

Name of School: \_\_\_\_\_



Government of South Australia

Department for Education

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# SCHOOL ENROLMENT FORM

## INFORMATION PRIVACY STATEMENT

The Department for Education is committed to respecting the confidentiality of information provided by children / students and parents, which includes information requested on child / student enrolment forms.

This form has been designed to ensure compliance with the *Education Regulations 2012* and to enable the department 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 ([www.aedc.gov.au](http://www.aedc.gov.au)).

If organisations are contracted on behalf of the department to undertake tasks which require access to enrolment data, the contract(s) between the department 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 department 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. Some student information will also be securely transferred to the NAPLAN Online Platform to enable online NAPLAN testing. While your child is enrolled in a department site other information will be gathered relating to your child's education and wellbeing; for example records of learning progress (including NAPLAN testing), absences from school, behaviour, health and social development reports, observations and assessments.

The management of these data is governed by Australian, State and department policies and relevant legislation (including the *Australian Education Act 2013* (Cth), *Education Act 1972* (SA), and *State Records Act 1997* (SA)) 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 [www.dpc.sa.gov.au/documents/rendition/DPC-Circular-Information-Privacy-Principles-IPPS-Instruction.pdf](http://www.dpc.sa.gov.au/documents/rendition/DPC-Circular-Information-Privacy-Principles-IPPS-Instruction.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 the department will be important to your child's educational progress, safety or wellbeing. In these circumstances the department follows the SA Government's *Information Sharing: Guidelines for Promoting Safety and Wellbeing* (ISG) [www.ombudsman.sa.gov.au/isg](http://www.ombudsman.sa.gov.au/isg). 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.

In order to provide an appropriate education program your school may share information relating to your child's personal needs with specialist department staff, including Student Support Services. This will enable the school to make any necessary teaching and learning adjustments for your child. The school may also use the information you provide when applying for specialist resources or services and/or funding to support your child's education. Prior to any formal referral for additional support your consent will be sought.

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
- By discussing with staff at the time of enrolment; and/or
- By discussing 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.

