STUDENT ENROLMENT FORM

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

**Schools, please note:**

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

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

The information that is marked with the symbol ❖ is also transferred to the Ultranet to set up a student’s profile and for administrative and reporting purposes. It is also imperative that the questions marked with this symbol are not removed.

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

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

For additional forms including:
- Student enrolment form – alternative family
- Student enrolment form – additional family
- Student medical condition

go to: https://edugate.eduweb.vic.gov.au/Services/bussys/cases21/Forms/Forms/AllItems.aspx

For conveyance application forms (that parents need to complete) and for school conveyance claim forms go to the Student Transport site: www.education.vic.gov.au/management/schooloperations/studenttransport.htm
WERRIBEE PRIMARY SCHOOL

STUDENT ENROLMENT INFORMATION – 2014

STUDENT DETAILS
PERSONAL DETAILS OF STUDENT

Surname: Title: (Miss Ms Mr)

First Given Name:

Second Given Name:

Preferred Name (if applicable):

Sex (tick): □ Male □ 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) □ Yes □ No

Mobile Number:

Fax Number:

OFFICE USE ONLY

Child’s Name and Birth Date proof sighted (tick) □ Yes □ No

Enrolment Date:

Year Level □ Home Group □ Timetabling Group □ House □ Campus

Student Email Address:

Immunisation Certificate received?: (tick) □ Complete □ Not sighted

Is there a Medical Alert for the student? (tick) □ Yes □ No

Does the student have a Disability ID Number? (tick) □ No □ Yes Disability ID No.:

Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) For prep students 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”. 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.

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

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

<table>
<thead>
<tr>
<th><strong>Sex</strong> (tick):</th>
<th>☐ Male</th>
<th>☐ Female</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> (Ms, Mrs, Mr, Dr etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legal Surname:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legal First Name:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is Adult A’s occupation?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Who is Adult A’s employer?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **In which country was Adult A born?**
  - ☐ Australia
  - ☐ Other

- **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)
  - ☐ No, English only
  - ☐ Yes (please specify): [Language]

Please indicate any additional languages spoken by Adult A:

<table>
<thead>
<tr>
<th><strong>Is an interpreter required?</strong> (tick)</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

- **What is the highest year of primary or secondary school Adult A has completed?** (tick one) *(For persons who have never attended school, mark ‘Year 9 or equivalent or below’.)*
  - ☐ Year 12 or equivalent
  - ☐ Year 11 or equivalent
  - ☐ Year 10 or equivalent
  - ☐ Year 9 or equivalent or below

- **What is the level of the highest qualification the Adult A has completed?** (tick one)
  - ☐ Bachelor degree or above
  - ☐ Advanced diploma / Diploma
  - ☐ Certificate I to IV (including trade certificate)
  - ☐ No non-school qualification

- **What is the occupation group of Adult A?** Please select the appropriate parental occupation group from the attached list.
  - 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.
  - If the person has not been in paid work for the last 12 months, enter ‘N’.

- **What is the occupation group of Adult B?** Please select the appropriate parental occupation group from the attached list.
  - 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.
  - If the person has not been in paid work for the last 12 months, enter ‘N’.

- **Is an interpreter required?** (tick) ☐ Yes ☐ No

<table>
<thead>
<tr>
<th><strong>Main language spoken at home:</strong></th>
<th></th>
<th><strong>Preferred language of notices:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you interested in being involved in school group participation activities? (eg. School Council, excursions)</strong> (tick)</td>
<td>☐ Adult A ☐ Adult B ☐ Both ☐ Neither</td>
<td></td>
</tr>
</tbody>
</table>
# 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 No:**
  - 

- **Other Work Contact information:**
  - 

### After Hours:

- **Is Adult A usually home AFTER business hours?**
  - [ ] Yes
  - [ ] No

- **Home Telephone No:**
  - 

- **Other After Hours Contact Information:**
  - 

- **Adult A’s preferred method of contact:**
  - [ ] Mail
  - [ ] Email
  - [ ] Facsimile

