

APPLICATION FOR ENROLMENT

Please tick which Campuses you are applying for:

Cairns Campus

When would you like the student to start?

Year Grade

The following documents must be submitted with this application. Please contact the School if there are difficulties with this.

- Photograph of student
- Copy of student's Birth Certificate
- Copies of the student's last two school reports
- Copies of the students Naplan Results
- Visa documentation (if this student is not an Australian or New Zealand Citizen)
- Copies of any assessments or specialist reports (such as medical, speech therapy, psychologist, etc)
- Copies of any Legal orders
- Centerlink documents (if applying as an independent student)
- Professional Referral Form

PART 1: STUDENT DETAILS

Student's Legal First Name:

Middle/Other Names:

Student's Legal Surname:

Preferred Name:

Date of Birth:

Student's Phone Number:

Gender

 Male Female Other

Student's Email Address:

USI Number:

Student's Home Address:

Postcode:

Religion: (if applicable)

Is a Language other than English spoken at home?

 No Yes, Please specify:

Does the Student speak an Aboriginal Language?

 Traditional Language Aboriginal English Creole

Is the Student of Aboriginal or Torres Strait Islander Origin Decent?

 No Aboriginal Torres Strait Islander Both Aboriginal & Torres StraitCountry of Birth: Australia Other. Please SpecifyCitizenship: Australian Citizen New Zealand Citizen Other. Please Specify

Please complete section below if Student is not an Australian or New Zealand Citizen

 Permanent Australian Resident Visa Subclass Visa Expiry Date Temporary Visa Holder

PART 1a: PREVIOUS SCHOOL DETAILS

Current School (If applicable):

Year/s enrolled:

Previous Schools (If applicable):

Year/s enrolled:

Please describe the student's current schooling situation: (eg suspensions, expelled, school refusal, truancy, bullying, struggling at school, etc)

Previous adjustments made in school:

Name of siblings currently or previously enrolled at BUSY Schools: (If applicable)

PART 1b: STUDENT MEDICAL DETAILS

Student's Medicare Card Number:

Cards Expiry Date:

Student's Healthcare Card Number:

Cards Expiry Date:

Student's Concession Card Number:

Cards Expiry Date:

Does the Student have Private Health Insurance? No Yes (please specify)

Does the student suffer any of these medical conditions?

 Anaphylaxis Diabetes Epilepsy Severe Asthma Moderate Asthma Mild Asthma

If yes, please complete or have your doctor complete the appropriate management plan.

If yes, please include details and severity (mild, moderate or severe).

Any other known Childhood diseases, operations or major injuries?

PART 1b: STUDENT MEDICAL DETAILS

Any known allergies?

Any specific dietary requirements?

Please attach extra pages if there is not enough space in the boxes to list all information

Please include with your application copies of any information/reports from doctors, specialists or other professionals

Students current swimming ability

 Can't swim Struggles swimming Comfortable swimmer Strong swimmer

Permission to administer paracetamol if needed? (dosage will be as per the box/bottle for the students age)

 No Yes

Does the student take any regular medication? (prescribed or over the counter)

 No Yes, please write details and dosage

Will the student require any medication to be taken at school? (regular or occasional)

 No Yes, please write details and dosage

Has the Student received the full program of standard childhood immunisations? (up to current age)

 Yes No. If no, please list the immunisation the student has received

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PART 2: EDUCATION NEEDS

2A: IN CLASS SUPPORT

Has the Student received adjustments to assist them to participate in schooling in their previous schools?

No Yes, please specify

Emotional Regulation Support Reading/Writing Support

Behavioural Support Mathematics Support

Do you consider the student to have difficulties with learning? No Yes, please specify

Anxiety that stops learning Reading/writing issues Difficulties managing time

Difficulty with verbal instruction Memory Issues Difficulties organising self

Difficulty with written instruction Attention Issues Issues working with others

Difficulty speaking with Adults Difficulty with Mathematics Difficulty regulating emotions

Has the Student used special Education, Learning Support or Guidance from previous education providers?

No Yes, please specify

Individual Education Plan In Class Support Reading/Writing Support

Behaviour Support Guidance Officer Support Mathematics Support

Speech Therapy Other, please specify

Has your Student been professionally diagnosed with any of the following (Tick all that apply)

Hearing Impairment Physical Impairment Visual Impairments

Speech Language Impairment Intellectual Disability Social/Emotional Disorder

ASD (Autism, Asperger's, PDD-NOS) ADD/ADHD Dyslexia

Borderline Intellectual Difficulties Speech/Language Difficulties Dyspraxia

Operational Defiant Disorder Conduct Disorder Sensory Processing

Other, please specify

Year of Initial Diagnosis: Reviewed:

Was the Student a verified student with a disability at their previous school? Yes No

If yes, what was the AIMS number, if you know it:

2C: PROFESSIONAL SUPPORT

Has the Student been assessed or supported by any of the following specialist services?
(leave blank if does not apply to the student)

Psychiatrist Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Psychologist Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Paediatrician Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

General Practitioner Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Speech Therapist: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Occupational Therapist: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Optometrist: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Youth Justice Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

(CYMHS) Child & Youth Mental Health Service: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Family Support Service: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Other: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

Other: Name: Organisation:
Phone: Email:

Is the support current and ongoing? Yes No Year of last appointment:

I/we give permission for BUSY Schools to contact the external stakeholders and specialist support teams mentioned above, for further information to support the application.

