

ROSEWOOD DOWNS PRIMARY SCHOOL

STUDENT ENROLMENT INFORMATION – 2021			Con	nputer Generated Student ID:								
PLEASE NOTE – THE FOLLOWING FORMS <u>MUST</u> ACCOMPANY YOUR APPLICATION:												
Proof of Date of Birth Immunisation Certificate												
	ertificate			1800 653								
or				Medicar								
Passpor			•	www.nu	manservices.gov	<u>/.au/i</u>	naivi	dual	s/me	aicai	re	
	STUDENT DETAILS											
Personal Details of S	Student	Ŭ										
Surname:					Title: (Miss Ms, N	1rs, Mr	·)					
First Given Name:												
Second Given Name:												
Preferred Name:												
Gender (tick):	🗆 Male	□ Female [□		Birth Date: (dd-m	im-yy)	_		/	/ _		
Primary Family Hom	Primary Family Home Address											

Number & Street: Suburb: State: Postcode: Home Telephone Number: Silent Number: (tick) I Yes I No

OFFICE USE ONLY

Child's Name and Birth Date proof sighted:		□ Yes	□ No	Enrolment Da	ate:			
Year Level:		Home Group:			House:			
Immunisation Certificate received?		Complete	□ Not sighted					
Is there a Medical Alert for the student?			□ Yes	□ No				
Does the student have a Disability ID Number?		□ Yes	□ No	Disability ID No.:				
Has a Transition Statement been provided? For Prep stu			idents 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". <u>Additional and Alternative family forms</u> <u>are available from the school if this is required.</u> These additional forms are designed to cater for varying family circumstances.

Adult A Details (Primary Carer):			Adult B Details:			
Gender:	nale 🗆		Gender: Male Female			
Title: (Ms, Mrs, Mr, Mx, Dr etc)			Title: (Ms, Mrs, Mr,	Mx, Dr etc)		
Legal Surname:			Legal Surname:			
Legal First Name:			Legal First Name:			
What is Adult A's occupation?			What is Adult B's or	ccupation?		
Who is Adult A's employer?			Who is Adult B's em	nployer?		
In which country was Adult A born?			In which country wa	as Adult B born	?	
□ Australia (please specify):)ther ase specify) :		
 Does Adult A speak a language oth home? (If more than one language is s indicate the one that is spoken most o No, English only Yes (please specify): Please indicate any additional languages spoken by Adult A: 	poken at home,		 Does Adult B spender home? (If more that indicate the one that No, English only Yes (please species Please indicate any languages spoken b 	n one language i it is spoken mos ify): additional	is spoken at l	-
Is an interpreter required?	∃Yes □N	0	Is an interpreter rec	quired?	□ Yes	□ No
What is the highest year of primary Adult A has completed? (tick one) (Fo never attended school, mark 'Year 9 of below'.)	r persons who h		What is the higher Adult B has complete never attended school below'.)	ted? (tick one) (For persons v	who have
□ Year 12 or equivalent			□ Year 12 or equiva	lent		
□ Year 11 or equivalent			□ Year 11 or equiva			
Year 10 or equivalent			□ Year 10 or equiva	lent		
Year 9 or equivalent or below			□ Year 9 or equival	ent or below		
What is the level of the highest qua has completed? (tick one)	lification the Ad	dult A	What is the level B has completed? (1)	-	qualification	the Adult
□ Bachelor degree or above			□ Bachelor degree	or above		
Advanced diploma / Diploma			□ Advanced diplom	ia / Diploma		
□ Certificate I to IV (including trade ce	ertificate)		Certificate I to IV	(including trade	certificate)	
No non-school qualification			🗆 No non-school qu	ualification		
What is the occupation group of Ad the appropriate parental occupation g attached list. If the person is not currently in paid w in the last 12 months, or has retired in please use their last occupation to sele occupation group list.	roup from the ork but has had the last 12 mor	a job hths,	What is the occup the appropriate par attached list. If the person is not o in the last 12 month please use their last occupation group lis	ental occupation currently in paid is, or has retired occupation to s	work but ha	the s had a job 2 months,
If the person has not been in <u>paid</u> wor 12 months, enter 'N'.	k for the last		If the person has no 12 months, enter 'N	t been in <u>paid</u> w	ork for the la	ast

