Northern Territory Government

New Student Enrolment Form

DEPARTMENT OF **EDUCATION AND TRAINING**

information

Frequently Asked Questions (FAQs)

January 2009

A new student enrolment form has been developed and should be used by all schools commencing Semester 2 2009.

All schools should have an understanding of the Student Enrolment Process policy when enrolling children in school.
http://www.det.nt.gov.au/corporate/policies/school_management/student_enrolment.pdf

What is different in the new form?
There is now one enrolment form for all students, previously there were a number of forms depending on whether the student was Independent or studying Vocational Education and Training (VET). There are now three attachments to the enrolment form

1. VET
2. Preschool
3. Transition

The Preschool and Transition attachments will assist the Department of Education and Training (DET) in planning for early childhood services. In 2010, the Student Administration and Management System (SAMS) will be modified to enable the new school enrolment form to be electronically populated in an effort to reduce the administration burden on schools.

Does every student need an enrolment form and why?
Yes. The student enrolment form is important as it provides schools with information to assist in meeting the duty of care requirements for students. Every enrolment form must be signed by the parent/guardian/independent student and stored in the student's file.

Why has this form been updated?
This review process was undertaken due to the need to:

- update the privacy statement to allow for future sharing of specific data between DET and other agencies;
- ensure DET is meeting the national reporting requirements outlined in the recently released Data Standards Implementations Manual;
- ensure consistency with SAMS to improve data quality; and
- update the DET header/logo and improve the design layout.

Who was consulted during the process?
A comprehensive consultation process was undertaken with representatives from the following groups:

- Corporate DET teams –Technology and Information Planning Services (including SAMS), Teaching Learning and Standards, Strategic Education Policy, Legal Services, International Services Branch, Early Childhood Services, Health Promoting Schools Unit, Media and Marketing, Northern Territory Distance Learning Service;
- Principals and school administration staff (Principals Working Group);
- Department of Health and Families.

The reporting requirement needs of all relevant parties were considered and included where appropriate.

Why is it important to provide accurate health information?
During school hours, the school has a duty of care responsibility for all students. Accurate health information is required so that school staff can properly care for students. Parents/guardians are encouraged to read the privacy statement that is attached to the enrolment form for more detailed information.

Why is DET collecting additional information from overseas students, in particular the visa sub-classification number?
This information is required to enable DET to monitor the number of overseas students enrolled in NT Government schools to assist with planning resource allocation, in particular where students require English as a Second Language (ESL) services.

In addition, each visa sub-classification is subject to a number of Department of Immigration and Citizenship (DIAC) conditions which may impact on the student's enrolment. For example, a Tourist Visa (sub-classification 676) limits the duration that students may study to three months and may require that the student undergo a health examination before commencing study.

Why is it important to collect additional parent/guardian background information?
This information is a standard requirement on all enrolment forms Australia-wide as part of the National Education Agreement. It will ultimately be used to assist school education authorities in directing funding and teaching resources appropriately to Territory schools as part of the *National Education Agreement* between the Premiers of the States, Chief Ministers of the Territories and the Prime Minister of Australia.