**Application to register a child in a pre-Preparatory learning program in a Queensland state school**

**INSTRUCTIONS**

When completing this application, please refer to the *Application to register a child in a pre-Preparatory learning program guideline* on page 2, and, if applicable, the [*Pre-Prep in State Schools in Identified Indigenous Communities Registration Information Sheet*](http://ppr.det.qld.gov.au/education/community/Procedure%20Attachments/Pre-Prep%20in%20State%20Schools%20in%20Identified%20Indigenous%20Communities/registration-information.DOC) which outlines the parents and schools’ roles and responsibilities.

**PRIVACY STATEMENT**

The Department of Education and Training (DET) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld)(EGPA 2006) and the *Education and Care Services National Law (Queensland)* (ECSNL*)*, and in particular for:

1. assessing whether your application for registration should be approved
2. meeting reporting obligations required by law or under Commonwealth/State service arrangements
3. administering and planning for children attending a pre-preparatory (pre-Prep) learning program
4. assisting departmental staff to maintain the good order and management of the pre-Prep Service, and to fulfil their duty of care to all school children and staff
5. communicating with children and parents.

This collection is authorised by ss.419B, 419F and 428 of the EGPA 2006 and ss.92, 99, 102, 160, 161 and 162 of the *Education and Care Services National Regulations* (ECSNR). Personal information collected on this form may 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 your child’s pre-Prep Service 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 principal of the school to which the pre-Prep is attached in the first instance.

The medical information in this form is being collected to address the medical needs of pre-Prep children. The information will only be used or disclosed by authorised employees of the department in accordance with your consent or as authorised or required by law.

**ENTITLEMENT TO REGISTRATION**

Under the EGPA 2006, an applicant into a pre-Prep learning program at a prescribed state school must be registered to participate. While not exhaustive, the following matters may affect an applicant’s registration entitlement at a state school:

* failure to adequately complete this application form
* the applicant is not of the correct age for registration (i.e. is not at least 4 years and 6 months on 31 December in the year proposed for entry into the program)
* the applicant’s registration has been cancelled at another prescribed state school or prescribed non-state school
* without staff sighting the child’s birth certificate or other documentation (e.g. hospital birth record) as proof/evidence of birthdate
* the applicant’s immunisation status is not up-to-date or cannot be verified.

**OFFICE USE**

This section is to be completed by the pre-Prep Service and will assist in documenting specific details in relation to a child’s registration:

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| **Office use only** | | | |
| **Date registered** | **/** **/** | | |
| **DOB confirmed:** Birth certificate sighted/  Hospital birth record sighted/  Passport sighted  Number recorded | **Yes  No** | **Number:** | |
| **Immunisation History Statement:** sighted/  Or **Up to Date Health Record** on file/  confirmed | **Yes  No** | **Medical Information:** All relevant information recorded. | **Yes  No Not Req’d** |
| **Medical Management Plan** received  (provided to the service by parent/caregivers) | **Yes  No**  **Not Req’d** | **Risk Minimisation Plan** completed  (developed by Parents and the service if there no Medical Management Plan) | **Yes  No**  **Not Req’d** |
| **All Authorised Persons sections completed** | **Yes  No** | **Court Order or Current Parenting Plan** | **Yes  NoN/A** |
| **Information regarding the pre-Prep program**  **has been explained to the parent** | **Yes  No** | **Travel arrangements to and from pre-Prep arranged / confirmed with parents** | **Yes  No** |
| **English as an Additional Language / Dialect (EAL/D) support** | **Yes  No  To be determined** | | |

**This sheet provides guidelines on how to complete the Application Registration form for pre-Preparatory entry (ARPP–1 Version 2).**

**Entitlement to register**

Under the *Education (General Provisions) Act 2006* (Qld), a prescribed state school may register an applicant if they are eligible for registration. While not exhaustive, a list of matters which may affect an applicant’s entitlement to registration are included on the front page of this form.

**Questions which must be answered\***

This Application for Registration for entry into a pre-Prep learning program contains a number of questions marked with (\*) which **must** be answered. These include: demographic, address and family details, country of birth, emergency contact details, medical information and the application to register form. These questions and 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 service refusing to register the child in the program.

