citizen's Assn, and I undertake to:

- a) Promote the interests of, and facilitate the development and further improvement of the school and the good order and management of the school; and
- b) Comply with the constitution of the P&C Assn, including the P&C Assn Code of Conduct as specified in Schedule 2 of the Constitution, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offense, it is grounds for removal in accordance with the Education (General Provision) Act 2006

Signature		Date
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P & C Secretary Use Only

Date received	Date Accepted		Entered into P&C Register
		Secretary's signature	

STUDENT RESOURCE SCHEME

This form contains important information about the 2024 Student Resource Scheme (SRS) including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

- Instruction, e.g. teachers
- Facilities, e.g. buildings, amenities, furniture
- Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Atherton State High School operates a SRS for 2024.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 21/11/2023.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form. If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.

Resource Inclusions

All resources included in the SRS are detailed in the SRS Resource list. This list is available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs.

Parents must inform the school if items on the list of resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- Owned – these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- Used – these items are used/consumed in class by the student (e.g. industry technology/cooking/art supplies).
 - work/items produced from these resources will remain the property of the student.
- Hired – these items are hired to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments, laptops).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

1. A flat fee for a cohort group of students - Years 7 & 8
2. A flat fee for all students in Years 9-12 and fees determined by the subjects selected by the individual student

Please refer to the SRS Resource lists found on Atherton State High School's Website for the associated costings.

STUDENT RESOURCE SCHEME

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>)

Year level	TRA Rate
Years 7 to 10	\$155
Years 11 to 12	\$337

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the school's website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available. An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

Payment Method

SRS payments can be made by QParents/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash, Centrepay.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.
- Centrepay Deductions are available to pay the SRS fees. Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary and easy payment option available to Centrelink customers. Go to humanservices.gov.au/centrepay for more information on how to set up your Centrepay deductions.

Contact Us

For all queries regarding the SRS and its inclusions, please contact and arrange an appointment with the Business Manager Phone: 40305210 or email bsm@athertonshs.eq.edu.au

Please complete the SRS Fee Payment Arrangement Form and return to the school administration office.

Additional Fees (Non-Student Resource Scheme) Must be paid by 4th February 2024 (see cover letter for more information)

Certificate II in Skills for Work & Vocational Pathways (FSK) – (Non VETIS Funded)	\$300
Certificate III in Early Childhood Education & Care (ECE) - (Non VETIS funded)	\$820.00 plus First Aid \$150.00
Certificate III in Fitness (VIF) – (VETIS may cover - if eligible Gap Fee \$155 only)	\$365.00 plus First Aid \$55.00
Certificate II in Hospitality (VETIS may cover - if eligible FREE)	\$250 > 15 students \$750 < 15students
Certificate I in Construction & Certificate II in Engineering (VETIS may cover if - eligible FREE) studied together or separately	\$1200
Certificate II in Resources & Infrastructure Work Preparation (VETIS may cover - if eligible FREE)	\$1500
Online College of Advanced STEM (OCAS)– Senior Coding, Senior Astronomy & Senior Astrophysics	\$500.00

ATHERTON STATE HIGH SCHOOL 2024 SCHOOL RESOURCE SCHEME FEES

Atherton State High School 2024 School Resource Scheme Fees		
Year Level	Details	Amount
Years 7 & 8	Years 7 & 8 Student Resource Scheme Fee (General Resource Levy + Year 7 & 8 levy)	\$270.00
Years 9-12	General Resource Levy - all students pay this general levy (Years 9-12)	\$220.00
Subject Fees (additional levy for extended learning experiences in subjects listed below)		
Year 9	Agricultural Science (AGR)	\$30.00
	Art (ART)	\$55.00
	Drama (DRA)	\$30.00
	Industrial Technology & Design (DAT)	\$80.00
	Music (MUS)	\$50.00
	Media (MED)	\$40.00
	Science (SCI)	\$25.00
	Textiles & Food Studies (TFF)	\$50.00
Year 10	Agricultural Science (AGR)	\$30.00
	Art (ART)	\$65.00
	Drama	\$30.00
	Industrial Technology & Design (DAT)	\$110.00
	Music (MUS)	\$50.00
	Media (MED)	\$40.00
	Science (SCI)	\$25.00
	Textiles & Food Studies (TFF)	\$50.00
Education - Fees will be charged by Schools of Distance Education directly to the school who will then invoice students – these fees will need to be paid up front.		

