



'A Tradition of Caring and Excellence in Education'

Wandin Yallock Primary School



CONFIDENTIAL STUDENT ENROLMENT FORM

105 Beenak Road, Wandin North Vic. 3139 Tel: 03 5964 4276 email: wandin.yallock.ps@edumail.vic.gov.au

STUDENT PERSONAL DETAILS

Title _____ Family Name _____ First Name _____ Second Name _____ Preferred Name _____ *Sex _____ (M)ale (F)emale Date of Birth ____/____/____ (Proof of birth must be presented)	Computer Generated Student Id. Number _____
	Names of other siblings at this school:- _____ _____

Residential Address Number & Street: _____ Suburb: _____ Post Code: _____ State: _____	Postal Address (If not the same as residential) Number & Street: _____ Suburb: _____ Post Code: _____ State: _____
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Home Telephone Number/s _____ Is this a silent number? _____ Y/N

Primary Email Address: _____ Please email the weekly Newsletter to me.

PARENT/GUARDIAN'S DETAILS AND CONTACT INFORMATION

Adult A	Adult B
Title _____ Family Name _____ First Name _____ Relationship to Student _____ Mobile Number _____ Country of Birth _____ *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). <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify) Please indicate any additional languages spoken by Adult A _____ Occupation _____ Employer's Name _____ Work Number _____ Can be contacted at work? _____ Y/N?	Title _____ Family Name _____ First Name _____ Relationship to Student _____ Mobile Number _____ Country of Birth _____ *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). <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify) Please indicate any additional languages spoken by Adult B _____ Occupation _____ Employer's Name _____ Work Number _____ Can be contacted at work? _____ Y/N?
*What is the highest year of primary or secondary school Adult A has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below *What is the level of the highest qualification the Adult A has completed? <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification *What is the occupation Group of Adult A? Please select the appropriate parental occupation group from the attached list. <ul style="list-style-type: none"> If the person is not currently in paid work but has 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 <u>paid</u> work for the last 12 months, enter 'N'. <input type="checkbox"/> 	*What is the highest year of primary or secondary school Adult B has completed? <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below *What is the level of the highest qualification the Adult B has completed? <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification *What is the occupation Group of Adult B? Please select the appropriate parental occupation group from the attached list. <ul style="list-style-type: none"> If the person is not currently in paid work but has 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 <u>paid</u> work for the last 12 months, enter 'N'. <input type="checkbox"/>

Would either Parent/Guardian be willing to join in School Activities? A B Both Neither

OFFICE USE ONLY

Birth Certificate Presented? ____ (Y/N) Date of Enrolment ____/____/____ Year Level ____ Home Group ____
 Repeating Year? ____ Y/N Integrated Student? ____ Y/N I.D. No. _____

STUDENT MEDICAL DETAILS

Name of Student's Doctor _____ Suburb _____
 Telephone _____ Ambulance Subscription _____ Y/N Medicare Number _____

EMERGENCY CONTACT INFORMATION * Other than a parent or guardian

	Name	Relationship to child (Neighbour, Relative, Friend or Other)	Telephone Contacts (Home and mobile)
1			
2			
3			
4			

STUDENT MEDICAL INFORMATION

Is there a Medical Alert for the student? ____ Y/N Brief Description _____

Does your child suffer from Asthma? _____

What medication does your child usually take for asthma at home? _____

What medication does your child usually carry for asthma at school? _____

Have you filled in an Asthma Management Plan? ____ Y/N *(If no please collect one from the office)*

What are your child's normal symptoms when they have asthma? *(Please tick appropriate box)*

Coughing Difficulty in breathing Wheezing Symptoms with exercise

Tightness in chest Other symptoms _____

Major Illnesses or Impairments? ____ Y/N Please describe _____

Please indicate the type of impairment:

Impaired Hearing Impaired Speech
 Impaired Vision Mobility Impaired

Allergies _____

Medications _____

Allergies to medications _____

A School Entry Immunization Certificate must be presented.