**Sighting of birth certificate and Health Record/Immunisation History Record**

Services are required to sight a child’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child is born in a country without a birth registration system – a passport or visa documents will suffice, or in a remote Indigenous community where hospital birth records are deemed sufficient).

Under the amended *Public Health Act 2005* (Qld), services are required to sight either an up-to-date, completed Health Record or, preferably the child’s Immunisation History Record (IHR). If the parent/caregiver is unable to provide an IHR and is unable to obtain one from the medical service or other request channel, the service can ask that they complete the relevant consent form and obtain the record through the Health and Hospital Service.

**Name on registration form**

A child should be registered under their legal name as per their birth certificate/hospital birth record. There is also a provision to record a child’s preferred family and given name, and at the parent’s request, the preferred name will be used to interact with, and about, your child.

**Medical information and emergency contacts**

A child’s medical condition, symptoms, management and medication/s must be documented. 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). Parents must indicate if they are an emergency contact. Three additional emergency contacts are also required. Information must also be provided regarding the child’s immunisation status.

**Court Orders**

Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

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| **DEMOGRAPHIC DETAILS** | | | | |
| **Legal family name\* (as per birth certificate/ hospital birth record)** |  | | | |
| **Legal given names\* (as per birth certificate/ hospital birth record)** |  | | | |
| **Preferred family name** |  | | **Preferred given name/s** |  |
| **Sex\*  (as per birth certificate/ hospital birth record)** | **Male  Female** | | **Date of birth\*** | /       / |
| **Copy of birth\* certificate/hospital birth record for verification by school staff** | **Yes  No** | Registration may not be approved without staff sighting the child’s birth certificate or other documentation (e.g. hospital birth record) as proof/evidence of birthdate. An alternative to a birth certificate 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. | | |

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| **APPLICATION DETAILS\*** | | | | | |
| **Has the child ever\* registered for a pre-Prep learning program in a Queensland prescribed state school/non-state school?** | **Yes  No** | **If yes, provide name of school and approximate date of registration** | | | |
| **Proposed starting date for the child at this school** | **/** **/** | | | | |
| **Does the child have\* a sibling enrolled at 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:** | | |

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| **ADDRESS DETAILS\*** | | | | | |
| **Main place of residence address\*** | | | | | |
| **Address line 1** |  | | | | |
| **Address line 2** |  | | | | |
| **Suburb/town** |  | **State** |  | **Postcode** |  |
| **Postal address (if it is the same as main place of residence, write 'AS ABOVE')** | | | | | |
| **Address line 1** |  | | | | |
| **Address line 2** |  | | | | |
| **Suburb/town** |  | **State** |  | **Postcode** |  |
| **Email** |  | | | | |

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| **FAMILY DETAILS** | | |
| **Parents:** | **Parent 1** | **Parent 2** |
| **Family name\*** |  |  |
| **Given name/s\*** |  |  |
| **Title** | **Mr  Mrs  Ms  Miss  Dr** | **Mr  Mrs  Ms  Miss  Dr** |
| **Sex** | **Male  Female** | **Male  Female** |
| **Relationship to child\*** |  |  |
| **Is the parent an\* emergency contact?** | **Yes  No** | **Yes  No** |
| **1st Phone contact\* number** | **Work/home/mobile** | **Work/home/mobile** |
| **2nd Phone contact\* number** | **Work/home/mobile** | **Work/home/mobile** |
| **3rd Phone contact\* number** | **Work/home/mobile** | **Work/home/mobile** |
| **Email** |  |  |
| **Country of birth** |  |  |
| **Country of residence** |  |  |
| **Does parent 1 or\* parent 2 speak a traditional language or creole?  (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 an\* Australian citizen?** | **Yes  No** | **Yes  No** |
| **Is the parent a permanent resident of Australia?** | **Yes  No** | **Yes  No** |

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| **AUTHORISED PERSONS** | | |
|  | **Authorised Person 1** | **Authorised Person 2** |
| 1. **Authorised persons who may give consent to the administration of medication to my child by the service.** | | |
| **Name\*** |  |  |
| **Address\*** |  |  |
| **Relationship** (e.g. aunt)**\*** |  |  |
| **1st phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **2nd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **3rd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |

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| 1. **Authorised persons who may collect my child from the service** | | |
| **Name\*** |  |  |
| **Address\*** |  |  |
| **Relationship** (e.g. aunt)**\*** |  |  |
| **1st phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **2nd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **3rd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |

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| 1. **Authorised persons who may give authorisation to the approved provider, nominated supervisor or an educator to seek medical treatment for my child or transportation of my child by an ambulance service** | | |
| **Name\*** |  |  |
| **Address\*** |  |  |
| **Relationship** (e.g. aunt)**\*** |  |  |
| **1st phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **2nd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **3rd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |

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| 1. **Authorised persons who may give written authorisation to an educator to take my child outside the service on an excursion** | | |
| **Name\*** |  |  |
| **Address\*** |  |  |
| **Relationship** (e.g. aunt)**\*** |  |  |
| **1st phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **2nd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |
| **3rd phone contact number\*** | **Work/home/mobile** | **Work/home/mobile** |

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| **INDIGENOUS STATUS** | |
| **Is the child of Aboriginal or Torres Strait Islander origin?** | **No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander** |

| **COUNTRY OF BIRTH\*** | |
| --- | --- |
| **In which country was\* the child born?** | **Australia**  **Other (please specify country)**  **Date of arrival in Australia** \_     \_/\_     \_/\_     \_\_\_\_\_\_\_ |
| **LANGUAGE DETAILS** | |
| **Does the child speak a language other than English at home?** | **No, English only**  **Yes, other – please specify** |

| **SPECIAL CONSIDERATIONS** | |
| --- | --- |
| **Is there something else that we need to know about your child – do they have any special requirements?** | |  |  | | --- | --- | |  | **Please provide details** | | **Cultural requirements** |  | | **Dietary Requirements** |  | | **Religious Requirements** |  | | **Other Requirements** |  | |

| **COURT ORDERS\*** | |
| --- | --- |
| **Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant parenting plan or current court order.\*** | **Yes  No** |

| **TRAVEL DETAILS** | |
| --- | --- |
| **Mode of transport to school** | **Walk  Car  Bus  Bicycle  Train**  **Other** |

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| **CHILD’S FIRST NAME:** | **CHILD’S LAST NAME:** |

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| **MEDICAL MANAGEMENT PLAN** | | | | | | | | |
| **Does your child have any healthcare needs, including medical \* conditions and allergies. This includes a diagnosis of being at risk of anaphylaxis?** | | | **Yes  No**  If the answer is yes, you are required to provide a medical management plan or anaphylaxis medical management plan, or develop in conjunction with the service a risk minimisation plan. | | | | | |
| **Does the child require\*  any medication?** (include over-the-counter medications and self-administration of medications or health conditions) | **Yes  No**    If yes, these will need to be included in the medical management plan/the risk minimisation plan. | | | | | | | |
| **OTHER MEDICAL INFORMATION** | | | | | | | | |
| **Does the child require\* any medical aids or devices?** (e.g. glasses, contact lenses, prosthetics or orthotics) | **No  Yes, please specify:** | | | | | | | |
| **Name of child’s\* medical practitioner** |  | | | | **Contact number of\* medical practitioner** | | |  |
| **Address of medical\* practicioner** |  | | | | | | | |
| **Do you authorise the approved provider, nominated supervisor or an educator to seek medical treatment\* for your child from a registered medical practitioner, hospital or ambulance service, including ambulance or other appropriate transport, if immediate but non-life threatening treatment is required and if parents or relevant authorised persons cannot be contacted?** | | | | | | | | **Yes  No** |
| **Medicare card number** (if available) |  | **Position  Number**  (e.g. 3, 4) | |  | | **Private health insurance company name (if covered)** (optional) | |  |
| **Private health insurance membership number** (leave blank if company name is not provided) | | | | | | |  | |

| **APPLICATION TO REGISTER\*** | | |
| --- | --- | --- |
| I hereby apply to register my child at       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | **Parent/Guardian 1** | **Parent/Guardian 2** |
| **Signature** |  |  |
| **Date** | /       / | /       / |