# STUDENT ENROLMENT FORM

This form is designed to be used for enrolling students in Victorian government schools using CASES21.

#### Schools, please note:

It is imperative that any enrolment form the school provides to parents/guardians contains the questions marked with the symbol �(and shaded yellow) exactly as they appear on this form. This is a requirement of the Commonwealth Government.

All schools across Australia are required to collect this information for all students. Critical to the success of this process is that all schools use the nationally consistent definitions for students' background characteristic information exactly as they appear on this enrolment form. The data obtained from this process is linked to student results on national tests, aggregated, provided to the Ministerial Council on Education, Employment, Training and Youth Affairs and published in such publications as the National Report on Schooling in Australia. No individual students or schools are identifiable through the published information. [Refer to Circular 291/2004 for more information.]

A copy of the School Enrolment Privacy Notice must be attached to this enrolment form before distribution to parents and guardians as this is a requirement of the *Information Privacy Act*. A template of the School Enrolment Privacy Notice is located at <a href="https://www.eduweb.vic.gov.au/privacy/resources.htm">https://www.eduweb.vic.gov.au/privacy/resources.htm</a>

Explanations of the Parental Occupation Group codes are included at end of this document.

For additional student medical condition forms go to:

EduLibrary | Schools | Forms | General School Forms | Extra Student Medical Conditions as Confidential Student Information Form (CASES21).doc

For alternative family forms go to:

EduLibrary | Schools | Forms | General School Forms | Student Enrolment Form - Alternative Family Form (CASES21).doc

For additional family forms go to:

EduLibrary | Schools | Forms | General School Forms | Student Enrolment Form - Additional Family Form (CASES21).doc



# **GOONAWARRA PRIMARY SCHOOL**

**STUDENT ENROLMENT INFORMATION - 2018** 

**Computer Generated Student** 

# **STUDENT DETAILS**

PERSONAL D	)ETA	ILS OF ST	UDENT								
Surname:							Title	: (Miss Ms	Mr)		
First Given Name	:										
Second Given Na	me:										
Preferred Name (if	applical	ole):									
♦Sex (tick):	□Ма	ıle □ Fem	ale Bi	rth Date: (c	dd-mm-	-уууу)			_/	/	
PRIMARY FAMILY	Номе	ADDRESS:									
No. & Street: or Box details											
Suburb:											
State:						Postcode	e:				
Telephone Number			Silent Number: (tick)			□ Yes	□ No				
Mobile Number:				Fax Number:							
OFFICE USE ONLY	,										
Birth Date proof sig	<b>hted</b> (tio	ck)		□ Yes		No	Enrolment Date:				
Year Level	Home Group		Timet	abling		House				Campus	
Student Email Addr	ess:										
Immunisation Certif	ficate St	atus?: (tick)		□ Comple	ete	□ Incom	nplete	□ Not s	☐ Not sighted		
Is there a Medical A	lert for	the student: (tic	k)	□ Yes		No					
Does the student ha	ave a Di	sability ID Num	ber: (tick)	□ No		□ Yes <b>Dis</b>		sability ID No.:			
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" - Alternative and Additional family forms are available from the school if this is required.

As the School Start Bonus will be sent to the 'Primary Carer' of Prep and Year 7 students, it is imperative that the legal surname, legal first name and legal second name are recorded.

