

**UPWEY SOUTH PRIMARY SCHOOL**

**ENROLMENT DOCUMENTATION REQUIREMENTS**

IMMUNISATION CERTIFICATE

BIRTH CERTIFICATE IF BORN IN AUSTRALIA

PASSPORT/VISA IF NOT BORN IN AUSTRALIA

**IMPORTANT NOTE TO PARENT/GUARDIAN:-**

Please complete the attached Enrolment Form, ensuring that accurate information is supplied in ***ALL*** sections.

If you are from a separated family we request that you collect and complete and Alternative Family Enrolment Form. This is to allow us to collect all information from both parents. This allows the alternative family member to have their own login details to our communication app Compass.

Questions marked with a are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

If English **is not** your child’s main language, please ensure that you write their native language in the ***‘Main Family Language Spoken at home’*** section at the bottom of the second page. *This information affects their ‘English as a Second Language’ tuition entitlement.*

The Parental Occupation Group Codes outlined on the back sheet of this enrolment form are to be used when providing family occupation details for enrolled students. This information is used for determining Government funding allocations to our school and it is imperative that they are an accurate reflection of your current employment circumstances. Please select the appropriate Group Code from the list on the back of this form.

Please ensure that you sign both the Consent and the Certification of Information sections on the last page.

Parents receiving a benefit from Centrelink, and holding a current Health Care card or a current Pension card, may be entitled to receive the Camps, Sports and Excursions Levy. Information on eligibility and application forms are available from the school office.



**PRIMARY SCHOOL**

**PRIVACY INFORMATION for parents and carers**

During the ordinary course of your child’s attendance at our school, school staff will collect your child’s personal and health information when necessary to educate your child, or to support your child’s social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child’s information is secure. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child’s personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school’s privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, ‘staff’ includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

# Upwey South Primary School

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STUDENT ENROLMENT INFORMATION – 2022 | Computer Generated Student ID: |  |  |  |  |  |  |  |

# Student Details

## Personal Details of Student

|  |  |  |  |
| --- | --- | --- | --- |
| Surname**:** |  | Title: (Miss Ms, Mrs, Mx, Mr) |  |
| First Given Name: |  |
| Second Given Name: |  |
| Preferred Name (if applicable): |  |
| ❖Gender |  🞎 Male 🞎 Female  | 🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fill in blank) |
| Student Mobile Number: |  | Birth Date: (dd-mm-yyyy) | \_\_\_ / \_\_\_ / \_\_\_ |

### Primary Family Home Address:

|  |  |
| --- | --- |
| No. & Street: or PO Box details |  |
| Suburb: |  |
| State: |  | Postcode: |  |
| Telephone Number: |  | Silent Number: (tick) | 🞎 Yes | 🞎 No |
| Mobile Number: |  | Fax Number: |  |

#### OFFICE USE ONLY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s Name and Birth Date proof sighted (tick) | 🞎 Yes | 🞎 No | Enrolment Date: |  |
| Year Level  |  | Home Group  |  | Timetabling Group |  | House |  | Campus |  |
| Student Email Address: |  |
| Immunisation Certificate received?: (tick) | 🞎 Complete | 🞎 Not sighted |
| Is there a Medical Alert for the student? (tick) | 🞎 Yes | 🞎 No |
| Does the student have a Disability ID Number? (tick) | 🞎 No | 🞎 Yes | Disability ID No.: |  |
| Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick)For prep students only | 🞎 Yes | 🞎 No | 🞎 Pending |

# Family Details

|  |
| --- |
| List any other family members attending this school: |
|  |

❖ This question is asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

## Primary Family Details

NOTE: The ‘PRIMARY’ Family is: “the family or parent the student mostly lives with”. Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

### Adult A Details (Primary Carer):

|  |  |  |
| --- | --- | --- |
| Gender : | 🞎 Male  | 🞎 Female 🞎\_\_\_\_\_\_\_\_\_\_\_ fill in blank |
| Title: (Ms, Mrs, Mr, Mx, Dr etc) |  |
| Legal Surname:  |  |
| Legal First Name:  |  |
| What is Adult A’s occupation? |  |
| Who is Adult A’s employer? |  |
| In which country was Adult A born? |
| 🞎 **Australia** | 🞎 Other (please specify): |  |
| ❖ Does Adult A speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) |
| * No, English only
* Yes (please specify):
 |
| Please indicate any additional languages spoken by Adult A: |  |
| Is an interpreter required? (tick) | 🞎 Yes | 🞎 No |
| ❖What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who have never attended school, mark ‘Year 9 or equivalent or below’.) |
| 🞎 Year 12 or equivalent |
| 🞎 Year 11 or equivalent |
| 🞎 Year 10 or equivalent |
| 🞎 Year 9 or equivalent or below |
| ❖What is the level of the *highest* qualification the Adult A has completed? (tick one) |
| 🞎 Bachelor degree or above |
| 🞎 Advanced diploma / Diploma |
| 🞎 Certificate I to IV (including trade certificate) |
| 🞎 No non-school qualification |
| ❖What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list. * If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.
 |
| * If the person has not been in paid work for the last 12 months, enter ‘N’.
 |  |