Atherton State High School 2024 School Resource Scheme Fees		
Year Level	Details	Amount
Year 11	Aerospace Systems (AES)	\$50.00
	Agricultural Science (AGS)	\$30.00
	Biology (BIO)	\$90.00
	Certificate II Animal Studies (ANT)	\$30.00
	Certificate III in Aviation Resources (AVI)	\$200.00
	Chemistry (CHM)	\$90.00
	Drama (DRA)	\$30.00
	Film & Television (FTN)	\$75.00
	Food & Nutrition (FNU)	\$50.00
	Furnishing Skills (FUR)	\$150.00
	Music (MUS)	\$50.00
	Music in Practice (MUP)	\$50.00
	Physics (PHY)	\$86.00
	Visual Art (ART)	\$75.00
	Visual Art in Practice (VAP)	\$75.00
	Media Arts in Practice (MAP)	\$75.00
Certificate in Hospitality Resources (VHO)	\$120.00	
Certificate in Construction Resources (VCN)	\$120.00	
Certificate in Engineering Resources (VEP)	\$140.00	
Year 12	Aerospace Systems (AES)	\$50.00
	Agricultural Science (AGS)	\$30.00
	Certificate II Animal Studies (ANT)	\$30.00
	Biology (BSC)	\$90.00
	Chemistry (CHM)	\$90.00
	Drama (DRA)	\$30.00
	Film & Television (FTN)	\$75.00
	Food & Nutrition (FNU)	\$50.00
	Furnishing Skills (FUR)	\$180.00
	Music (MUS)	\$50.00
	Music in Practice (MUP)	\$50.00
	Media Arts in Practice (MAP)	
	Physics (PHY)	\$86.00
	Visual Art (ART)	\$75.00
	Visual Art in Practice (VAP)	\$75.00
	Certificate in Hospitality Resources (VHO)	\$120.00
Certificate in Construction Resources (VCN)	\$120.00	
Certificate in Engineering Resources (VEP)	\$140.00	
ALL	Instrumental Music (IM)	\$50.00
	Instrument Hire	\$50.00

STUDENT RESOURCE SCHEME

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged. Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school. If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

Yes	I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
No	I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

STUDENT RESOURCE SCHEME FEE PAYMENT ARRANGEMENT

Section 1. Student Details

Student Name	
Student ID	
Year Level	

Section 2. SRS Category

SRS Category	SRS Fee Payable	Option Selected
General Student Resource Scheme Fee or Year 7 & 8 Cohort SRS Fee	\$	
Subject Fees	\$	
Instrumental Music	\$	
Other Educational Program	\$	

Section 3. Payment Arrangement - Please select the preferred payment options:

Payment options	Instalments	Amounts	Option Selected
1. A single payment for the full year's fee	Instalment 1:	\$	
2. Term instalments (paid over the first 3 terms)	Instalment 1: Instalment 2: Instalment 3:	\$	
3. An instalment plan as negotiated with the school	Insert plan options	\$	

Section 4: Return of the Participation Form

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment.

Have you completed and returned the SRS Participation Agreement Form?	Yes	No
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Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form

Parent Name		
Parent Signature	<input type="text"/>	Date

SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE INFORMATION

A 21st century education is about giving students the skills they need to succeed in this new world, and helping them grow the confidence to practice those skills. With so much information readily available to them, 21st century skills focus more on making sense of that information, sharing, and using it in smart ways.

