PRIMARY SCHOOL PRIVACY NOTICE

Information about the Enrolment Form.
Please Read This Notice Before Completing The Enrolment Form.

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Newport Lakes Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Newport Lakes Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at Newport Lakes Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child’s doctor. Newport Lakes Primary School depends on you to provide all relevant health information because withholding some health information may put your child’s health at risk.

Newport Lakes Primary School requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Newport Lakes Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Newport Lakes Primary School, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

EMERGENCY CONTACTS
These are people that Newport Lakes Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Newport Lakes Primary School.

STUDENT BACKGROUND INFORMATION
This includes information about a person’s country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Newport Lakes Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Religious Affiliation
If you want your child to receive religious instruction while at Newport Lakes Primary School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at Newport Lakes Primary School.

IMMUNISATION STATUS
This assists Newport Lakes Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

VISA STATUS
This information is required to enable Newport Lakes Primary School to process your child’s enrolment.

UPDATING YOUR CHILD’S RECORDS
Please let Newport Lakes Primary School know if any information needs to be changed by sending updated information to the school office. During your child’s time with Newport Lakes Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD’S RECORD HELD BY SCHOOL
In most circumstances you can access your child’s records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. The Newport Lakes Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.
STUDENT DETAILS

PERSONAL DETAILS OF STUDENT

Surname:  
Title: (Miss Ms Mr)
First Given Name:
Second Given Name:
Preferred Name (if applicable):

Sex (tick):  
- Male
- Female

Birth Date: (dd-mm-yyyy)  

Student Mobile Number:

PRIMARY FAMILY HOME ADDRESS:

No. & Street: or PO Box details

Suburb:

State:  
Postcode:

Telephone Number  
Silent Number: (tick)  
- Yes
- No

Mobile Number:  
Fax Number:

OFFICE USE ONLY

Child’s Name and Birth Date proof sighted (tick)  
- Yes
- No

Enrolment Date:

Year Level  
Home Group  
Timetabling Group  
House  
Campus

Student Email Address:

Immunisation Certificate received?: (tick)  
- Complete
- Not sighted

Is there a Medical Alert for the student? (tick)  
- Yes
- No

Does the student have a Disability ID Number? (tick)  
- No
- Yes

Disability ID No.:

Has a Transition Statement been provided (either by the Early Childhood Educator or parents)? (tick)  
- Yes
- No
- Pending

For prep students only

FAMILY DETAILS

List any other 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.
### PRIMARY FAMILY DETAILS

**NOTE:** The ‘PRIMARY’ Family is: “the family or parent the student mostly lives with”. Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

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**ADULT A DETAILS (PRIMARY CARER):**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sex (tick):</strong></td>
<td>☐ Male ☐ Female</td>
</tr>
<tr>
<td><strong>Title:</strong> (Ms, Mrs, Mr, Dr etc)</td>
<td></td>
</tr>
<tr>
<td><strong>Legal Surname:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Legal First Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>What is Adult A’s occupation?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Who is Adult A’s employer?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In which country was Adult A born?</strong></td>
<td>□ Australia ☐ Other (please specify):</td>
</tr>
<tr>
<td><strong>Does Adult A speak a language other than English at home?</strong></td>
<td>☐ Yes (please specify):</td>
</tr>
<tr>
<td><strong>Please indicate any additional languages spoken by Adult A:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Is an interpreter required?</strong> (tick)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td><strong>What is the highest year of primary or secondary school Adult A has completed?</strong> (tick one)</td>
<td>□ Year 12 or equivalent □ Year 11 or equivalent □ Year 10 or equivalent □ Year 9 or equivalent or below</td>
</tr>
<tr>
<td><strong>What is the level of the highest qualification the Adult A has completed?</strong> (tick one)</td>
<td>☐ Bachelor degree or above ☐ Advanced diploma / Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification</td>
</tr>
<tr>
<td><strong>What is the occupation group of Adult A?</strong> Please select the appropriate parental occupation group from the attached list.</td>
<td>□ 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.</td>
</tr>
<tr>
<td><strong>Main language spoken at home:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Prefered language of notices:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Are you interested in being involved in school group participation activities? (eg. School Council, excursions)</strong> (tick)</td>
<td>☐ Adult A ☐ Adult B ☐ Both ☐ Neither</td>
</tr>
</tbody>
</table>

