

Policy and Procedure Register updates

Summary of changes to:

Enrolment in state primary, secondary and special schools procedure

1. Reason for new/updated policy or procedure (select all that apply)

- | | |
|---|--|
| ☐ Change of policy/procedure requirements | ☐ Audit/review recommendation |
| ☒ Change to legislation/delegations | ☐ Due for review ☐ Other |

Amendments were made to the *Education (General Provisions) Act 2006* in October 2025 which will make the use of student transfer notes mandatory, with an increased focus on the safety and wellbeing of students and school communities, when students move between schools in Queensland. Previously, the use of transfer notes was optional. This legislative change takes effect from October 2026 (i.e. Term 4, 2026). Under the amendments, principals do not have to request a transfer note where they already have access to the information that would be included in a transfer note.

2. Summary of changes

Procedure:

- Added reference to management of personal or sensitive information in the *Overview* section for clarity.
- Included a responsibility (existing and longstanding) for principals under the *Responsibilities* section to provide a completed transfer note when requested by a principal or parent/carer (or student if mature age or independent) for clarity.
- In the *Process* section, the content under 'If the prospective student is transferring from another school within Queensland' has been moved to after assessing entitlement to enrol to align with legislative change where a transfer note is to be requested after a student has been enrolled.
- Sub-headings added in the *Process* section under 'If the prospective student is transferring from another school within Queensland' to distinguish between the different circumstances where a transfer note is used or not required.
- To reflect legislative changes, new requirements added:
 - a transfer note must be requested from the previous school principal by the new school principal within 90 days after the student has enrolled at the new school, unless the new school principal already has the information that would be included in a transfer note; and
 - the transfer note is to also include any information about the student that the previous or former principal reasonably believes is necessary to help the new school principal protect the safety and wellbeing of the student and members of the school community
- For red tape reduction, advice added that:

- principals do not have to request a transfer note where they already have access to the information that would be included in a transfer note, and how only specific information can be requested if required; and
- new functionality in OneSchool to generate a transfer note.
- New additional terminology to align with legislative amendments – ‘former’ school.
- Guidance added on how the completed transfer note and related documents should be provided to the new school principal (i.e. secure email or registered post).
- Additional terms in *Definitions* table – ‘former school’, ‘previous school’, ‘related document’, and ‘transfer note’.

Supporting documents:

- *New Guidelines - Information sharing for student transfer notes between schools within Queensland* (to be published on OnePortal) to assist principals to determine whether information is proportionate and proactive and can be shared when a student changes schools.
- *New Frequently asked questions for parents/students – Student transfer note* – to assist parents/students with their understanding of the transfer note and information sharing.
- *Student transfer note fact sheet* – amendments made to include updated process, additional FAQs, and guidance on sharing information outside of the transfer note process.
- *Notice – Request for student transfer note* – option added to request specific information only in a transfer note.
- *Student transfer note* – outdated terminology has been updated, Education Adjustment Program (EAP) questions removed and replaced by a question on Nationally Consistent Collection of Data on School Students with Disability, educational support question simplified, and a new question added on safety and wellbeing information to address legislative requirements.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☒ Yes ☐ No

If yes, select the type of change: (select all that apply)

☒ Revised responsibilities ☐ New/additional responsibilities ☐ Removed responsibilities

Position title	Summary of change	Page#
Principals – state primary, secondary and special schools	A transfer note must be requested from the previous school principal by the new school principal within 90 days after the student has enrolled at the new school, unless the new school principal already has the information that would be included in a transfer note.	5
	When completing the transfer note, the previous or former school principal must also include any information about the student that they reasonably	5

	believe is necessary to help the new school principal protect the safety and wellbeing of the student and members of the school community.	
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4. Communication and support for implementation

The updated procedure will be promoted to state schools and regional staff through standard communication channels (e.g. ConnectEd, OneSchool homepage message, email to regions) and online capability session/s. Knowledge Base Articles will also be published on the department's Services Catalogue Online.

For further assistance, please contact:

- Policy/procedure contact:

For general information on enrolment, please contact your [closest regional office](#).

Procedure effective: 06 October 2026, version 7.13

Enrolment in state primary, secondary and special schools procedure

Version: 7.13 | Version effective: 06/10/2026

Audience

All state schools

Purpose

The Department of Education (the department) provides access to state education to ensure all students can participate in and gain positive outcomes from schooling.

This procedure outlines the protocols for school-based staff and regional office staff to follow when enrolling prospective students in the Preparatory Year (Prep) to Year 12 in state primary, secondary and special schools.

Overview

All eligible children and young people are entitled to 26 [semesters of state education \(including Prep\)*](#) and may apply to enrol in any state primary and secondary school, unless there is an [Enrolment management plan](#) or [Enrolment eligibility plan](#) in place. This means students may not be entitled to enrol unless they live within the [local catchment area](#), or for students from outside the local catchment area, have met eligibility criteria contained in the plan. Some prospective students are entitled to enrol at a school with an enrolment management plan as if in-catchment, such as those who have been excluded from another school (if approved by the Regional Director), those who are subject to Child Protection orders, and those prospective students who are verified with a disability wanting to attend the specific disability program if it is the closest program to their home and meets their individual needs. Other [conditions](#) may also affect a prospective student's entitlement to enrolment.

Queensland state schools offer enrolment to children of compulsory school age and to young people in the compulsory participation phase. There are specific [legal obligations about enrolment, attendance](#), and participation that apply to parents/carers of children of compulsory school age and young people in the compulsory participation phase.

The [Application for student enrolment form](#) need only be signed by one parent/carer (or the student if they are mature age or independent). It is not the role of the school to resolve disagreements between parents/carers about school enrolment. Parents/carers are encouraged to resolve their differences privately or through a [family relationship centre](#), a [family law service](#), a [family dispute resolution service](#), or the [Family court](#).

Specific provisions may apply to those [students who are over 18 years of age](#) at the time of enrolment.

People from the communities of Aurukun, Coen, Doomadgee, Hopevale and Mossman Gorge may be subject to the requirements under s.41 of the [Family Responsibilities Commission Act 2008 \(Qld\)](#) in relation to enrolment of their children.

In certain [circumstances](#) schools may treat a student's enrolment as having ended.

Additional requirements must be met for a prospective student to be enrolled in a state special school as outlined in the [State special school enrolment \(additional requirements\) procedure](#).

Any personal or sensitive information handled throughout the enrolment process (including as part of student transfer notes), should be managed in accordance with the [Information Privacy Act 2009 \(Qld\)](#) and the [Queensland Privacy Principles](#), as well as confidentiality provisions in the [Education \(General Provisions\) Act 2006 \(Qld\)](#).

* Students who commenced schooling in Year 1 prior to 2007 (i.e. prior to the introduction of the Prep Year in Queensland) are entitled to a basic allocation of 24 semesters of state education, not 26 semesters.

Responsibilities

Principals – state primary, secondary and special schools

- Providing all relevant information to parents/carers and/or prospective students.
- Overseeing the enrolment process.
- Making enrolment decisions (primary and secondary principals only).
- Making decisions about early entry to Prep (primary and P–10/P–12 principals only).
- Maintaining enrolment of students in [specific circumstances](#) (e.g. if a student is in a youth detention centre, on a charge-related suspension, in out-of-home care, or attending a hospital education program) and recording their absence using the appropriate reason code as outlined in [Roll marking in state schools](#).
- Providing a completed transfer note when requested by a principal or parent/carer (or student if mature age or independent).

State special school principals only

Complying with the requirements set out in the [State special school enrolment \(additional requirements\) procedure](#).

Regional officers

Making decisions on applications for transport assistance on a case-by-case basis in accordance with the [School transport assistance programs for students with disabilities](#).

Process

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

Note: If a prospective student is currently enrolled at a state school and is seeking enrolment at another state school, a semi-populated [Application for student enrolment form](#) may be produced by the current school for that student before their enrolment ceases. The applicant should ensure the details on the form are updated if necessary, and that any questions which have not been pre-populated are completed before providing the form to the new school.

Before the school receives an application for enrolment:

1. Applicant contacts school to enquire about specific enrolment procedures, such as an [Enrolment Management Plan \(EMP\)](#) or an enrolment eligibility plan, or [additional processes for enrolment in a state special school](#). If considering early entry into Prep, arrange to meet with the principal of the school to discuss the [early entry requirements](#) and request an application form. If not an Australian resident or citizen, or the child of an Australian resident or citizen, contact [Education Queensland International \(EQI\)](#) in the first instance. Where the applicant is over 18 years of age, refer to the [Mature age student applications procedure](#) to determine if an application for enrolment needs to be made in accordance with these provisions.
2. School provides the following to the applicant:
 - [Application for student enrolment form](#). All applicants who request an Application for student enrolment form from the school are entitled to receive one. Schools should explain to parents/carers that failure to complete the mandatory sections of the form marked with an (*) or to provide required documentation may result in a refusal to process their application. Schools must not amend/change/add to the questions on the enrolment form; however the [school logo may be added to the form](#).
 - [Enrolment agreement](#)
 - [Student Code of Conduct](#)
 - [Student dress code](#)
 - Details on [School transport assistance scheme](#) and [School transport assistance program for students with disabilities](#)
 - Other school policies, programs and services including those for students with disability.
3. Where the prospective student is under 18 years of age, the applicant completes and provides to the school an [Application for student enrolment form](#), answering all questions on the form marked with an (*). **NOTE:** For all enrolments, the Application for student enrolment form must be signed by at least one parent/carer, or the student if mature age or independent.
 - If enrolling in a state special school, the [State special school enrolment parent/carer consent and information form](#) should also be completed and provided to the school.
 - For a student with disability already enrolled in a non-state school and seeking a dual enrolment arrangement with a state special school, or a Prep-aged student already enrolled in a non-state

school and seeking a dual enrolment in a state school to access specialist education personnel, provide completed Part A of the [Dual enrolment form](#) as outlined in [Steps associated with dual enrolment of students with disability between a state and non-state school](#). **NOTE:** The process for enrolment in a special school must still be applied as outlined in the [State special school enrolment \(additional requirements\) procedure](#).

4. Where the prospective student is 18 years of age or older at time of applying, refer to the [Mature age student applications procedure](#) to determine if an application for enrolment needs to be made in accordance with these provisions.