Atherton State High School runs a laptop program, whereby the majority of students participate in the Bring Your Own Device (BYOD) option. We also offer a number of FUJITSU Notebook LIFEBOOK E5411/A available for annual hire through the school. The following link gives further detail of the device available

<https://www.fujitsu.com/hk/products/computing/pc/ap/notebooks/lifebook-e5411a/>

Please note: Provision for financial hardship for families can be requested via the School Owned Long-Term Student Laptop Hire process. Any financial support requests are determined on an individual basis, and may include a payment plan option.

OPTION 1:

- BYOD (Bring Your Own Device) It is a term used to describe a digital device ownership model where students use their personally owned mobile devices (excluding smart phones) to access the Department's information and communication (ICT) network.
- The majority of our students take up this option.
- Access to the Department's ICT network is provided only if the mobile device meets the Department's security requirements which, at a minimum, requires that anti-virus software (Windows OS Defender meets this requirement) is running and is kept updated on the device.

OPTION 2:

- Annual School Owned Long-Term Laptop Hire for students across all year levels. All students have the option to hire a laptop through the school on an annual/bi annual or tri annual basis.
- The paperwork that follows this information (EQ11 and ASHS Laptop Hire Scheme Agreement) must be completed and returned to the school either via email to principal@athertonshs.eq.edu.au or in hard copy to school reception at L block.
- Once the laptop hire is approved, an invoice will be generated by the school and emailed to parents or carers. When the annual hire payment of Two Hundred and Fifty Dollars (\$250.00) is paid in full or a payment plan is in place with a minimum contribution of Twenty-Five Dollars (\$25.00) per month, the laptop will be allocated to the student.
- The laptop hire payment of Two Hundred and Fifty Dollars (\$250.00) covers the laptop hire for the period from first day to the last day of any given school year inclusive. Through negotiation, a new annual agreement can be reached should the hire be required over multiple consecutive years.
- Pro-rata refunds are based on a full school term, not part thereof (\$62.50 term). New enrolments throughout the year are charged in the same manner.
- This fee is non-refundable once the laptop has been collected.
- Should a school owned laptop be accidentally damaged, a \$55 repair excess fee will be charged and should a laptop go missing and not be recoverable, there is a \$250 fee towards replacement. The same applies for malicious/deliberate damage. A fee of \$25 will also be incurred if the case or charger are lost or broken.
- All laptops used in the Atherton State High School Owned Long-Term Student Laptop Hire are the property of the Queensland Department of Education (DoE). The scheme only supports school-procured and owned ICT being provided to students for educational use at school and at home in these circumstances.
- Note: Provision for financial assistance to access the school owned long-term laptop hire scheme. An application can be sent directly via email to principal@athertonshs.eq.edu.au or hard copy letter via the student services staff Attention: Principal, Laptop Hire application. The correspondence should include your name and the name of your child, their grade and reason for the application for financial assistance as well as any other information or documentation that you feel is necessary to support your request. Applications will be approved by the principal or their delegate on a confidential and needs only basis.

SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE AGREEMENT

Before the laptop can be issued, the signed Atherton State High School Laptop Hire Agreement must be returned and the invoice payment arrangements settled with the finance department. All current school fees must also be paid or have a negotiated payment plan in place with the school finance department.

Laptop repairs or hardware faults are to be reported to the IT Department within 24hrs. Should you have a query or like to report a fault, please email ICT@athertonshs.eq.edu.au .

In signing below, I acknowledge:

- I understand and agree with all of the conditions detailed in the Atherton State High School student laptop hire program
- Laptops will include a protective bag and power cord. If the protective bag or power cord are lost or damaged a replacement fee of \$25 will be incurred
- Laptops will be commercial grade and include anti-virus and all educational software needed for classes
- Accidental Damage will incur a \$55 excess for repaired works and a replacement cost of \$250 if not able to be repaired (claims deemed non-accidental will incur full repair costs).
- Students can expect to receive the laptop within a week of payment and approval.
- Loss or theft of a device needs to be reported to the school within 24hrs. Theft will require a police report to be filed
- Upgrades or dismantling the laptop in any way is not permitted.
- The school may ask for the return of the laptop for any reason, for example, to upgrade software, inspect for hardware or software operational performance, or if there is suspected misuse of the laptop.
- I will be loaning the laptop while enrolled at ASHS for: a single year, two-year period or three-year period as indicated (please circle your choice here)