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**ADULT B DETAILS:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sex (tick):</strong></td>
<td>☐ Male ☐ Female</td>
</tr>
<tr>
<td><strong>Title:</strong> (Ms, Mrs, Mr, Dr etc)</td>
<td></td>
</tr>
<tr>
<td><strong>Legal Surname:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Legal First Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>What is Adult B’s occupation?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Who is Adult B’s employer?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>In which country was Adult B born?</strong></td>
<td>□ Australia ☐ Other (please specify):</td>
</tr>
<tr>
<td><strong>Does Adult B speak a language other than English at home?</strong></td>
<td>☐ Yes (please specify):</td>
</tr>
<tr>
<td><strong>Please indicate any additional languages spoken by Adult B:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Is an interpreter required?</strong> (tick)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td><strong>What is the highest year of primary or secondary school Adult B has completed?</strong> (tick one)</td>
<td>□ Year 12 or equivalent □ Year 11 or equivalent □ Year 10 or equivalent □ Year 9 or equivalent or below</td>
</tr>
<tr>
<td><strong>What is the level of the highest qualification the Adult B has completed?</strong> (tick one)</td>
<td>☐ Bachelor degree or above ☐ Advanced diploma / Diploma ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification</td>
</tr>
<tr>
<td><strong>What is the occupation group of Adult B?</strong> Please select the appropriate parental occupation group from the attached list.</td>
<td>□ 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.</td>
</tr>
<tr>
<td><strong>Main language spoken at home:</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

**These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.**
### PRIMARY FAMILY CONTACT DETAILS

#### ADULT A CONTACT DETAILS:

**Business Hours:**

- Can we contact Adult A at work? (tick)
  - □ Yes □ No
- Is Adult A usually home during business hours? (tick)
  - □ Yes □ No

- Work Telephone No: 

- Other Work Contact information: 

**After Hours:**

- Is Adult A usually home AFTER business hours? (tick)
  - □ Yes □ No

- Home Telephone No: 

- Other After Hours Contact Information: 

- Adult A’s preferred method of contact: (tick one)
  - □ Mail □ Email □ Facsimile

- Email address: 

- Fax Number: 

#### ADULT B CONTACT DETAILS:

**Business Hours:**

- Can we contact Adult B at work? (tick)
  - □ Yes □ No
- Is Adult B usually home during business hours? (tick)
  - □ Yes □ No

- Work Telephone No: 

- Other Work Contact information: 

**After Hours:**

- Is Adult B usually home AFTER business hours? (tick)
  - □ Yes □ No

- Home Telephone No: 

- Other After Hours Contact Information: 

- Adult B’s preferred method of contact: (tick one)
  - □ Mail □ Email □ Facsimile

- Email address: 

- Fax Number: 

### PRIMARY FAMILY MAILING ADDRESS:

Write “As Above” if the same as Family Home Address

- No. & Street or PO Box 

- Suburb: 

- State:  

- Postcode:  

### PRIMARY FAMILY DOCTOR DETAILS:

- Doctor’s Name: 

- Individual or Group Practice: (tick)
  - □ Individual □ Group

- No. & Street or PO Box No.: 

- Suburb:  

- State:  

- Postcode:  

- Telephone Number: 

- Fax Number:

- Current Ambulance Subscription: (tick)
  - □ Yes □ No

- Medicare Number:  

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### PRIMARY FAMILY EMERGENCY CONTACTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship (Neighbour, Relative, Friend or Other)</th>
<th>Telephone Contact</th>
<th>Language Spoken (If English Write &quot;E&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRIMARY FAMILY BILLING ADDRESS:
Write “As Above” if the same as Family Home Address

<table>
<thead>
<tr>
<th>No. &amp; Street or PO Box</th>
<th>Suburb:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
</table>

