

STUDENT ENROLMENT FORM

PRIVACY NOTICE

Information about the Enrolment Form

Please Read This Notice Before Completing The Enrolment Form

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

Taylors Hill Primary 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.

Taylors Hill Primary School requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide Taylors Hill Primary 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 Taylors Hill Primary School to educate or support your child, or to fulfil legal requirements 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 this is required or permitted by law. For more about information-sharing and privacy, see our school's privacy policy at:

<http://www.taylorshillps.vic.edu.au/page/183/School-Policies>

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 Taylors Hill Primary 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 this is required or permitted by law.

Student background information

The enrolment form requests information about country of birth, Aboriginal or Torres Strait Islander heritage, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to Taylors Hill Primary 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 Taylors Hill Primary 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

Taylors Hill Primary School also requires this information to process your child's enrolment.

Updating your child's personal and health information

Please inform Taylors Hill Primary School if there are any updates to any of the personal or health information you provide on the Enrolment Form.

Accessing your child's records

Taylors Hill Primary 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 Taylors Hill Primary 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, Taylors Hill Primary School may 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 assists the next school to provide the best possible education and support to students.

STUDENT ENROLMENT INFORMATION – 20__

Computer Generated Student ID:

STUDENT DETAILS

PERSONAL DETAILS OF STUDENT

| | | | |
|---------------------------------|-------------------------------|---------------------------------|--|
| Surname: | | Title: (Miss Ms 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) _____ / _____ / _____ |

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 |

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 | Campus | |
| 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 | | |
| E-mail to Specialists sent? | | <input type="checkbox"/> No | <input type="checkbox"/> Yes | IN / Out of Zone | Evidence Sighted: Y / N |
| Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick) <small>For prep students only</small> | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Pending | |

FAMILY DETAILS

| |
|--|
| List any other immediate 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.

ENROLMENT INFORMATION

The following information is required to ensure that your child is fully enrolled at school:

1. **Enrolment Form:** A fully completed and signed ‘**Enrolment Form**’ must be returned to the school.
2. **Proof of Age:** This must be a formal document (**Birth Certificate, Passport or similar**) indicating that your child turns 5 years of age by the 30th April in the year that they will be attending school.
3. **School Entry Immunisation Certificate:**
 - The Australian Childhood Immunisation Register (ACIR) will automatically send you an Immunisation History Statement when your child has received vaccinations.
 - The statement will state ‘***This child has received all vaccines required by 5 years of age***’ at the bottom of the page if all vaccinations have been received.
 - This document becomes the ‘**School Entry Immunisation Certificate**’.
 - If you don’t have a certificate:
 - i) The quickest option is to access your Medicare online account is through MyGov or Express Plus Medicare mobile app; or
 - ii) take your Medicare card to a Medicare Office; or
 - iii) contact AIR on 1800 653 809 to arrange a new Certificate to be posted.
 - The Child Health Record booklet is not acceptable.
4. **Overseas Students:** Parents of children who were born overseas must also provide a copy of the passport bearing the child’s name, and evidence of visa status.
5. **Proof of Residence:** To assist Taylors Hill Primary School in assessing your child’s eligibility for enrolment, please include in your enrolment application original or certified copies of:
 1. Rental Agreements or unconditional contracts of sale
plus
 2. A copy of two of the following:
 - Electoral enrolment confirmation
 - Council rates notices
 - Other official documentation that demonstrates permanent residency at that address such as a driver’s license or health care card.Documents should show the same address and parent’s/carer’s name as recorded on the school enrolment application form.
Note: Enrolment applications may not be successful if the requested documentation is not provided.
6. **Our school zone:** Findmyschool.vic.gov.au hosts the most up-to-date information about Victorian school zones. Information on this site is updated in Term 1 each year, ready for the Year 6 to 7 transition period.
To visit the site, see: www.findmyschool.vic.gov.au
If you have a question about school zones call the VSBA Hotline on **1800 896 950** or email vsba@edumail.vic.gov.au

Please note that Taylors Hill Primary School will not accept your Enrolment application until all required documents are provided.

PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with". If you have a separated family, please complete details of Alternative family in the blue section at the end of this form. Additional forms are designed to cater for varying family circumstances, if you have a complex situation please discuss this with the school.

ADULT A DETAILS (PRIMARY CARER):

| |
|---|
| Sex (tick): <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Title: (Ms, Mrs, Mr, Dr etc) |
| Legal Surname: |
| Legal First Name: |
| 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 highest 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 |
| ❖ 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 <u>paid</u> work for the last 12 months, enter 'N'. <input type="text"/> |

ADULT B DETAILS:

| |
|---|
| Sex (tick): <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Title: (Ms, Mrs, Mr, Dr etc) |
| Legal Surname: |
| Legal First Name: |
| 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 highest 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 |
| ❖ 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 <u>paid</u> work for the last 12 months, enter 'N'. <input type="text"/> |

❖ 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: <input type="text"/> |
|---|

FAMILY CONTACT DETAILS

ADULT A CONTACT DETAILS:

Business Hours:

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

After Hours:

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

ADULT B CONTACT DETAILS:

Business Hours:

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

After Hours:

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

FAMILY MAILING ADDRESS:

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

| | |
|------------------------|-----------|
| No. & Street or PO Box | |
| Suburb: | |
| State: | Postcode: |

FAMILY DOCTOR DETAILS:

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

PRIMARY FAMILY EMERGENCY CONTACTS: (Other than Adult A/B)

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

OTHER PRIMARY FAMILY DETAILS

| | | | |
|---|--|--------------------------------------|--|
| Relationship of Adult A 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 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 |

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

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

DEMOGRAPHIC DETAILS OF STUDENT

| | |
|---|--|
| ❖ In which country was the student born? | |
| <input type="checkbox"/> Australia | <input type="checkbox"/> 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? (tick) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary | |
| Basis of Australian Residency: | |
| <input type="checkbox"/> Eligible for Australian Passport | <input type="checkbox"/> Holds Australian Passport |
| <input type="checkbox"/> Holds Permanent Residency Visa | |
| Visa Sub Class: _____ | 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) | |
| <input type="checkbox"/> No, English only | <input type="checkbox"/> Yes (please specify):..... Does the student speak English? (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ❖ Is the student of Aboriginal or Torres Strait Islander origin? (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 |
| What is the student's living arrangements? (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.

| | | | | |
|--|-------------------------------------|--|--------------------------------------|--------------------------------|
| 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 below) | | Distance to School in kilometres: _____ | | |
| <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 |

❖ 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? |
| Does the student have a Victorian Student Number (VSN)? <input type="checkbox"/> Yes. <input type="checkbox"/> Yes, but the VSN is unknown <input type="checkbox"/> No. The student has never been issued a VSN. Please specify: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| 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 |

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 • • |
|------------------------------------|

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| | | |
|---|------------------------------|-----------------------------|
| 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

| | | | | |
|--|--|--|---|---|
| Is the student at risk? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Is there an Access Alert for the student? (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 Activity Alert question) | | |
| Access Type | <input type="checkbox"/> Parenting Order | <input type="checkbox"/> Parenting Plan | <input type="checkbox"/> Intervention Order | <input type="checkbox"/> Protection Order |
| | <input type="checkbox"/> Informal Carer Stat Dec | <input type="checkbox"/> DHHS Authorisation | <input type="checkbox"/> Witness Protection Program Order | <input type="checkbox"/> Other |
| Describe any Access Restriction: | | | | |
| Is there an Activity Alert for the student? (tick) If Yes, then describe the Activity Restriction: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |

OFFICE USE ONLY

| | | |
|--|------------------------------|-----------------------------|
| 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.

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

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

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 Taylors Hill Primary 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)