#### ADULT A DETAILS (PRIMARY CARER):

#### **ADULT B DETAILS:**

				-						
Sex (tick):	□ Male	☐ Female			Sex (tick):	☐ Male	☐ Female			
Title: (Ms, Mrs, Mr, Dr	etc)				Title: (Ms, Mrs, Mr, Dr	etc)				
Legal Surname:					Legal Surname:					
Legal First Name:					Legal First Name:					
What is Adult A's oc	cupation?				What is Adult B's oc	cupation?				
Who is Adult A's em	ployer?				Who is Adult B's em	ployer?				
In which country w	as Adult A bo	orn?			In which country w	as Adult B bo	rn?			
☐ Australia ☐ Other (please specify):					□ Australia □	Other (please s	specify):			
<ul> <li>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)</li> <li>□ No, English only</li> </ul>					♦ 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)					
☐ Yes (please	•				<ul><li>□ No, Englis</li><li>□ Yes (please</li></ul>					
Please indicate any	,				Please indicate any	,				
languages spoken b					languages spoken b					
Is an interpreter req	uired? (tick)	□ Yes □	l No	ľ	Is an interpreter requ	-	□ Yes □	l No		
What is the highes Adult A has complet attended school, mark	ed? (tick one) (	For persons who have			What is the highes Adult B has complet attended school, mark	ed? (tick one) (F	or persons who have			
☐ Year 12 or equiva	•	,			☐ Year 12 or equiva		,			
☐ Year 11 or equiva	alent				☐ Year 11 or equiva	alent				
☐ Year 10 or equiva				☐ Year 10 or equivalent						
□ Year 9 or equival				☐ Year 9 or equivalent or below						
♦What is the level of	of the <i>highest</i> of	qualification the Adu	ılt A	İ	♦ What is the level of the <i>highest</i> qualification the Adult B					
has completed? (tick	•				has completed? (tick	•				
☐ Bachelor degree					☐ Bachelor degree					
☐ Advanced diplom	-				☐ Advanced diplom	-				
☐ Certificate I to IV		e certificate)			☐ Certificate I to IV		e certificate)			
☐ No non-school qu				-	☐ No non-school qu					
♦What is the occup					♦What is the occup					
appropriate parental of		in paid work but has h			appropriate parental or					
•	-	red in the last 12 mon					n paid work but has I ed in the last 12 mon			
		elect from the attache					elect from the attache			
occupation group lis	· ·				occupation group lis					
		paid work for the					paid work for the			
last 12 months, ente					last 12 months, ente					
These questions a	re asked as a	requirement of the (	Commor	nwe	alth Government. All	schools across	Australia are requ	ired to		

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 lar	nguage of notic	es:	
Are you interested in being involved in school group participation	☐ Adult A	□ Adult B	□ Both	□ Neither
activities? (eg. School Council, excursions) (tick)	L Addit A	L Addit D		□ Neitilei

#### PRIMARY FAMILY CONTACT DETAILS

#### **ADULT A CONTACT DETAILS: ADULT B CONTACT DETAILS: Business Hours: Business Hours:** ☐ Yes □ No ☐ Yes □ No Can we contact Adult A at work? (tick) Can we contact Adult B at work? (tick) Is Adult A usually home during Is Adult B usually home during □ No ☐ Yes □ No ☐ Yes business hours? (tick) business hours? (tick) Work Telephone No: Work Telephone No: **Other Work Contact Other Work Contact** information: information: After Hours: After Hours: Is Adult B usually home AFTER Is Adult A usually home AFTER ☐ Yes ☐ No ☐ Yes ☐ No business hours? (tick) business hours? (tick) **Home Telephone No: Home Telephone No: Other After Hours Other After Hours Contact Information: Contact Information:** Adult A's preferred method of contact: (tick one) Adult B's preferred method of contact: (tick one) □ Mail □ Email ☐ Facsimile □ Mail □ Email ☐ Facsimile Email address: **Email address:** Fax Number: Fax Number: PRIMARY FAMILY MAILING ADDRESS: Write "As Above" if the same as Family Home Address No. & Street Suburb: State: Postcode: PRIMARY FAMILY DOCTOR DETAILS: **Doctor's Name** Individual or Group Practice: (tick) ☐ Individual ☐ Group No. & Street or Box No.: Suburb: State: Postcode: **Telephone Number Fax Number** Current Ambulance Subscription: (tick) ☐ Yes □ No **Medicare Number:**

# **PRIMARY FAMILY EMERGENCY CONTACTS:**

Send Correspondence addressed to: (tick one)

