



Enrolment Form – 2025 School Based Year 7 - 10 Non-State Secondary

Please ensure all sections of the form are fully completed to avoid enrolment delays. Forms with information missing will be returned to the base school for completion. For the purposes of this enrolment Cairns SDE is the 'host' school and the 'base' school is the school that is applying to enrol a student at Cairns SDE.

Base School Details			
School name			School number
School postal address			Postcode
Phone			School email address

Student Information					
Surname			Given name(s)		
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	EQ ID Number <small>CSDE use only</small>	
				LUI Student Number	
Home Address					Postcode
Postal address <small>(if different from above)</small>					Postcode
Student School email address				Phone	
Cultural background			Country of Birth		
Australian Citizen	<input type="checkbox"/>	Permanent resident	<input type="checkbox"/>	International Student	<input type="checkbox"/>
Does the student identify as	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither Aboriginal or Islander				
Is the student from a non-English speaking background?	<input type="checkbox"/> NO <input type="checkbox"/> YES		Please specify Language:		
Does the Student have any learning difficulty and/or special education support needs which would impact on his/her study?	<input type="checkbox"/> NO <input type="checkbox"/> YES (please list below)				
If yes, please provide brief details:					
Year level at base school in 2025		Has the student been enrolled at Cairns SDE prior to 2025?	<input type="checkbox"/> NO <input type="checkbox"/> YES		

Subject Request			
A subject requested cannot be additional to the number generally studied at the base school. In selecting a subject, you confirm that the student nominated possesses the stipulated prerequisite to study this subject as specified in the course outline. For subject prerequisites, please refer to the 2024 Course Outlines available on the Cairns SDE website.			
Subject			Unit Number
Subject			Unit Number

Cairns SDE office use only

Date received		Roll class		EO
Year level		Subject class		DP
FTE		Subject teacher advised		EO
		Invoice date		EO

Current or Previous subjects studied The following details are mandatory. If left incomplete enrolment may be delayed.

If subject requested is a language & report card is not available, a language diagnostic test must be completed and provided with the enrolment form.

Subject	Year level studied	Year of study	Result

Previous semester's Report Card attached Language Diagnostic Test attached

Reason for requested enrolment – mandatory (Please tick as appropriate)

Subject NOT OFFERED by base school

Timetable Clash - subject offered by base school but student unable to access due to timetable clash or other special circumstances.

3 Year Senior (Year 11 and 12 only) (Include copy of the Variable Progression Rate (VPR))
Year of Exit _____

Parent/Carer Details

Full Name			
Phone		Email	
Relationship to student: (mother/father/guardian/home stay-please specify)			
Does student reside with Parent?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Main Language Spoken at Home		Country of Birth	

Evidence of student's immigration status (to be completed for students who are NOT Australian citizens)

Permanent resident	<input type="checkbox"/>	Student visa holder	<input type="checkbox"/>	Temporary visa	<input type="checkbox"/>
Other? Please specify					
Date of arrival					
Passport number			Passport expiry date		
Visa number			Visa expiry date (if applicable)		
Visa sub class					

- Passport and visa details (to be completed for a student who is NOT an Australian citizen)
- A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia Indefinitely'. For 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.
- Temporary visa holders must obtain an approval to enrol in a state school from EQI

School Based Supervisor (Teacher/Exam Supervisor/Study coach/school contact)			
Please note: This person will be the nominated Exam Supervisor and the contact point for the Cairns SDE subject teacher.			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
Last name		First Name	
Position		Email	
Phone		Fax	

Principal's Declaration			
<input type="checkbox"/> I certify that the details in this Application for Enrolment are correct and reflect details in our school records. <input type="checkbox"/> Our school agrees to co-operate fully with Cairns School of Distance Education staff in all matters relating to the assessment/progress of enrolled students. <input type="checkbox"/> Our school will provide the student with access to the necessary text books and additional resources. <input type="checkbox"/> Cairns SDE Semester Reports will be received and distributed to students via parents. <input type="checkbox"/> The student most recent report card is attached or alternatively a completed Language Diagnostic Test is attached. <input type="checkbox"/> A signed Online Consent Form is attached.			
All school based students will have access to:			
<input type="checkbox"/> computer access at school (PC or Mac) <input type="checkbox"/> internet access at school <input type="checkbox"/> individual student headset with microphone for VOIP <input type="checkbox"/> access to a telephone			
Principal name			
Principal signature		Date	

Privacy Statement

The Department of Education is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (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, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State 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 your child's 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 your child's school in the first instance.