

REQUEST FOR SECONDARY SCHOOL PLACEMENT



This form is to be completed by parents/carers of students who will enter Year 7 in 2011.

Please return this form to your first preference school by Friday 11 June 2010.

Office use only – date of receipt / /

Education and Training

STUDENT DETAILS

Student's family name	<input type="text"/>	Date of birth	<input type="text"/>
Student's given name(s)	<input type="text"/>	Sex	M <input type="checkbox"/> F <input type="checkbox"/>
Residential address	<input type="text"/>		
Parent's/Carer's name 1.	<input type="text"/>	Phone (H)	<input type="text"/>
Relationship to student	<input type="text"/>	Phone (W)	<input type="text"/>
Parent's/Carer's name 2.	<input type="text"/>	Phone (H)	<input type="text"/>
Relationship to student	<input type="text"/>	Phone (H)	<input type="text"/>
Present school	<input type="text"/>		

SECONDARY SCHOOL PREFERENCE

I wish to enrol my son/daughter at (List secondary schools in order of preference)

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My child may require placement in a special education class (please tick)

Please tick one of the following. Proof of address documentation will be required before an enrolment is finalised.

A. My child resides in the Priority Enrolment Area for the preferred school.

B. My child does not reside in the Priority Enrolment Area for the preferred school.

Office use only	<input type="checkbox"/>
Proof of address sighted	<input type="checkbox"/>

If B please give reasons for wishing to enrol your child at this school. This may assist the placement.

If your application for an out of area school enrolment is unsuccessful, you will be guaranteed enrolment at your Priority Enrolment Area high school according to your residential address. ACT residents have priority for enrolment in ACT public schools. NSW residents are welcome to apply for enrolment in ACT schools but parents of students residing in NSW cannot assume enrolment rights for their children at their preferred schools.

Ensuring your privacy is protected

Chapter 2 of the *Education Act 2004* (ACT) provides for compulsory education. The ACT Department of Education and Training (the Department) collects information on this form to enable it to effectively manage enrolment in ACT public schools. The Department and ACT public schools are subject to the *Privacy Act 1988* (Cth), the *Health Records (Privacy and Access) Act 1997* (ACT) and the *Territory Records Act 2002* (ACT).

The Department provides this information (on request) to other government agencies authorised to receive it including:

- The Commonwealth Department of Families Housing, Community Services and Indigenous Affairs
- Centrelink
- Australian Bureau of Statistics
- The Office of the ACT Minister for Education and Training.

The information will also be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students, parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- ACT and national reporting purposes
- For any other purpose required by law.

Signature of parents/carers

<input type="text"/>	<input type="text"/>	<input type="text"/>
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