Once the school receives the application for enrolment:

1. If the prospective student is not an Australian resident or citizen, or the child of an Australian resident or citizen, school refers application to [Education Queensland International](#) for further advice as visa restrictions may apply and fees may be charged.
2. School processes the completed [Application for student enrolment form](#) ensuring that:
 - all questions marked with an (*) are answered;
 - if applicable, any semi-populated data on the form extracted from OneSchool by the previous state school is confirmed with the parent/carer for accuracy;
 - the birth certificate or passport is sighted (copies are not to be made or kept on file) and the birth certificate or passport number is recorded on the enrolment form if this is the first time the child has enrolled in a state school. The requirement to sight the birth certificate does not apply where OneSchool indicates that a birth certificate has been previously sighted. An [alternative to a birth certificate](#) (DoE employees only) will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a 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.
 - International students approved for enrolment by Education Queensland International
 - A passport or visa will be acceptable.
 - Mature age students
 - Photographic identification, which proves their identity, must be provided (e.g. current drivers licence, proof of age card, or passport). Mature age students who provide appropriate photographic proof of identity do not need to present a birth certificate
 - a copy of any relevant current Child Protection Order, Family Court or other court orders (signed and sealed) concerning the welfare, safety or parenting arrangements for prospective student is provided, if applicable
 - [satisfactory evidence and appropriate documentation](#) that the prospective student is entitled to apply for enrolment at school is provided (e.g. a satisfactory criminal history check if a [mature age student](#), proof of residency documents if school has an [Enrolment Management Plan](#), Australian citizenship document, Permanent Residence status or eligibility under a Visa category)

- if the prospective student has a medical condition, details of symptoms and any associated health management plans are provided
- the student's gender is recorded, noting that there is no requirement for this to align with the sex shown on the student's birth certificate or passport.
- the legal name (on birth certificate or passport) is recorded as well as the preferred name if requested. Ensure that parents/carers nominating a preferred name for their child are made aware that the preferred name can appear on semester reports (instead of legal name) if requested and will be used on internal school documents such as class rolls. If a preferred name has been requested, school staff should respect this choice. If parents/carers cannot agree on the use of the preferred name, then the legal name is to be used until an agreement can be reached or there is a court or custody order in place which determines the name to be used. If a student requests to use their preferred name, but the parents do not agree or are unaware of the student's request, schools need to consider each situation on a case-by-case basis. Schools make decisions in these situations by considering the best interests and wellbeing of the student. Factors to consider when making a decision include, but are not limited to, the student's human rights, their age and the anticipated benefits to the student's wellbeing. Schools must consider the possible risks to the student and how risks could be mitigated
- the form is signed by at least one parent/carer if prospective student is enrolled by parents/carers, or signed by the prospective student if mature age or independent
- for special schools only, the enrolment application has been approved by the Chief Executive Delegated Officer and referred back to the principal.

If the prospective student is transferring from another school interstate:

1. If the prospective student has moved from interstate, the principal requests consent from [parents/carers](#) and the [student](#) (if aged 16 years or older) to obtain student information from the previous school using the [Interstate student data transfer note](#) and referring to [specific processes](#) and [supporting documents](#).

Assessing entitlement to enrol:

The principal determines if the prospective student is entitled to be enrolled at the school (referring to factors affecting [entitlement to enrol](#)).

1. Where the principal reasonably believes the prospective student would, if enrolled, at the school pose an unacceptable risk to the safety or wellbeing of members of the school community, refer to the [Refusal to enrol – Risk to safety or wellbeing procedure](#).
2. Principal makes decisions regarding applications for early entry into Prep using the decision-making tool in the [Early entry to Prep – Guideline for principals](#) (DoE employees only), considering whether the child:
 - will turn 5 years by 31 July in the year of proposed attendance and is ready for education in Prep, having regard to the child's attributes (including aptitude and ability, social and emotional competence, physical development, and level of knowledge and understanding); **OR**

- has started education in another state or country that is equivalent to Prep and is ready for education in Prep, having regard to the child's attributes (including aptitude and ability, social and emotional competence, physical development, and level of knowledge and understanding).

Where a prospective student is entitled to enrol:

1. The principal advises applicant of the decision as soon as practicable. The decision should also be recorded in the 'For office use only' section of the Application for student enrolment form.
2. Principal discusses with parents the appropriate year level their child is to be placed in (if from another school, interstate or overseas) and advises them of their remaining [allocation of state education](#).
3. Principal discusses with parents/carers the [enrolment agreement](#) and seeks signature from parents/carers and students (if appropriate) as acknowledgement of expectations of enrolment agreement, including the Student Code of Conduct, Student Dress Code and other school policies, programs and services. If not signed, the principal makes a notation on the enrolment agreement that information has been provided and discussed.
4. School processes the prospective student's enrolment in [OneSchool](#) (DoE employees only).
5. Principal determines whether a transfer note is required (refer to *If the student has transferred from another school within Queensland* section below).

Where a prospective student is not entitled to enrol:

1. Where the principal determines that the prospective student is not entitled to enrol, the principal advises applicant in writing as soon as practicable, which includes the [reason/s](#) why the prospective student is not entitled to enrol and that information on the complaints process is available at:
 - Department of Education's Compliments and complaints webpage at <https://qed.qld.gov.au/contact/compliments-complaints>
 - Queensland Ombudsman at www.ombudsman.qld.gov.au

The principal may choose to use the example [notification template](#). Other templates are available for when the prospective student:

- does not meet [Enrolment management plan requirements](#) (available to DoE employees only) (further information available in the [School enrolment management plan procedure](#))
 - does not meet requirements for [enrolment in a state special school](#)
 - does not meet early entry to Prep requirements (refer to Appendix 2 in the [Early entry to Prep guideline for principals](#) (DoE employees only)).
2. The decision should also be recorded in the 'For office use only' section of the Application for student enrolment form.

If the student has transferred from another school within Queensland:

When a transfer note is not required

1. If the student has transferred from one state school to another (including between primary, secondary or special schools), a [transfer note](#) is not required as the necessary information is already recorded and accessible in OneSchool.
2. Principals are not required to request a transfer note if they already have access to the information it would contain (e.g. from information collected at enrolment, or parent has provided a copy of the transfer note). However, if any information is missing, they may use the [Notice - Request for student transfer note](#) template to request the specific details they need.
3. For information sharing outside of the transfer note process, refer to the [Student transfer note fact sheet](#) for guidance.

After enrolment at new school

4. If the student has transferred between a non-state school and a state school (or vice versa), the new school principal must [request](#) a [transfer note](#) from the previous school principal within 90 days of the student's enrolment, unless the required information is already available (see above section when a transfer note is not required). The new school principal may also request a transfer note from the principal of a former school if needed.
5. When making this request, the new school principal must also give [notice](#) of the request to the parent (or student if mature age or independent). A Frequently asked questions for parents/students - Student transfer note can also be provided to the parent (or student if mature age or independent).
6. The principal of the previous or former school must provide the completed transfer note, and any related documents mentioned in the transfer note (where applicable), to the new school principal within 10 school days of receiving the request. A transfer note can be generated in [OneSchool](#) (DoE employees only). Principals are to ensure that any personal and sensitive information of third parties is redacted in all documents attached to the transfer note before providing them. The completed transfer note and related documents should be:
 - emailed as encrypted files (or as a zipped file containing all documents) with password protection. The password must be provided separately; or
 - posted using registered post.
7. The previous or former principal must ensure the transfer note contains information that is factual, objective, and concise. It must also include any details the principal reasonably believes are necessary to assist the new school principal in protecting the safety and wellbeing of the student and the school community (refer to the [Guidelines - Information sharing for student transfer notes between schools within Queensland](#) (DoE employees only) to determine whether information is proportionate and proactive and can be shared).
8. The parent (or student if mature age or independent) who has been notified of the request for a transfer note may ask the new school principal for a copy of the transfer note. On receiving this request, the new school principal must give the parent (or student if mature age or independent) a copy of the transfer note and any related documents within 10 school days of:

- the day the new school principal receives the transfer note and a copy of any related documents from the previous or former school principal; or
- the day the new school principal receives the request from the parent (or student if mature age or independent).

Cessation of enrolment

9. A transfer note can also be requested by a parent/carer (or student if mature age or independent) when the student's enrolment at the school ceases at their request. The school principal must, within 10 school days of receiving the request, prepare a transfer note for the former student and give the person making the request the transfer note and a copy of any related documents.
10. Where the principal is reasonably satisfied it would be inappropriate in the circumstances for a parent to receive a transfer note (including a copy of any related documents) for the student, such as if the student is living independently, the principal provides the transfer note and a copy of any related documents directly to the student.

Records management:

1. School retains all completed Application for student enrolment forms (successful and unsuccessful enrolments) in accordance with the [Education and training sector retention and disposal schedule](#).

Definitions

Term	Definition
Applicant for enrolment	• A parent/carer of a prospective student who is under 18 years of age. • A child, in their own right, where the school principal believes it is in the child's best interests to make the application. • A prospective student if they are mature age or recognised as independent.
Compulsory school age	Refer A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed year 10. See Education (General Provisions) Act 2006 (Qld) section 9.
Compulsory participation phase	A young person's compulsory participation phase starts when s/he stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:

Term	Definition
	• gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV or • has participated in eligible options for 2 years after the person stopped being of compulsory school age or • turns 17 years of age.
Early entry into Prep	Children who are younger than the prescribed age for Prep may be enrolled in Prep if they: • turn 5 years by 31 July in the year of proposed attendance and the principal is satisfied the child is ready for education in Prep, having regard to their attributes (including ability, aptitude, social and emotional competence, physical development, and level of understanding); OR • have previously started education that is equivalent to Prep in another state or country and the principal is satisfied the child is ready for education in Prep, having regard to their attributes (including ability, aptitude, social and emotional competence, physical development, and level of knowledge and understanding). A program is considered to be equivalent to Prep if it is full-time, school based, and has a defined curriculum delivered in the year prior to Year 1. There are no exceptions to these requirements. The conditions for early entry to Prep are set out in legislation, specifically Part 4, Section 17 of the Education (General Provisions) Regulation 2017.
Eligible option	An eligible option is a recognised education or training program or course, offered by a recognised provider, which will enable a young person to gain a Certificate of Achievement, Senior Statement and/or a Certificate III or IV in a Vocation Education Program. Eligible options and providers are: • an educational program provided by a state school under the Education (General Provisions) Act 2006 (Qld) • an educational program provided by a non-state school under the Education (Accreditation of Non-State Schools) Act 2017 (Qld) • a course of study provided by a registered higher education provider under the Tertiary Education Quality and Standards Agency Act 2011 (Cwlth) • a Vocational Education and Training (VET) course provided by a registered training organisation under the National Vocational Education and Training Regulator Act 2011 (Cwlth)

Term	Definition
	- an apprenticeship or traineeship provided by a registered training organisation under the Further Education and Training Act 2014 (Qld) - A departmental employment skills development program provided by the chief executive administering the Further Education and Training Act 2014 (Qld) See Education (General Provisions) Act 2006 (Qld) section 232.
Enrolment Agreement	An Enrolment Agreement document that states the respective rights and obligations, about the education of a person at a state school, with respect to the responsibilities of the: - student - parents/carers of students - staff of the school.
Enrolment Eligibility Plan	A document outlining specific criteria which must be satisfied in order for a prospective student to enrol in a particular school. These criteria are in addition to the general enrolment requirements for state schools.
Enrolment Management Plan (EMP)	A document outlining: - the school's catchment area (the geographical location where a state school's core intake of students must live); and - the school's enrolment capacity for a student whose principal place of residence is outside the catchment area; and - the requirements for enrolment at the school to be satisfied by a student whose principal place of residence is outside the catchment area.
Former school	Any state or non-state school at which the student was enrolled within the 12-month period before being enrolled at the new school but does not include the student's previous school.
Parent/carer	As defined in the legislation governing schooling in Queensland (Education (General Provisions) Act 2006 (Qld) section 10 "Meaning of parent").
Previous school	The state or non-state school a student was last enrolled in immediately before commencing enrolment at a new school.
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.