	Name		<b>Relationship</b> Neighbour, Relativ	e, Friend or Other		Telephone Contact	Language Spoken (If English Write "E")		
1									
2									
3									
4									
	EIMARY FAMILY te "As Above" if the sa			SS					
No	. & Street								
Su	burb:								
Sta	ate:				Postcode:				
От	HER PRIMARY	FAMILY DI	ETAILS						
Re	lationship of Adult A to	Student: (tick on	e)	<ul><li>□ Parent</li><li>□ Foster Pare</li><li>□ Friend</li></ul>	ent	<ul><li>☐ Step-Parent</li><li>☐ Host Family</li><li>☐ Self</li></ul>	<ul><li>☐ Adoptive Parent</li><li>☐ Relative</li><li>☐ Other</li></ul>		
Re	lationship of Adult B to	Student: (tick on	e)	□ Parent □ Foster Pare □ Friend	ent	<ul><li>☐ Step-Parent</li><li>☐ Host Family</li><li>☐ Self</li></ul>	<ul><li>☐ Adoptive Parent</li><li>☐ Relative</li><li>☐ Other</li></ul>		
The	e student lives with the	Primary Family:	(tick one)						
	Always [	☐ Mostly	□ Ва	lanced		l Occasionally	□ Never		

**NOTE:** Parents receiving a benefit from Centrelink and holding a current Health Care card or a current Pension card may be entitled to receive the Education Maintenance Allowance. Information on eligibility and application forms are available from the school office.

☐ Adult A

☐ Adult B

☐ Both Adults

□ Neither

# **DEMOGRAPHIC DETAILS OF STUDENT**

♦In which country was the stu	dent born?								
□ Australia □ Other (please specify):									
Date of arrival in Australia OR D	ate of return to Australia: (dd	-mm-yyyy)		_/	/				
What is the Residential Status of	the student: (tick)		Permanent	□ Tem	porary				
Basis of Australian Residency	:								
☐ Eligible for Australian Pass	port	□ Holds A	Australian Pas	sport					
☐ Holds Permanent Residen	cy Visa								
Visa Sub Class:		Visa Expiry [	Date: (dd-mm-yy)	/y)	/	/			
Visa Statistical Code: (Required for	Visa Statistical Code: (Required for some sub-classes)								
International Student ID (Not requ	ired for exchange students)								
♦Does the student speak a lang			often						
( 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 Island						nder			
What is the student's living arran	gements? (tick one):	-							
☐ At home with TWO Parents	•	☐ State A	rranged Out o	of Home C	are # (Se	e Note)			
☐ At home with ONE Parent/	Guardian	☐ Homele	-		`	,			
☐ Independent									
# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Human Services and live in alternative care arrangements away from their parents. These DHS-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.									
Beginning of journey to school:	Мар Туре	Melway	/ VicRoads / Co	ountry Fire	e Authorit	y / Other			
Map Number	X Reference			Y Referer	nce				
Usual mode of transport to school	DI: (tick)								
□ Walking □ Sch	ool Bus 🗆 Train		☐ Driven		□ Taxi				
☐ Bicycle ☐ Pub	lic Bus ☐ Tram		☐ Self Driver	า	☐ Othe	r			
If student drives themself to school:	Car Reg. No.		Distance to	School in	kilometre	es:			
Student's Religion:	Student's Religion:								
Will the student participate in Re	Will the student participate in Religious Instruction classes? (tick) ☐ Yes ☐ No								

❖ 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 enrolmer	nt in an Austra	lian School:	/_	/					
Name of previous Sc	hool:								
Years of previous educ	cation:			the language of th					
Years of interruption to	o education:  Is the student re			ent repeating a ye	ar?	□ Yes	□ No		
Will the student be atte	ending this scho	ol full time? (	(tick)			□ Yes	□ No		
If No, what will be the days/week)	e time fraction	that the stu	ident will be	attending this so	chool?	(i.e: 0.8 = 4			
Other school Name:				Time fraction:	0.	Enrolled:	□ Yes	□ No	
Other school Name:				Time fraction:	0.	Enrolled:	□ Yes	□ No	
Is the student at risk?			☐ Yes	on them committee the		□ No			
ACCESS RESTRICTION  Is the student at risk?	ONS		□ Yes			□ No			
Is there an Access Ale	rt for the studer	t? (tick)	☐ Yes (If Ye following ques	es, then complete the tions)		☐ No (If No, move to the immunisation / medical condition details questions.)			
Access Type: (tick)	□ Court Ord	der	□ Family La	w Order □ Re	estraini	ng Order 🛚	Other		
Describe any Access	Restriction:								
Is there an Activity Ale	rt for the studen	t? (tick)	□ Yes			□ No			
If Yes, then describe Restriction:	the Activity								
medica	Il or teacher-in nerwise imprac / child receivir I practitioner,	-charge of reticable to congress of the congre	my child, wh ontact me to dical or surgi	ere the Principal	l or tea unacce may be	cher-in-charge eptable statem e deemed nec	e is unable nent) essary by	to	
Signature of Parent/G	uardian:			D	ate.	1	/		

