

Student Enrolment Form

1. Please return this form, along with any required supporting documentation, either in person to the Darwin High School Front Office or via email to darwin.high@education.nt.gov.au as soon as possible to ensure your application is processed promptly.

2. Complete the Student Enrolment Supporting Information Form: <https://forms.office.com/r/P9Q8Bhving>

Information and Privacy

The Department of Education is committed to providing Northern Territory students with quality education services. The department needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services, and to monitor compliance under the *Education Act*. Personal information will only be disclosed for these purposes as permitted by the *Information Act*.

The *Privacy Statement* attached is for your information. Please take the time to read this as it outlines in greater detail the use and disclosure of the information that you provide.

If you need help completing this form, including translation services, please contact your school.

Office use only	
Student UPN: (please use Student Master Index)	
Year:	
Form:	
Anticipated start date:	
Enrolment status:	Full-time Part-time FTE:

This form is a fillable PDF and uses a range of response formats, including text fields, drop-down menus, checkboxes and radio buttons. Please read each question carefully and complete every section using the appropriate response type before submitting the form.

School name:	DARWIN HIGH SCHOOL		
Has the student ever attended an NT school?	☐ Yes ☐ No		
What was the last school the student attended?	School name:		
	State/Territory:	Country: (if not Australia)	
	Year/grade/level attained:	Date of leaving:	
Has the student successfully completed any Vocational Education and Training (VET) courses?	☐ Yes ☐ No		
If yes please send qualifications to dhs.vet@education.nt.gov.au			
Is this student residing in the NT due to a Defence Force posting?	☐ Yes ☐ No		
Proof of identity attached (e.g. birth certificate, passport)	☐ Yes ☐ No		

Section 1 Student Details

Surname:		
Legal surname on birth certificate: (if different from above)		
Previous surname: (if applicable)		
1st name: (given name)		
2nd name: (middle name)		
3rd name: (if applicable)		
Preferred first name:		
Has the student been known by any other names? (if not listed above)	Other surname/s:	Other first name/s:

Date of birth:		
Gender:		
Tribal grouping/clan name: (if applicable)		
Skin name: (if applicable)		
Student's residential address:		
Suburb/town/community:		Postcode:
Student's postal address: (if different from above)		
Suburb/town/community:		Postcode:

Secondary students only

Student's contact details:	Phone:
	Mobile:
	Email:
Student's car registration number: (if applicable)	
Is the student independent? (i.e. living without a parent/guardian) - If yes, all correspondence will be sent to the student. - If no, all correspondence will be sent to the parent/guardian.	

Section 2 Additional Student Information

Is the student of Aboriginal or Torres Strait Islander origin?	
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Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	specify: _____
Is the student an Australian citizen or permanent resident?	
If no, what is the visa subclass number: (e.g. 457, 676) If you have any questions about the visa subclass, contact the department's International Services Branch on 8901 4905.	_____
Copy of visa attached	☐ Yes ☐ No
If born overseas, on what date did the student arrive in Australia?	
In which country was the student born?	☐ Australia ☐ Other – please specify:

Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached?	☐ Yes ☐ No

Section 4 Parent/Guardian Information

If you are an independent student (living without a parent or guardian) please go straight to Section 7

	Parent/guardian 1		Parent/guardian 2	
Title: (Mr/Ms/Mrs/Miss)				
Surname:				
First name:				
Middle name:				
Relationship to student: (e.g. father, grandmother)				
Responsible for parenting*	Yes	No	Yes	No
Lives with student*	Yes	No	Yes	No
Receive reports etc*	Yes	No	Yes	No

Contact this person in an emergency?*	☐ Yes ☐ No	☐ Yes ☐ No
		(If all the No boxes above are ticked, please ensure Section 3 is completed.)
Home phone:		
Other phone:		
Mobile:		
Email:		
Residential address:		
Suburb/town/community:		
Postcode:		
Postal address: (if different from above)		
Suburb/town/community:		
Postcode:		

*Tick all boxes that apply

Section 5 Parent/Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this optional information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?
If more than one language, indicate the one that is spoken most often.

Parent/guardian 1	Parent/guardian 2
☐ No, English only ☐ Yes, other – please specify	☐ No, English only ☐ Yes, other – please specify
What is the highest year of primary or secondary school the parent/guardian has completed? For persons who have never attended school, mark Year 9 or equivalent or below.	

What is the level of the **highest** qualification the parent/guardian has completed?

Parent/guardian 1	Parent/guardian 2
☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification	☐ Bachelor degree or above ☐ Advanced diploma/Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 2).
 If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent/guardian 1	Parent/guardian 2
☐ Group 1 Senior management in large business organisation, government administration, 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 ☐ Other Not in paid work in the last 12 months	☐ Group 1 Senior management in large business organisation, government administration, 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 ☐ Other Not in paid work in the last 12 months

Section 6 Sibling Information

Does the student have any brothers or sisters at this school?	If yes, provide details below		
	Sibling's given names	Surname	Date of birth

Section 7 Additional Emergency Contacts

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.

	Contact 1	Contact 2
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

Section 8 Medical Details and Consent

Does your child suffer from any of the following?
(Tick all the boxes that apply)

- | | | |
|---|---|---|
| ☐ Allergies | ☐ Asthma | ☐ Diabetes |
| ☐ Seizure disorder (e.g. epilepsy) | ☐ Hearing impairment | ☐ Physical disability |
| ☐ Speech impairment | ☐ Visual impairment | ☐ Intellectual/learning impairment (e.g. dyslexia) |
| ☐ Acquired brain impairment | ☐ Mental health or behaviour issue (e.g. depression, ADHD) | |
| ☐ Other, please specify: | | |

If you have ticked any of the boxes above please provide further information. Also provide details if the student has any special needs or requires support in school (including details of previous special needs assessments undertaken by a school etc).

NOTE: School staff will administer first aid, seek medical assistance or call an ambulance for the student being enrolled if they judge this to be necessary.

☐ Medication required. Please supply details of any treatments, care or medication required. (contact school for relevant forms)	
Relevant medical consent forms completed and attached:	☐ Yes ☐ No, not required
Immunisation certificate/record provided:	☐ Yes ☐ No
I give consent to the sharing of health information between schools and NT Health and Department of Children and Families as stated in the privacy statement (for more details see Appendix 1). Health information may be shared with NT Health, which offers student health services including nursing, dental, audiology and general health advice. NT Health provides feedback to the schools after health checks (e.g. vision or hearing results.)	☐ Yes ☐ No

Section 9 Additional Consents

Consent for publication of a student's Photo and Work

DET may record sound and/or vision of a student and their work while they are at school or taking part in school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and to enable parents and others to be informed about the school or college's work. This does not mean that the student loses ownership of the works.

Please provide consent for the following:

	Use of Student Photograph		Use of Work by Student		Publishing Student First Name		Publishing Student Surname	
School/College Newsletter								
School/College Yearbook								
School/College/Department Website								

**Consent for all other media usage should be sought as and when required.*

Consent for library use I give consent to authorised access of the student's contact details and library borrowings by LINNet (Libraries in the Northern Territory) and associated libraries. School libraries use the contact details to provide library borrowing services to students, and may share this information with LINNet and associated libraries. Only authorised library personnel will have access to this information. Please note failure to provide the information in full or part may result in limiting or preventing the student from borrowing from the school library.	☐ Yes ☐ No
Consent for publishing student and parent data to third party systems I give consent to publish student and parent personal data in SAMS to third party systems where there is a legal contract in place with DET (in accordance with IPP9 of the Information Act and NTG security policy).	☐ Yes ☐ No
Consent for attending religious instruction I give consent for the student to attend religious instruction. Name of religious instruction you wish the student to attend:	☐ Yes ☐ No

Section 10 Talent Release Form for Students

Before you agree to any images or audio recordings of you being used by the Northern Territory (NT) Government, there are some important things you need to know. Further information regarding talent release permission can be found at the end of this form.

Permission:

I give permission for the NT Government to use my name and photographs, video or audio recordings of myself or my child for marketing and promotional purposes including but not limited to printed publications, newspapers, newsletters, posters, advertisements, websites, social media, television commercials, billboards, and cinema and radio advertisements.

The permission will continue until I revoke permission in writing to the NT Government. In the situation where permission is revoked, every effort will be made to remove the image from future distribution; however, this may not be possible or practical in some situations.

I have read and understand the above:

Details

Student name:		If under 18 years, parent/carer name:	
Phone:		Email:	
Do you identify as being of Aboriginal or Torres Strait Islander descent? Wherever possible, the NT Government will remain sensitive to cultural, family and personal sensitivities. This information is optional and will not be used for any purpose involving discrimination.			☐ Yes ☐ No
Signature: If under 18 years of age, must be signed by parent		Date:	

It is your responsibility to notify the school in writing of any changes to the information provided on this enrolment form.

Name of parent/guardian/independent student enrolling the student and providing consents:

(Please print)

Relationship to student: _____

Signature: _____ Date: / /

Name of school witness: _____
(Please print)

Signature: _____ Date: / /

A full appendix is available on pages 13 to 16.

Section 11 Cybersafety User Agreement Declaration

Students, Parents/Carers, please:

1. Read the Cyber Safety User Agreement available on the Darwin High School website.
2. Read and sign the appropriate section of this form.

Darwin High School will:

- Maintain a cybersafety program to support a safe digital learning environment.
- Take reasonable steps to restrict access to inappropriate, harmful, or illegal material when using school ICT equipment, devices, and internet services at school or during school-related activities.
- Keep a copy of this signed agreement on file.
- Respond appropriately to any reported breaches of this agreement.
- Provide cybersafety education to students and members of the school community.
- Welcome enquiries from students, parents, and caregivers regarding cybersafety matters.

Student Agreement – My Responsibilities

I agree that:

- I have read and understood this Cybersafety User Agreement.
- I will follow all cybersafety rules and instructions whenever I use the school's ICT systems, devices, networks, or services.
- I will also follow these rules when using privately owned devices on school grounds or at any school-related activity.
- I will avoid accessing, creating, sharing, or engaging with material or activities that may compromise my own safety or the privacy, safety, and security of others.
- I will take appropriate care of school ICT equipment and understand that my family may be responsible for repair or replacement costs if damage, loss, or theft results from my actions.
- I will seek assistance from a teacher or the IT Manager if I am unsure about any aspect of this agreement.
- I am responsible for any personal electronic devices I bring to school, including laptops, tablets, and mobile phones.

I understand my responsibilities and agree to comply with this Cybersafety User Agreement. I understand that breaches of this agreement may result in consequences in accordance with school policies.

Student name:

Year Level:

Student signature:

Date:

Parent/Carer Agreement – My Responsibilities

I agree that:

- I accept that my child's use of ICT must be consistent with this agreement.
- I have read and discussed this agreement with my child and understand our shared responsibility in maintaining a safe online environment.
- I will ensure this agreement is signed and returned to the school.
- I will encourage my child to follow the school's cybersafety rules and expectations.
- I will contact the school if I have any questions or concerns regarding this agreement.
- I understand that the school accepts no liability for damage, loss, or theft of personal electronic devices brought to school. Students bring such devices at their own risk.

Parent/carers name:

Parent/carers signature:

Date:

Important Information

This agreement remains in effect for the duration of the student's enrolment at Darwin High School. If amendments or additions are made to the agreement, parents and caregivers will be advised in writing.

APPENDIX 1 Privacy Statement

For more information regarding the Department of Education and Training obligations in relation to protecting your privacy, send an email request to detfoi.det@education.nt.gov.au or contact a DET Information Officer on (08) 8999 5967. We need enrolment details for the following purposes:

Student Details

- This information is required to discuss matters regarding the student's education, for contact in an emergency or for other educational purposes. These other educational purposes may include:
 - the determination of the number of school aged children in a region, allowing DET to plan resourcing for schools;
 - to assist in the provision of transport to and from schools;
 - to determine whether all school-aged children are enrolled in an educational facility as required by the NT *Education Act*;
 - any requirements under relevant laws of either the Northern Territory or Australian Government; and
 - students' names and demographic information may be verified against health records.

Student and Parent Background Information

- Some of this information is a standard requirement on all enrolment forms Australia wide as part of the National Education Agreement. The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Territory schools. Some of this information will be forwarded to the Australian Government as required under the appropriate legislation.

Additional Emergency Contacts

- This is required in the event that the school is unable to contact parents/guardians. Please ensure that the people named have agreed to their details being provided to the school.

Special Family Circumstances

- Additional information about parents/guardians. This is needed so that we are aware of family arrangements e.g. foster care, dual custody, access restrictions. Please provide any relevant Court Orders including access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.
- Contact your school principal if you would like to discuss, in strict confidence, any matters relating to these arrangements.

Medical Details and Consents

- Health information is required so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- Contact information may be shared with staff of the Department of Health and Families (DHF) should nurses, dentists, audiology staff and health workers need to contact parents/ guardians. The school may need to disclose personal and sensitive information to medical practitioners, and people providing services to the school, including specialist visiting teachers and counsellors.
- We require details of student medical conditions and/or disabilities, and medication they may need while at school. If possible, please provide medication to the school in an authorised pharmacy packet.
- Please inform the school if your child develops a medical condition that may require regular or emergency treatment by school staff.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.
- Health information may also be shared with DHF, which offers student health services including nursing, dental, audiology and general health advice. DHF provides feedback to the schools after health checks (e.g. vision or hearing results) to ensure the student is properly cared for at school.
- DHF may provide medical information back to the school to assist in planning appropriate health interventions and to assist in classroom curriculum activities.

Please contact the school if you require further information or clarification regarding the DET Medications Policy.

Access to Your Child's Record Held by the School

In most circumstances you are able to access your child's records. Please contact the Principal to do so. If you have any concerns about the privacy of this information please contact the Principal.

APPENDIX 2

List of Parent or Guardian Occupation Groups

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executives/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 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.

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

Group 2

Other business managers, 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/services 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] **Defence Forces** senior Non-Commissioned Officer

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 clerk/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 desk, admissions clerk]

Skills office, sales and service staff

Office [secretary, personal assistant, desktop publishing operator, switchboard]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refuge/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 and 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 staff [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 are 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]

Talent Release Form Further information

The NT Government is collecting your information to obtain permission to use photos, video and audio recordings of you in NT Government advertising, documents, promotional materials, websites and social media accounts. Photos, video, now referred to as images, audio recordings or other personal information described in this form may be supplied to NT Government staff, contractors or service providers, such as graphic designers, engaged by the NT Government to produce these materials, but will not be provided to any other person or organisation for purposes other than described.

The images or audio recording and a copy of the talent release form may also be stored on the NT Government image library.

What will happen to my images once they are taken?

The NT Government will store your images digitally in its photographic library database. The talent release form that you signed will be filed with your images. Once stored in the database, your images may be used by any NT Government department or agency for a wide variety of purposes, ongoing, until advised otherwise by you in writing.

Who can use my images?

Your images cannot be shared with any person, organisation or company outside of the NT Government, other than those specified, without your express permission. This includes private companies, political parties, and charitable organisations.

Where will my images or audio be used?

Your images may be used in a variety of applications. Some of the typical places could include printed brochures and flyers, newspaper advertising, magazines and journals, television commercials, radio commercials, government events and displays, newsletters, websites and social media channels, outdoor billboards and banners, bus advertising and others as required. Your image may be used in situations that are unrelated to the original purpose for which they were taken.

What if I don't want my photograph to be used somewhere?

It can be quite a surprise to see your photograph blown up 2 metres tall at a display, or to suddenly find yourself appearing on television. You need to be aware that your photograph may be used in these situations unless you ask for it not to be.

If there are circumstances where you do not want your photo used, make sure you write that down on the talent release form that you sign.

I had my photograph taken but I no longer want it used. How can I get it taken off the database?

Call or email the Department of Education and Training's Communications and Media team using the below contact details.
Why do you need to know if I identify as being of Aboriginal or Torres Strait Islander descent?

The NT Government delivers a wide range of services and public information programs specifically designed to reach Territorians who identify as being of Aboriginal or Torres Strait Islander descent and we appreciate that there may be certain cultural sensitivities about using your image.

1. You are entitled to access and amend the information provided by you.

For more information or to update your records please contact:

NT Government, Department of Education and Training
Communications and Media
Level 14, Mitchell Centre
Phone: (08) 8901 4916
Email: comms.det@education.nt.gov.au

Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that everyone's right to privacy is maintained. For more information, go to the Department of Education and Training's Policy and Advisory Library and read the Privacy Policy.