With whom does the Student normally live?

Both parents at the same address Both parents at different addresses (shared parenting arrangement)
 Mother Father Grandparents Other, please specify

Are there any current or historic legal orders relating to this student? (eg parenting orders or court documents)

No Yes, current orders Yes, historic orders

If yes, copies of current orders must be included with this application. Originals will need to be sighted at interview.

Is the Student applying for enrolment as an independent student?

No Yes. Centrelink number:

If you are applying as an independent student, you will need to provide evidence of your independence (Centrelink documents)

Is there any other health, medical or background information we need to know about this student?

Is there any other information that you consider would be helpful in the nurture and education of this student?

PART 3: FAMILY DETAILS

Please list details for biological parents as well as those who have parental responsibility for the student (eg step-parents)

Parent/Carer 1 (generally the first person to contact during school hours)

First Name:

Surname:

Preferred Name:

Title (Mr, Ms, Mrs, Dr, etc)

Gender

 Male Female Other

Home Phone:

Mobile Phone:

Email:

Home Address:

Postcode:

Postal Address: *(If different from above)*

Partner/Spouses Name:

Occupation:

Work Phone:

Workplace/Company Name:

Work Email:

Is a language other than English Spoken at Home? No Yes (please specify) Do you speak an Aboriginal Language? Traditional Language Aboriginal English Creole

Highest level of school education completed:

 Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent

Highest level of non-school education completed:

 Bachelor Degree or above Diploma Certificate I or IV NoneOccupation Group: (see descriptions on page 12) 1 2 3 4 8

Relationship to student:

Student lives with Parent/Carer 1: Full-time Part-time CasualIs there any other information we need to know about Parent/Carer 1 or their relationship to the student?
(eg contact limitations, legal orders, family issues, etc)

Parent/Carer 2

First Name:

Surname:

Preferred Name:

Title(Mr, Ms, Mrs, Dr, etc)

Gender

Male Female Other

Home Phone:

Mobile Phone:

Email:

Home Address:

Postcode:

Postal Address:

(If different from above)

Partner/Spouses Name:

Occupation:

Work Phone:

Workplace/Company Name:

Work Email:

Is a language other than English Spoken at Home? No Yes (please specify)

Do you speak an Aboriginal Language? Traditional Language Aboriginal English Creole

Highest level of school education completed:

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent

Highest level of non-school education completed:

Bachelor Degree or above Diploma Certificate I or IV None

Occupation Group: (see descriptions on page 12)

1 2 3 4 8

Relationship to student:

Student lives with Parent/Carer 2: Full-time Part-time Casual

Is there any other information we need to know about Parent/Carer 2 or their relationship to the student?

(eg contact limitations, legal orders, family issues, etc)

ADDITIONAL OR EMERGENCY CONTACT FOR THIS STUDENT

First Name:

Surname:

Preferred Name:

Title(Mr, Ms, Mrs, Dr, etc)

Gender

 Male Female Other

Email Address:

Home Phone:

Mobile Phone:

Work Phone:

Home Address:

Postcode:

Relationship to student:

Student lives with Carer:

 Full-time Part-time Does not live with**PART 4: EXTERNAL STAKEHOLDERS (GUARDIAN)**

Please complete if an external organisation (eg. Child Safety) holds guardianships of this student. Leave blank if it does not apply for this student

Name of Organisation:

Phone:

Email:

Address:

Primary contact in relation to this student:

Job title in relation to this student:

Contact number/s:

Email Address/es:

Additional Organisation Contacts: (Name, phone, job title, etc.)

Who can sign forms and documents in relationship to this student? (eg permission forms, etc)

PART 5: DECLARATION

- I/we apply to have the student named in this application enrolled at The BUSY School.
- I/we understand that this application is made without any implication that an offer of enrolment at The BUSY School will be made.
- I/we understand that under normal circumstances The BUSY School requires any prospective student to attend an interview with the Principal (or Principal's representative) before an offer of enrolment can be made.
- I/we understand that to accept an offer of enrolment at The BUSY School we must accept the school's Terms & Conditions of Enrolment.
- I/we understand that this application may not be processed until all required documents have been provided.
- I/we declare that the information we have supplied on this form is complete, true and correct, and understand that inaccurate, incomplete or misleading information may jeopardise enrolment.
- I/we give permission for external stakeholders to be contacted to support the students application

Parent/Carer 1 Signature:

Date:

Parent/Carer 2 Signature:

Date:

Or

I wish to apply for an enrolment as an **Independent Student** and will be responsible for signing all college form and payment of all accounts.