- **Email address:**
  - 

- **Fax Number:**
  - 

## 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 No:**
  - 

- **Other Work Contact information:**
  - 

### After Hours:

- **Is Adult B usually home AFTER business hours?**
  - [ ] Yes
  - [ ] No

- **Home Telephone No:**
  - 

- **Other After Hours Contact Information:**
  - 

- **Adult B’s preferred method of contact:**
  - [ ] Mail
  - [ ] Email
  - [ ] Facsimile

- **Email address:**
  - 

- **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:

### Individual or Group Practice:

- **(tick)**
  - [ ] Individual
  - [ ] Group

- **Doctor’s Name**
  - 

- **No. & Street or PO Box No.:**
  - 

- **Suburb:**
  - 

- **State:**
  - 

- **Postcode:**
  - 

- **Telephone Number**
  - 

- **Fax Number**
  - 

- **Current Ambulance Subscription:**
  - [ ] Yes
  - [ ] No

- **Medicare Number:**
  - 

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Last updated: Sep-11

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version 2.07
### PRIMARY FAMILY EMERGENCY CONTACTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Telephone Contact</th>
<th>Language Spoken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>1</td>
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<tr>
<td>4</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### PRIMARY FAMILY BILLING ADDRESS:

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

<table>
<thead>
<tr>
<th>No. &amp; Street or PO Box</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### OTHER PRIMARY FAMILY DETAILS

<table>
<thead>
<tr>
<th>Relationship of Adult A to Student: (tick one)</th>
<th>Parent</th>
<th>Step-Parent</th>
<th>Adoptive Parent</th>
<th>Foster Parent</th>
<th>Host Family</th>
<th>Relative</th>
<th>Friend</th>
<th>Self</th>
<th>Other</th>
</tr>
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<tbody>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship of Adult B to Student: (tick one)</th>
<th>Parent</th>
<th>Step-Parent</th>
<th>Adoptive Parent</th>
<th>Foster Parent</th>
<th>Host Family</th>
<th>Relative</th>
<th>Friend</th>
<th>Self</th>
<th>Other</th>
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</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

### The student lives with the Primary Family: (tick one)

- □ Always
- □ Mostly
- □ Balanced
- □ Occasionally
- □ Never

### Send Correspondence addressed to: (tick one)

- □ Adult A
- □ Adult B
- □ Both Adults
- □ Neither

**NOTE:** Parents receiving a benefit from Centrelink and holding a current Health Care card or a current Pension card may be entitled to receive the Education Maintenance Allowance. Information on eligibility and application forms are available from the school office.
**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 Australian Passport
  - [ ] Holds Permanent Residency Visa
- **Class:**
  - [ ] Visa Sub
- **Visa Expiry Date:** (dd-mm-yyyy) _____ / _____ / _____
- **Visa Statistical Code:** (Required for some sub-classes)
- **International Student ID:** (Not required for exchange students)
- **Does the student speak a language other than English at home?** (tick)
  - (If more than one language is spoken at home, indicate the one that is spoken most often)
  - [ ] No, English only
  - [ ] Yes (please specify): ________________________________
- **Does the student speak English?** (tick)
  - [ ] Yes
  - [ ] No
- **Is the student of Aboriginal or Torres Strait Islander origin?** (tick one)
  - [ ] No
  - [ ] Yes, Aboriginal
  - [ ] Yes, Torres Strait Islander
  - [ ] Yes, Both Aboriginal & Torres Strait Islander
- **What is the student’s living arrangements?** (tick one):
  - [ ] At home with TWO Parents/ Guardians
  - [ ] At home with ONE Parent/ Guardian
  - [ ] Independent
  - [ ] State Arranged Out of Home Care # (See Note)
  - [ ] Homeless Youth
- **Beginning of journey to school:**
  - **Map Type:** Melway / VicRoads / Country Fire Authority / Other
  - **Map Number**
  - **X Reference**
  - **Y Reference**
- **Usual mode of transport to school:** (tick)
  - [ ] Walking
  - [ ] School Bus
  - [ ] Train
  - [ ] Driven
  - [ ] Taxi
  - [ ] Bicycle
  - [ ] Public Bus
  - [ ] Tram
  - [ ] Self Driven
  - [ ] Other
  - If student drives themself to school: Car Reg. No. ________________________________
  - Distance to School in kilometres: ________________________________
- **Student’s Religion:**
- **Will the student participate in Religious Instruction classes?** (tick)
  - [ ] Yes
  - [ ] No

