



STUDENT ENROLMENT FORM

The School will use the personal information it collects from you for the primary purpose of providing for the ongoing education and pastoral care for students. The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting the School at any time.

Office	Date of Enrolment				
STUDENT'S PERSONAL DETAILS	Surname				
	First Name		Second/other name		
	Date of Birth		Age at 1/1/20__		
	Mobile / telephone				
	Email				
	Primary Address				
	Suburb & Postcode	VIC			
	Other family attending				
PRIMARY FAMILY / GUARDIAN / CARER DETAILS	Gender (<i>circle</i>):	Adult A Male / Female		Adult B Male / Female	
	Title: (<i>Mr, Mrs, Ms etc</i>)				
	Surname:				
	First Name:				
	Relationship to student:				
	Country of birth:				
	Main language spoken:				
	Other languages spoken:				
	Interpreter required: Y/N				
	Highest level of school completed: (<i>tick one only</i>)	Yr 12 or equivalent	<input type="checkbox"/>	Yr 12 or equivalent	<input type="checkbox"/>
		Yr 11 or Equivalent	<input type="checkbox"/>	Yr 11 or Equivalent	<input type="checkbox"/>
		Yr 10 or equivalent	<input type="checkbox"/>	Yr 10 or equivalent	<input type="checkbox"/>
		Yr 9 or equivalent or below	<input type="checkbox"/>	Yr 9 or equivalent or below	<input type="checkbox"/>
	Highest qualification completed: (<i>tick one only</i>)	Bachelor degree or above	<input type="checkbox"/>	Bachelor degree or above	<input type="checkbox"/>
		Advanced diploma/Diploma	<input type="checkbox"/>	Advanced diploma/Diploma	<input type="checkbox"/>
Certificate I-IV (incl. trade)		<input type="checkbox"/>	Certificate I-IV (incl. trade)	<input type="checkbox"/>	
No non-school qualification		<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>	
Occupational group (<i>select parental occupation group from attached list. Write N if the person has not been in paid work for past 12 months</i>)	(<i>circle one only</i>): Group 1 / 2 / 3 / 4 / N		(<i>circle one only</i>): Group 1 / 2 / 3 / 4 / N		
PRIMARY FAMILY / GUARDIAN / CARER CONTACT DETAILS	Mobile / telephone:				
	Email:				
	Adult				
	Preferred Adult for communication:				
	Primary Home Address:				

EMERGENCY CONTACTS Parent Guardian / Carer / Case Worker	Name	Relationship	Tel / Mobile	Language spoken

PRIMARY FAMILY DOCTOR DETAILS	Doctor's Name:			Individual or Group practice (circle)
	Address			
	Telephone			
Medicare Number:	No:	Ref ()	Concession Card	(circle) Yes / No Type:
Centrelink CRN			Ambulance M'ship	(circle) Yes / No
Medical or health considerations:	e.g. Anaphylaxis, Asthma, Allergies (specify)		Disability, impairment or long-term condition (circle) Yes / No If yes, specify (you may indicate more than one area): <input type="checkbox"/> Hearing / deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other	
	Does Student have an Individual Special Management Plan for a Medical Condition (circle): Yes / No			

DEMOGRAPHIC DETAILS OF STUDENT	Country of birth:		
	Nationality:		
	Date of arrival in Australia:		
	Residential status (circle):		Australian Citizen or Permanent or Temporary
	Basis of residential status (circle):		<input type="checkbox"/> Holds Australian Birth Certificate, Citizenship or Passport <input type="checkbox"/> Eligible for Australian Passport <input type="checkbox"/> Holds Permanent Residency Visa
	Visa details (if applicable):	Sub Class:	Expiry:
	Main language spoken at home:		
	Other languages spoken:		
	Does student speak English (circle):		Yes or No Is an interpreter required? Yes or No
	Student's religion (if applicable):		
	Student's living arrangements (circle):		<input type="checkbox"/> At home with 2 parents / guardians <input type="checkbox"/> At home with 1 parent / guardian <input type="checkbox"/> Independent

TRANSPORT TO SCHOOL	Walk - Cycle – Train - Bus - Tram - Car/Taxi Service - Self Driven - Other (specify):
----------------------------	---

PRIOR SCHOOLING	Date 1 st enrolled in an Australian school:	
	Name of previous school(s):	
	Language of previous education:	
	Years of previous education:	
	Swimming experience (circle and describe):	Y / N

STUDENT ACCESS OR ACTIVITY RESTRICTION	Is there an Access Alert (circle): Yes / No. If Yes, describe
---	---

DEPENDENT(S) (ACCESSING CHILDARE)	Child's Name	Date of Birth	Gender	Medicare No. & Ref:
			Male / Female	Ref: ()

COPIES ATTACHED OF (circle): Birth Certificate, Passport and/or ImmiCard (as applicable) plus
Medicare Card or Health Card and Concession Card (if applicable) Any other _____

CERTIFICATION: I certify that the information contained in this form is correct

To be completed by Parent/Guardian/Carer or Student, if student is 18 years or older and/or has independent responsibility for themselves

Name: _____ Signature: _____ Date: ____ / ____ / 20 ____

LIST OF PARENTAL OCCUPATION GROUPS

Group 1 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 2 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 (NCO)*

Group 3 Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4 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)