Student Signature:

Date:

Or

Signed for on behalf of the organisation that holds **legal guardianship** for this student

Name:

Signature:

Position:

Date:

Is the application fully complete?

- Photograph of student (headshot)
- Copy of students last two school reports
- Copies of any assessments or specialist report
- Visa documentation (of not an Auz or NZ Citizen) Professional Referral Form

- Copy of students Birth Certificate
- Copies of students Naplan Results
- Copies of any Legal orders
- Copies of Centrelink documents
(if independent student)

Please return completed form and supporting documentation

IN PERSON TO:

The BUSY Schools Cairns Campus
1 Wilkinson Street
Manunda Qld 4870

OR VIA POST TO:

The BUSY Schools Cairns Campus
PO Box 68W
Westcourt Qld 4870

OR SCANNED AND EMAILED TO:

admin@busyschools.com.au

PARENT/CARER OCCUPATION GROUPS

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 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.
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/pilot, flight officer, flying instructor, air traffic controller]

GROUP 2

Other business manager, arts/media/sportspersons 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/service 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, sportsman/woman, 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]

GROUP 3

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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 adjustor, market researcher]
Service [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]

GROUP 4

Machine operators, hospitality staff, assistants, labourers & related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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's 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, farm hand, 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

Not in paid work for the last 12 months.

ENROLMENT POLICY

Rationale

The BUSY School is a Special Assistance School. This means that we make an important contribution to addressing educational disadvantage by catering for students with severe social, emotional and behavioural issues. The BUSY School serves young people who are disengaged from education and whose needs are not being met by mainstream education. Students are often referred from psychologists, guidance officers, community services, and other schools, both government and non-government. The BUSY School has specially adapted programs and structures designed to re-engage students in education and prepare them for further training and employment.

Guidelines

- The BUSY School is a co-educational senior secondary school catering for students in Year 11-12.
- The BUSY School is an inclusive school and accepts any students that meet the definition of requiring re-engagement in education.
- If enrolment capacity is reached in a particular year level, prospective students will be placed on a waiting list.
- Where students have specific, high level needs, extensive information is required to be shared and discussed to determine how (and if) these needs will be able to be met at The BUSY School.
- All students wishing to enrol at The BUSY School must attend an interview.
- The collection, use and disclosure of information about a child is protected by the provisions of the School's Privacy Policy, a copy of which can be obtained from our website.

Enrolment Procedure

1. Parent/caregiver completes the online application form
2. Enrolment officer arranges interviews with parent/caregiver
3. Interview process is two stages:
 - a. Parent/caregiver and student interview with Principal
 - b. Student assessment interview with Psychologist and Principal
4. Parent/caregiver must provide the following documents:
 - a. Applicant's birth certificate or passport
 - b. VISA (if applicable)
 - c. The most recent school report
 - d. Most recent NAPLAN results
 - e. Immunisation records
 - f. Medical documents (Please attach copies of any special needs and/or any diagnostic, paediatric, educational, psychological or other reports applicable to the applicant's care and education)
5. After the interview and information gathering process, the Principal and Psychologist will meet to evaluate and discuss whether the student has a serious/intermediate/low level of need. This will be based on the following criteria:
 - a. Previous enrolment history including attendance, expulsions and admission refusals
 - b. Demonstrated mental health issues
 - c. Financial need in the family of residence
 - d. Lack of social support
 - e. Youth justice issues
 - f. Other (to be considered on a case by case basis)
6. Places will not be offered to students assessed as having a low level of need.
7. If a student is assessed to have an extreme and specific level of need (such as severe autism, down syndrome or severe violence) and The BUSY School does not have the resources to cater to the educational needs of the student or the student may pose an unacceptable risk to the safety of other students, the student shall not be offered admission
8. Places will be offered to students who have successfully completed the enrolment process in accordance with the terms of the enrolment contract if positions are available.

CONSENT TO SHARE INFORMATION FOR ENROLMENT AT BUSY SCHOOL

I consent to and authorise representatives of The Busy School – Cairns to contact the previous schools/representatives of previous schools where has been

Student Name (full name)

enrolled to obtain information that will support the application for enrolment process. I acknowledge that this information may include any information referred to within the Application for Enrolment.

Parent Name

Date

Parent Signature