### OTHER PRIMARY FAMILY DETAILS

<table>
<thead>
<tr>
<th>Relationship of Adult A to Student: (tick one)</th>
<th>Parent</th>
<th>Step-Parent</th>
<th>Adoptive Parent</th>
<th>Relative</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Parent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship of Adult B to Student: (tick one)</th>
<th>Parent</th>
<th>Step-Parent</th>
<th>Adoptive Parent</th>
<th>Relative</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Parent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friend</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The student lives with the Primary Family: (tick one)

- [ ] Always
- [ ] Mostly
- [ ] Balanced
- [ ] Occasionally
- [ ] Never

Send Correspondence addressed to: (tick one)

- [ ] Adult A
- [ ] Adult B
- [ ] Both Adults
- [ ] Neither
### Demographic Details of Student

**In which country was the student born?**

- [ ] Australia
- [ ] 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)**

- [ ] Permanent
- [ ] Temporary

**Basis of Australian Residency:**

- [ ] Eligible for Australian Passport
- [ ] Holds Australian Passport
- [ ] 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)

- [ ] No, English only
- [ ] Yes (please specify): ____________________________
- [ ] Yes, Aboriginal
- [ ] Yes, Both Aboriginal & Torres Strait Islander

**Is the student of Aboriginal or Torres Strait Islander origin? (tick one)**

- [ ] No
- [ ] Yes, Torres Strait Islander
- [ ] Yes, Aboriginal
- [ ] Yes, Both Aboriginal & Torres Strait Islander

**What is the student's living arrangements? (tick one):**

- [ ] At home with TWO Parents/ Guardians
- [ ] At home with ONE Parent/ Guardian
- [ ] Independent
- [ ] State Arranged Out of Home Care # (See Note)
- [ ] Homeless Youth

# 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.

**Note:** Special Schools – please go to section “Travel Details for Special Schools” to enter transport details.

**Beginning of journey to school:**

<table>
<thead>
<tr>
<th>Map Type</th>
<th>Melway / VicRoads / Country Fire Authority / Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map Number</td>
<td>X Reference</td>
</tr>
</tbody>
</table>

**Usual mode of transport to school:** (tick)

- [ ] Walking
- [ ] School Bus
- [ ] Train
- [ ] Driven
- [ ] Taxi
- [ ] Bicycle
- [ ] Public Bus
- [ ] Tram
- [ ] Self Driven
- [ ] Other

If student drives themself to school:

| Car Reg. No. | Distance to School in kilometres: |

**Student’s Religion:**

These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.
**SCHOOL DETAILS**

<table>
<thead>
<tr>
<th>Date of first enrolment in an Australian School:</th>
<th>_____ / _____ / ______</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of previous School:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Years of previous education:</th>
<th>What was the language of the student’s previous education?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Does the student have a Victorian Student Number (VSN)?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes.</td>
<td>☐ Yes, but the VSN is unknown</td>
</tr>
<tr>
<td>☐ No. The student has never been issued a VSN.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years of interruption to education:</th>
<th>Is the student repeating a year? (tick)</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Will the student be attending this school full time? (tick)</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

If No, what will be the time fraction that the student will be attending this school? (i.e: 0.8 = 4 days/week)

<table>
<thead>
<tr>
<th>Other school Name:</th>
<th>Time fraction:</th>
<th>Enrolled:</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other school Name:</th>
<th>Time fraction:</th>
<th>Enrolled:</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

**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

- 
- 

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Has the documentation been provided and retained on school records?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Have the conditions been met to complete the enrolment?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>
## Student Access or Activity Restrictions Details