Term	Definition
Related document	A document mentioned in the transfer note.
Special school	Special school means a state school only providing special education.
Transfer note	A document in the approved form that includes the following information, including personal information, about the student or former student - - information of a type prescribed by regulation; - any information required to be included under s.388C(2) of the Education (General Provisions) Amendment Act 2025

Legislation

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 8 Parts 1 – 3, and Section 426
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#) Part 4
- [Disability Discrimination Act \(1992\) \(Cwlth\)](#) Part 2 Division 2 Section 22
- [Disability Standards for Education 2005 \(Cwlth\)](#) Part 4
- [Further Education and Training Act 2014 \(Qld\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)
- [National Vocational Education and Training Regulator Act 2011 \(Cwlth\)](#)
- [Tertiary Education Quality and Standards Agency Act 2011 \(Cwlth\)](#)

Delegations/Authorisations

- [Delegation of Director-General's Powers under the Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 8 Part 1 Division 3

Policies and procedures in this group

- Nil

Supporting information for this procedure

- [Application for student enrolment form](#)
- [Application for student enrolment form \(Word version to insert school logo\)](#)
- [Circumstances where a student's enrolment can be treated as having ended](#)

- [Dual enrolment of students with disability in state and non-state schools](#)
- [Enrolment agreement](#)
- [Entitlement to enrolment](#)
- [Frequently asked questions about enrolment](#)
- [Frequently asked questions for parents/students - Student transfer note](#)
- [Guidelines - Information sharing for student transfer notes between schools within Queensland](#) (DoE employees only)
- [Notification to applicant of unsuccessful enrolment application](#)
- [Notice – Request for student transfer note](#)
- [Notice to parent \(or student if mature age or independent\) – Transfer note requested](#)
- [Steps associated with dual enrolment of students with disability between a state and non-state school](#)
- [Student transfer note](#)
- [Student transfer note fact sheet](#)
- [Supporting documents for enrolment](#)

Other resources

- [Allocation of state education procedure](#)
- [Application for early entry to Prep for Queensland state schools](#) (DoE employees only)
- [Diversity in Queensland schools – Information for principals](#)
- [Diversity in Queensland schools – Internal guidance materials to assist Queensland state schools in supporting gender diverse students](#) (DoE employees only)
- [Early entry to Prep – Guideline for principals](#) (DoE employees only)
- [Education and training sector retention and disposal schedule](#)
- [Enrolment of international students](#)
- [Exemption from compulsory schooling and compulsory participation procedure](#)
- [Flexible arrangements involving an alternative education provider procedure](#)
- [International student application form](#)
- [Managing student absences and enforcing enrolment and attendance at state schools procedure](#)
- [Mature age student applications procedure](#)
- [Refusal to enrol - Risk to safety or wellbeing procedure](#)
- [School enrolment management plans procedure](#)
- [School transport assistance program for students with disabilities procedure](#)

- [Special school eligibility \(“person with a disability” criteria\) policy](#)
- [State special school enrolment \(additional requirements\) procedure](#)
- [Student discipline procedure](#)

Interstate student data transfer note

- [Protocol and forms for Government Schools](#)

Contact

For general information on enrolment, please contact your [closest regional office](#).

Review date

29/04/2024

Superseded versions

Previous seven years shown. Minor version updates not included.

6.0 Enrolment in state primary, secondary and special schools

7.0 Enrolment in state primary, secondary and special schools

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Refer to the [Creative Commons Australia](#) site for further information

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:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
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?	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <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	☐			☐	
Year 10 or equivalent	☐			☐	
Year 11 or equivalent	☐			☐	
Year 12 or equivalent	☐			☐	
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)	☐			☐	
Advanced Diploma/Diploma	☐			☐	
Bachelor degree or above	☐			☐	
No non-school qualification	☐			☐	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	☐ Australia ☐ Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	☐ Yes ☐ No (if no, evidence of the prospective student's immigration status to be completed)

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

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*		
☐ Permanent resident	Complete passport and visa details section below	
☐ Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____
	EQI receipt number:	
☐ Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
☐ Other, please specify _____		

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

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

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

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available. If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction. Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want the prospective student to participate in religious instruction? ☐ Yes ☐ No If 'Yes', please nominate the religion:
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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	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ No ☐ Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			☐ Yes ☐ No

COURT ORDERS***Out-of-Home Care Arrangements***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	☐ Yes ☐ No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	____/____/____
	End date	____/____/____
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

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 *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

APPLICATION TO ENROL*

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

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? ☐ Yes ☐ No (applicant advised in writing)					
		If no, indicate reason: ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements ☐ Prospective student is mature age and school is not a mature age state school ☐ Does not meet Prep age eligibility requirement ☐ Prospective student is subject to suspension from a state school at the time of enrolment application ☐ Does not meet requirements for enrolment in a state special school ☐ Does not have an approved flexible arrangement with the school ☐ School does not offer year level prospective student is seeking to be enrolled in ☐ Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	☐ Yes ☐ No			Birth certificate/passport sighted, number recorded and DOB confirmed		☐ Yes ☐ No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		☐ Yes ☐ No					
If yes, is the prospective student exempt from the mature age student process?		☐ Yes ☐ No					
If no, has the prospective mature age student consented to a criminal history check?		☐ Yes ☐ No					
School house/team				EAL/D support		☐ Yes ☐ No ☐ To be determined	
FTE		Associated unit		Visa and associated documents sighted		☐ Yes ☐ No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

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

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

Insert school name and logo here

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:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

APPLICATION DETAILS

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

INDIGENOUS STATUS

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

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	☐ Yes ☐ No	☐ Yes ☐ No
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?	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	☐ (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No	☐ No, English only ☐ Yes, other – please specify _____ Needs interpreter? ☐ Yes ☐ No
Is the parent/carer an Australian citizen?	☐ Yes ☐ No	☐ Yes ☐ No
Is the parent/carer a permanent resident of Australia?	☐ Yes ☐ No	☐ Yes ☐ No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <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	☐			☐	
Year 10 or equivalent	☐			☐	
Year 11 or equivalent	☐			☐	
Year 12 or equivalent	☐			☐	
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)	☐			☐	
Advanced Diploma/Diploma	☐			☐	
Bachelor degree or above	☐			☐	
No non-school qualification	☐			☐	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	☐ Australia ☐ Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	☐ Yes ☐ No (if no, evidence of the prospective student's immigration status to be completed)

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

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
☐ Permanent resident	Complete passport and visa details section below
☐ Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____ EQI receipt number: _____
☐ Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
☐ Other, please specify _____	

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

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

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

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

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

PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
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	☐		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	☐ No ☐ Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			☐ Yes ☐ No

COURT ORDERS***Out-of-Home Care Arrangements***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	☐ Yes ☐ No		
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	/ /	
	End date	/ /	
Contact details of the Child Safety Officer (if known)	Name		
	Phone number		

COURT ORDERS* (continued)**Family Court Orders***

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

Other Court Orders*

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

APPLICATION TO ENROL*

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

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? ☐ Yes ☐ No (applicant advised in writing)					
		If no, indicate reason: ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements ☐ Prospective student is mature age and school is not a mature age state school ☐ Does not meet Prep age eligibility requirement ☐ Prospective student is subject to suspension from a state school at the time of enrolment application ☐ Does not meet requirements for enrolment in a state special school ☐ Does not have an approved flexible arrangement with the school ☐ School does not offer year level prospective student is seeking to be enrolled in ☐ Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	☐ Yes ☐ No	Birth certificate/passport sighted, number recorded and DOB confirmed			☐ Yes ☐ No Number:		
Is the prospective student over 18 years of age at the time of enrolment?		☐ Yes ☐ No					
If yes, is the prospective student exempt from the mature age student process?		☐ Yes ☐ No					
If no, has the prospective mature age student consented to a criminal history check?		☐ Yes ☐ No					
School house/team		EAL/D support			☐ Yes ☐ No ☐ To be determined		
FTE		Associated unit		Visa and associated documents sighted			☐ Yes ☐ No
EQI category		SV – student visa TV – temporary visa DS – dependent – parent on student visa			EX – exchange student DE – distance education		

Parental occupation groups for use with parent/carer details**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

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

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.



Circumstances where a student's enrolment can be treated as having ended

Schools may treat a student's enrolment as having ended only if one or more of the following circumstances arise:

- student has graduated (i.e. has received their Certificate of Achievement or Senior Statement) or has completed studies to the highest year level offered
- student has no remaining [allocation of semesters](#)
- student has been [excluded](#) or their [enrolment cancelled](#) under the *Education (General Provisions) Act 2006*
- parent/carer of student on [suspension](#) (or independent student on suspension) has told the school that the enrolment has ended, and the entire suspension period has been completed
- student has enrolled in another school (state or non-state), and the enrolment is not part of an approved [flexible arrangement](#)
- there is reasonable evidence that the student is participating full-time in another eligible option (e.g. TAFE) or with a Registered Training Organisation and this is equivalent to full-time schooling, and the student has ceased attending school. This **does not apply** to students attending a Youth Detention Education and Training Centre or an educational service in a hospital or health setting. It is also not applicable for students on [charge-related suspensions](#) who are accessing temporary educational support through a School of Distance Education.
- there is reasonable evidence that the student has left school to undertake a full-time apprenticeship or traineeship (e.g. signed contract with the Registered Training Organisation for an apprenticeship or traineeship) or, for compulsory participation students only, full-time employment (e.g. letter from employer confirming full-time employment)
- there is reasonable evidence that the student will register for home education (i.e. the school has been advised by the parent/carer that they will apply to register for home education, the student is not attending school, and the Home Education Unit (HEU) has received an application for registration for the student.) Evidence that an application for registration has been made can be:
 - an acknowledgement email from the HEU (for online and email applications), or
 - (for applications made by post) schools can [email the HEU](#) to confirm registration status.
- student is enrolled in a school of distance education and has not paid applicable fee despite the school having followed the [invoicing and debt management process](#)
- student has permanently moved interstate or overseas with no intention of returning
- parent/carer (or independent student) has told the school that the student's enrolment has ended and the student ceases attending¹. This does not apply to students who cease attending their school because they are on [suspension](#), in youth detention or attending an educational service in a hospital or health setting, or where conflicting instructions are given to the school by the parents/carers².



