



STOP !

Thank you for downloading the Preston Primary School enrolment form.

Please follow these instructions :

- **SAVE** this document onto your computer **before completing**.
- We suggest saving the enrolment form as your **CHILD'S SURNAME**.
- Make sure you save it when completed.
- **Please EMAIL your completed form to**
preston.ps@education.vic.gov.au along with copies of :
 1. **your child's Birth Certificate or Passport or Visa.**
 2. **Immunisation Certificate** which you will obtain from the local council, Medicare office or Australian Childhood Immunisation Register (ACIR) on 1800 653 809.
 3. **Proof of Residential Address** – i.e. Rates Notice or Lease Agreement

The Office is happy to photocopy any or all of these documents - please contact us on 9470 1167 if you have any questions.

- **If you require additional forms including:**
 1. **Student enrolment form – alternative family** (if you and your partner are not living together); or
 2. **Student medical condition form**

they are available on our website. Please download, complete and return to preston.ps@education.vic.gov.au



PRESTON PRIMARY SCHOOL PRIVACY NOTICE

Information About The 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 Preston Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Preston Primary School and the Department of Education (DET) are required by law to protect the information provided by this enrolment form.

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

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

Emergency Contacts

These are people that Preston Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Preston 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 Preston Primary School receives appropriate resource allocations for their students. It is also used by DET 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 DET will not otherwise disclose the information to others without your consent or as required by law.

Immunisation status

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

Visa status

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

UPDATING YOUR CHILD'S RECORDS

Please let Preston Primary School know if any information needs to be changed by updating information on compass. During your child's time with Preston 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 DET's Privacy Manager on (03) 9637 3601 if you would like this information.

Alternative Family Details



ONLY complete for a child's SECOND household eg split families

Student Name

ADULT A OF ALTERNATIVE FAMILY DETAILS:

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		

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 information:		

After Hours:

Is Adult A usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other After Hours Contact Information:		
Email address:		

ADULT B (IF APP.) OF ALTERNATIVE FAMILY DETAILS:

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		

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 information:		

After Hours:

Is Adult B usually home AFTER business hours? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other After Hours Contact Information:		
Email address:		

ALTERNATIVE FAMILY HOME ADDRESS:

No. & Street: or Box details	
Suburb:	
State:	Postcode:
Postal address if not as above:	
Telephone Number:	Silent Number: (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobile Number:	
The student lives with the Alternative Family: (tick one)	
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced <input type="checkbox"/> Occasionally <input type="checkbox"/> Never	
Which days (if any) :	
Is the Alternative Family to receive Academic Reports? <input type="checkbox"/> Yes <input type="checkbox"/> No	

What is Adult A's occupation?
Who is Adult A's employer?
In which country was Adult A born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖Does Adult A speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):
Please indicate any additional languages spoken by Adult A:
Is an interpreter required? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
❖What is the highest year of primary or secondary school Adult A has completed? (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 <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
❖What is the level of the <i>highest</i> qualification the Adult A has completed? (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
<ul style="list-style-type: none"> ❖What is the occupation group of Adult A? See last page of this form If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.

What is Adult B's occupation?
Who is Adult B's employer?
In which country was Adult B born?
<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖Does Adult B speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):
Please indicate any additional languages spoken by Adult B:
Is an interpreter required? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
❖What is the highest year of primary or secondary school Adult B has completed? (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 <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
❖ What is the level of the <i>highest</i> qualification the Adult B has completed? (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
<ul style="list-style-type: none"> ❖What is the occupation group of Adult B? See last page of this form If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.

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

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

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.

Name of Parent/Guardian:

Signature:

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 – 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 – Farm, Construction, Import/Export, Wholesale, Manufacturing, Transport, Real Estate Business

Specialist Manager – Finance/Engineering/Production/Personnel/Industrial Relations/Sale/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, Sportsperson, 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 four-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

GROUP N

NOT CURRENTLY IN PAID WORK

Home duties, pensioner, unemployed, retired, student, no parents (e.g. homeless)