School Enrolment Form

INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children / students and parents, for example, information requested on child / student enrolment forms.

This form has been designed to ensure compliance with the South Australia Education Regulations 2012 and to enable DECD to:

- Undertake administration and care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for child / student health support requirements;
- Provide all information required for resource entitlements;
- Collect necessary statistical information and undertake analysis of the composition and performance of the child / student population;
- Meet reporting requirements, including to other government authorities and funding agencies; and
- Provide information to contractors engaged to assist in the completion of the Australian Early Development Census survey by teachers (http://www.aedc.gov.au).

If organisations are contracted on behalf of DECD to undertake tasks which require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

The Australian Education Regulation 2013 requires schools across Australia ask the questions marked ♦ on their school enrolment forms. Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child’s school for planning and resourcing decisions.

The information provided in Enrolment Forms is stored securely in local school and DECD databases. Information from your enrolment form may be transferred electronically from one site to another as your child moves locations between levels of education. Any such transferred information will be updated by information provided on the current enrolment form. While your child is enrolled in a DECD site other information will be gathered relating to your child’s education and wellbeing; for example records of learning progress, absences from school, behaviour, health and social development reports, observations and assessments. The management of these data is governed by Australian, State and DECD policies to ensure that the information is used only for the purposes stated above and is secure, private and confidential.

The disclosure of personal information held by Government is regulated by the Information Privacy Principles (see http://dpc.sa.gov.au/sites/default/files/pubimages/Circulars/PC012_Privacy_0.pdf). Unless required to do so by a law of the State or Commonwealth, or as permitted by the Information Privacy Principles or in accordance with the ISG (see below), the Department will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside DECD will be important to your child’s educational progress, safety or wellbeing. In these circumstances DECD follows the SA Government’s Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG) http://www.ombudsman.sa.gov.au. Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- It is unsafe / impossible to gain consent or consent has been refused; and
- Without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents / caregivers and other agencies / services to achieve that aim. Parents / caregivers are strongly encouraged to share all information relevant to their child’s capacity to enjoy and benefit from education:

- By using the ‘any other information’ section of this form; and/or
- In discussion with staff at the time of enrolment; and/or
- In discussion with staff at any time in the future.

The school has explained the above Information Privacy Statement and Information Sharing Statement.

Parent / Guardian Signature
Refer to the occupation groups listed below when completing the questions on page 3.

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior management in large business organisation, government administration and defence, and qualified professionals</td>
<td>Other business managers, Arts / Media / Sportspersons and associate Professionals</td>
<td>Trades and advanced / intermediate clerical, sales and service staff</td>
<td>Other Occupations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drivers</th>
<th>Tradesmen / women</th>
<th>Owner / manager</th>
<th>Senior executive / manager / department head in industry, commerce, media or other large organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile plant, Production / Processing, Machinry, Other machinery Operators.</td>
<td>Generally have completed a 4 year Trade Certificate, usually by apprenticeship.</td>
<td>Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.</td>
<td>Business development manager / Area Manager / Manager</td>
</tr>
<tr>
<td>Hospitality staff</td>
<td>All tradesmen / women are included in this group.</td>
<td>Specialist manager</td>
<td>Public service manager (Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.</td>
</tr>
<tr>
<td>Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</td>
<td>Clerks</td>
<td>Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.</td>
<td>Other administrator</td>
</tr>
<tr>
<td>Office assistants</td>
<td>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.</td>
<td>Financial services manager</td>
<td>Defence Forces Commissioned Officer.</td>
</tr>
<tr>
<td>Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</td>
<td>Skilled Office Staff</td>
<td>Bank branch manager, Finance / investment / insurance, Broker, Credit / loans officer.</td>
<td>Professionals</td>
</tr>
<tr>
<td>Sales assistants</td>
<td>Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</td>
<td>Retail sales / services manager</td>
<td>Generally have degree or higher qualifications and experience in applying this knowledge to:</td>
</tr>
<tr>
<td>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, Shell stacker.</td>
<td>Skilled Sales Staff</td>
<td>Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.</td>
<td>• Design, develop or operate complex systems;</td>
</tr>
<tr>
<td>Assistant / aide</td>
<td>Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.</td>
<td>Associate professionals</td>
<td>• Identify, treat and advise on problems;</td>
</tr>
<tr>
<td>Trade’s assistant, School / Teacher’s aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</td>
<td>Skilled Service Staff</td>
<td>Generally have diploma / Technical qualifications, Support managers and professionals.</td>
<td>• And teach others.</td>
</tr>
<tr>
<td>Other ranks below senior NCO not included above.</td>
<td>Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.</td>
<td>Business / administration</td>
<td>Business</td>
</tr>
<tr>
<td>Agriculture, horticulture, forestry, fishing, mining worker</td>
<td>Defence Forces</td>
<td></td>
<td>Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</td>
</tr>
<tr>
<td>Farm overseer, Shearer, Wool / hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry / logging worker, Miner, Seafarer / fishing hand.</td>
<td>Senior Non-Commissioned officer.</td>
<td>Air / sea transport</td>
<td>Aircraft / ship’s Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.</td>
</tr>
<tr>
<td>Other worker</td>
<td>Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent’s education, qualification and occupation

