ENROLMENT PROCEDURE

Welcome to Pilton State School. We hope that your association with our school is a beneficial and happy one for you and your child. To assist with the settling in process, that all children experience when coming into a new school, we would ask that you take a few minutes to read and complete the attached Student Enrolment Form.

Please note that all parents making application to enrol their child at our school are required to complete the enrolment documentation and provide the following as applicable:

- Any relevant documentation relating to the child from their previous school.
- Birth Certificate (if not previously enrolled in an Education Queensland school)
- Any relevant information relating to a medical condition.
- Information regarding all previous schools.
- Any information from the enrolment application that may need clarification.
- Proof of custody arrangements (if applicable)
- Any further information which may assist in making the transition to a new school as smooth as possible
The information on the enrolment form for _________________________ states that he/she is allergic to / suffers from
__________________________________________________________________________________
__________________________________________________________________________________

To enable us to treat the condition correctly, should it occur at school, would you please complete this form and return it to the school office as soon as possible.

Name of Child ____________________________________________________

Year Level in 2003 __________

Is allergic to / suffers from ____________________________________________
(Please be specific i.e. what type of insect bite, etc.)

How does this allergy / condition affect your child?
__________________________________________________________________________________
__________________________________________________________________________________

Could the reaction / condition be life threatening?
__________________________________________________________________________________

Can medication be available at school? _________________________________
(N.B. This must be stored in the Office and accompanied by a letter giving all details of dosage, etc)
Asthma puffers may remain with students, if they normally self administer these)

When should this medication be administered?
__________________________________________________________________________________
__________________________________________________________________________________

At what stage should we notify you?

At what stage should an ambulance be called?

Any other comments
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Home Phone No.

Parent/Guardian 1 Work No. Parent/Guardian 2 Work No.

Signed ………………………………………. Date……………

Please notify the school office in writing if there are any changes to either the condition or treatment, so that records can be updated.