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

<table>
<thead>
<tr>
<th>Date of first enrolment in an Australian School:</th>
<th>_____ / _____ / _____</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of previous School/Kindergarten:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Years of previous education:</th>
<th>What was the language of the student’s previous education?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Does the student have a Victorian Student Number (VSN)?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes.</td>
<td>☐ Yes, but the VSN is unknown</td>
</tr>
<tr>
<td>Please specify:</td>
<td>☐ No. The student has never been issued a VSN.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years of interruption to education:</th>
<th>Is the student repeating a year? (tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-----------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Will the student be attending this school full time? (tick)</td>
<td></td>
</tr>
<tr>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>

If No, what will be the time fraction that the student will be attending this school? (i.e: 0.8 = 4 days/week)

<table>
<thead>
<tr>
<th>Other school Name:</th>
<th>Time fraction:</th>
<th>Enrolled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other school Name:</th>
<th>Time fraction:</th>
<th>Enrolled:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

## 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 Section 4.1.2.6 of the Victorian Government Schools Reference Guide for more information ([http://www.education.vic.gov.au/management/governance/referenceguide/default.htm](http://www.education.vic.gov.au/management/governance/referenceguide/default.htm)).

Enrolment conditions

-  

## Office Use Only

<table>
<thead>
<tr>
<th>Has the documentation been provided and retained on school records?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have the conditions been met to complete the enrolment?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>
### STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

<table>
<thead>
<tr>
<th>Is the student at risk?</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
</table>

| Is there an Access Alert for the student? (tick) | □ Yes (If Yes, then complete the following questions and present a current copy of the document to the school.) | □ No (If No, move to the immunisation / medical condition details questions.) |

| Access Type: (tick) | □ Court Order | □ Family Law Order | □ Restraining Order | □ Other |

| Describe any Access Restriction: | |

<table>
<thead>
<tr>
<th>Is there an Activity Alert for the student? (tick)</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, then describe the Activity Restriction:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY**

| Current custody document placed on student file? | □ Yes | □ 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:

<table>
<thead>
<tr>
<th>Does the student suffer from any of the following impairments? (tick)</th>
<th>Hearing:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Speech:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Vision:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Mobility:</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

| Does the student suffer from Asthma? (tick) | Yes | 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: (tick)
  - Cough
  - Difficulty Breathing
  - Wheeze
  - Exhibits symptoms after exertion
  - Tight Chest

- If my child displays any of these symptoms please: (tick)
  - Inform Doctor
  - Inform Emergency Contact
  - Administer Medication
  - Other Medical Action

- Has an Asthma Management Plan been provided to School? (tick)
  - Yes
  - No

- Does the student take medication? (tick)
  - Yes
  - No

- Name of medication taken:

- Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)
  - Preventative
  - Response

- Indicate the usual dosage of medication taken:

- Indicate how frequently the medication is taken:

- Medication is usually administered by: (tick)
  - Student
  - Nurse
  - Teacher
  - Other

- Medication is stored: (tick)
  - with Student
  - with Nurse
  - Fridge in Staff Room
  - Elsewhere

- Dosage time

- Reminder required? (tick)
  - Yes
  - No

#### 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? (tick) | Yes | No |

If yes, please specify:

| Symptoms: |

- If my child displays any of the symptoms above please: (tick)
  - Inform Doctor
  - Inform Emergency Contact
  - Administer Medication
  - Other Medical Action

- Does the student take medication? (tick)
  - Yes
  - No

- Name of medication taken:

- Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick)
  - Preventative
  - Response

- Indicate the usual dosage of medication taken:

- Indicate how frequently the medication is taken:

- Medication is usually administered by: (tick)
  - Student
  - Nurse
  - Teacher
  - Other

- Medication is stored: (tick)
  - with Student
  - with Nurse
  - Fridge in Staff Room
  - Elsewhere

- Dosage time

- Reminder required? (tick)
  - Yes
  - No
**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.