<p><b>Group 4</b> Other Occupations</p>	<p><b>Group 3</b> Trades and advanced / intermediate clerical, sales and service staff</p>	<p><b>Group 2</b> Other business managers, Arts / Media / Sportspersons and associate Professionals</p>	<p><b>Group 1</b> Senior management in large business organisation, government administration and defence, and qualified professionals</p>
<p><b>Drivers</b> Mobile plant, Production / Processing, Machinery, Other machinery Operators.</p> <p><b>Hospitality staff</b> Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.</p> <p><b>Office assistants</b> Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.</p> <p><b>Sales assistants</b> 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.</p> <p><b>Assistant / aide</b> Trade's assistant, School / Teacher's aide, Dental assistant, Veterinary nurse, Nursing assistant, Museum / gallery attendant, Usher, Home helper, Salon assistant, Animal attendant.</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> Other ranks below senior NCO not included above.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> Farm overseer, Shearer, Wool / hide classer, Farm hand, Horse trainer, Nurseryman, Greenkeeper, Gardener, Tree surgeon, Forestry / logging worker, Miner, Seafarer / fishing hand.</p> <p><b>Other worker</b> Labourer, Factory hand, Storeman, Guard, cleaner, Caretaker, Laundry worker, Trolley collector, Car park Attendant, Crossing Supervisor.</p>	<p><b>Tradesmen / women</b> Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.</p> <p><b>Clerks</b> 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.</p> <p><b>Skilled Office Staff</b> Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.</p> <p><b>Skilled Sales Staff</b> Company sales representative, Auctioneer, Insurance agent / Assessor / Loss adjuster, Market researcher.</p> <p><b>Skilled Service Staff</b> 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.</p>	<p><b>Owner / manager</b> Farm, Construction, Import / Export, Wholesale, Manufacturing, Transport, Real estate business.</p> <p><b>Specialist manager</b> Finance, Engineering, Production, Personnel, Industrial relations, Sales / marketing.</p> <p><b>Financial services manager</b> Bank branch manager, Finance / investment / insurance, Broker, Credit / loans officer.</p> <p><b>Retail sales / services manager</b> Shop petrol station, Restaurant club, Hotel / Motel, Cinema, Theatre agency.</p> <p><b>Arts / media / sports</b> Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media presenter, photographer, Designer, Illustrator, Proof reader, sportsman / woman, Coach / trainer, Sports official.</p> <p><b>Associate professionals</b> Generally have diploma / Technical qualifications, Support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> Technician / Associate professional.</p> <p><b>Business / administration</b> Recruitment / Employment / Industrial relations / Training officer. Marketing / Advertising specialist, Market research analyst, Technical sales representative, Retail buyer, Office / project manager.</p> <p><b>Defence Forces</b> Senior Non-Commissioned officer.</p>	<p><b>Senior executive / manager / department head in industry, commerce, media or other large organisation.</b></p> <p><b>Public service manager</b> (Section head or above), Regional Director, Health / Education / Police / Fire services, Administrator.</p> <p><b>Other administrator</b> School Principal, Faculty head / Dean, Library / Museum / Gallery director, Research facility director.</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> Generally have degree or higher qualifications and experience in applying this knowledge to:</p> <ul style="list-style-type: none"> <li>• Design, develop or operate complex systems;</li> <li>• Identify, treat and advise on problems;</li> <li>• And teach others.</li> </ul> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing.</b> Professional.</p> <p><b>Business</b> Management consultant, Business analyst, Accountant, Auditor, Policy analyst, Actuary, Valuer.</p> <p><b>Air / sea transport</b> Aircraft / ship's Captain / Officer / Pilot, Flight officer, Flying instructor, Air traffic controller.</p>
<p><b>Parent's education, qualification and occupation</b></p> <p>The questions about each parent / guardian's education, qualifications and employment group are asked on all school enrolment forms.</p> <p>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.</p> <p><b>If you are an independent student (living without a parent or guardian) please go straight to Page 4 - Student Personal Details.</b></p>			

### 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.

Place of work:

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  4  
Year 11 or equivalent  3  
Year 10 or equivalent  2  
Year 9 or equivalent, or below  1

\* What is the level of the highest qualification the parent 1 / guardian 1 has completed?

- Bachelor degree or above  7  
Advanced diploma / Diploma  6  
Certificate I to IV (including trade certificate)  5  
No non-school qualification  8

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
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\* 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.

Place of work:

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  4  
Year 11 or equivalent  3  
Year 10 or equivalent  2  
Year 9 or equivalent, or below  1

\* What is the level of the highest qualification the parent 2 / guardian 2 has completed?

- Bachelor degree or above  7  
Advanced diploma / Diploma  6  
Certificate I to IV (including trade certificate)  5  
No non-school qualification  8

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
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\* 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)

Family Name:

Given Names:

Preferred Name:

Date of Birth:  DD  MM  YY \* Sex:  Male  Female

How far does the student live from the School?

Has this student been approved for School Card Assistance at his / her previous school?  No  Yes

\* Is the student of Australian Aboriginal or Torres Strait Islander origin?  No  
 (For persons of both Australian Aboriginal or Torres Strait Islander origin, tick both 'Yes' boxes.)  Yes, Australian Aboriginal  Yes, Torres Strait Islander

What is the student's previous school?  *If overseas, nominate country. If interstate, nominate state. If no previous school, nominate preschool, kindergarten, etc.*

\* In which country was the student born?  Australia  Other – please specify below

**For a student born overseas with a date of Arrival in Australia on or after 1/1/2006, a "Visa sub-class" must be entered. Refer to Visa in passport or visa grant letter for e-visas. Some temporary residents are required to pay fees and must have a letter of offer / confirmation from International Education Services.**

Refer to the Overseas Student Factsheet - <https://myintranet.learnlink.sa.edu.au>  
 Intranet > Operations and Management > Information and Records Management > Site Data Collection > Student Data Management on EDSAS

If other, on what date did the student arrive in Australia?  DD  MM  YY

Visa Sub-Class:  Religion: (optional)

Passport Number:  Refugee: Permission to Flag?  No  Yes

What is the student's cultural background?