### Adult B Details:

|  |  |  |
| --- | --- | --- |
| Gender: | 🞎 Male | 🞎 Female 🞎\_\_\_\_\_\_\_\_\_\_\_ fill in blank |
| Title: (Ms, Mrs, Mr, Mx, Dr etc) |  |
| Legal Surname:  |  |
| Legal First Name:  |  |
| What is Adult B’s occupation? |  |
| Who is Adult B’s employer? |  |
| In which country was Adult B born? |
| 🞎 **Australia** | 🞎 Other (please specify): |  |
| ❖ Does Adult B speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) |
| * No, English only
* Yes (please specify):
 |
| Please indicate any additional languages spoken by Adult B: |  |
| Is an interpreter required? (tick) | 🞎 Yes | 🞎 No |
| ❖What is the highest year of primary or secondary school Adult B has completed? (tick one) (For persons who have never attended school, mark ‘Year 9 or equivalent or below’.) |
| 🞎 Year 12 or equivalent |
| 🞎 Year 11 or equivalent |
| 🞎 Year 10 or equivalent |
| 🞎 Year 9 or equivalent or below |
| ❖ What is the level of the *highest* qualification the Adult B has completed? (tick one) |
| 🞎 Bachelor degree or above |
| 🞎 Advanced diploma / Diploma |
| 🞎 Certificate I to IV (including trade certificate) |
| 🞎 No non-school qualification |
| ❖What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list. * If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list.
 |
| * If the person has not been in paid work for the last 12 months, enter ‘N’.
 |  |

❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information

|  |  |  |  |
| --- | --- | --- | --- |
| Main language spoken at home: |  | Preferred language of notices: |  |
| Are you interested in being involved in school group participation activities? (eg. School Council, excursions) (tick)  | 🞎 Adult A | 🞎 Adult B | 🞎 Both | 🞎 Neither |

## Primary Family Contact Details

### Adult A Contact Details:

###### Business Hours:

|  |  |  |
| --- | --- | --- |
| Can we contact Adult A at work? (tick) | 🞎 Yes | 🞎 No |
| Is Adult A usually home during business hours? (tick) | 🞎 Yes | 🞎 No |
| Work Telephone No: |  |
| Other Work Contact information: |  |

###### After Hours:

|  |  |  |
| --- | --- | --- |
| Is Adult A usually home AFTER business hours? (tick) | 🞎 Yes | 🞎 No |
| Home Telephone No: |  |
| Other After Hours Contact Information: |  |
| Mobile No: |  |
| SMS Notifications:  | 🞎 Yes | 🞎 No |
| Adult A’s preferred method of contact: (tick one)(If Phone is selected, Email shall be used for communication that cannot be sent via phone.) |
| 🞎 Mail | 🞎 Email  | 🞎 Phone | 🞎 Facsimile |
| Email address: |  |
| Email Notifications:  | 🞎 Yes | 🞎 No |
| Fax Number: |  |

### Adult B Contact Details:

###### Business Hours:

|  |  |  |
| --- | --- | --- |
| Can we contact Adult B at work? (tick) | 🞎 Yes | 🞎 No |
| Is Adult B usually home during business hours? (tick) | 🞎 Yes | 🞎 No |
| Work Telephone No: |  |
| Other Work Contact information: |  |

###### After Hours:

|  |  |  |
| --- | --- | --- |
| Is Adult B usually home AFTER business hours? (tick) | 🞎 Yes | 🞎 No |
| Home Telephone No: |  |
| Other After Hours Contact Information: |  |
| Mobile No: |  |
| SMS Notifications:  | 🞎 Yes | 🞎 No |
| Adult B’s preferred method of contact: (tick one)(If Phone is selected, Email shall be used for communication that cannot be sent via phone.) |
| 🞎 Mail | 🞎 Email  | 🞎 Phone | 🞎 Facsimile |
| Email address: |  |
| Email Notifications:  | 🞎 Yes | 🞎 No |
| Fax Number: |  |