<table>
<thead>
<tr>
<th>Doctor’s Name:</th>
</tr>
</thead>
</table>

| Individual or Group Practice: (tick) □ Individual □ Group |

<table>
<thead>
<tr>
<th>No. &amp; Street or PO Box No.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Suburb:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Fax Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Medicare Number:</th>
</tr>
</thead>
</table>

**STUDENT EMERGENCY CONTACTS**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship (Neighbour, Relative, Friend or Other)</th>
<th>Language Spoken (If English Write “E”)</th>
<th>Telephone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## TRAVEL DETAILS FOR SPECIAL SCHOOLS

**How will the student travel to school? (tick)**
- [ ] Walk
- [ ] Bicycle
- [ ] Train
- [ ] Tram
- [ ] School Bus
- [ ] Public Bus
- [ ] Public Taxi
- [ ] Driven by parent/carer

**First date of travel? (tick)**
- [ ] Next school year
- Alternate date: (dd-mm-yyyy) _____ / _____ / _____

**Is the student applying to travel on a school bus or for other travel assistance? (tick)**
- [ ] Yes
- [ ] No

**Type of travel assistance requested?**
(completion of additional form required)
- [ ] Access to School Bus
- [ ] 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.
  - [ ] Wheelchair
  - [ ] Walker

**Comments relevant to travel:**

**Office Use Only:**

**Can the student Individual Learning Plan (ILP) include travel training?**
- [ ] Yes
- [ ] No

**Is the student attending their nearest school?**
- [ ] Yes
- [ ] No

**Does the student reside in Designated Transport Area (DTA) (if attending special school)?**
- [ ] Yes
- [ ] No

**Can the student be accommodated on existing route (if applicable)?**
- [ ] Yes
- [ ] 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.*
The enrolment form information you provide is entered into the school’s computerised administrative system for educational, administrative and reporting purposes. The information marked with the symbol \(\text{\textbullet}\) is also transferred to the Ultranet (an online learning environment across all Victorian schools) to set up your child’s profile in the Ultranet and for administrative and reporting purposes. Your child’s information will be viewed only by authorised staff. More detail about the Ultranet and privacy is available in the Ultranet guide provided to you. You may ask the school not to activate your child’s profile in the Ultranet however the information marked with \(\text{\textbullet}\) on this form will be provided to the Ultranet.

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:
- 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:
- 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)
Parents/Guardians/Carers are asked to carefully read the following information and sign, giving consent to all listed areas.

1. **STUDENT ENROLMENT INFORMATION**
   So that the school can assist with the placement of your child in our school for 2014, we ask for information (from Kindergartens, Day Care Providers for example) about the student. All information we collect about students will be kept confidential and only used for the purpose of placement and further support for your child’s transition to primary school.
   - I understand why this information is being collected and how it will be used. I agree to the disclosure of my child’s information only for the purpose of enrolment at Werribee Primary School.

2. **LOCAL WALKING EXCURSIONS:**
   From time to time throughout the course of the year, a staff member may wish to take your child, and/or groups or class, out of the school for a local walking excursion (e.g. class visits the local library, historical walks, visits to local parks). The children will walk to the venue under supervision.
   - I give permission for my child to attend any local walking excursions throughout the school year. In the event of an accident or illness to my child, I authorise the teacher in charge of the excursion to consent, where it is impossible to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.