- student is deceased.

¹ Where a student has ceased to attend school and is not enrolled in another school, educational institution or with a Registered Training Organisation, and is not registered for home education, or undertaking full-time employment for a student in the compulsory participation phase, the region should pursue the failure to enrol process.

² In relation to Family Law disputes, where parents'/carers' instructions to the school regarding the student ceasing to attend are conflicting, the school should not end the enrolment until one of the other circumstances above applies.

Effective 6 October 2026

Dual enrolment of students with disability in a state special school and non-state school

This form is completed if a parent is seeking a dual enrolment for their child enrolled in a non-state school and a Queensland state special school and an Application for student enrolment in a Queensland special school has been successful (e.g. the delegate of the Chief Executive under section 166 of the Education (General Provisions) Act 2006 (Qld) (the Act) is satisfied that the student is eligible for enrolment in a state special school). For non-Independent Public School (IPS) state special schools, the Chief Executive's delegate under section 166 of the Act, Senior Guidance Officers will decide whether or not the student is eligible for enrolment and for IPS state special schools, the Assistant Director-General, State Schools. Enrolment in a state school must comply with section 155 of the Act.

A student is considered enrolled as a student of a state school when an application for student enrolment is completed and approved. For further information regarding special school enrolment processes, refer to the [State special school enrolment \(additional requirements\) procedure](#).

Where a student is enrolled in a non-state school, who meets the eligibility criteria for enrolment at a state special school, the Department of Education (DoE) may permit the child to enrol at a particular primary or secondary state school that has specialist education personnel with experience and/or qualifications in dedicated areas of specialisation appropriate for the particular child's disability. This will be determined by DoE, and if DoE considers that the relevant state school has staff with expertise and skills to provide the highly individualised program that the non-state school is unable to provide; and forms the view that the Dual Enrolment program is not practically able to be provided in a special school (for example, because there is no special school close by).

The written assessments required for dual enrolment (as outlined below) can be attached or outlined on this form. If attaching, please indicate in relevant field.

Part A			
To be completed by non-state school staff			
Student details			
Student name:		Date of birth:	
Year level:			
Non-state school information			
Principal name:			
School:			
Outline the student's educational and other needs:			
Outline the learning outcomes the dual enrolment is intended to achieve at the:			
Non-state school:		State school:	

Part B**To be completed by non-state school staff in consultation with state school staff****State school information**

Principal name:			
School:			
EQ ID (if relevant):		AIMS ID (if relevant):	

Outline the suitability of each school for the dual enrolment:

Non-state school	State school

Part C**To be completed by non-state school staff in consultation with state school staff**

Length of dual enrolment arrangement: <i>Consider an appropriate length of time for the arrangements and when the arrangements will need re-evaluating, for example, each Term/Semester.</i>	From:	To:
--	--------------	------------

The dual enrolment arrangement is as follows:

	State school provider	FTE	Non-state school provider	FTE
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total				

Total should be 1.0 FTE unless inappropriate (0.2 = 1 day / 0.1 = ½ day).*The student's enrolment must be correctly noted, recorded and reported as the fraction indicated on this form at each school as a fractional, and not a full, enrolment.***How, and by whom, the student's enrolment, attendance and progress are to be monitored:**

Non-state school	State school

How, and by whom, each school's involvement in the arrangements is to be monitored and its effectiveness evaluated:

Non-state school	State school

Principals: please tick the boxes below to indicate the criteria have been met and attach all relevant documentation.

☐ State school ☐ Non-state school	A teacher has prepared written assessments (outlined above and/or a full copy attached) of each of the following: - the student's educational and other needs - the learning outcomes that the dual enrolment is intended to achieve - the suitability of each school for the dual enrolment.
☐ State school ☐ Non-state school	The principal has considered each of the following (outlined above and/or attached): - the written assessments prepared by the teacher - how, and by whom, the student's enrolment, attendance and progress are to be monitored - how, and by whom, each school's involvement in the arrangements is to be monitored and its effectiveness evaluated.
☐ State school ☐ Non-state school	The principal is satisfied the arrangements are appropriate, having regard to: - the student's individual needs and circumstances - what is most likely to achieve the best learning outcomes for the student - the desirability of the arrangement amounting to full-time participation unless that would be inappropriate.
☐ State school	Senior Guidance Officer or Assistant Director-General, State Schools, as delegate of the Chief Executive under s.166 of the Act is satisfied that the student is eligible for enrolment in a state special school.

Privacy Statement

"The Department of Education (DoE) is collecting the information in this form in order to assess your/your child's suitability for a dual enrolment between a state and non-state school, pursuant to ss.182-183 of the Education (General Provisions) Act 2006 (Qld) (the Act), and to record details of the arrangements. The information on this form will be used in the state school and, where necessary, by other department staff (for example, staff in the regional office) for recordkeeping and to facilitate and monitor the arrangement. This form will be given to a delegate of the chief executive of DoE under s.166 of the Act where enrolment at a state special school is proposed to determine the student's eligibility. Information on this form will also be given to the relevant non-state school nominated on the form and the state and non-state school will exchange information in accordance with your consent provided below. Your/your child's personal information recorded in this form will not otherwise be disclosed by DoE unless we have your permission or we are authorised or required by law."

Agreement

Parent (where student is of compulsory school age)	Student (where student is in the compulsory participation phase)
Parents, in providing your agreement to this arrangement you consent to the state and non-state schools sharing information about you and your child, wherever necessary, to assess your child's suitability for this arrangement, to facilitate this arrangement and monitor your child's attendance, behaviour and educational progress and to monitor the effectiveness of this arrangement. ☐ I agree to the dual enrolment as outlined in this form. Parent name: _____ Parent signature _____ Date: _____	Student signature where appropriate: ☐ I agree to the dual enrolment as outlined in this form. _____ Student signature _____ Date: _____

Approval

Principal, state school	Principal, non-state school
--------------------------------	------------------------------------

Principal after considering all of the evidence:

☐ Where student is in the compulsory participation phase I have discussed the arrangements with the student's parents to the extent I consider practicable and appropriate in the circumstances.

☐ I approve the dual enrolment

☐ I do not approve the dual enrolment because

State school Principal name:

State school Principal signature:

Date:

Principal after considering all of the evidence:

☐ Where student is in the compulsory participation phase I have discussed the arrangements with the student's parents to the extent I consider practicable and appropriate in the circumstances.

☐ I approve the dual enrolment

☐ I do not approve the dual enrolment because

I declare that I am an "authorised entity" as defined in s.182(6)(b) of the Act.

Non-state school Principal name:

Non-state school Principal signature:

Date:

- Original form is to be stored in the student file at the state school and all signatories to be provided with a copy.
- The non-state school's governing body must keep, for at least 5 years after the arrangements stop applying to the student – the written assessments, a record of the authorised entity's consideration and the written agreement in this form.
- Copy forwarded to relevant regional office or central office as for all special school applications for noting and saved in HPE under 500/20/1736.

{INSERT SCHOOL LOGO, NAME OF SCHOOL}

Enrolment Agreement – [INSERT NAME OF STATE PRIMARY, SECONDARY OR SPECIAL SCHOOL] State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at [Insert name of State Primary, Secondary or Special School].

[Schools are able to customise the information contained within the enrolment agreement to better suit each school community.]

[Principals (or delegates) must discuss and provide a copy of the Student Code of Conduct and Student Dress Code to the parent/carers.]

Responsibility of student to:

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

Responsibility of parents/carers to:

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

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students

{INSERT SCHOOL LOGO, NAME OF SCHOOL}

- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

[Schools may wish to add other relevant school policies as part of an Enrolment Information package]

- ☐ Student Code of Conduct {must be provided to parent/carers}
- ☐ Student Dress Code {must be provided to parent/carers}
- ☐ Parent and Community Code of Conduct
- ☐ Homework Policy
- ☐ School charges and voluntary contributions
- ☐ [Advice for state schools on acceptable use of ICT facilities and devices](#)
- ☐ Absences
- ☐ School excursions
- ☐ Complaints management
- ☐ [Religious instruction policy statement](#)
- ☐ [Chaplaincy and student welfare worker services – policy statement](#)
- ☐ Department insurance arrangements and accident cover for students
- ☐ [Obtaining and managing student and individual consent](#)
- ☐ School instructions for school access

I acknowledge:

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

[This document is non-binding. The principal should attempt to have the parent/carers sign the document as acknowledgement of receipt of school policies and expectations. However, if the parent /carer refuses to sign, the principal should make a notation that the enrolment agreement has been discussed with the parent/carers and information on school policies has been provided.]

Student Signature: Parent/Carer Signature: On behalf of <Insert name of school>:

.....



Entitlement to enrolment

The principal must enrol the prospective student if they are entitled to be enrolled at the state school under the [Education \(General Provisions\) Act 2006 \(Qld\)](#) (EGPA).

While not exhaustive, the following matters may affect a prospective student's entitlement to enrolment at a state school:

- the school has an [Enrolment Management Plan](#) or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the prospective student is [mature age](#). They may only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check and risk assessment by the principal to determine whether they may pose an unacceptable risk to the safety and wellbeing of the school community. If the prospective student poses an unacceptable risk, they may apply to enrol in a program of distance education. All mature age students must have a remaining allocation of state education (as defined in the [Mature age student applications](#) procedure)
- the prospective student is not of eligible age for enrolment (e.g. too young to enrol in [Prep](#)).
- the prospective student has been [excluded](#) from certain state schools or all state schools in Queensland, or is subject to [suspension](#) from a state school at the time of the application
- the school principal reasonably believes that if enrolled the prospective student would pose 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 decision maker has not referred the application for enrolment back to the principal to be dealt with under section 156 of the EGPA. To be eligible for enrolment in a state special school, all criteria outlined in the [Special school eligibility \("person with a disability" criteria\) policy](#) must be met, and the relevant special school must be able to cater for the educational needs of the prospective student.
- the proposed enrolment requires approval as part of a [flexible arrangement](#) under section 183 of the EGPA, and the arrangement has not yet been approved
- the prospective student holds a student visa¹ or 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, this includes 500 Student Visa holders as legislation requires that the applicant 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/carer on their behalf) and granted.