Student Responsibilities and Terms and Conditions

- Leased laptop computers must be used in accordance with warranty conditions so as not to negate the vendor's warranty.
- Food and drink should never be placed near the device.
- Cords and cables should be treated carefully when inserting and removing from power.
- Devices are to be carried between locations in the laptop bag provided.
- It is the student's responsibility to ensure their device is fully charged each day.
- Ensure the device is closed fully when not in use.
- Do not put pressure on the lid when closed or have excessive items in the laptop bag that could cause scratching or damage.
- Avoid placing anything on the keyboard before closing the lid.
- Only clean the screen with a clean, soft, dry, or anti-static cloth.
- Don't clean the screen with a household cleaning product.
- The school reserves the right to restrict access or temporarily confiscate electronic devices if a breach of these policies occur, or in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put themselves, others, or the school at risk of harm, in a position of liability, or unduly affect the school's learning environment.

Student Name

Parent Initial

Date

SCHOOL OWNED LONG-TERM STUDENT LAPTOP HIRE AGREEMENT

Parent Responsibilities and Terms and Conditions

- Whilst the devices are owned by the school and leased to the students, parents/carers still need to ensure devices are correctly cared for, report any damage or concerns to the school within 24hrs.
- Ensure your child fulfils their responsibilities as outlined in this document
- Monitor your child's use of the computer when at home, including their Internet use.
- Ensure your child has their computer at school each day, like any other resource, in a condition that will enable it to be usable for education purposes
- Comply with the policy of the school in relation to the return of device in the event of a student leaving the school.
- Take care of the equipment to protect it from accidental damage and secure it from theft.
- Do not load any third-party antivirus software onto a school device or any other additional software without seeking approval of the school IT Department
- The device/laptop and all accessories will be returned to the school when device is returned. Note that parents/carers may be financially responsible for the replacement of the laptop if this is not done.
- You must not try to sell the computer, offer the computer as security, nor give possession of the laptop to anyone else (other than the student).
- You must notify the school in writing where the computer will ordinarily be kept, when that place is different from your residential address.
- Comply with all directions we give in relation to the use of the computer and produce the computer to us for inspection when requested.

The following is to be read and completed by both the STUDENT and the PARENT/CARER:

- I have read and understood the Laptop Hire Scheme Agreement.
- I agree to abide by the guidelines outlined in all documents.
- I am aware that non-compliance or irresponsible behaviour, as per the intent of the Laptop Hire Scheme Agreement document, will result in being financially responsible for the device and accessories.
- I understand that the laptop remains the property of the school at all times. In the event my child leaves Atherton State High School, the laptop and accessories must be returned to the school.
- Where an item is not returned, the parent/carer will be responsible for payment to the scheme the replacement cost of the item. This may result in extra costs being incurred by the parent/carer.
- I acknowledge that I will receive the laptop, including power cord and cover.
- I understand that the laptop was tested before I took possession of it and was in full operational order with respect to both hardware and software.
- In the event the laptop is damaged, lost, or stolen during the rental period, I will advise the school immediately and complete a Laptop Incident Report Form and any necessary insurance forms/police report.
- In the event of 'accidental' damage, I am responsible for the \$55 excess.
- In the event of 'non accidental' loss or damage I will incur the costs as outlined in the agreement.
- I agree to supervise my child to care for their laptop. I agree my child will be supervised when operating the laptop in accordance with policy and procedures laid down by the school.
- The student and parent/carer must not arrange or allow any repair or maintenance work to be carried out on the laptop without prior written consent from the school.
- I agree that stickers and permanent markings are not permitted on the laptop or accessories under any circumstances.
- I agree the laptop is not to be taken outside Australia without prior consent of the school

Student Name	Student Signature <input type="text"/>	Year Level Date
Parent/Carer Name	Parent/Carer Signature <input type="text"/>	Date