The questions about each parent / guardian’s education, qualifications and employment group are asked on all school enrolment forms.

In South Australia this information is used in determining each school’s Index of Educational Disadvantage (IED), which is linked to funding levels and may be used to allocate resources to school services. In the future this information may be used to determine resource allocations to schools.

If you are an independent student (living without a parent or guardian) please go straight to Page 4 - Student Personal Details.
### Parent 1 or Legal Guardian 1 (Birth or Adoptive parent)

- **Mr / Mrs / Ms / Other:**
- **Family Name:**
- **Given Names:**
- **Sex:**
  - ☐ Male
  - ☐ Female
- **Relationship to student:**
- **Employment status:**
- **Occupation:**
  - ☐ What is the occupation group of parent 1 / guardian 1?
  - *Please select the appropriate parental occupation group from the list on page 2.*
  - • 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 the person’s last occupation.
  - • If the person has not been in paid work in the last 12 months, enter 8 above.
- **Work Location:**
- **Work Phone Number:**
- **P/G1 Mobile Phone:**
- **P/G1 Email:**
  - ☐ What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed? *(For persons who never attended school, select ‘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 parent 1 / guardian 1 has completed?
    - ☐ Bachelor degree or above
    - ☐ Advanced diploma / Diploma
    - ☐ Certificate I to IV (including trade certificate)
    - ☐ No non-school qualification
- **In which country was the parent 1 / guardian 1 born?**
- **If not born in Australia, what was the date the parent 1 / guardian 1 arrived in Australia?**
  - DD
  - MM
  - YY
  - ☐ Does the parent 1 / guardian 1 speak a language other than English at home?
    - ☐ No, English only
    - ☐ Yes
  - If yes, what is the main language the parent 1 / guardian 1 speaks at home?
- **Does this Parent or Guardian require an interpreter?**
  - ☐ No
  - ☐ Yes
- **Language for Translation:**
- **What is the cultural background of Parent 1 / Guardian 1?**