### Primary Family Mailing Address:

Write “As Above” if the same as Family Home Address

|  |  |
| --- | --- |
| No. & Street or PO Box |  |
| Suburb: |  |
| State: |  | Postcode: |  |

### Primary Family Doctor Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Doctor’s Name |  | Individual or Group Practice: (tick) | 🞎 Individual | 🞎 Group |
| No. & Street or PO Box No.: |  |
| Suburb: |  |
| State: |  | Postcode: |  |
| Telephone Number |  | Fax Number |  |
| Current Ambulance Subscription: (tick) | 🞎 Yes | 🞎 No | Medicare Number: |  |

## Primary Family Emergency Contacts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Relationship | Telephone Contact | Language Spoken |
|  |  | (Neighbour, Relative, Friend or Other) |  | (If English Write “E”) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

## Primary Family Billing Address:

Write “As Above” if the same as Family Home Address

|  |  |
| --- | --- |
| No. & Street or PO Box |  |
| Suburb: |  |
| State: |  | Postcode: |  |
| Billing Email  | 🞎 Adult A 🞎 Adult B  | 🞎 Other (Please Specify) |

## Other Primary Family Details

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship of Adult A to Student: (tick one) | 🞎 Parent | 🞎 Step-Parent | 🞎 Adoptive Parent |
| 🞎 Foster Parent | 🞎 Host Family | 🞎 Relative |
| 🞎 Friend | 🞎 Self | 🞎 Other |
| Relationship of Adult B to Student: (tick one) | 🞎 Parent | 🞎 Step-Parent | 🞎 Adoptive Parent |
| 🞎 Foster Parent | 🞎 Host Family | 🞎 Relative |
| 🞎 Friend | 🞎 Self | 🞎 Other |

|  |
| --- |
| The student lives with the Primary Family: (tick one) |
| 🞎 Always | 🞎 Mostly | 🞎 Balanced | 🞎 Occasionally | 🞎 Never |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Send Correspondence addressed to: (tick one) | 🞎 Adult A | 🞎 Adult B | 🞎 Both Adults | 🞎 Neither |

## Demographic Details of Student

|  |
| --- |
| ❖ In which country was the student born? |
| 🞎 Australia | 🞎 Other (please specify): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of arrival in Australia OR Date of return to Australia: (dd-mm-yyyy) |  \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |
| What is the Residential Status of the student? (tick) | 🞎 Permanent | 🞎 Temporary  |
| Basis of Australian Residency: |
| 🞎 Eligible for Australian Passport | 🞎 Holds Australian Passport |
| 🞎 Holds Permanent Residency Visa |
| Visa Sub Class: |  | Visa Expiry Date: (dd-mm-yyyy) | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |
| Visa Statistical Code: (Required for some sub-classes) |  |
| International Student ID :(Not required for exchange students) |  |
| ❖ Does the student speak a language other than English at home? (tick) ( If more than one language is spoken at home, indicate the one that is spoken most often) |
| 🞎 No, English only | 🞎 Yes (please specify): |
| Does the student speak English? (tick) | 🞎 Yes | 🞎 No |
| ❖Is the student of Aboriginal or Torres Strait Islander origin? (tick one) |
| 🞎 No | 🞎 Yes, Aboriginal  |
| 🞎 Yes, Torres Strait Islander | 🞎 Yes, Both Aboriginal & Torres Strait Islander |
|  |  |
| Is the student a young carer (providing support/care for other family member/s)? (tick one) |
| 🞎 No | 🞎 Yes  |
| What is the student’s living arrangements? (tick one): |
| 🞎 At home with TWO Parents/ Guardians | 🞎 State Arranged Out of Home Care # (See Note) |
| 🞎 At home with ONE Parent/ Guardian | 🞎 Homeless Youth |
| 🞎 Independent |  |

# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Health and Human Services and live in alternative care arrangements away from their parents. These DHHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.

**Note:** Special Schools – please go to section “Travel Details for Special Schools” to enter transport details.

|  |  |  |
| --- | --- | --- |
| Beginning of journey to school: | Map Type | Melway / VicRoads / Country Fire Authority / Other |
| Map Number |  | X Reference |  | Y Reference |  |
| Usual mode of transport to school: (tick) |
| 🞎 Walking | 🞎 School Bus | 🞎 Train | 🞎 Driven | 🞎 Taxi |
| 🞎 Bicycle | 🞎 Public Bus | 🞎 Tram | 🞎 Self Driven | 🞎 Other |
| If student drives themself to school: | Car Reg. No. |  | Distance to School in kilometres: |  |

❖ These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

## School Details

|  |  |
| --- | --- |
| Date of first enrolment in an Australian School: | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_ |
| Name of previous School or Pre School: |  |
| Years of previous education: |  | What was the language of the student’s previous education? |  |
| Does the student have a Victorian Student Number (VSN)? |
| * Yes.