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Main language spoken at home:				
Are you interested in being involved in school group participation activities? (eg. School Council, excursions)	🗆 Adult A	🗆 Adult B	🗆 Both	□ Neither

Primary Family Contact Details
Adult A Contact Details:
Business Hours:

Can we contact Adult A at work?	□ Yes	□ No
Is Adult A usually home during business hours?	□ Yes	□ No
Work Telephone Number:		
Other Work Contact Information:		

Adult B Contact Details:

Business Hours:		
Can we contact Adult B at work?	□ Yes	□ No
Is Adult B usually home during business hours?	□ Yes	□ No
Work Telephone Number:		
Other Work Contact Information:		

After Hours:				Aft	er Hours:			
Is Adult A usually business hours?	home AFTER	□ Yes	□ No		Is Adult B usually home AFTER business hours?		□ Yes	□ No
Home Telephone Number:					ome Telephone lumber:			
Other After Hours Contact Information				_	other After Hours ontact Informatio			
Mobile Number:				N	1obile Number:			
SMS Notifications	-	□ Yes	□ No	SI	MS 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.)				(1	f Phone is selecte	d method of contact d, Email shall be use at cannot be sent via	d for	
🗆 Mail	🗆 Email	□ Phone] Mail [🗆 Email	□ Phone	
Email address:				E	mail address:			
Email Notification	s:	□ Yes	□ No	E	mail Notification	s:	□ Yes	□ No

Primary Family Mailing Address Write "As Above" if the same as Family Home Address

Primary Family Doctor Details

Doctor's Name			Individual or Group Practice:	□ Individual	Group
Number & Street or PO Box Number:					
Suburb:			State:		
Postcode:			Telephone Number:		
Current Ambulance Subscription:	□ Yes	□ No	Medicare Number:		

Primary Family Emergency Contacts

Please provide FOUR additional contacts (other than Parents)

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken
1				
2				
3				
4				

Other Primary Family Details

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

The student lives with the Primary Family: (tick one)									
□ Always	🗆 Mostly 🛛 🗆 Bala		anced	□ Occasiona	lly 🗆 Neve	er			
Send Correspondence addressed to: (tick one)			🗆 Adult A	□ Adult B	Both Adults	□ Neither			
Additional/Alte	ernative Family								

ľ	Is there an additional/alternative family that you wish		
	to record for contact and report purposes?	□ Yes (Contact school office for relevant forms)	□ No
	(eg. separated parents)		

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?		Permanent	□ Temporary			
Basis of Australian Residency:							
□ Eligible for Australian Passport		Holds Austr	alian Passport				
□ Holds Permanent Residency Visa							
Visa Sub Class:		Visa Expiry Da	te : (dd-mm-yyyy)	//			
Visa Statistical Code: (Required for so	me sub-classes)						
International Student ID: (N/A for exc	hange students)						
Does the student speak a language (If more than one language is spoken a	-		n most often)				
□ No, English only	□ Yes (please specify	<i>'</i>):					
Does the student speak English?		□ Yes	□ No				
Is the student of Aboriginal or Torr	es Strait Islander origir	n? (tick one)					
□ No		🗆 Yes, Aborigi	nal				
Yes, Torres Strait Islander		🗆 Yes, Both Al	boriginal & Torres	Strait Islander			
Is the student a young carer (providin	g support/care for oth	er family memb	er/s)? (tick one)				
□ No		□ Yes					
What is the student's living arrangem	ents? (tick one):						
□ At home with TWO Parents/ Guard	ians	State Arrang	ged Out of Home C	are # (See Note)			
□ At home with ONE Parent/ Guardia	n	Homeless Y	outh				
🗆 Independent							
Student's Religion:							

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.