### Parent 2 or Legal Guardian 2 (Birth or Adoptive parent)

- **Mr / Mrs / Ms / Other:**
- **Family Name:**
- **Given Names:**
- **Sex:**
  - ☐ Male
  - ☐ Female
- **Relationship to student:**
- **Employment status:**
- **Occupation:**
  - ☐ What is the occupation group of parent 2 / guardian 2?
  - *Please select the appropriate parental occupation group from the list on page 2.*
  - • 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 the person’s last occupation.
  - • If the person has not been in paid work in the last 12 months, enter 8 above.
- **Work Location:**
- **Work Phone Number:**
- **P/G2 Mobile Phone:**
- **P/G2 Email:**
  - ☐ What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed? *(For persons who never attended school, select ‘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 parent 2 / guardian 2 has completed?
    - ☐ Bachelor degree or above
    - ☐ Advanced diploma / Diploma
    - ☐ Certificate I to IV (including trade certificate)
    - ☐ No non-school qualification
- **In which country was the parent 2 / guardian 2 born?**
- **If not born in Australia, what was the date the parent 2 / guardian 2 arrived in Australia?**
  - DD
  - MM
  - YY
  - ☐ Does the parent 2 / guardian 2 speak a language other than English at home?
    - ☐ No, English only
    - ☐ Yes
  - If yes, what is the main language the parent 2 / guardian 2 speaks at home?
- **Does this Parent or Guardian require an interpreter?**
  - ☐ No
  - ☐ Yes
- **Language for Translation:**
- **What is the cultural background of Parent 2 / guardian 2?**
**Student Personal Details (Please provide proof of Birth)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Given Names:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
<td>DD  MM  YY</td>
</tr>
<tr>
<td><strong>Sex:</strong></td>
<td>Male  Female</td>
</tr>
<tr>
<td><strong>How far does the student live from the School?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Has this student been approved for School Card Assistance at his/her previous school?</strong></td>
<td>No  Yes</td>
</tr>
<tr>
<td><strong>Is the student of Australian Aboriginal or Torres Strait Islander origin?</strong></td>
<td>No  Yes, Australian Aboriginal  Yes, Torres Strait Islander</td>
</tr>
<tr>
<td><strong>What is the student’s previous school?</strong></td>
<td>If overseas, nominate country. If interstate, nominate state.</td>
</tr>
<tr>
<td><strong>In which country was the student born?</strong></td>
<td>Australia  Other – please specify below</td>
</tr>
<tr>
<td><strong>Refugee: Permission to Flag?</strong></td>
<td>No  Yes</td>
</tr>
<tr>
<td><strong>What is the student’s cultural background?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Does the student speak a language other than English at home?</strong></td>
<td>No, English only  Yes</td>
</tr>
<tr>
<td><strong>Main language:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other language/s:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Does the student attend an after-hours Ethnic school?</strong></td>
<td>No  Yes</td>
</tr>
<tr>
<td><strong>If Yes, which school?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Which language is studied?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Is this student under the Guardianship of the Minister for Education and Child Development (GoM) or in Alternative Care?</strong></td>
<td>No  Yes</td>
</tr>
<tr>
<td><strong>Does this student receive AUSTUDY?</strong></td>
<td>No  Yes</td>
</tr>
<tr>
<td><strong>Does this student receive ABSTUDY?</strong></td>
<td>No  Yes</td>
</tr>
</tbody>
</table>
## Family Details

Family Phone Number: 
Silent number? ☐ No ☐ Yes

Family Mobile Phone: 

Family Email Address: 

## Student Address Details (Please provide proof of Residence)

### Mailing Address
(Of Parent / Guardian with whom student lives the majority of school week)

Mailing Title: 

Address Line 1: 

Address Line 2: 

Suburb / Town: 
Postcode: 

Country (if not Australia): 

Student Mobile Number:

Hundred: * 
Section: *

RAPID No (if applicable): — — — MHz

Student’s Email Address: 

### Residential Address
(if different from above Mailing Address)

Mailing Title: 

Address Line 1: 

Address Line 2: 

Suburb / Town: 
Postcode: 

Country (if not Australia): 

Student Mobile Number:

Hundred: * 
Section: *

RAPID No (if applicable): — — — MHz

Student’s Email Address: 

If you have other addresses which need to be documented (B – Billing, H – Holiday, S – SACE Mail, T – Term), please note in any other information / comments on page 8.
Emergency Contacts if Parent or Guardian cannot be contacted or unable to collect student.
Note: Includes permission to provide overnight care.