<table>
<thead>
<tr>
<th><strong>Is the student at risk?</strong></th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is there an Access Alert for the student?</strong> (tick)</td>
<td>☐ Yes (If Yes, then complete the following questions and present a current copy of the document to the school.)</td>
<td>☐ No (If No, move to the immunisation / medical condition details questions.)</td>
</tr>
<tr>
<td><strong>Access Type:</strong> (tick)</td>
<td>☐ Court Order</td>
<td>☐ Family Law Order</td>
</tr>
<tr>
<td><strong>Describe any Access Restriction:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Is there an Activity Alert for the student?</strong> (tick)</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>If Yes, then describe the Activity Restriction:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY**

| Current custody document placed on student file? | ☐ Yes | ☐ No |

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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: _____ / _____ / ______

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## Medical Details

### Student Medical Details

#### Medical Condition Details:

<table>
<thead>
<tr>
<th>Does the student suffer from any of the following impairments? (tick)</th>
<th>Hearing:</th>
<th>Vision:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Speech:</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mobility:</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

| Does the student suffer from Asthma? (tick) If No, please go to the Other Medical Conditions section | ☐ Yes    | ☐ No |

### Asthma Medical Conditions 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)

- [ ] Cough
- [ ] Difficulty Breathing
- [ ] Wheeze
- [ ] Exhibits symptoms after exertion
- [ ] Tight Chest

#### If my child displays any of these symptoms please: (tick)

- Inform Doctor
- Inform Emergency Contact
- Administer Medication
- Other Medical Action

If yes, please specify:

| Has an Asthma Management Plan been provided to School? | ☐ Yes    | ☐ No |

| Does the student take medication? (tick) | ☐ Yes    | ☐ No |

| Name of medication taken: |

| Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick) | ☐ Preventative | ☐ Response |

| Indicate the usual dosage of medication taken: |

| Indicate how frequently the medication is taken: |

| Medication is usually administered by: (tick) | ☐ Student | ☐ Nurse | ☐ Teacher | ☐ Other |

| Medication is stored: (tick) | ☐ with Student | ☐ with Nurse | ☐ Fridge in Staff Room | ☐ Elsewhere |

| Dosage time | Reminder required? (tick) | ☐ Yes | ☐ No |

| 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) | ☐ Yes | ☐ No |

If yes, please specify:

| Symptoms: |

| If my child displays any of the symptoms above please: (tick) | ☐ Yes | ☐ No |

| Inform Doctor | ☐ Yes | ☐ No |

| Administrator Medication | ☐ Yes | ☐ No |

| Inform Emergency Contact | ☐ Yes | ☐ No |

| Other Medical Action | ☐ Yes | ☐ No |

If yes, please specify:

| Does the student take medication? (tick) | ☐ Yes | ☐ No |

| Name of medication taken: |

| Is the medication taken regularly by the student (preventive) or only in response to symptoms? (tick) | ☐ Preventative | ☐ Response |

| Indicate the usual dosage of medication taken: |

| Indicate how frequently the medication is taken: |

| Medication is usually administered by: (tick) | ☐ Student | ☐ Nurse | ☐ Teacher | ☐ Other |

| Medication is stored: (tick) | ☐ with Student | ☐ with Nurse | ☐ Fridge in Staff Room | ☐ Elsewhere |

| Dosage time | Reminder required? (tick) | ☐ Yes | ☐ No |

| Poison Rating |
**STUDENT DOCTOR DETAILS**

The following details should only be provided if this student has a Doctor and/or Medicare number different to the Primary Family.

<table>
<thead>
<tr>
<th>Doctor's Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual or Group Practice: (tick)</td>
</tr>
<tr>
<td>☐ Individual ☐ Group</td>
</tr>
<tr>
<td>No. &amp; Street or PO Box No.:</td>
</tr>
<tr>
<td>Suburb:</td>
</tr>
<tr>
<td>State: Postcode:</td>
</tr>
<tr>
<td>Telephone Number Fax Number</td>
</tr>
<tr>
<td>Student Medicare Number:</td>
</tr>
</tbody>
</table>

**STUDENT EMERGENCY CONTACTS**

This section should ONLY be filled out if THIS student has emergency contacts other than the Prime Family Emergency Contacts.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship (Neighbour, Relative, Friend or Other)</th>
<th>Language Spoken (If English Write “E”)</th>
<th>Telephone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
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### Travel Details for Special Schools