Does the site need to be aware of any cultural and/or religious requirements? Please advise:

\* Does the student speak a language other than English at home?  No, English only  Yes

Main language:  Other language/s:

Does the student attend an after-hours Ethnic school?  No  Yes

If Yes, which school?  Which language is studied?

Is this student in care?  No  Yes

If Yes, has the 'Enrolling Children and Young People in Care' process been followed? Further details will be provided via Student Support Service enrolment process. These forms will provide the necessary information for data input.

Does this student receive AUSTUDY?  No  Yes

Does this student receive ABSTUDY?  No  Yes

### School Use Only

Has proof of Birth been provided?  No  Yes

Has proof of Residence Documentation been provided?  No  Yes

School No:

ED ID:

Student ID:

School Year Level:

Census Year Level:

Roll Class:

FTE:

Campus:

House:

Enrolment Date:

Permanent Resident:

Origin:

Visa Sub-Class:

NESB:

EALD:  Yes  No

IELP / NAP Transfer:  Yes  No

## Family/Home Contact 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)

Name to be used for all correspondence:

*eg Mr and Mrs Black, Ms B Green*

Address Line 1:

Address Line 2:

Suburb / Town:

Postcode:

Country (if not Australia):

Student Mobile Number:

Hundred: \*

Section: \*

RAPID No (if applicable):

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UHF:

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Student's Email Address:

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

Name to be used for all correspondence:

*eg Mr and Mrs Black, Ms B Green*

Address Line 1:

Address Line 2:

Suburb / Town:

Postcode:

Country (if not Australia):

Student Mobile Number:

Hundred: \*

Section: \*

RAPID No (if applicable):

		-		
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UHF:

			-		
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Student's Email Address:

If you have other addresses which need to be documented (B – Billing), 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:

## 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:

## Medical Conditions

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

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Acquired Brain Injury | <input type="checkbox"/> Gastrostomy      | <input type="checkbox"/> Oncology                   |
| <input type="checkbox"/> Asthma                | <input type="checkbox"/> Hearing Impaired | <input type="checkbox"/> Oral Eating and Drinking   |
| <input type="checkbox"/> Cerebral Palsy        | <input type="checkbox"/> Heart Condition  | <input type="checkbox"/> Seizures                   |
| <input type="checkbox"/> Contenance            | <input type="checkbox"/> Joint Conditions | <input type="checkbox"/> Severe Allergy Anaphylaxis |
| <input type="checkbox"/> Cystic Fibrosis       | <input type="checkbox"/> Medication       | <input type="checkbox"/> Transfer and Positioning   |
| <input type="checkbox"/> Diabetes              | <input type="checkbox"/> Mild Allergy     | <input type="checkbox"/> 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?  
If **Yes**, a copy of the order must be provided for the school's records.

No       Yes

On what date was the Full Court order issued?

DD	MM	YY
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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

**Full Name**

**Sex**

**Date of Birth**

**Attends this School?**

Male     Female

DD	MM	YY
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No     Yes

Male     Female

DD	MM	YY
----	----	----

No     Yes

Male     Female

DD	MM	YY
----	----	----

No     Yes

Male     Female

DD	MM	YY
----	----	----

No     Yes

Male     Female

DD	MM	YY
----	----	----

No     Yes

### Other Preschools and Schools Attended

Has your child previously attended a Department for Education preschool / school?

No  Yes

If Yes, please specify the last Department for Education preschool / school attended:

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

**Preschool / School Name**

**From**

**To**

DD	MM	YY
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DD	MM	YY
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DD	MM	YY
----	----	----

DD	MM	YY
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### Any other information / comments

### 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
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Signature of Parent 2 /  
Legal Guardian 2:

Date:

DD	MM	YY
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Enrolment Interviewer:

Data Entry Person: