



## Enrolment Policy

### PURPOSE

Following discussion between the DET North-Western Region Director, Assistant Regional Director, school council president and school principal a decision has determined that Quarry Hill Primary School should restrict its enrolments to the limits imposed by accommodation constraints. Accordingly DET guidelines have determined that the school should service a defined area, called the "neighborhood school zone". The school neighborhood zone has been devised taking into consideration the location of other local Primary Schools. A map of the school zone is available at the office.

### GOALS

- To provide each child residing in the school neighbourhood zone or with a sibling\* currently at the school with a right to a place at this school.
- To provide clear and precise enrolment guidelines for parents wishing to enrol their children at Quarry Hill Primary School.

### GUIDELINES

- Each child residing within the school neighbourhood zone will be provided with a place at Quarry Hill Primary School.
- Students living outside the school neighbourhood zone with a current sibling\*(subject to the availability of a place in that year level) who has the same permanent residential address, who will be concurrently attending Quarry Hill Primary School, will be provided with a place at Quarry Hill Primary School.
- Enrolment applications for children living outside the school zone will be accepted subject to the availability of a place. In the instance of no place being available, parents may request the child being placed on a waiting list pending the availability of places.
- The enrolment policy of the school will take account of all requirements of laws relating to discrimination, equal opportunity, privacy and immunisation.
- Quarry Hill Primary School is an inclusive school and it will provide programs for all enrollees. A Disability and Impairment Program will cater for students who bring special learning needs.
- Any places remaining after the placement of students as per 1 and 2 will be allocated to students living outside the school zone in order of closeness of their home to the school.
- Parents may choose to go on a waiting list for the following year. Interim Enrolment applications are obtainable from the school office and will be accepted throughout the year for enrolment in the subsequent year. Proximity to the school as per guideline 4 will determine who is eligible for enrolment if enrolments exceed limits imposed by accommodation constraints.
- Parents of students on the Interim Enrolment list for the following year, will receive confirmation or otherwise of their enrolment status at Quarry Hill Primary School by the end of July.
- In exceptional cases, students may be enrolled on compassionate grounds where there are significant family or individual circumstances.
- The Enrolment Policy will be managed by the Principal.

# (QUARRY HILL PRIMARY SCHOOL)

|                                      |                                |  |
|--------------------------------------|--------------------------------|--|
| STUDENT ENROLMENT INFORMATION – 2020 | Computer Generated Student ID: |  |
|--------------------------------------|--------------------------------|--|

## STUDENT DETAILS

### PERSONAL DETAILS OF STUDENT

|                                 |                               |                                 |  |
|---------------------------------|-------------------------------|---------------------------------|--|
| Surname:                        |                               | Title: (Miss Ms, Mrs Mr)        |  |
| First Given Name:               |                               |                                 |  |
| Second Given Name:              |                               |                                 |  |
| Preferred Name (if applicable): |                               |                                 |  |
| ❖ Sex (tick):                   | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Birth Date: (dd-mm-yyyy) _____ / _____ / _____ |
| Student Mobile Number:          |                               |                                 |  |

### PRIMARY FAMILY HOME ADDRESS:

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

### OFFICE USE ONLY

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

## FAMILY DETAILS

|  |
|--|
| List any other family members attending this school: |
| <br><br><br><br><br><br><br><br><br><br>             |

❖ 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):

|   |                               |                                 |
|---|-------------------------------|---------------------------------|
| <b>Sex (tick):</b>  | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <b>Title:</b> (Ms, Mrs, Mr, Dr etc)   |                               |                                 |
| <b>Legal Surname:</b>   |                               |                                 |
| <b>Legal First Name:</b>  |                               |                                 |
| <b>What is Adult A's occupation?</b>  |                               |                                 |
| <b>Who is 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<br><input type="checkbox"/> Yes (please specify):   |                               |                                 |
| <b>Please indicate any additional languages spoken by Adult A:</b>  |                               |                                 |
| <b>Is an interpreter required?</b> (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No  |                               |                                 |
| <b>❖ What is the highest year of primary or secondary school Adult A has completed?</b> (tick one) <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i>   |                               |                                 |
| <input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 10 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below  |                               |                                 |
| <b>❖ What is the level of the <i>highest</i> qualification the Adult A has completed?</b> (tick one)  |                               |                                 |
| <input type="checkbox"/> Bachelor degree or above<br><input type="checkbox"/> Advanced diploma / Diploma<br><input type="checkbox"/> Certificate I to IV (including trade certificate)<br><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.   |                               |                                 |
| <ul style="list-style-type: none"> <li>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.</li> <li>If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.</li> </ul> |                               |                                 |

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

### ADULT B DETAILS:

|   |                               |                                 |
|---|-------------------------------|---------------------------------|
| <b>Sex (tick):</b>  | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <b>Title:</b> (Ms, Mrs, Mr, Dr etc)   |                               |                                 |
| <b>Legal Surname:</b>   |                               |                                 |
| <b>Legal First Name:</b>  |                               |                                 |
| <b>What is Adult B's occupation?</b>  |                               |                                 |
| <b>Who is 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<br><input type="checkbox"/> Yes (please specify):   |                               |                                 |
| <b>Please indicate any additional languages spoken by Adult B:</b>  |                               |                                 |
| <b>Is an interpreter required?</b> (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No  |                               |                                 |
| <b>❖ What is the highest year of primary or secondary school Adult B has completed?</b> (tick one) <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i>   |                               |                                 |
| <input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 10 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below  |                               |                                 |
| <b>❖ What is the level of the <i>highest</i> qualification the Adult B has completed?</b> (tick one)  |                               |                                 |
| <input type="checkbox"/> Bachelor degree or above<br><input type="checkbox"/> Advanced diploma / Diploma<br><input type="checkbox"/> Certificate I to IV (including trade certificate)<br><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.   |                               |                                 |
| <ul style="list-style-type: none"> <li>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.</li> <li>If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.</li> </ul> |                               |                                 |

|   |  |
|---|--|
| <b>Main language spoken at home:</b>  | <b>Preferred language of notices:</b>  |
| <b>Are you interested in being involved in school group participation activities? (eg. School Council, excursions)</b> (tick) | <input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both <input type="checkbox"/> Neither |

## PRIMARY FAMILY CONTACT DETAILS

### ADULT A CONTACT DETAILS:

#### Business Hours:

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

#### After Hours:

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

### ADULT B CONTACT DETAILS:

#### Business Hours:

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

#### After Hours:

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Is Adult B usually home AFTER<br>business hours? (tick)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Home Telephone No:   |                              |                             |
| Other After Hours<br>Contact Information:  |                              |                             |
| Mobile No:   |                              |                             |
| SMS Notifications:   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adult B's preferred method of contact: (tick one)<br>(If Phone is selected, Email shall be used for communication that<br>cannot be sent via phone.) |                              |                             |
| <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Facsimile                       |                              |                             |
| Email address:   |                              |                             |
| Email Notifications:   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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:**

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

**PRIMARY FAMILY EMERGENCY CONTACTS:**

|   | <b>Name</b> | <b>Relationship</b><br>(Neighbour, Relative, Friend or Other) | <b>Telephone Contact</b> | <b>Language Spoken</b><br>(If English Write "E") |
|---|-------------|---|--------------------------|--|
| 1 |             |   |                          |  |
| 2 |             |   |                          |  |
| 3 |             |   |                          |  |
| 4 |             |   |                          |  |

**PRIMARY FAMILY BILLING ADDRESS:**

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

|                                   |  |   |  |
|-----------------------------------|--|---|--|
| <b>No. &amp; Street or PO Box</b> |  |   |  |
| <b>Suburb:</b>                    |  |   |  |
| <b>State:</b>                     |  | <b>Postcode:</b>                                |  |
| <b>Billing Email</b>              | <input type="checkbox"/> Adult A<br><input type="checkbox"/> Adult B | <input type="checkbox"/> Other (Please Specify) |  |

**OTHER PRIMARY FAMILY DETAILS**

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| <b>Relationship of Adult A to Student:</b> (tick one) | <input type="checkbox"/> Parent        | <input type="checkbox"/> Step-Parent | <input type="checkbox"/> Adoptive Parent |
|   | <input type="checkbox"/> Foster Parent | <input type="checkbox"/> Host Family | <input type="checkbox"/> Relative        |
|   | <input type="checkbox"/> Friend        | <input type="checkbox"/> Self        | <input type="checkbox"/> Other           |
| <b>Relationship of Adult B to Student:</b> (tick one) | <input type="checkbox"/> Parent        | <input type="checkbox"/> Step-Parent | <input type="checkbox"/> Adoptive Parent |
|   | <input type="checkbox"/> Foster Parent | <input type="checkbox"/> Host Family | <input type="checkbox"/> Relative        |
|   | <input type="checkbox"/> Friend        | <input type="checkbox"/> Self        | <input type="checkbox"/> Other           |