**How will the student travel to school?** (tick)

- ☐ Walk
- ☐ Bicycle
- ☐ School Bus
- ☐ Public Bus
- ☐ Train
- ☐ Public Taxi
- ☐ Tram
- ☐ Driven by parent/carer

**First date of travel?** (tick)

- ☐ Next school year

Alternate date: (dd-mm-yyyy) _____ / _____ / _____

**Is the student applying to travel on a school bus or for other travel assistance?** (tick)

- ☐ Yes
- ☐ No

**Type of travel assistance requested?**

(completion of additional form required)

- ☐ Access to School Bus
- ☐ Conveyance Allowance

If by School Bus, please advise local bus stop if known:

- Landmark:
- Map Type:
- X _____ Y _____

**Assisted Mobility (if applicable):**

- If applicable, specify the student’s mode of assisted mobility.  ☐ Wheelchair  ☐ Walker

**Comments relevant to travel:**

---

**Office Use Only:**

- Can the student Individual Learning Plan (ILP) include travel training?  ☐ Yes  ☐ No
- Is the student attending their nearest school?  ☐ Yes  ☐ No
- Does the student reside in Designated Transport Area (DTA) (if attending special school)?  ☐ Yes  ☐ No
- Can the student be accommodated on existing route (if applicable)?  ☐ Yes  ☐ No

**Pick-up Point:**

- Map Ref:
- Time AM:

**Set Down Point:**

- Map Ref:
- Time PM:

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**NOTE:** Students residing in Rural/Regional Victoria or attending special schools may be entitled to receive transport assistance. The Department may give access to a school bus service or pay a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.
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 our 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:

- **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, sportman/woman, coach, trainer, sport official)

**Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals:

- **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**

**Hospitability 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 stocker)
- **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)
**CONSENT TO MEDICAL ATTENTION**

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:

- 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** __________________________________

**PERMISSION TO SPEAK TO KINDERGARTEN (future prep)**

I give permission for Newport Lakes Primary School’s Principal to contact my child’s kindergarten / child care centre.

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<tr>
<th>Kindergarten/Childcare Centre</th>
<th>Tel No.:</th>
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**Signature of Parent/Guardian** __________________________________

**PERMISSION TO BE INCLUDED ON GRADE LISTS**

- I give permission for my name and telephone number to be included on a grade list. School will treat this list confidential and will only use it for school related purposes.

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**HEADLICE CHECK**

Headlice is a common problem in all schools and childcare facilities. Because of the working environment of schools, when a child has headlice it quickly spreads to other students in the grade.

The best way to way to treat headlice in schools is to carry out headlice checks and identify students so parents can treat students immediately.

Local councils no longer offer schools a free service of headlice checks, but at Newport Lakes Primary we have trained staff to conduct headlice checks when the need arises throughout the year.

Permission is requested to allow trained staff to carry out these checks.

I give permission for trained persons to check my child’s head for lice/nits when required.

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**PHOTOGRAPH PERMISSION**

At Newport Lakes Primary School we are very proud of our programs and activities and are keen to share what happens at our school with the wider community. At times throughout the year we have representatives from the media (mainly newspapers) taking photographs etc. in various aspects of the school’s programs.

It is a requirement that parent/guardian permission is given before children’s photographs can be taken for media requirements, displays, website, promotional events and/or published. Please indicate your willingness to allow your child to have his/her photograph taken for this purpose, if it should arise whilst a student at this school, by signing the permission section below. Only students first names, and not surnames, would be released for publication.

I give permission for my child to have his/her photograph taken and possibly published by the media in relation to Newport Lakes Primary School activities whilst he/she is a student at this school.

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**LOCAL EXCURSION**

I give permission for my child to be involved in any local excursion (walking) from Newport Lakes Primary School. I authorise the teacher in charge of the excursion / tour to consent, where it is impracticable to communicate with me, to the child receiving such medical treatment as may be deemed necessary.

Excursions further afield, information and permission notes will be sent home to parents.

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