



# Yarra Primary School

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## PRIVACY NOTICE

### INFORMATION ABOUT THE 2019 ENROLMENT FORM PLEASE READ THIS NOTICE BEFORE COMPLETING THE ENROLMENT 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 Yarra Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Yarra Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

#### MEDICAL INFORMATION

Health information is asked for so that staff at Yarra 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. Yarra Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

#### LIVING ARRANGEMENTS

The 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 the school. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Yarra Primary School if you would like to discuss, in strict confidence, any matters relating to family arrangements.

#### EMERGENCY CONTACTS

These are people that the 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 Yarra 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 Yarra 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 Yarra 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 Yarra Primary School to process your child's enrolment.

#### UPDATING YOUR CHILD'S RECORDS

Please let Yarra Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Yarra 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 Department can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.

# 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)



# YARRA PRIMARY SCHOOL

<b>STUDENT ENROLMENT INFORMATION – 2019</b>	Computer Generated Student ID:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>								

## STUDENT DETAILS

<b>Surname:</b>	<b>Title:</b> (Miss Ms Mr)
<b>First Given Name:</b>	<b>Second Given Name:</b>
<b>Preferred Name</b> <small>(if applicable):</small>	<input type="checkbox"/> Female <b>Birth Date</b> /    / <input type="checkbox"/> Male <b>Birth Certificate must be provided</b>
<b>List any other family members attending this school:</b>	

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

## 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.

### ADULT A DETAILS (PRIMARY CARER):

<b>Sex (tick):</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Title:</b> (Ms, Mrs, Mr, Dr etc)
<b>Surname:</b>		
<b>First Name:</b>		
<b>Relationship to student:</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Other (specify): <input type="checkbox"/> Step Parent	
<b>Adult A's occupation?</b>		
<b>Adult A's employer?</b>		
<b>In which country was Adult A born?</b>		
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):		
<b>❖ Does Adult A speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
<b>❖ What is the highest year of primary or secondary school Adult A has completed?</b> (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)		
<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		
<b>❖ What is the level of the highest qualification the Adult A has completed?</b> (tick one)		
<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		
<b>❖ What is the occupation group of Adult A?</b>		
Please select the appropriate parental occupation group from the attached list.		

### ADULT B DETAILS:

<b>Sex (tick):</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Title:</b> (Ms, Mrs, Mr, Dr etc)
<b>Surname:</b>		
<b>First Name:</b>		
<b>Relationship to student:</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Other (specify): <input type="checkbox"/> Step Parent	
<b>Adult B's occupation?</b>		
<b>Adult B's employer?</b>		
<b>In which country was Adult B born?</b>		
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):		
<b>❖ Does Adult B speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
<b>❖ What is the highest year of primary or secondary school Adult B has completed?</b> (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)		
<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		
<b>❖ What is the level of the highest qualification the Adult B has completed?</b> (tick one)		
<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		
<b>❖ What is the occupation group of Adult B?</b>		
Please select the appropriate parental occupation group from the attached list.		

# PRIMARY FAMILY CONTACT DETAILS

## ADULT A CONTACT DETAILS:

### Business Hours:

Can we contact Adult A at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult A usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact No:		

### After Hours:

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours No:		
Adult A's preferred method of contact: (tick one)	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
Email address:		

## ADULT B CONTACT DETAILS

### Business Hours

Can we contact Adult B at work? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is Adult B usually home during business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Telephone No:		
Other Work Contact No:		

### After Hours

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Home Telephone No:		
Other After Hours No:		
Adult B's preferred method of contact: (tick one)	<input type="checkbox"/> Mail	<input type="checkbox"/> Email
Email address:		

## PRIMARY FAMILY HOME ADDRESS:

No. & Street: or Box No.			
Suburb:	State:	Postcode:	
Telephone Number	Silent Number: (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mobile Number:	Fax Number:		

## PRIMARY FAMILY BILLING ADDRESS: Write "As Above" if the same as Family Home Address

No. & Street: or Box No.			
Suburb:	State:	Postcode:	

Do you wish to receive financial statements/reminders via email

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email address:	

## PRIMARY FAMILY DOCTOR DETAILS:

Doctor's Name	Individual or Group Practice: (tick)	<input type="checkbox"/> Individual	<input type="checkbox"/> Group
No. & Street or Box No.:			
Suburb:	State:	Postcode:	
Telephone Number	Fax Number		
Current Ambulance Subscription: (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medicare Number: <input type="text"/>