Please specify:🞎🞎🞎🞎🞎🞎🞎🞎🞎 | * Yes, but the VSN is unknown
 | 🞎 No. The student has never been issued a VSN. |
| Years of interruption to education: |  | Is the student repeating a year? (tick) | 🞎 Yes | 🞎 No |
| Will the student be attending this school full time? (tick) | 🞎 Yes | 🞎 No |
| If No, what will be the time fraction that the student will be attending this school? (i.e: 0.8 = 4 days/week) |  |
| Other school Name: |  | Time fraction: | 0. | Enrolled: | 🞎 Yes | 🞎 No |
| Other school Name: |  | Time fraction: | 0. | Enrolled: | 🞎 Yes | 🞎 No |

## Conditional Enrolment Details

In some circumstances a child may be enrolled conditionally, particularly if the required enrolment documentation to determine the shared parental responsibility arrangements for a child is not provided. Please refer to the School Policy & Advisory Library for more information <https://www2.education.vic.gov.au/pal/enrolment/policy>

|  |
| --- |
| Enrolment conditions |

### OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| Has the documentation been provided and retained on school records? | 🞎 Yes |  🞎 No |
| Have the conditions been met to complete the enrolment? | 🞎 Yes |  🞎 No |

## Student Access or Activity Restrictions Details

|  |  |  |
| --- | --- | --- |
| Is the student at risk? | 🞎 Yes | 🞎 No |
| Is there an Access Alert for the student? (tick) | 🞎 Yes (If Yes, then complete the following questions and present a current copy of the document to the school.) | 🞎 No (If No, move to the immunisation / medical condition details questions.) |
| Access Type: (tick) | 🞎 Parenting Order | 🞎 Parenting Plan | 🞎 Intervention Order | 🞎 Protection Order |
|  | 🞎 Informal Carer Stat Dec | 🞎 DHHS Authorisation | 🞎 Witness Protection Program Order | 🞎 Other |
| Describe any Access Restriction: |  |
| Is there an Activity Alert for the student? (tick) | 🞎 Yes | 🞎 No |
| If Yes, then describe the Activity Restriction: |  |

### OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| Current custody document placed on student file? | 🞎 Yes |  🞎 No |

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)

* consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
* administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian: Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

**HEAD LICE INSPECTION PROGRAM PERMISSION (PLEASE TICK)**

**I give consent** for my child to participate in the school’s head lice inspection program for the duration of their enrolment at Upwey South Primary School.

**I do not give consent** for my child to participate in the school’s head lice inspection program for the duration of their enrolment at Upwey South Primary School.

**PUBLICITY PERMISSION (PLEASE TICK)**

**I give permission** for photographs/images and/or class details of my child to be used in

school publications, newspaper articles, Compass and on the school web page. **Please note only first names will be used.**

**I do not give permission** for photographs/images and/or class details of my child to be

used in school publications, newspaper articles, Compass and on the school web page. **Please note only first names will be used.**

## Student Medical Details

### Medical Condition Details:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Does the student suffer from any of the following impairments? (tick) | Hearing: | 🞎 Yes | 🞎 No | Vision | 🞎 Yes | 🞎 No |
| Speech:  | 🞎 Yes | 🞎 No | Mobility: | 🞎 Yes | 🞎 No |
| Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section | 🞎 Yes | 🞎 No |

### Asthma Medical Condition Details:

Answer the following questions ONLY if the student suffers from any asthma medical conditions.

|  |  |
| --- | --- |
| Please indicate if the student suffers from any of the following symptoms: (tick) | If my child displays any of these symptoms please: (tick) |
| 🞎 Cough | Inform Doctor | 🞎 Yes | 🞎 No |
| 🞎 Difficulty Breathing | Inform Emergency Contact | 🞎 Yes | 🞎 No |
| 🞎 Wheeze | Administer Medication | 🞎 Yes | 🞎 No |
| 🞎 Exhibits symptoms after exertion | Other Medical Action | 🞎 Yes | 🞎 No |
| 🞎 Tight Chest | If yes, please specify: |  |
| Has an Asthma Management Plan been provided to School? | 🞎 Yes | 🞎 No |
| Does the student take medication? (tick) | 🞎 Yes | 🞎 No | Name of medication taken: |  |
| Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick) | 🞎 Preventative | 🞎 Response |
| Indicate the usual dosage of medication taken: |  | Indicate how frequently the medication is taken: |  |
| Medication is usually administered by: (tick) | 🞎 Student | 🞎 Nurse | 🞎 Teacher | 🞎 Other |
| Medication is stored: (tick) | 🞎 with Student | 🞎 with Nurse | 🞎 Fridge in Staff Room | 🞎 Elsewhere |
| Dosage time |  | Reminder required? (tick) | 🞎 Yes | 🞎 No | Poison Rating |  |

