



2019



CONFIDENTIAL STUDENT ENROLMENT FORM

Moe (Elizabeth Street) Primary School 4740

SECTION 1: Student Personal Details

Surname		Date of Enrolment	
First Given Name		Year level student enrolling in	
Second Given Name:		Office Use	
Preferred Name:		Home Group	
Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	House Group	
Date of Birth		Proof of birth date sighted	<input type="checkbox"/> YES <input type="checkbox"/> NO

**SECTION 2:
Family Details Parents/Guardians are referred to as Adult A and Adult B**

PRIMARY FAMILY DETAILS ADULT A - Female		PRIMARY FAMILY DETAILS ADULT B - Male	
Title and Surname		Title and Surname	
First Name		First Name	
Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Occupation		Occupation	
Employer		Employer	
Country of Birth		Country of Birth	
Native language		Native language	
Other language		Other language	
Is an interpreter required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Is an interpreter required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Language spoken at home		Language spoken at home	
Circle the family occupation code? Please refer to attached sheet. * This must be filled in A B C D		To whom should correspondence be addressed?	<input type="checkbox"/> Both Adults <input type="checkbox"/> Adult A <input type="checkbox"/> Adult B

Residential Address		Postal Address (if different to home address)
Number & Street		
Town	Postcode	
Home Phone	Mobile	Email:

Contact details for Adult A		Contact details for Adult B	
During business hours, how is Adult A to be contacted		During business hours, how is Adult B to be contacted	
Can the adult to be contacted	<input type="checkbox"/> YES <input type="checkbox"/> NO	Can the adult to be contacted	<input type="checkbox"/> YES <input type="checkbox"/> NO
Contact number and days of work?		Work contact number and days of work?	
Mobile phone number		Mobile phone number	
What is the relationship of Adult A to the student?	<input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other	What is the relationship of Adult B to the student?	<input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other

SECTION 3: Student Emergency Contact Details		
Name of Doctor		
Address		
Phone Number		
Medicare Number		
Are you an Ambulance Subscriber?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Please be aware that the school will use an ambulance in an emergency. The cost for this service is to be met by parents.
Please provide details of two Emergency Contacts <u>other</u> than Primary Family:		
Name (Contact 1)		
Relationship to student		
Phone Number		
Name (Contact 2)		
Relationship to student		
Phone Number		

SECTION 4: Demographic details		
4.1 In what country was the student born?		If Australia go to 4.6
4.2 If not, when did the student arrive in Australia?		
4.3 Is the residential status permanent or temporary?		If permanent go to 4.6
4.4 If temporary what is the student's Visa Sub Class?		
4.5 Visa Expiry Date		
4.6 Is the student Koori, Torres Strait Islander, or from another indigenous background?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4.7 Living arrangements of the student	<input type="checkbox"/> At home with BOTH Parents <input type="checkbox"/> With ONE Parent <input type="checkbox"/> AWAY from home <input type="checkbox"/> Independent	
What is the students <u>usual</u> mode of transportation to school?	<input type="checkbox"/> Bus <input type="checkbox"/> Driven by Car	<input type="checkbox"/> Walk <input type="checkbox"/> Bicycle
Distance from School (kilometres)		
	<input type="checkbox"/>	

SECTION 5: School Information

On what date was the student first enrolled at an Australian School?	
What was the student's previous school/ kindergarten?	
For how many years has the student attended school?	
Is the student an Integration Student?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is this student a Full Time student	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION 6: Restriction

Does this student have an access restriction	<input type="checkbox"/> YES <input type="checkbox"/> NO
Access Type	
Restriction	
Restriction Activity	

SECTION 7: Medical Details – tick to identify medical conditions for student

<input type="checkbox"/> Asthma	If YES please complete an Asthma Management Plan	
<input type="checkbox"/> Major Illness	If YES please complete an Medical Condition Management Plan	
<input type="checkbox"/> Allergies	Details:	
<input type="checkbox"/> Allergies to medication	Details:	
<input type="checkbox"/> Disability	Details:	Disability ID:
<input type="checkbox"/> Hearing impairment	Details:	
<input type="checkbox"/> Speech	Details:	
<input type="checkbox"/> Vision	Details:	
<input type="checkbox"/> Mobility	Details:	
<input type="checkbox"/> Other	Details:	

Immunization: An immunization certificate must be presented

Immunization Certificate Presented	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Immunization Complete	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I hereby grant consent for my child to be checked for head lice at school when the need arises

Parent/Guardian Signature _____

SECTION 8: Web Page

The purpose of our school website is to promote the quality education that takes place at our school and to allow parents and the community another avenue through which to connect to our student's learning. As the school website is posted on the World Wide Web we seek your permission to include your child's **work** and/or **photographs** on our site.

I give permission for my child's work to appear on the Moe (Elizabeth Street) Primary School website	<input type="checkbox"/> YES <input type="checkbox"/> NO
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I give permission for a picture of my child involved in school activities to appear on the Moe (Elizabeth Street) Primary School website or media coverage.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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SECTION 9: Privacy Notice

I have read the privacy notice and understand it. I consent to have the information dealt with in the manner described.

Signature of parent/guardian _____

SECTION 10: Student Code of Conduct

We ask parents to support our 'Student Code of Conduct' policy as agreed by School Council. It would be appreciated if you could read the attached policy and sign the following to indicate your support. If you wish to discuss the policy with me please feel free to make an appointment.

Thank you

I have read and agree to support the 'Student Code of Conduct' policy of Moe (Elizabeth Street) Primary School.

Signature of parent/guardian _____

SECTION 11: Consent Form

In the event of illness or injury to my child whilst at school, on 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:

- 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.
- Consent to my child receiving medical assessment or inspection by an authorized medical practitioner or registered nurse in relation to infectious diseases as detailed in Schedule 6 (Health Diseases) 2001

Signature of Parent/Guardian _____ Date _____
(Primary Family)

Signature of Parent/Guardian _____ Date _____
(Primary Family)

Thank you for taking the time to complete this Student Information Form. The details are confidential but are required to enable staff to properly enrol your child at our school.

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)