|  |                                 |                                   |                                       |                                |
|--|---------------------------------|-----------------------------------|---------------------------------------|--------------------------------|
| <b>The student lives with the Primary Family:</b> (tick one) |                                 |                                   |                                       |                                |
| <input type="checkbox"/> Always                              | <input type="checkbox"/> Mostly | <input type="checkbox"/> Balanced | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Never |

|   |                                  |                                  |                                      |                                  |
|---|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|
| <b>Send Correspondence addressed to:</b> (tick one) | <input type="checkbox"/> Adult A | <input type="checkbox"/> Adult B | <input type="checkbox"/> Both Adults | <input type="checkbox"/> Neither |
|---|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|

## DEMOGRAPHIC DETAILS OF STUDENT

|  |  |
|--|--|
| <b>❖ In which country was the student born?</b>  |  |
| <input type="checkbox"/> Australia   | <input type="checkbox"/> Other (please specify): _____                 |
| <b>Date of arrival in Australia OR Date of return to Australia:</b> (dd-mm-yyyy) ____ / ____ / ____                                |  |
| <b>What is the Residential Status of the student?</b> (tick) <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> (dd-mm-yyyy) ____ / ____ / ____               |
| <b>Visa Statistical Code:</b> (Required for some sub-classes)  |  |
| <b>International Student ID :</b> (Not required for exchange students)   |  |
| <b>❖ Does the student speak a language other than English at home?</b> (tick)  |  |
| ( 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?</b> (tick)  | <input type="checkbox"/> Yes <input type="checkbox"/> No               |
| <b>❖ Is the student of Aboriginal or Torres Strait Islander origin?</b> (tick one)   |  |
| <input type="checkbox"/> No  | <input type="checkbox"/> Yes, Aboriginal                               |
| <input type="checkbox"/> Yes, Torres Strait Islander   | <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander |
| <b>What is the student's living arrangements?</b> (tick one):  |  |
| <input type="checkbox"/> At home with TWO Parents/ Guardians   | <input type="checkbox"/> State Arranged Out of Home Care # (See Note)  |
| <input type="checkbox"/> At home with ONE Parent/ Guardian   | <input type="checkbox"/> Homeless Youth                                |
| <input type="checkbox"/> 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.

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

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

❖ 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:   |                |  |  |
| Years of previous education:   |                | What was the language of the student's previous education? |  |
| <b>Does the student have a Victorian Student Number (VSN)?</b><br><div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Yes.<br/>Please specify:<br/> <div style="display: flex; gap: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div> </div> <div style="width: 30%;"> <input type="checkbox"/> Yes, but the VSN is unknown         </div> <div style="width: 30%;"> <input type="checkbox"/> No. The student has never been issued a VSN.         </div> </div> |                |  |  |
| Years of interruption to education:  |                | Is the student repeating a year? (tick)                    | <input type="checkbox"/> Yes <input type="checkbox"/> No           |
| Will the student be attending this school full time? (tick)  |                | <input type="checkbox"/> Yes <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other school Name:   | Time fraction: | 0.   | Enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> 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 Guide's Admission page for more information (<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>).

|  |
|--|
| Enrolment conditions<br><br><div style="display: flex; align-items: center;"> <div style="width: 20px;">•</div> <div style="width: 20px;">•</div> </div> |
|--|

## OFFICE USE ONLY

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Has the documentation been provided and retained on school records? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have the conditions been met to complete the enrolment?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

|   |  |   |
|---|--|---|
| <b>Is the student at risk?</b>  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No   |
| <b>Is there an Access Alert for the student?</b> (tick)   | <input type="checkbox"/> Yes (If Yes, then complete the following questions and present a current copy of the document to the school.) | <input type="checkbox"/> No (If No, move to the immunisation / medical condition details questions.)  |
| <b>Access Type:</b> (tick)  | <input type="checkbox"/> Parenting Order<br><input type="checkbox"/> Informal Carer Stat Dec   | <input type="checkbox"/> Parenting Plan<br><input type="checkbox"/> DHHS Authorisation<br><input type="checkbox"/> Intervention Order<br><input type="checkbox"/> Witness Protection Program Order<br><input type="checkbox"/> Protection Order<br><input type="checkbox"/> Other |
| <b>Describe any Access Restriction:</b>   |  |   |
| <b>Is there an Activity Alert for the student?</b> (tick)   | <input type="checkbox"/> Yes   | <input type="checkbox"/> No   |
| If Yes, then describe the Activity Restriction:   |  |   |
| <b>OFFICE USE ONLY</b>  |  |   |
| Current custody document placed on student file? <input type="checkbox"/> Yes <input type="checkbox"/> 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# STUDENT MEDICAL DETAILS