# STUDENT MEDICAL DETAILS

#### **MEDICAL CONDITION DETAILS:**

Does the student suffer from	n any of th	e Hear	ing:	□ Yes	□ No	Vision		Yes	□ No
following impairments? (tick	)	Spee	ech:	□ Yes	□ No	Mobility:		Yes	□ No
Does the student suffer from	n Asthma?	(tick) If No, please	go to the	Other Medical	Conditions s	section		Yes	□ No
ASTHMA MEDICAL COND	_	_		f any oo		dianal condition			
Answer the following ques  Please indicate if the studer									
following symptoms: (tick)	il Suilois ii	Officially of the		If my child dis	splays any	of these sym	ptoms p	olease: (	tick)
☐ Cough				Inform Doct				⁄es	□ No
☐ Difficulty Breathing				Inform Eme	•		`		□ No
□ Wheeze				Administer N		1	`		□ No
☐ Exhibits symptoms aft	er exertio	n		Other Medic	al Action		П,	res .	□ No
☐ Tight Chest				If yes, pleas	e specify:				
Has an Asthma Managem	ent Plan b	een provided to	School?	?			`	⁄es	□ No
Does the student take medi	ication? (tic	ck) 🗆 Yes	□ No	Name of m	edication ta	aken:			
Is the medication taken registry symptoms? (tick)	ularly by th	e student (preven	tive) or c	only in respor	ise to	☐ Prevent	ative	□R€	esponse
Indicate the usual dosage	of			Indicate ho	ow frequer	ntly			
medication taken:				the medica	-	-			
Medication is usually admin	istered by:	(tick)	□ Stud	dent 🗆	Nurse	□ Teach	her   Other		
Medication is stored: (tick)		☐ with Student	□ v	with Nurse	□ Fridge	e in Staff Ro	om	□ Els	ewhere
Dosage time	Reminder	required? (tick)	□ Yes	s □ No	Poison F	Rating			
OTHER MEDICAL CONDIT		iorms are available o	on reques	t from the scho	ool.)				
Does the student have any	other medi	cal condition? (tic	k)					] Yes	□ No
If yes, please specify:									
Symptoms:									
If my child displays any of the	he symptor	ns above please:	(tick)						
Inform Doctor			□ No	Inform En				l Yes	□ No
Administer Medication		□ Yes I	□ No	Other Med If yes, ple specify:		on		] Yes	□ No
Does the student take medi	ication? (tic	ck)	□No	Name of m	edication t	aken:			
Is the medication taken regitor symptoms? (tick)	ularly by th	e student (preven	tive) or c	only in respon	ise 🗆	Preventative	e C	Resp	onse
Indicate the usual dosage medication taken:	of			Indicate ho		ly the			
Medication is usually admin	istered by:	(tick)	□ Stu	•	] Nurse	□ Teacher	, 🗆 0	ther	
Medication is stored: (tick)	[	□ with Student	v	vith Nurse	_	e in Staff		Isewhe	ıro.
				VIIII I VIII SC	Room				

#### **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.

Do	octor's Name:							
Inc	dividual or Group Practice: (tick)		☐ Individual	☐ Group				
No	o. & Street or Box No.:							
Su	ıburb:							
Sta	ate:		Postcode:					
Те	elephone Number		Fax Number					
St	udent Medicare Number:							
This	ergency Contacts.	out if THIS student has emergency	F	Ţ.				
	Name	Relationship (Neighbour, Relative, Friend or Other)	Language Spoke (If English Write "E")		e Contact			
1								
2								
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.								
l ce	ertify that the information contain	ned within this form is correct.						
Sig	nature of Parent/Guardian:		Date:	_//				

### 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