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:							
Name of Kindergarten: Prep Enrolments Only							
Years of previous education:		Langage of the student's previous education:					
Does the student have a Victorian St	udent Number (VSN	I)?					
□ Yes. Please specify:	□ Yes, but the V	SN is unknown	No. The student has never been issued a VSN.				
Years of interruption to education:		Is the student repeating a year?	□ Yes		🗆 No		
Will the student be attending this scl	nool full time?		□ 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

TO BE COMPLETED BY THE SCHOOL IF APPLICABLE

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 Guide's Admission page for more information

(http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx).

OFFICE USE ONLY

Enrolment conditions:		

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?	☐ Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)	□ No (If No, move to 'STUDENT MEDICAL DETAILS')	
	□ Parenting Order	□ Parenting Plan	
Assass Times	□ Intervention Order	Protection Order	
Access Type:	Informal Carer Stat Dec	DHHS Authorisation	
	U Witness Protection Program Order	□ Other	
If yes, describe any Access Restriction:			
Is there an Activity Alert for the student?	□ Yes	□ No	
If Yes, describe the Activity Restriction:			

STUDENT MEDICAL DETAILS

Medical Condition Details

Does the student suffer from any of the	Hearing:	🗆 Yes	🗆 No	Vision	🗆 Yes	🗆 No
following impairments?	Speech:	🗆 Yes	□ No	Mobility:	🗆 Yes	□ No
Does the student suffer from Asthma? If No, please go to the 'Other Medical Conditions'.						🗆 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:			If my child displays any of these symptoms please:			
□ Cough			Inform Doctor	r	□ Yes	🗆 No
□ Difficulty Breathing			Inform Emerg	ency Contact	□ Yes	🗆 No
□ Wheeze			Administer M	edication	□ Yes	🗆 No
Exhibits symptoms aft	er exertion		Other Medica	l Action	□ Yes	🗆 No
□ Tight Chest			If yes, please s	specify:		
Has an Asthma Manager			□ Yes	□ No		
Does the student take m	edication?	🗆 Yes 🗆 No	Name of medication taken:			
Is the medication taken symptoms?	regularly by the st	udent (preventive)	or only in respo	onse to	□ Preventative	□ Response
Indicate the usual dosag taken:	e of medication		How frequently is medication taken:			
Medication is usually administered by:			□ Student	□ Nurse	□ Teacher	□ Other
Medication is stored wit	h:	□ Student	□ Nurse	□ Fridge in S	Staff Room	□ Other
Dosage time:	Reminder required?	🗆 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?						□ Yes	□ No	
If yes, please specify:								
Symptoms:								
If my child displays any	of the symptoms a	above plea	ase:					
Inform Doctor		🗆 Yes	🗆 No	Inform Emerge	ency Contact		🗆 Yes	🗆 No
Administer Medication		□ Yes	□ No	Other Medical	Action		🗆 Yes	🗆 No
				If yes, please s	pecify:			
Does the student take	medication?	□ Yes	🗆 No	Name of medi taken:	ication			
Is the medication taker (preventive) or only in				Preventativ	e	□ Response		
Indicate the usual dosa taken:	ge of medication			How frequently is medication taken:				
Medication is usually administered by:				□ Student	□ Nurse	□ Teacher	□ Other	
Medication is stored w	ith:	□ Student		□ Nurse	□ Fridge in S	staff Room	🗆 Elsewl	nere
Dosage time:	Reminder required?	□ 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:	🗆 Individual	Group
Number & Street or PO Box Number:					
Suburb:			State:		
Postcode:			Telephone Number:		
Current Ambulance Subscription:	□ Yes	□ No	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 (Neighbour, Relative, Friend or Other)	Telephone Contact	Language Spoken
1				
2				
3				
4				

HAIR CHECK CONSENT

From time to time there may be an outbreak of Pediculosis (Head Lice) and their eggs (Nits) in the school. In the event of this happening, I consent to my child having their hair checked by a Rosewood Downs Staff member or a nurse form the City of Greater Dandenong Health Department.

Signature of Parent/Guardian: ______ Date: _____ Date: _____ / _____

MEDICAL/FIRST AID CONSENT

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: _____ / ____/

CONFIRM CORRECT INFORMATION HAS BEEN PROVIDED

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 certify that the information contained within this form is correct.

Signature of Parent/Guardian: ______ Date: _____ 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