### Other Medical Conditions

(More copies of the other medical condition forms are available on request from the school.)

|  |  |  |
| --- | --- | --- |
| Does the student have any other medical condition? (tick) | 🞎 Yes | 🞎 No |
| If yes, please specify: |  |
| Symptoms: |  |
| If my child displays any of the symptoms above please: (tick) |
| Inform Doctor | 🞎 Yes | 🞎 No | Inform Emergency Contact | 🞎 Yes | 🞎 No |
| Administer Medication | 🞎 Yes | 🞎 No | Other Medical Action | 🞎 Yes | 🞎 No |
|  | If yes, please specify: |  |
| Does the student take medication? (tick) | 🞎 Yes | 🞎 No | Name of medication taken: |  |
| Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick) | 🞎 Preventative | 🞎 Response |
| Indicate the usual dosage of medication taken: |  | Indicate how frequently the medication is taken: |  |
| Medication is usually administered by: (tick) | 🞎 Student | 🞎 Nurse | 🞎 Teacher | 🞎 Other |
| Medication is stored: (tick) | 🞎 with Student | 🞎with Nurse | 🞎 Fridge in Staff Room | 🞎 Elsewhere |
| Dosage time |  | Reminder required? (tick) | 🞎 Yes | 🞎 No | Poison Rating |  |

## Student Doctor Details

The following details should only be provided if this student has a Doctor and/or Medicare number different to the Primary Family.

|  |  |
| --- | --- |
| Doctor’s Name: |  |
| Individual or Group Practice: (tick) | 🞎 Individual | 🞎 Group |
| No. & Street or PO Box No.: |  |
| Suburb: |  |
| State: |  | Postcode: |  |
| Telephone Number |  | Fax Number |  |
| Student Medicare Number: |  |

## Student Emergency Contacts

This section should ONLY be filled out if THIS student has emergency contacts other than the Prime Family Emergency Contacts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Relationship | Language Spoken | Telephone Contact |
|  |  | (Neighbour, Relative, Friend or Other) | (If English Write “E”) |  |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

## Travel Details for Special Schools

|  |
| --- |
| How will the student travel to school? (tick) |
| 🞎 Walk | 🞎 Bicycle | 🞎 Train |  🞎 Tram |
| 🞎 School Bus | 🞎 Public Bus | 🞎 Public Taxi |  🞎 Driven by parent/carer |
| **First date of travel?** (tick) | 🞎 Next school year |  Alternate date: (dd-mm-yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |
| Is the student applying to travel on a school bus or for other travel assistance? (tick) |
| 🞎 Yes | 🞎 No |
| Type of travel assistance requested?(completion of additional form required) |
| 🞎 Access to School Bus | 🞎 Conveyance Allowance |
| If by School Bus, please advise local bus stop if known: |
| Landmark: |  | Map Type:  | X \_\_\_\_\_\_\_ | Y \_\_\_\_\_\_ |
| Assisted Mobility (if applicable): |
| If applicable, specify the student’s mode of assisted mobility. | 🞎 Wheelchair | 🞎 Walker |
| **Comments relevant to travel:** |  |
| Office Use Only: |
| Can the student Individual Learning Plan (ILP) include travel training? | 🞎 Yes | 🞎 No |
| Is the student attending their nearest school? | 🞎 Yes | 🞎 No |
| Does the student reside in Designated Transport Area (DTA) (if attending special school)? | 🞎 Yes | 🞎 No |
| Can the student be accommodated on existing route (if applicable)? | 🞎 Yes | 🞎 No |
| Pick-up Point: |  | Map Ref: | Time AM: |
| Set Down Point: |  | Map Ref: | Time PM: |
| NOTE: Students residing in Rural/Regional Victoria or attending special schools may be entitled to receive transport assistance. The Department may give access to a school bus service or pay a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school. |

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.

Signature of Parent/Guardian: Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

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# Parental Occupation Group Codes

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

Group A 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 / officer / pilot, flight officer, flying instructor, air traffic controller)

Group B 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 C 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 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 D 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, kitchen hand, 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