## OTHER PRIMARY FAMILY DETAILS

The student lives with the Primary Family: (tick one)	<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never
Send Correspondence addressed to: (tick one)	<input type="checkbox"/> Adult A	<input type="checkbox"/> Adult B	<input type="checkbox"/> Both Adults	<input type="checkbox"/> Neither	

## PRIMARY FAMILY EMERGENCY CONTACTS (OTHER THAN ADULT A OR ADULT B):

	Name	Relationship (Neighbour, Relative, Friend or Other)	Daytime Telephone Contact	
1			B/H:	M:
2			B/H:	M:
3			B/H:	M:
4			B/H:	M:

## DEMOGRAPHIC DETAILS OF STUDENT

<b>❖ In which country was the student born?</b>			
<input type="checkbox"/> Australia		<input type="checkbox"/> Other (please specify): _____	
		Arrival or Return Date ____ / ____ / ____	
<b>What is the Residential Status of the student: (tick)</b>		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
<b>Basis of Australian Residency:</b>		<input type="checkbox"/> Eligible for Australian Passport	
		<input type="checkbox"/> Holds Australian Passport <input type="checkbox"/> Holds Permanent Residency Visa	
<b>Visa Sub Class:</b>	<b>Visa Expiry Date:</b> ____ / ____ / ____	<b>Visa Statistical Code:</b> (Required for some sub-classes)	
<b>❖ Does the student speak a language other than English at home? (tick)</b> ( 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): _____	
<b>Does the student speak English? (tick)</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>❖ Is the student of Aboriginal or Torres Strait Islander origin? (tick one)</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes, Torres Strait Islander	
		<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander	
<b>What is the student's living arrangements? (tick one):</b>		<input type="checkbox"/> At home with TWO Parents/ Guardians	
		<input type="checkbox"/> At home with ONE Parent/ Guardian	
<b>Usual mode of transport to school: (tick)</b>			<b>Distance to School (kms)</b>
<input type="checkbox"/> Walking <input type="checkbox"/> School Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Driven <input type="checkbox"/> Other (please specify)			

## SCHOOL DETAILS

<b>Date of first enrolment in an Australian School:</b>	____ / ____ / ____	<b>Name of previous School or Kindergarten:</b>	
<b>Years of previous education:</b>		<b>Language of previous education?</b>	
<b>Is the student a repeat student? (tick)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is the student an Integration student? (tick)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Will the student be attending this school full time? (tick)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does the student have a Victorian Student Number (VSN)?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> Yes, but the VSN is unknown. <input type="checkbox"/> No. The student has never been issued a VSN.	

## STUDENT ACCESS RESTRICTIONS

<b>Is the student at risk?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is there an Access Alert for the student? (tick)</b>	<input type="checkbox"/> Yes (If Yes, complete the following questions) <input type="checkbox"/> No
<b>Access Type: (tick)</b>	<input type="checkbox"/> Court Order	<input type="checkbox"/> Family Law Order	<input type="checkbox"/> Restraining Order <input type="checkbox"/> Other
<b>Describe any Access Restriction:</b>			

## STUDENT MEDICAL DETAILS

Does the student suffer from any Medical Conditions? (If Yes, please list) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Medical Condition/Allergy		Symptoms and further information			
Does the student suffer from Asthma? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Does the student suffer from Anaphylaxis? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>If yes an Asthma or Anaphylaxis Action Plan must be provided to the school</b>					
Does the student suffer from any of the following impairments? (tick)		Hearing:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Speech:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Vision		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Mobility:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## ACCIDENT CONSENT FORM

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Name: \_\_\_\_\_

## SIGNATORY

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print Name: \_\_\_\_\_

## OFFICE USE ONLY

Child's Birth Certificate provided? (tick)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enrolment Date:		
Year Level		Home Group				
Immunisation Certificate Status?: (tick)		<input type="checkbox"/> Complete		<input type="checkbox"/> Incomplete	<input type="checkbox"/> Not sighted	
Authority to Publish	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Head Lice Check Consent		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation letter sent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date letter sent			

**A COPY OF THE FOLLOWING DOCUMENTATION  
IS REQUIRED WHEN SUBMITTING THIS  
ENROLMENT FORM:**

- **BIRTH CERTIFICATE**
- **IMMUNISATION CERTIFICATE**
- **VISA (if applicable)**

**Dear Parents**

**We would love to know the reason you have chosen to enrol your  
child at Yarra Primary School:**

**Family**

**Word of Mouth**

**Nearest School**

**Visit to our School**

**Other -----**

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