



Cnr Denham & Agnes Streets, ROCKHAMPTON QLD 4700  
PO Box 776, ROCKHAMPTON QLD 4700  
P: 07 4930 0900 F: 07 4922 4809  
E: enrolments@rggs.qld.edu

## Office Use Only

Date Rec: \_\_\_\_\_  
Amount: \$70.00  
Method: \_\_\_\_\_  
Parent Code: \_\_\_\_\_

## STUDENT DETAILS

Family Name \_\_\_\_\_ Given Name/s \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Year Level \_\_\_\_\_ Year of Entry \_\_\_\_\_  
Country of Birth \_\_\_\_\_  
Current School \_\_\_\_\_ Current Year Level \_\_\_\_\_  
Has the Student attended any other School? ☐ Yes ☐ No  
Has the student ever been suspended, excluded or expelled from another school or College? ☐ Yes ☐ No

If Yes, please provide details of the school and incident that led to the suspension or exclusion:

Does the student identify as Aboriginal or Torres Strait Islander?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Both

Residency status:

☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Resident ☐ Approved Visa Subclass

Nationality \_\_\_\_\_ Main Language Spoken \_\_\_\_\_

Languages (other than English) spoken at home:

By Student \_\_\_\_\_ By Mother \_\_\_\_\_ By Father \_\_\_\_\_

**Temporary Resident or Approved Visa Subclass Students** (evidence required):

Visa Type \_\_\_\_\_ Visa Subclass \_\_\_\_\_

**International Students Only** (evidence required):

Passport Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Student lives with:

☐ Mother ☐ Father ☐ Both ☐ Guardian

Student's Residential Address \_\_\_\_\_

Student's Postal Address \_\_\_\_\_

Student's Mobile Number (if applicable) \_\_\_\_\_

## FAMILY DETAILS

Person/s completing this application: ☐ Parent/Guardian 1 ☐ Parent/Guardian 2

Marital Status:

☐ Married ☐ Divorced ☐ Defacto ☐ Separated ☐ Legal Guardian ☐ Step Parent

☐ Grandparent ☐ Other: \_\_\_\_\_

Do you have a previous affiliation with the school?

Name \_\_\_\_\_ House \_\_\_\_\_ Year \_\_\_\_\_ Relationship \_\_\_\_\_



## PARENT/GUARDIAN 1

☐ Mrs ☐ Miss ☐ Mr ☐ Ms ☐ Dr ☐ Pr

Family Name \_\_\_\_\_ Given Name/s \_\_\_\_\_

Gender \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Place of Birth \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

Post code \_\_\_\_\_

Postal Address *(if different from above)* \_\_\_\_\_

Post code \_\_\_\_\_

Country of Citizenship

☐ Australian ☐ Other: \_\_\_\_\_

Nationality

☐ Australian ☐ Australian Resident ☐ Other: \_\_\_\_\_

Occupation *(if self employed, list business name)* \_\_\_\_\_ Employer \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Email \_\_\_\_\_

### Occupation Group

☐ **Group 1:** Senior Management in large business organisations, government, and defence and qualified professionals

☐ **Group 2:** Other business managers, arts/media/sportspersons and associate professionals

☐ **Group 3:** Tradesmen/women, clerks and skilled office, sales and service staff

☐ **Group 4:** Machine operators, hospitality staff, assistants, labourers and related workers

☐ **Group 8:** No paid work in the last 12 months

### MCEECDYA DATA collected for QLD Government

What is the highest year of Primary or Secondary school Parent/Guardian 1 has completed?

*(For persons who have never attended school, mark 'Year 9 or equivalent or below')*

- ☐ Year 12 or equivalent  
☐ Year 11 or equivalent  
☐ Year 10 or equivalent  
☐ Year 9 or equivalent, or below

What is the level of the highest qualification the Parent/Guardian 1 has completed?