### Priority 1
- **Name:**
- **Home Phone:**
- **Silent?**
- **Relationship:**
- **Mobile Phone:**
- **Work Phone:**
- **Ext:**

### Priority 2
- **Name:**
- **Home Phone:**
- **Silent?**
- **Relationship:**
- **Mobile Phone:**
- **Work Phone:**
- **Ext:**

### Priority 3
- **Name:**
- **Home Phone:**
- **Silent?**
- **Relationship:**
- **Mobile Phone:**
- **Work Phone:**
- **Ext:**

### Priority 4
- **Name:**
- **Home Phone:**
- **Silent?**
- **Relationship:**
- **Mobile Phone:**
- **Work Phone:**
- **Ext:**

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### Transport to School

- **Usual mode of transport:**
- **Bus Pass No:**
- **School Bus Route AM1:**
  - **Stop:**
  - **Time:**
- **School Bus Route AM2:**
  - **Stop:**
  - **Time:**
- **School Bus Route PM1:**
  - **Stop:**
  - **Time:**
- **School Bus Route PM2:**
  - **Stop:**
  - **Time:**
- **Conveyance Allowance:**
  - (Approval Number)
  - **Allowance Expiry Date:**
  - **DD**
  - **MM**
  - **YY**
- **Vehicle Reg. No:**
- **Driver if other student:**

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### Medical Conditions

Does your child have a diagnosed medical condition which might need first aid?  
- **No**
- **Yes**

If **Yes**, please tick the relevant conditions:

- Acquired Brain Injury
- Asthma
- Cerebral Palsy
- Continence
- Cystic Fibrosis
- Diabetes
- Gastrostomy
- Hearing Impaired
- Heart Condition
- Joint Conditions
- Medication
- Mild Allergy
- Oncology
- Oral Eating and Drinking
- Seizures
- Severe Allergy Anaphylaxis
- Transfer and Positioning
- Visually Impaired

If other, please specify:

Does your child need extra routine health support?  
(e.g. support with medication management, continence care, psychological issues)  
- **No**
- **Yes**

If **Yes**, the school will need a health care plan from the treating doctor / health professional.  
Is plan attached?  
- **No**
- **Yes**
Court Orders

Are there any current Court-sanctioned orders relating to this student?  □ No  □ Yes
If Yes, a copy of the order must be provided for the school’s records.

On what date was the Full Court order issued?  DD  MM  YY

Details:

Other Parent / Guardian / Carer

Resides at the same address as the student?  □ Yes  □ No  □ Reports  □ Access  □ Correspondence

Mr / Mrs / Ms / Other  ____________________________  Sex:  □ Male  □ Female

Family Name:  ____________________________

Given Names:  ____________________________  Phone Number:  ____________________________  Silent?  □

Relationship to student:  ____________________________  Mobile Number:  ____________________________

Mailing Title:  ____________________________

Address Line 1:  ____________________________

Address Line 2:  ____________________________

Address Line 3:  ____________________________

Suburb / Town:  ____________________________  Postcode:  ____________________________

Country (if not Australia):  ____________________________

Email Address:  ____________________________

Siblings

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Attends this School?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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**Other Preschools and Schools Attended**

Has your child previously attended a Department for Education and Child Development (DECD) kindy / school?  
[ ] No  
[ ] Yes

If Yes, please specify the last DECD kindy / school attended: ____________

List the two most recent schools attended. If unsure of the dates, please estimate.

<table>
<thead>
<tr>
<th>Kindy / School Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD</td>
<td>MM</td>
</tr>
<tr>
<td></td>
<td>DD</td>
<td>MM</td>
</tr>
</tbody>
</table>

**Any other information / comments**

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**Parent / Guardian Signatures**

By signing this form you certify that all information given is true and accurate.

Signature of Parent 1 / Legal Guardian 1: ____________  Date: DD  MM  YY

Signature of Parent 2 / Legal Guardian 2: ____________  Date: DD  MM  YY

Enrolment Interviewer: ____________

Data Entry Person: ____________