¹ under the *Migration Act 1958* (Cwlth)



FAQs for parents/students

– Student transfer note

What is a 'student transfer note' (transfer note)?

A transfer note is document that includes information about a student or former student.

What information about my child is shared in a transfer note?

The transfer note includes student identifying information (e.g. name and date of birth), educational information such as level of schooling and educational performance (e.g. NAPLAN, report cards), requirements for educational support or behavioural issues, school attendance, and safety and wellbeing information.

This information helps the new school to make sure your child's learning continues smoothly and that the school is doing everything they can to keep them safe and supported, along with the rest of the school community.

Are transfer notes used by state schools or non-state schools?

Transfer notes apply to **both** state and non-state schools. However, if your child is transferring from one state school to another (including between primary, secondary or special school), a transfer note is not required as their information is already recorded and accessible in OneSchool, the Department of Education's student management system.

When is a transfer note requested?

A transfer note will be requested by the principal of your child's new school within 90 days after your child has been enrolled at the new school, unless the principal already has the information that is required.

Does my child's previous school have to share information with the new school?

Yes. Under legislation, when requested by the new school principal, the previous school principal must provide a completed transfer note (and all applicable attachments) to the new school principal within 10 school days of receiving the request.

Do I need to provide my consent for information about my child to be shared on the transfer note?

No. This information is required to be provided under legislation and does not need your consent. However, the new school principal must advise you that a transfer note has been requested.

Can I request a transfer note or is it only the principal who can request it?

You can request a transfer note from the principal of your child's school when your child's enrolment ends at the school. Within 10 school days of your request, the principal must prepare a transfer note for your child and give you the transfer note and a copy of any related documents.

Will I and/or my child be able to see the information on the transfer note when it comes back to my child's new school?

Yes. The new school principal must provide you with a copy of the transfer note and relevant documents, if you request it.

Who at my child's new school will have access to the information on the transfer note and how will it be stored?

The information will only be seen by the principal of your child's new school and staff who have direct involvement with your child. Student information is stored securely in the student's file at school. For state school students, information is stored in a secure profile in OneSchool.

How will the information be sent to my child's new school?

The completed transfer note, and any attachments to the transfer note, are provided in writing to the new school principal – that is, by email with the documents encrypted using password protection, or by registered post. Whenever the school is dealing with student information, every possible measure is taken to transfer information securely and safely.

What if my child has been to more than one school this year?

Does the new school want information from all of the schools?

Generally, your child's last (previous) school will be sufficient, unless your child was there for a very short period of time. The new school principal can also ask for information from your child's former school – that is, any state or non-state school at which your child was enrolled within the 12-month period before being enrolled at the new school but does not include their last school.

I want my child to have a fresh start at school and I don't want the new teachers to know about my child's past.

The Department of Education understands the desire for your child to have a fresh start at school. However, sharing relevant information from your child's previous school can assist the new school in tailoring an educational program that meets your child's individual needs. This information helps teachers and staff make informed decisions to support your child's learning, wellbeing, and overall development. If you have specific concerns, you are encouraged to discuss them with the new school to find the best approach for your child's transition.



Frequently asked questions about enrolment

[What is the first year of schooling in Queensland?](#)

[When is the prospective student considered to be 'enrolled' in school?](#)

[How is a student's year level decided?](#)

[Who can apply for a prospective student's enrolment in a school?](#)

[Can a prospective student who is identified as being in care be enrolled as if in-catchment?](#)

[Does the prospective student have to be enrolled using their legal name?](#)

[What information will schools provide to parents/carers upon enrolment?](#)

[Can a child be enrolled in and attending more than one school?](#)

[If a student can't go to school because they \(or their family member\) are in hospital, can they still continue their education?](#)

[Can a student who is subject to a charge-related suspension, short/long suspension, suspension pending exclusion, exclusion, or cancellation of enrolment \(compulsory participation phase students only\) enrol at another school?](#)

[When a student changes schools, how is their record transferred?](#)

[If a student is in Youth Detention and/or attending the youth detention education and training centre, can the school end their enrolment?](#)

[Can a school end a student's enrolment if they are receiving support from a Regional Youth Engagement Service?](#)

[In what circumstances will a student's emergency contact be contacted by the school?](#)

[Can a student be released into the care of an emergency contact without the permission of the parent?](#)

[What information can be reasonably requested to confirm an application for home education registration has been made?](#)

What is the first year of schooling in Queensland?

The first year of school in Queensland is the Preparatory (Prep) year. To be eligible for Prep, a child must turn five years old by 30 June in the year they intend to commence Prep. It is compulsory for all Queensland children to undertake Prep prior to commencing Year 1. The only exceptions to compulsory participation in Prep are where:

- a child has undertaken education in another jurisdiction that is equivalent to Prep;
- a child was registered for home education in the year prior to enrolment in a state or non-state school; or
- the principal is satisfied the child is ready to be enrolled in Year 1 taking into account the child's attributes.

Parents/carers have the [flexibility to delay their child's entry to Prep](#) if they feel their child is not ready. [Early entry to Prep](#) may be considered in limited circumstances.

It is expected that a child is enrolled in and attending school from the beginning of the school year unless they are transferring from another school or location. When is the prospective student considered to be 'enrolled' in school?

The following conditions must be met before a prospective student can be considered as enrolled:

- an *Application for student enrolment* form has been completed for the prospective student and lodged at the school; **and**
- the principal has undertaken the necessary checks and verified the prospective student's eligibility for enrolment; **and**
- the principal has accepted the enrolment application and agreed that the prospective student can attend the school.

If these conditions have been met, the prospective student is considered to be enrolled at the school from the date recorded under 'Date enrolment processed' in the 'Office use only' section of the *Application for student enrolment* form.

How is a student's year level decided?

The age of the student is one criterion used by Queensland schools to make decisions about year level placement. Schools also take into consideration the work undertaken by the student in their previous school, and the student's attributes such as social and emotional competence, physical development and level of knowledge and understanding. The final decision is made by the principal, in consultation with parents/carers, and is not internally reviewable.

Who can apply for a prospective student's enrolment in a school?

Applications for enrolment may be made by a 'parent'/carer (as defined in section 10 of the [Education \(General Provisions\) Act 2006 \(Qld\)](#)) if the prospective student is a child, or by the prospective student if they are an adult, and must be made using the approved form ([Application for student enrolment form](#)). However, state school principals may deal with an application for enrolment at the school made by the child if the principal reasonably believes it is in the child's best interests for the child to make the application. This is subject to the principal being satisfied that the child is otherwise entitled to enrol (e.g. meets age and catchment criteria).

Can a prospective student who is identified as being in care be enrolled as if in-catchment?

Yes. Prospective students who are in care are entitled to enrol as if in-catchment (as per the [School enrolment management plans procedure](#)), subject to other factors that may affect the prospective student's entitlement to enrol. A prospective student must present with the relevant [supporting documents](#).

Does the prospective student have to be enrolled using their legal name?

Yes. A prospective student must be enrolled using their legal name (as recorded on their birth certificate or passport). The legal name will appear on semester reports unless parent/s/carers (or prospective student if mature age or independent) specifically request that the preferred name only is used. If the use of a preferred name is requested, then this is the name that should be used for the student in the school community and on internal school documents such as class rolls.



What information will schools provide to parents/carers upon enrolment?

Schools develop [enrolment agreements](#) that outline rights, responsibilities and obligations about education at that school. The [Student Code of Conduct](#) and [Student Dress Code](#) are also provided to parents/carers, along with information on policies, programs and services.

Can a child be enrolled in and attending more than one school?

A child cannot be actively enrolled in and attending more than one school at the same time unless it is part of an approved flexible arrangement, a dual enrolment between a non-state school and a state school for students with disability, or the student is on a charge-related suspension and is continuing their education through a school of distance education.

Flexible arrangement

If it is in the best educational interests of a child, parents/carers may apply for a child to enrol in and attend more than one school simultaneously under an approved [flexible arrangement](#). Such an application can only be approved if it is planned and assessed. There must be a mutual agreement between the two school principals and the parent/carer (if student is of compulsory school age) or the student (if they are in the compulsory participation phase). All evidence to support the flexible arrangement must be fully documented on the forms attached to the procedure, [Flexible arrangements involving an alternative education provider](#).

Dual enrolment

For students with disability, if a dual enrolment arrangement is sought for a Prep-aged student enrolled in a non-state school to access specialist education personnel in a state school, then evidence to support the dual enrolment must be fully documented on the [Dual enrolment of students with disability in state and non-state schools form](#) outlining the reasoning and benefit for the student.

For a dual enrolment of a student with disability between a non-state school and a state special school, the student must meet all criteria outlined in the [Special school eligibility \("person with a disability" criteria\) policy](#), and the relevant special school must be able to cater for the educational needs of the prospective student. Follow the [Steps associated with dual enrolment between a state special school and a non-state school](#).

Charge-related suspension

Students on [charge-related suspensions](#) may enrol in a school of distance education during their suspension to continue their educational program, but only if approved by the Director-General under s.329 of the [Education \(General Provisions\) Act 2006](#). In these circumstances, the student's enrolment remains active at both the school at which they were suspended from, and the school of distance education.

If a student can't go to school because they (or their family member) are in hospital, can they still continue their education?

Students are eligible to attend a hospital education program if medical authorities indicate that they are likely to be hospitalised for four days or more, have a chronic or acute condition that is anticipated to require more than one period of hospitalisation, if they are regularly in and out of hospital, or if they are a family member of a hospitalised patient who is receiving extended medical attention. Students attending hospital education programs must be enrolled at a base school (state or non-state). The base school maintains enrolment of the student and records the student as absent using the 'A – School activity' absence reason code (if a state school) which does not count as an absence, as outlined in [Roll marking in state schools](#). An [exemption from compulsory schooling or compulsory participation](#) is not required



where the student is participating in a hospital education program. The principal of the hospital education program is responsible for providing educational services for registered students, establishing links with the student's base school, and maintaining and providing student data as required. If a child is unable to attend school (hospital education program or base school) for a period longer than 10 consecutive school days, an exemption may be applied for. Refer to [Exemptions from compulsory schooling and compulsory participation](#).

Can a student who is subject to a charge-related suspension, short/long suspension, suspension pending exclusion, exclusion, or cancellation of enrolment (compulsory participation phase students only) enrol at another school?

Suspensions

Students on [suspension](#) maintain their enrolment at the school until the suspension has expired. Under s.329 of the [Education \(General Provisions\) Act 2006](#), a student may not enrol at another state school during the period of the suspension.

If a parent/carers advises that they are voluntarily ending the enrolment of their child at the school, the school should advise that the enrolment will remain active until the suspension has been completed. This includes students on charge-related suspensions that have no fixed end date.