3. **STUDENT MEDICAL DETAILS:**
   I understand that:
   - It is my responsibility to inform and provide the school of any management plans for my child, (e.g. Asthma, Anaphylaxis).
   - Where students require ongoing medications, parents/guardians/carers are responsible for providing accurate written information regarding dispensation. All medication must be clearly labelled with the student’s name and required dosage in the original packaging.
   - If medication is to be administered by a staff member, a medical indemnity form must be filled in and signed by a parent/guardian/carer. You can get these forms from the school office or website.
   - So as all school records are current, it is my responsibility to inform and provide the school with medical detail updates in relation to my child.

4. **HEAD LICE CHECK**
   Throughout your child’s schooling, the school will be arranging head lice inspections of students. The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality.
   - I give permission for my child to have his/her head checked for head lice. I understand that the school will make appropriate contact with the parents/guardians/carers if head lice are found.

5. **FOOD ALLERGIES / RESTRICTIONS**
   I understand that throughout the school year my child may participate in the preparation or eating of food, e.g. cooking, celebrating special events (i.e. birthdays), and learning about food and cultures.
   - It is my responsibility to inform the school if my child suffers from any allergies or religious restrictions.
   My child has an allergic / anaphylactic reaction or religious restrictions which prevent them from handling and / or eating the following foods or food types:
6. **PG RATED VIDEOS / DVDS:**
At certain times throughout the year the school will be showing videos or DVDs that have a PG rating.
- I give permission for my child to watch PG videos or DVDs, if appropriate to the context of my child’s learning.

7. **BRINGING PERSONAL ITEMS TO SCHOOL:**
I understand that personal items and equipment (for example: family treasures, special toys, mobile phones, iPods and game consoles) brought to school are not covered by any insurance and the School or Department of Education and Early Child Development (DEECD) will not pay for any loss or damage of such property. This also includes bikes, scooters and skateboards that need to be chained / secured in bike sheds provided.
- Parents/guardians/carers must complete a permission form to obtain consent/approval for their child to bring electronic devices to school (this may include: mobile phones, electronic games, iPods, MP3 players).

I have read and agreed to items 1 – 7:
Name: ___________________________________ (parent/guardian/carer)
Signed___________________________________

**Please contact the school if further clarification or discussion is required prior to signing this permission form.**
1. INTERNET AND EMAIL – ACCEPTABLE USE POLICY
The use of the Internet at Werribee Primary School is a privilege. Inappropriate use will result in a loss of that privilege. Please read and discuss these guidelines with your child.

- **Internet Use** – students can only access internet sites under teacher supervision. Students are forbidden to access sites that would be offensive to parents, teachers and other students.
- **Privacy** – students must not disclose their identity, home address or phone number online.
- **Email** – students should always send messages that are courteous and respectful as they are representing Werribee Primary School.
- **Respect** – Students must respect the rights of others and not read mail, files or use other people’s passwords.

☐ I have discussed these guidelines with my child.

Signed ________________________________ (parent / guardian/carer)

2. PHOTOGRAPHS TAKEN AT SCHOOL

**Within the School for School use**
Occasionally photographs of students are taken for special activities and we ask for your consent to use these images within our school.

- I give my permission for my child’s photograph to be taken for the use in the school and for classroom activities.

Signed ________________________________ (parent / guardian/carer)

**Within the wider community**
Occasionally photographs of students are taken for special activities that take place at the school by the media (usually the local media). We ask for your permission to use these images and name of your child.

- I give permission for my child’s photograph to be taken by the media and used as publicity material in the media.

Signed ________________________________ (parent / guardian/carer)

**Internet**
Occasionally photographs of students and student work are published on the school website, newsletter (which is posted on the website) or school blog.

- I give my consent for my child’s photo and school work to be published on the school website, newsletter or school blog.

Signed ________________________________ (parent / guardian/carer)

3. YEARBOOK
Each year the school publishes a Yearbook at the end of year. It is a yearly celebration of school events and activities, student group/individual and sporting achievements. Each class group contributes a page to this yearbook. Photos and names of students and student work are published in the Yearbook.

- I give my consent for my child’s photo, name and school work to be published in the school’s Yearbook.

Signed ________________________________ (parent / guardian/carer)

**Please contact the school if further clarification or discussion is required prior to signing this section of the permission form.**