*(Mark 1 box only)*

- ☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV (including trade certificate)  
☐ No non-school qualification



## PARENT/GUARDIAN 2

☐ Mrs ☐ Miss ☐ Mr ☐ Ms ☐ Dr ☐ Pr

Family Name \_\_\_\_\_ Given Name/s \_\_\_\_\_

Gender \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Place of Birth \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

Post code \_\_\_\_\_

Postal Address *(if different from above)* \_\_\_\_\_

Post code \_\_\_\_\_

Country of Citizenship

☐ Australian ☐ Other: \_\_\_\_\_

Nationality

☐ Australian ☐ Australian Resident ☐ Other: \_\_\_\_\_

Occupation *(if self employed, list business name)* \_\_\_\_\_

Employer \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Email \_\_\_\_\_

### Occupation Group

☐ *Group 1:* Senior Management in large business organisations, government, and defence and qualified professionals

☐ *Group 2:* Other business managers, arts/media/sports persons and associate professionals

☐ *Group 3:* Tradesmen/women, clerks and skilled office, sales and service staff

☐ *Group 4:* Machine operators, hospitality staff, assistants, labourers and related workers

☐ *Group 8:* No paid work in the last 12 months

### MCEECDYA Data *(collected for QLD Government)*

What is the highest year of Primary or Secondary school Parent/Guardian 2 has completed?

*(For persons who have never attended school, mark 'Year 9 or equivalent or below')*

- ☐ Year 12 or equivalent  
☐ Year 11 or equivalent  
☐ Year 10 or equivalent  
☐ Year 9 or equivalent, or below

What is the level of the highest qualification the Parent/Guardian 2 has completed?

*(Mark 1 box only)*

- ☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV (including trade certificate)  
☐ No non-school qualification



## SPECIAL FAMILY CIRCUMSTANCES

Is there any family circumstance the school should be aware of? Eg. Single parent, dual custody, foster care, access restrictions, etc.

Father Yes / No \_\_\_\_\_

Mother Yes / No \_\_\_\_\_

Do both parents support this application? Yes / No \_\_\_\_\_

Do supporting legal documents exist? (if applicable) Eg Family Court Orders, parenting plans, etc. *If yes, please provide evidence.* Yes / No \_\_\_\_\_

## EMERGENCY CONTACT

**Emergency Contact** (must be someone other than Parent or Guardian)

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## STUDENT MEDICAL INFORMATION

Does your daughter have any special medical or learning needs not detailed above that the School needs to be aware of? YES / NO

If yes, please detail: \_\_\_\_\_

## SUPPORTING DOCUMENTATION

To complete the application submission, please ensure the following documents are attached:

- ☐ Certified copy of Birth Certificate
- ☐ Student's Immunisation History
- ☐ Most recent School reports
- ☐ Photo identification of all parents/guardians making the application ie. Driver's License, Passport
- ☐ Most recent Year 3, 5, 7, 9 NAPLAN Test Results (if applicable)
- ☐ Special health and learning needs documentation, Doctor and Psychologist reports (if applicable)
- ☐ Custody documentation, Guardianship, Court Order, Parenting Plan, etc. (if applicable)
- ☐ Visa Documentation, Passport (if applicable)

**A non-refundable enrolment fee of \$70.00 is required upon submission.**

## SIGNATURES

\_\_\_\_\_  
Parent/Guardian 1

\_\_\_\_\_  
Parent/Guardian 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## PARENT BACKGROUND AND EMPLOYMENT INFORMATION

Rockhampton Girls Grammar School is also required by the Australian Government to collect data on parental background information re: Data Standards Manual: Students Background Characteristics: <http://www.acara.edu.au/reporting/data-standards-manual-student-background-characteristics>

The following questions relating to this information are included on the Application for Enrolment form:

- *What is the highest year of primary or secondary school the parents/guardians have completed?*
- *What is the level of the highest qualification the parents/guardians have completed?*
- *What is your Parent Occupation Group?*

Please complete responses to these questions where indicated on the Application for Enrolment form.

NB: The question relating to Parent Occupation Group can be answered by referring to the attached list (**Appendix A**) provided by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

**I declare that the information I have provided is correct to the best of my knowledge.**

Parent/Guardian 1 Name \_\_\_\_\_

Parent/Guardian 2 Name \_\_\_\_\_

Parent/Guardian 1 Signature \_\_\_\_\_

Parent/Guardian 2 Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

We appreciate your assistance in the provision of this information to enable the School to comply with Government requirements. Should you have any queries, please contact Wendy Sheppard, Enrolments Office at [enrolments@rggs.qld.edu.au](mailto:enrolments@rggs.qld.edu.au) or 07 4930 0900.



## PRIVACY POLICY

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, Rockhampton Girls Grammar School is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the *Act* - see [www.privacy.gov.au](http://www.privacy.gov.au)

The School considers all personal, sensitive and health related information of parents/guardians, students and prospective employees (considered "consumers" under the *Act*) to be private and only uses information collected and recorded to fulfil the educational mission of the School.