Students on [charge-related suspensions](#) may enrol in a school of distance education during their suspension to continue their educational program, but only if approved by the Director-General under s.329 of the [Education \(General Provisions\) Act 2006](#). In these circumstances, the student's enrolment remains active at both the school at which they were suspended from, and the school of distance education.

The base school should record absences due to suspensions as follows (refer to Table 2 in the [Roll marking in state schools procedure](#)):

- 'B – Attendance not required' – student suspended with charge-related reasons and who has enrolled at a school of distance education
- 'P – Short suspension' – student is suspended for 1 to 10 days under s.283 of the [Education \(General Provisions\) Act 2006](#)
- 'Q – Long suspension' – student is suspended for 11 to 20 days under s.283 of the [Education \(General Provisions\) Act 2006](#), or for a student with charge-related reasons who has not enrolled at a school of distance education

Cancellation of enrolment

For students in the compulsory participation phase whose enrolment has been cancelled, the [Cancellation of enrolment](#) notice given to the student and parent/carers will advise of the period that the cancellation will apply, and when the student may apply to re-enrol at the school where their enrolment was cancelled.

Students may apply for enrolment at schools other than where their enrolment was cancelled.

Exclusion from certain state schools or all state schools

The enrolment of a student who is on suspension pending a decision about [exclusion](#) remains actively enrolled until the exclusion decision has been finalised by the principal. The student's absence from school for this reason should be recorded on the roll as 'R – Suspension pending exclusion', in line with the [Roll marking in state schools procedure](#).

Students who have been excluded from a Queensland state school are entitled to enrol as if in-catchment at a different state school, subject to approval of the Regional Director (refer to the [School enrolment management plans procedure](#)).

Where students have been excluded from *all* Queensland state schools (i.e. all state schools except schools of distance education), they may seek alternative pathways to continue their educational program. Options include, but are not limited to, applying for enrolment at:

- a school of distance education
- a non-state school.

When a student changes schools, how is their record transferred?

Records of students transferring their enrolment from one Queensland state school to another Queensland state school can be accessed by principals through the OneSchool database.

If a prospective student in Queensland is enrolling from a non-state school into a state school (or vice versa), principals are able to request that certain student information is transferred from the old school to the new school via a [Transfer note](#). Parent/carer (or student if mature age or independent) consent is not required for a principal to complete or obtain a Transfer note. Additional information not included in the Transfer note may be sought by the new principal either from the parent/carer (or student if mature age or independent), or from the previous principal with the consent of the parent/carer (or student if mature age or independent).

In cases where a prospective student has moved from interstate, principals, with consent from the parent/carer and the student (if aged 16 years and over), are able to obtain student information from the previous school using the Interstate student data transfer note [protocol](#) and [related forms](#).

If a student is in Youth Detention and/or attending the youth detention education and training centre, can the school end their enrolment?

No. The student's enrolment at their base school must be maintained to ensure they are supported in their education when they transition out of detention. The school should record absences due to being in Youth Detention using the 'B – Attendance not required' absence reason code (refer to Table 2 in the [Roll marking in state schools procedure](#)).

Students attending a youth detention centre's education unit are considered as registered, and not enrolled, because these facilities are not gazetted. The educational units use OneSchool's enrolment process to record students' details since there is no process for registrations available in OneSchool.

Can a school end a student's enrolment if they are receiving support from a Regional Youth Engagement Service?

No. Schools should retain the student's enrolment and continue to record any unexplained absences. This will support the [failure to attend process](#) if this is being undertaken.

Due to the way [Regional Youth Engagement Services](#) (RYES) have been established in OneSchool, a student who is registered with a RYES will appear to have an active enrolment in OneSchool, but this **should not** be used as a reason to end the student's enrolment in a state school.

RYES are not schools and are not physical locations that students attend. Engaging and re-engaging students is the core business and responsibility of schools. However, schools can seek support from RYES to re-engage students as follows:

- Where the student has not attended school for 30 days or more, schools may request the support of the RYES to reconnect students.
- Where the student's non-attendance is less than 30 days, the school may seek support from the RYES. However, the school will be required to demonstrate that they have made every effort to support the student's engagement.

In what circumstances will a student's emergency contact be contacted by the school?

On the [Application for student enrolment form](#), applicants are asked to provide contact details for at least one emergency contact. When nominating an emergency contact, applicants should choose an adult who is likely to be able to reach the student's parent/carer during school hours if asked to do so by the school.

In the event there is a health or safety emergency regarding a student and their parents/carers cannot be reached, the school will contact the emergency contact.

If there are multiple emergency contacts, they will be contacted by the school in the order they were provided on the enrolment form.

The school will not use the emergency contact as a general point of contact.

Can a student be released into the care of an emergency contact without parent/carer permission?

Schools have a duty of care to ensure the safe collection of students from school. The student may only be collected by the emergency contact if the parent/carer has provided written authorisation for that to happen. The authorisation should include explicit instructions about when the emergency contact can collect the student from school (e.g. in case of sickness or injury and the parent cannot be contacted).

Schools should keep a record of consent given by the parent/carer.

What information can be reasonably requested to confirm an application for home education registration has been made?

If the application for full registration for home education (made under [s 208 of the Education \(General Provisions\) Act 2006](#)) is made via the online form or submitted by email, the applicant will receive an automated email response from the Home Education Unit. This response can be provided to the school.

For applications for short-term provisional registration (for a period of 60-days only) that are submitted by email, the applicant will receive an automated email response from the Home Education Unit. This can be provided to the school.

If the application for (full or short-term provisional) registration is submitted by post, an acknowledgement will not be received. However, the principal of the student's school can [email the Home Education Unit](#) to confirm an application has been made.



Notice - Request for student transfer note

Print on school letter head

Insert date

<insert name if known>

Principal

Insert address

Insert suburb QLD *insert postcode*

Dear *<insert name if known; or Principal>*

(Delete paragraphs for the option that is not applicable)

Option 1 – require all information on transfer note

In accordance with section 388B(1) of the *Education (General Provisions) Act 2006* (Qld), I request a transfer note and copies of any documents mentioned in the transfer note, for the following *person/s* who *is/has* enrolled at this school:

- *{insert full name and date of birth of person}*

In accordance with section 388C of the Act please forward the transfer note and copies of documents mentioned in the transfer note within 10 school days addressed to me at the address on the top of this letter or by email to *{insert email address}*.

Option 2 – require only specific information on transfer note

In accordance with section 388B(1) of the *Education (General Provisions) Act 2006* (Qld), I am requesting specific information in a transfer note *and copies of any relevant documents*, for the following *person/s* who *is/has* enrolled at this school:

- *{insert full name and date of birth of person}*

I require the following information in the transfer note:

(Delete the information which is not required. Note: Student Identifying Information and School Details will be provided as default)

- Custody or guardianship orders
- Medical details
- Level of schooling
- Allocation of state education
- School attendance
- Educational performance
- Disability
- Educational support
- Behavioural issues
- Safety and wellbeing information

In accordance with section 388C of the Act please forward the transfer note *and copies of any relevant documents* within 10 school days to me at the address on the top of this letter or by email to *{insert email address}*.

Notice - Request for student transfer note

Thank you for your assistance.

Yours sincerely

Insert name

Principal

Insert school name

Effective 6 October 2026

Notice to parent/carer OR mature age/independent student– transfer note requested

Print on school letter head

Insert date

<insert name of parent/carer OR mature age/independent student >

Insert address

Insert suburb QLD insert postcode

Dear *<insert name of parent/carer OR mature age/independent student >*

In accordance with section 388B(2) of the *Education (General Provisions) Act 2006* (Qld), I have formally requested a transfer note and copies of any documents mentioned in the transfer note for *<insert student's name>* from *their/your previous and/OR former* school, *<insert name(s) of school(s)>*.

If you wish to receive a copy of the transfer note(s) and copies of any documents attached to the transfer note(s), please contact me.

Yours sincerely

Insert name

Principal

Insert school name

{Insert date of letter}

{Name of applicant}

{Address line 1}

{Address line 2}

{CITY/TOWN/SUBURB} QLD 40XX

OR

{Email address if applicable}

Dear Mr/Mrs/Ms {insert last name of applicant}

RE: ENROLMENT APPLICATION AT {insert school name}

Thank you for your application to enrol {insert name of prospective student if applicant is applying on their behalf} at {insert name of school}.

I wish to advise that your application has not been accepted as {insert name of prospective student}/you does not/do not meet the eligibility criteria for enrolment at this school for the reason indicated below.

INSERT ONE REASON FROM THE OPTIONS PROVIDED (SEE NEXT PAGE)

If you wish to discuss this enrolment decision, you can contact {insert name and contact details of appropriate officer at school e.g. principal}. If you are not satisfied with the decision, I invite you to visit the following websites for further information about the complaints process available to you:

- Department of Education Complaints Management Framework at <https://qed.qld.gov.au/contact/compliments-complaints>
- Queensland Ombudsman at www.ombudsman.qld.gov.au.

Yours sincerely

{insert name of principal}

Principal

{insert name of school}

REASONS FOR ENROLMENT APPLICATION NOT BEING ACCEPTED

Mature age prospective student and school is not a mature age state school

Section 155A of the *Education (General Provisions) Act 2006* provides:

An adult, other than a student visa holder, is only eligible to apply for enrolment at a mature age state school or as a student in a program of distance education.

As you are {insert applicant's age (note – must be over 18 years and does not meet the exceptions outlined in the [Mature age student applications procedure](#)) years old, and {insert name of school} is not a mature age state school, I am not permitted to enrol you at this school.

You may apply for enrolment at a mature age state school or a school of distance education. A list of mature age state schools can be found on the Department of Education's website at <https://education.qld.gov.au/careers/pathways/adult-learners/completing-high-school-education>.

Further information on options for adult learners is also available at <https://education.qld.gov.au/careers/pathways/adult-learners>.

Not of Prep-eligible age

{Insert name of child} does not meet the age requirement for Prep enrolment. Your child was born on {insert birth date} and therefore will turn {insert age} during the proposed year of attendance.

Section 17 of the *Education (General Provisions) Regulation 2017* does not permit me to enrol a child in the Prep Year where the child will not be five years of age by 30 June in the proposed year of attendance at school, namely {insert year of proposed attendance}.

If you would like to make an application for early entry to Prep, please contact {insert name and contact details of appropriate officer at school e.g. principal, deputy principal} who will be able to provide you with information and assistance.

Currently on a suspension

The Department of Education's records indicate that {insert name of child/young person} is presently subject to a suspension from a Queensland state school.

Section 329 of the *Education (General Provisions) Act 2006* provides:

A student suspended from a state school under this part is not entitled to be enrolled at another state school during the period of the suspension unless the enrolment is approved by the chief executive.