This can be obtained from the Australian Childhood Immunisation Register. 1800 653 809 or email acir@medicareaustralia.gov.au or www.medicareaustralia.gov.au

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*School Entry Immunization Certificate presented? Y/N

Complete
 Incomplete
 Not Sighted

DEMOGRAPHIC DETAILS

*In which country was the student born? Australia Other (please specify): _____

*Date of arrival to Australia _____

*Residential status _____ (P)ermanent/(T)emporary *Eligible for Australian Passport? _____ Y/N

*Does the student 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). No, English only Yes (please specify). _____

*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

LIVING ARRANGEMENTS

Where is the student living? (Please tick appropriate box)

At home with TWO parents/guardians?

At home with ONE parent/guardian?

Away from home (living in foster home or other state arranged care)?

To whom should correspondence be addressed? Father/Male Guardian Mother/Female Guardian Both

Are there any custody/access restrictions applicable to this student? _____ Y/N (If YES, please present a copy of these documents to the office.)

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Custody documents sighted? Y/N _____

Restrictions _____

Home Location Details

Normal method of travel to school _____
(Walk / Car / Bus / Cycle)

Distance to school _____ kms.

School Details

Date first enrolled at an Australian School _____

Previous School _____

Does the student have a Victorian Student Number (VSN)?

Yes. Please specify below

_____ Yes but the VSN is unknown

No. The student has never been issued a VSN

CONSENT TO MEDICAL ATTENTION

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 teacher in charge, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to:

- 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 _____

SIGNATORIES

Thank you for taking the time to fill in this student information 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 Parents/Guardians _____

Date / /

Date / /

Please note: The following consent forms cover the duration of the student's enrolment at Wandin Yallock Primary School. Consent may be withdrawn by a parent/guardian at any time in writing to the Principal.

CONSENT TO CONDUCT HEAD LICE INSPECTIONS

Throughout the year, the school will be arranging head lice inspection of students. The management of head lice infestation works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation. Before any inspections are conducted staff will explain to all students what is being done and why, and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you've got them, you can do something about it.

The inspection of students will be conducted by qualified professionals who will physically search through each student's hair to see if any lice or eggs are present.

In cases where head lice are found, the person inspecting the student will inform the Principal. The school will send a written notice home with the child and provide parents with comprehensive advice about the use of safe treatment practices which do not place children's health at risk. **Please note that the law requires that where a child has head lice, that child should not return to school until appropriate treatment has commenced.**

I hereby give my consent for my child _____ to participate in the school's head lice inspection program for the duration of their schooling at Wandin Yallock PS

Signature of Parent/Guardian _____ Date _____

CONSENT FOR USE OF STUDENT IMAGES

Our school uses photos and videos of students in newsletters, marketing and promotional publications, our school official website, social media sites and the local newspapers, to celebrate and promote achievements and successes within the school and the community. We request your consent to include photos and/or videos of your child in these forms. If students are to be identified in these publications, it is usually by first name only.

I hereby give consent for images of my child _____ to be included in newsletters, promotional publications, newspapers, social media sites and on the school website for the duration of their schooling at Wandin Yallock PS.

Signature of Parent/Guardian _____ Date _____

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

PRIVACY NOTICE

Information about the Enrolment Form.

Please Read This Notice Before Completing The Student Information Form

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Wandin Yallock Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Wandin Yallock Primary School and the Department of Education & Early Childhood Development are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at Wandin Yallock Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Wandin Yallock Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Wandin Yallock Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Wandin Yallock Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, at Wandin Yallock Primary School, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that Wandin Yallock Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Wandin Yallock Primary School.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Wandin Yallock Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Immunisation status

This assists Wandin Yallock Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa status

This information is required to enable Wandin Yallock Primary School to process your child's enrolment.

UPDATING YOUR CHILD'S RECORDS

Please let Wandin Yallock Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Wandin Yallock Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD'S RECORD HELD BY SCHOOL

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. The Wandin Yallock Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.

ENROLMENT 'HELP' SHEET

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.

Parental Occupations Group Codes:

OCCUPATION 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)

OCCUPATION 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* 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

OCCUPATION 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)

OCCUPATION 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)