## MEDICAL CONDITION DETAILS:

|  |          |                              |                             |           |                              |                             |
|--|----------|------------------------------|-----------------------------|-----------|------------------------------|-----------------------------|
| Does the student suffer from any of the following impairments? (tick)                                | Hearing: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Vision    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|  | Speech:  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Mobility: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section |          |                              |                             |           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## ASTHMA MEDICAL CONDITION DETAILS:

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

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

## OTHER MEDICAL CONDITIONS

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

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

## 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.

|  |                   |
|--|-------------------|
| <b>Doctor's Name:</b>  |                   |
| <b>Individual or Group Practice:</b> (tick) <input type="checkbox"/> Individual <input type="checkbox"/> Group |                   |
| <b>No. &amp; Street or PO Box No.:</b>   |                   |
| <b>Suburb:</b>   |                   |
| <b>State:</b>  | <b>Postcode:</b>  |
| <b>Telephone Number</b>  | <b>Fax Number</b> |
| <b>Student Medicare Number:</b>  |                   |

## STUDENT EMERGENCY CONTACTS

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

|   | <b>Name</b> | <b>Relationship</b><br>(Neighbour, Relative, Friend or Other) | <b>Language Spoken</b><br>(If English Write "E") | <b>Telephone Contact</b> |
|---|-------------|---|--|--------------------------|
| 1 |             |   |  |                          |
| 2 |             |   |  |                          |

## TRAVEL DETAILS FOR SPECIAL SCHOOLS

|  |                                     |   |   |
|--|-------------------------------------|---|---|
| How will the student travel to school? (tick)  |                                     |   |   |
| <input type="checkbox"/> Walk  | <input type="checkbox"/> Bicycle    | <input type="checkbox"/> Train                  | <input type="checkbox"/> Tram                   |
| <input type="checkbox"/> School Bus  | <input type="checkbox"/> Public Bus | <input type="checkbox"/> Public Taxi            | <input type="checkbox"/> Driven by parent/carer |
| First date of travel? (tick) <input type="checkbox"/> Next school year   |                                     | Alternate date: (dd-mm-yyyy) ____ / ____ / ____ |   |
| Is the student applying to travel on a school bus or for other travel assistance? (tick)   |                                     |   |   |
| <input type="checkbox"/> Yes   |                                     | <input type="checkbox"/> No                     |   |
| Type of travel assistance requested?<br>(completion of additional form required)   |                                     |   |   |
| <input type="checkbox"/> Access to School Bus  |                                     | <input type="checkbox"/> 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. <input type="checkbox"/> Wheelchair <input type="checkbox"/> Walker  |                                     |   |   |
| Comments relevant to travel:   |                                     |   |   |
| Office Use Only:   |                                     |   |   |
| Can the student Individual Learning Plan (ILP) include travel training?  |                                     | <input type="checkbox"/> Yes                    | <input type="checkbox"/> No                     |
| Is the student attending their nearest school?   |                                     | <input type="checkbox"/> Yes                    | <input type="checkbox"/> No                     |
| Does the student reside in Designated Transport Area (DTA) (if attending special school)?  |                                     | <input type="checkbox"/> Yes                    | <input type="checkbox"/> No                     |
| Can the student be accommodated on existing route (if applicable)?   |                                     | <input type="checkbox"/> Yes                    | <input type="checkbox"/> 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. |                                     |   |   |

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

# 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)

## DEPARTMENT OF EDUCATION AND TRAINING

### ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS

(including privacy collection notice)

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

#### **Protecting your privacy and sharing information**

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy at:

[http://quarryhillps.vic.edu.au/uploaded\\_files/media/privacy\\_policy.pdf](http://quarryhillps.vic.edu.au/uploaded_files/media/privacy_policy.pdf)

#### **Our school's use of online tools (including apps and other software) to collect and manage information**

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

#### **Emergency contacts**

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

#### **Student background information**

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate

resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

#### **Immunisation status**

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

#### **Visa status**

Our school also requires this information to process your child's enrolment.

#### **Updating your child's personal and health information**

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

#### **Accessing your child's records**

Our school provides ordinary school communications and school reports to students and parents, guardians and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

#### **Student transfers between Victorian government schools**

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.