You have not provided evidence that your application for enrolment at this school has been approved by the Chief Executive of the Department of Education pursuant to s.329. Accordingly, {insert name of child/young person} is not entitled to be enrolled at {insert name of state school}.

You can re-apply for enrolment at the conclusion of the period of suspension or apply to the Chief Executive for approval to enrol.

Student has been excluded from certain state schools or all state schools in Queensland

The Department of Education's records indicate that {insert name of child/young person} has been excluded from **certain or all** state schools in Queensland.

Section 315 (2) of the *Education (General Provisions) Act 2006* provides:

In each calendar year after the exclusion, the person may make a written submission to the chief executive about whether the exclusion should be revoked.

Accordingly, {insert name of child/young person} is not eligible to be enrolled at {insert name of state school}.

Not an approved flexible arrangement

The Department of Education records indicate that {insert name of child/young person} is still currently enrolled in {insert name of other school}.

A student may only be actively enrolled in, and attending, more than one school simultaneously if it is part of an approved flexible arrangement.

{Insert name of other school} has not provided me with a *Flexible arrangement with an alternative education provider plan* for consideration.

Further information on flexible arrangements can be found in the *Flexible arrangements involving an alternative education provider* procedure, which is available on the department's website at <https://ppr.qed.qld.gov.au/pp/flexible-arrangements-involving-an-alternative-education-provider-procedure>.

If you would like {insert name of child/young person} to be enrolled in both schools at the same time, please discuss the option of a flexible arrangement with {insert name of other school} in the first instance.

Alternatively, if you wish for {insert name of child/young person} to be enrolled only at this school and for enrolment to end at their previous school, then please advise {insert name of other school} as soon as possible so that the enrolment application can be processed here.

Year level not offered at school

Your application indicates that you are seeking to enrol {insert name of child/young person} in Year XX.

From the information you have provided on the application form and from the Department of Education records {if prospective student has existing record in OneSchool}, it would be appropriate for {insert name of child/young person} to be placed in Year X.

Unfortunately, {insert name of school} only offers year levels from X to X.

To search for information on schools which can offer the appropriate year level for {insert name of child/young person}, please see the Schools Directory on the Department of Education website at <https://schoolsdirectory.eq.edu.au/>.

No remaining semesters of state education

All students attending Queensland state schools have an allocation of state education. This is the number of semesters of state education to which the student is entitled.

The basic allocation of state education is 26 semesters.

The Department of Education records indicate that {insert name of young person if not independent} has/you have exhausted their/your allocation of state education and does/do not have any remaining semesters. Accordingly, {insert name of young person if not independent}/you is/are not entitled to enrolment.

However, {insert name of young person if not independent}/you may apply for additional semesters of state education, using the application form available from the school. Further information is available in the *Allocation of state education* procedure on the department's website at <https://ppr.qed.qld.gov.au/pp/allocation-of-state-education-procedure>.

If additional semesters are approved, you may re-apply for enrolment OR your enrolment application will be processed.



Steps associated with dual enrolment between a state special school and a non-state school

The steps for dual enrolment between a state special school and a non-state school are outlined below.

1. Student is enrolled in non-state school.
2. Parent discusses with non-state school that they are seeking a dual enrolment arrangement with a state special school.
3. Non-state school staff and parent complete Part A of *Dual enrolment of students with disability in state and non-state schools* ([Dual enrolment form](#))
4. Non-state school staff and parent approach the identified state special school and/or regional office to discuss the outcomes the dual enrolment is intended to achieve, and suitability of each of the schools to achieve these under this arrangement. Part B of the Dual enrolment form is completed in consultation with non-state school and state special school staff to reflect these discussions.
5. If the dual enrolment is considered by all parties to be in the best educational interests of the child:
 - the parent seeks enrolment in a state special school as outlined in the [State special school enrolment flowchart](#). *To be eligible for enrolment in a state special school, all criteria outlined in the [Special school eligibility \("person with a disability" criteria\) policy](#) must be met, and the relevant special school must be able to cater for the educational needs of the prospective student.*
 - on receipt of the delegated decision maker's decision to refer the prospective student's application for enrolment, the parent and the school commence the enrolment process.
 - Part C of the [Dual enrolment form](#) is completed by the non-state school staff, state school staff and parents as indicated on the form.

It is important to note that all schools are required to make reasonable adjustments for students with disability. There must be specific benefits identified and agreed to by all parties for why the student's education program is best delivered between two schools.



Fact sheet – Student transfer note

This fact sheet outlines principals' responsibilities for sharing information when a student changes from a state school to a non-state school (and vice versa) within Queensland, as per the [Enrolment in state primary, secondary and special schools](#) procedure.

The [student transfer note](#) provides information to the new school principal to help them provide continuity of the student's educational program and meet the principal's duty of care obligations in relation to the student and the school community.

Process

1. A [transfer note](#) can be requested by:
 - a parent/carer (or student if mature age or independent) when the student's enrolment ceases; and/or
 - the principal of the student's new school, after the student has been enrolled.
2. **Within 90 days after the student has enrolled**, the new school principal must request a transfer note from the previous school principal (i.e. the principal of the state or non-state school where the student was last enrolled in immediately before commencing enrolment at the new school), if the principal does not already have the information included in a transfer note. The [Notice – Request for student transfer note](#) can be used to make this request. The new school principal may also ask the principal of a former school (i.e. any state or non-state school at which the student was enrolled within the 12-month period prior to enrolment at the new school excluding the student's previous school) for a transfer note.

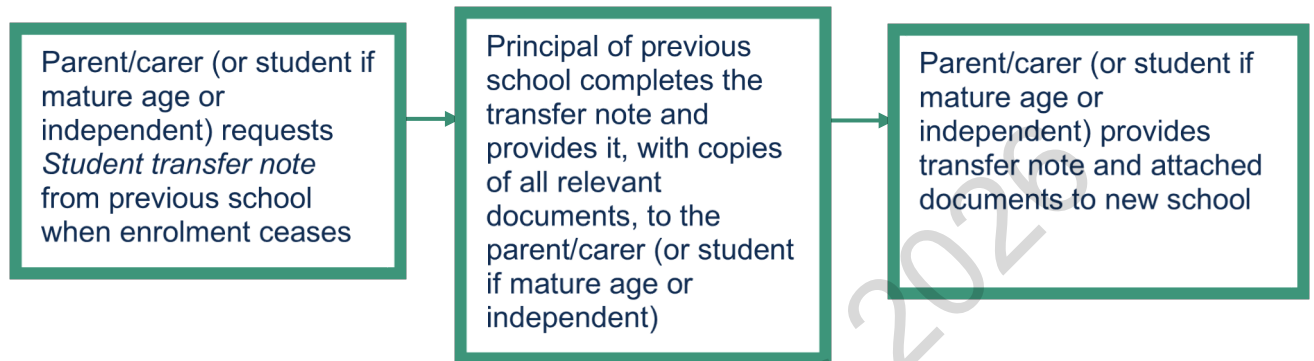
3. The new school principal must also advise the parent (or student if mature age or independent) that a request for a transfer note has been made – this could be done by providing them with the [Notice to parent or student \(if mature age or independent\) - Transfer note requested](#).
4. **Within 10 school days** of receiving the request, the principal of the student's previous or former school must:
 - complete the transfer note (state schools can generate a [transfer note in OneSchool](#) (DoE employees only). Non-state schools can download the transfer note in the [Enrolment in state primary, secondary and special schools](#) procedure); and
 - provide the completed transfer note, along with copies of any records identified on the transfer note (e.g. the student's current individual support plans), to the new school principal.
Documents containing personal and sensitive information of third parties must be [redacted](#) before providing them.

Please note: It is a legislative requirement under the *Education (General Provisions) Act 2006* (Qld) (EGPA) for the principal of the student's previous or former school to provide a requesting parent/carers (or student if mature age or independent) or principal of the new school with copies of all information indicated on the transfer note.

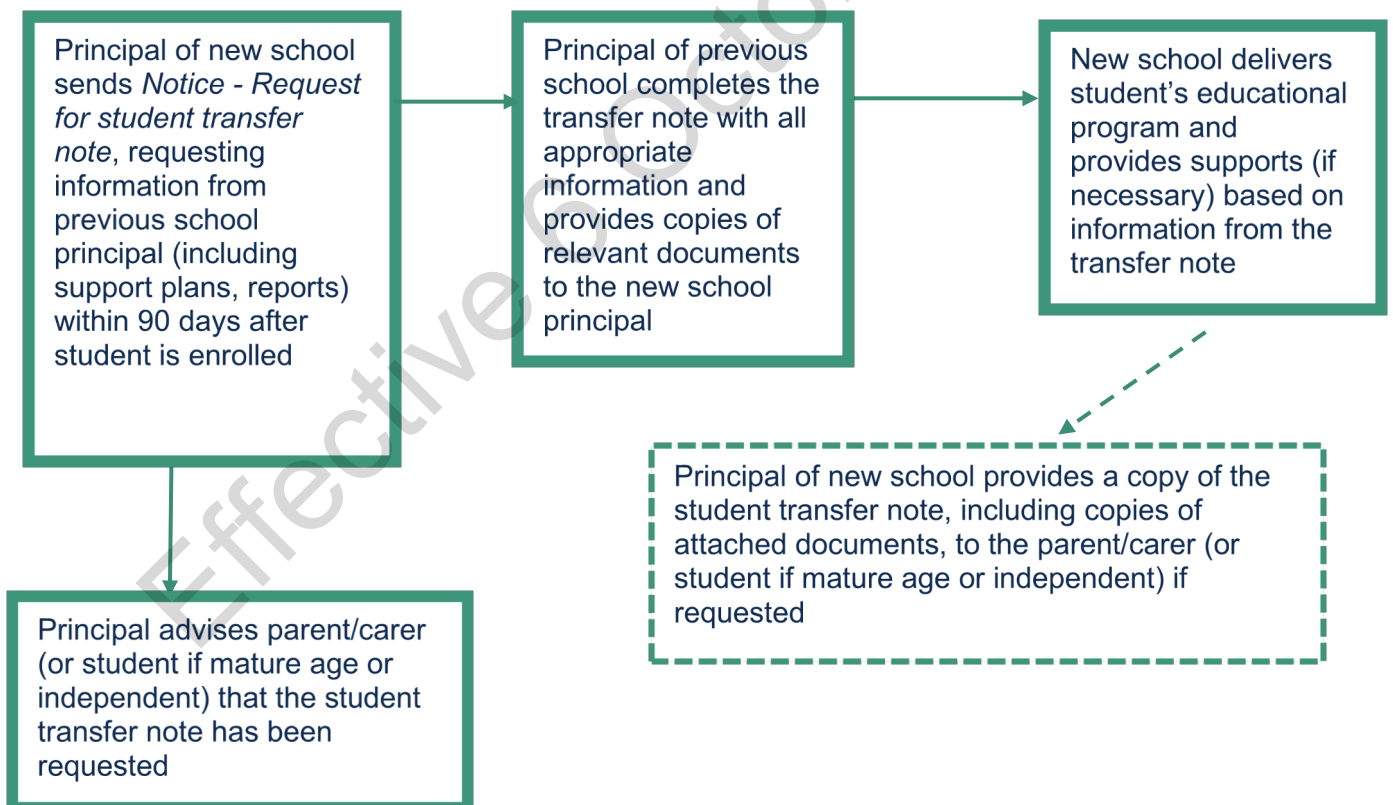
5. When the new school principal receives the completed transfer note, and copies of documents mentioned in the transfer note, they must provide a copy of these to the parent/carers (or student if mature age or independent) if requested.
6. All information relating to the transfer note process must be managed (handled, stored, shared) in accordance with the [Information Privacy Act 2009](#) (Qld) and security requirements.