In abiding by the National Privacy Principles, the School will:

- Collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- Only use the information for the provision of quality schooling. In addition, information may be collected and recorded to satisfy the School's legal obligation, particularly to enable the School to discharge its duty of care.
- Not disclose or distribute personal, sensitive or health related information collected from its consumers without the consumer's specific consent or unless required to do so by law. The School may distribute aggregated statistical information for reporting purposes, but information that identifies a person will not be disclosed to third parties without consent.
- Disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes medical practitioners and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- Take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.
- Right to Enquire – Contact previous schools in relation to previous enrolments.

**Marketing and Fundraising:** The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, Parents and Friends Association. Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications like newsletters and magazines, which include personal information, may be used for marketing purposes.

If a consumer believes that any of the personal, sensitive and health information held by the School is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the *Act*, to make any updates or corrections.

Privacy issues within the School can be discussed on a confidential basis with the [Principal](#).

I/we hereby agree that the School can make any enquiries at any previous schools/colleges attended by my child/children.



## STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] \* laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
  - other schools and teachers at those schools;
  - government departments (including for policy and funding purposes);
  - medical practitioners;
  - people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - people providing administrative and financial services to the School;
  - anyone you authorise the School to disclose information to; and
  - anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.\*\*
8. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.





## APPENDIX A – ACARA OCCUPATION GROUP CODES

| Parent Occupation Groups  |   |   |   |
|---|---|---|---|
| <p>If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.<br/>If you have not been in paid in the last 12 months, enter '8'.</p>   |   |   |   |
| Group 1   | Group 2   | Group 3   | Group 4   |
| <p><b>Senior Management</b><br/>in large business organisation, government administration &amp; defence and qualified professionals</p> <p><b>Senior executive/manager/department head</b><br/>in industry, commerce, media or other large organisation</p> <p><b>Public service manager</b><br/>(section head or above), regional director, health/education/police/fire services administrator</p> <p><b>Other administrator</b><br/>(school principal, faculty head/dean, library/museum/gallery director, research facility director)</p> <p><b>Defence Forces</b><br/>Commissioned officer</p> <p><b>Professionals</b> - generally have a degree 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</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</b> (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)</p> <p><b>Air/sea transport</b><br/>(aircraft/ships captain/officer/pilot, flight instructor, air traffic controller)</p> | <p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p> <p><b>Owner/manager</b><br/>of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p><b>Specialist manager</b><br/>(finance/engineering/production/personnel/industrial relations/sales/marketing)</p> <p><b>Financial services manager</b><br/>(bank branch manager, finance/investment/insurance broker, credit/loans officer)</p> <p><b>Retail sales/services manager</b><br/>(shop, petrol, station, restaurant, club, hotel/motel, cinema, theatre, agency)</p> <p><b>Arts/media/sports</b><br/>(musician, actor, painter, dancer, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)</p> <p><b>Associate professionals</b><br/>generally have diploma/technical qualifications and support managers and professionals</p> <p><b>Health Education, Law, Social Welfare, Engineering, Science, Computing</b> - technical associate professional</p> <p><b>Business/administration</b><br/>(recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)</p> <p><b>Defence Forces</b> - senior Non-Commissioned Officer</p> | <p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <p><b>Tradesmen/women</b><br/>generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group</p> <p><b>Clerks</b><br/>(book keeper, 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, customs services clerk, admissions clerk)</p> <p><b>Skilled office, sales and Office</b><br/>(secretary, personal assistant, desktop publishing operator, switchboard operator)</p> <p><b>Sales</b><br/>(Company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)</p> <p><b>Service</b><br/>(aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer /supervisor.</p> | <p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b><br/><b>Hospitality staff</b><br/>(hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)</p> <p><b>Office assistants, sales assistants and other assistants</b><br/><b>Office</b> (typist, word processing/data entry/business machine operator, receptionist, office assistant)<br/><b>Sales</b> (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)</p> <p><b>Assistants/aides</b> (trades assistant, school teachers aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)</p> <p><b>Labourers and related workers</b><br/><b>Defence Force</b><br/>ranks below senior NCO not included in other groups</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b><br/>(farm overseer, shearer, wool/hide classer, farmhand, nurseryman, horse trainer, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)</p> <p><b>Other workers</b><br/>(labourer, guard, cleaner, caretaker, laundry worker trolley collector, car park attendant, crossing supervisor)</p> |