Summary of process

Parent/carer or student request



Principal request



Frequently asked questions

Do I have to request a transfer note?

A transfer note must be requested from the previous school principal by the new school principal within 90 days after the student has enrolled at the new school. However, principals do not have to request a transfer note where they already have access to the relevant information. For example, if they have already been given a transfer note by a parent or student, information has been collected during enrolment, or for state schools, they have access to student information in OneSchool.

The new school principal may also ask the principal of a former school for a transfer note – that is, the school at which the student was enrolled within the 12-month period before being enrolled at the new school.

Do I have to respond to the request for a transfer note?

Yes. The transfer note, and all applicable attachments, must be provided to the parent/carer (or mature age or independent student) if they request it when the enrolment ceases, or it is requested by the new school principal, within 10 school days of receiving the request.

What do I have to provide?

The Education (General Provisions) Regulation 2017 (Qld) prescribes the following types of information in a transfer note:

- Student identifying information;
- Medical details;
- School details;
- Level of schooling;
- Allocation of state education;
- School attendance;
- Educational performance;
- Educational support;
- Behavioural issues; and

- Custody or guardianship order details.

The transfer note outlines the relevant information to be provided for each type of information.

All applicable information that is listed on the transfer note, and copies of relevant documents, must be provided. Any information in the documents that does not relate to the student must be redacted (e.g. references to another student or school staff).

In addition, under legislation, information must also be provided about the student that the previous or former school principal reasonably believes is necessary to help the principal of the new school protect the safety and wellbeing of the student or members of the school community.

The [Guidelines – Information sharing for student transfer notes between schools within Queensland](#) (DoE employees only) will assist schools to determine whether information is proportionate and appropriate to share.

Do I need to get consent from the parent (or mature age or independent student) before providing the transfer note and all applicable attachments?

No. A transfer note and relevant documents information are required to be provided under the EGPA and do not require consent from the parent (or mature age or independent student). However, the new school principal must advise the parent (or mature age or independent student) that a transfer note has been requested and must also provide them with a copy of the transfer note and relevant documents, if they request it.

What if I didn't request a transfer note within the 90-day timeframe but still require the information?

The transfer note process does not apply if a transfer note was not requested by the new school principal within 90 days of the student being enrolled. Instead, if the new school principal requires the information and it is outside of this timeframe, they can request information from the previous or former school principal in writing (e.g. email).

However, consent must be obtained from the parent or student (if mature age or independent) before requesting the information (in writing) from the previous

or former school principal. The [Consent form to share student personal information with third parties](#) (DoE employees only) can be used for this purpose. A copy of the completed consent form should be provided to the previous or former principal as evidence of consent.

Do I need to provide a student's Nationally Consistent Collection of Data on School Students with Disability (NCCD) level of adjustment and disability category to the new school?

No. Schools submit high level, non-identifying data to the Australian Government for the NCCD. For the purposes of the transfer note, schools only identify whether a student has been included in the most recent NCCD.

What is the difference between a 'previous school' and a 'former school'?

The 'previous school' is the state or non-state school a student was last enrolled in immediately before commencing enrolment at a new school.

A 'former school' is any state or non-state school at which the student was enrolled within the 12-month period prior to enrolment at the new school excluding the student's previous school.

What if I acquire other information about the student but have already provided a transfer note to the principal of the new school – how can this information be proactively shared outside of the transfer note process?

To provide information about the student to the new school principal outside of the transfer note process, the previous or former school principal must obtain consent from the parent or student (if mature age or independent). The [Consent form to share student personal information with third parties](#) (DoE employees only) can be used for this purpose.

The information should be provided to the new school principal in writing (e.g. email). Any personal or sensitive information about other students, staff or members of the school community, must be removed prior to providing the information/documents.

What should I do if a principal does not/will not provide a transfer note when requested?

Principals are required under legislation to provide a transfer note when requested either by the new school principal or a parent/student (if mature age or independent). If a transfer note is not provided when requested:

- state schools can contact Office of Non-State Education at OfficeOfNonStateEducation@ged.qld.gov.au
- non-state schools can contact the local [Department of Education regional office](#).

If I already have some information which is included in a transfer note, can I just request specific information on the transfer note that I don't have?

Yes. The [Notice - Request for student transfer note](#) template may be used by the new school principal to request the specific information which is required. When responding to this request, the previous or former school principal should complete the relevant questions/information on the transfer note which have been requested by the new school principal and attach copies of relevant documents. Any personal or sensitive information about other students, staff or members of the school community, must be removed prior to providing the information/documents.

For further information:

- State schools can contact the Principal Advisor Education Services (PAES) in their [region](#)
- Non-state schools can contact the Office of Non-State Education by email at OfficeOfNonStateEducation@ged.qld.gov.au

Form 1 - Student Transfer Note

Education (General Provisions) Act 2006 Chapter 14
Approved Form Version 1.5

STUDENT TRANSFER NOTE**Student Identifying Information**

Student Name:

Date of Birth:

QCAA LUI - Learning Unique Identifier (applicable to secondary students only):

Custody or Guardianship Orders

Are there any of the following legal, care and protection matters:

- Formal legal arrangements in place where parents are separated
(such as parenting agreements, Family Court Orders) Yes ☐ No ☐
- Children and young people in care:
(subject to a custody or guardianship order under the Child Protection Act 1999) Yes ☐ No ☐

Medical Details

Is the school aware if the child has any medical conditions?

Yes ☐ No ☐

Does the child have a current Action Plan/s (e.g. for anaphylaxis or asthma)?

Yes ☐ No ☐ If **Yes**, attach copy.

Please note: Action Plans are standardised proformas completed by a medical practitioner. Schools follow the directions described in the Action Plan as required.

Does the child have a current health plan/s (e.g. individual or emergency)?

Yes ☐ No ☐ If **Yes**, attach copy.

Please Note: Individual Health Plans (IHPs) and Emergency Health Plans (EHPs) have been designed for a specific setting and implemented by staff who have received specialised health training. As such, they cannot be implemented in a new setting without revision to suit the new school context.

School Details

Name of School:

School Street Address:

Contact Person: Principal

Phone:

Level of Schooling

Year Level:

Semester:

Allocation of State Education*For state school students:*

State Education Entitlement as at Date:

Semesters Completed:

Remaining Semester Allocation:

Has there been an application for additional semesters? Yes ☐ No ☐ If **Yes**, attach completed application form and decision notice.

For non-state school students:

If student is transferring from a non-state school, the number of semesters completed at this school: ____

School Attendance

During the previous school term the student has been absent ____ day/s without reasonable explanation.

Date of last attendance at this school:

Educational Performance

Student performance data:

Year 3 NAPLAN Test:	Yes	☐	No	☐	N/A	☐
Year 5 NAPLAN Test:	Yes	☐	No	☐	N/A	☐
Year 7 NAPLAN Test:	Yes	☐	No	☐	N/A	☐
Year 9 NAPLAN Test:	Yes	☐	No	☐	N/A	☐

Latest report card available? Yes ☐ No ☐ If **Yes**, attach copy.

For secondary students only, any other qualifications? Yes ☐ No ☐ If **Yes**, attach copy.

Senior Education and Training (SET) Plan (or equivalent): Yes ☐ No ☐

Disability

Was the student included in the most recent Nationally Consistent Collection of Data on School Students with Disability? Yes ☐ No ☐

Educational Support

Any current Individual Support Plans or Records? If **Yes**, attach copy.

Behavioural Issues

Has the student been prohibited from attending school due to behaviour concerns (e.g. suspension, exclusion or other decision) in the last 12 months? If **Yes**, advise the number of incidents against each of the grounds in the space provided () and attach any relevant disciplinary decision letters (e.g. suspension and exclusion notices).

Disobedience	Yes	☐	No	☐	()
Misbehaviour	Yes	☐	No	☐	()
Conduct that adversely affects, or is likely to adversely affect:					
o other students	Yes	☐	No	☐	()
o the good order and management of the school	Yes	☐	No	☐	()
The student's attendance at the school posed an unacceptable risk to the safety or wellbeing of other students	Yes	☐	No	☐	()

Did the student have a current plan developed to support their behaviour and engagement? Yes ☐ No ☐ If **Yes**, attach copy.

Safety and Wellbeing Information

In accordance with s.388C(2) of the *Education (General Provisions) Act 2026*, please provide any other information about the student you reasonably believe is necessary to help the principal of the new school protect the safety and wellbeing of the student and members of the school community (refer to the [Guideline – Information sharing for student transfer notes between schools within Queensland](#) (DoE employees only)):

Effective 6 October 2026

Date of issue of Student Transfer Note: _____



Supporting documents for enrolment

Applicants should provide the following to the school upon enrolment:

- The prospective student's birth certificate for sighting only (or alternative document such as passport or visa if birth certificate cannot be provided) if enrolling for the first time in a Queensland state school, especially in the Prep Year. The birth certificate requirement does not apply where OneSchool (the department's student management system) indicates that a birth certificate has been previously sighted.

If not an Australian citizen, provide passport or visa details or other documents as requested by the school.

For prospective mature age students, photographic identification which proves identity must be provided (e.g. current drivers licence, adult proof of age card, or passport). Prospective mature age students who provide appropriate photographic proof of identity do not need to present a birth certificate.

- Any documentation that is required if the school has an [Enrolment Management Plan](#)
- Details of any relevant Family Court or other court orders, if applicable – refer to [Family law matters affecting state schools](#) (available to departmental employees only).
- If the prospective student is identified as residing in care, schools should be provided legal documents relating to a prospective student being placed in care, such as a court order or a letter from Department of Child Safety, Seniors and Disability Services.
- Copy of a *Student transfer note* if received from previous school.
- Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).