

Rowville Primary School

Enrolling Adult Forms

Forms to collect information for Enrolling Adults 3, 4, 5 and 6

Purpose

The following forms have been provided to support the enrolment of a student in a Victorian Government School.

The Department of Education recognises that students within Victorian Government Schools come from diverse living and care arrangements.

These forms have been designed to cater for these arrangements and should be completed in instances where the enrolling student may live or receive care from adults other than Enrolling Adults 1 and/or 2. Schools must support enrolling adults to ensure that the information collected in this document is attached to the enrolment form completed by Enrolling Adults 1 and/or 2.

Enrolling Adult 4

| | | |
|--|-------------------------------|---------------------------------|
| Surname: | | Title: |
| First Given Name: | | |
| Gender: | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| <input type="checkbox"/> Self-described: _____ | | |
| No. & Street Address: | | |
| Suburb: | | |
| State: | Postcode: | |
| Preferred language of notices: | | |
| Mobile: | Work Phone: | |
| Home Phone: | Email: | |

| | | |
|--|-------------------------------------|-------------------------------|
| Can we contact Adult 4 during school hours? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is Adult 4 usually home during school hours? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| SMS Notifications: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Email Notifications: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adult 4's preferred method of contact: <i>(Email shall be used for communication that cannot be sent via phone)</i> | | |
| <input type="checkbox"/> Mobile | <input type="checkbox"/> Email | <input type="checkbox"/> Mail |
| <input type="checkbox"/> Home Phone | <input type="checkbox"/> Work Phone | |
| Specify any other special conditions or times related to contact? | | |

| | | |
|--------------------------------------|---------------------------------------|--|
| Relationship to student: | | |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Step 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: _____ | |

| | |
|--|-----------------------------|
| In which country was Adult 4 born? | |
| <input type="checkbox"/> Australia | |
| <input type="checkbox"/> Other <i>(please specify):</i> _____ | |
| ❖ Does Adult 4 speak a language other than English at home? | |
| <input type="checkbox"/> No, English only | |
| <input type="checkbox"/> Yes <i>(please specify):</i> _____ | |
| Please indicate any additional languages spoken by Adult 4: | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | |
|---------------------------------------|---------------------------------|---|
| Student lives with Adult 4: | | |
| <input type="checkbox"/> Always | <input type="checkbox"/> Mostly | <input type="checkbox"/> Balanced (50%) |
| <input type="checkbox"/> Occasionally | <input type="checkbox"/> Never | |

| |
|---------------------------|
| Adult 4 Job Title: |
| Adult 4 Employer: |

| | |
|---|-----------------------------|
| Is Adult 4 interested in being involved in school group participation activities? <i>(e.g., School Council, excursions) must have a working with children card</i> | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | |
|--|---|
| ❖ What is the highest year of primary or secondary school Adult 4 has completed? | |
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 9 or equivalent or below / no schooling |
| ❖ What is the level of the highest qualification that Adult 4 has completed? | |
| <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 4? Please select the appropriate current parental occupation group from the attached list at the end of the document. | |
| <ul style="list-style-type: none"> 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 list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. | |

Emergency Contacts

Please provide emergency contacts in the event that the enrolling parents/carers are unavailable. Please ensure those listed as emergency contacts are aware that their information has been provided for this purpose.

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

Correspondence Details

| | | | | |
|--|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|
| Send correspondence addressed to: (select one) | <input type="checkbox"/> Adult 3 | <input type="checkbox"/> Adult 4 | <input type="checkbox"/> Both Adults | <input type="checkbox"/> Neither |
|--|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

| | | |
|---|----------------------------------|----------------------------------|
| Send any bills to: (select one) | <input type="checkbox"/> Adult 3 | <input type="checkbox"/> Adult 4 |
| Name to be used for all billing correspondence: | | |
| | | |
| No. & Street or PO Box | | |
| | | |
| Suburb: | | |
| | | |
| State: | | Postcode: |
| | | |
| Billing Email: | | |
| | | |

Privacy Statement

The personal and health information collected in this form, and any attachments, is required for enrolment at all Victorian Government Schools. The information is collected to ensure accurate enrolment, and to plan for and support the educational needs of students. The information will be managed securely and accessed only by staff, on a need-to-know basis, and in accordance with the Department of Education Schools' Privacy Policy which applies to all government schools (available at: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) or where mandated or allowed by law.

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx

DECLARATION

Thank you for taking the time to complete this Student Enrolment form. The information provided is required to enable staff to properly enrol your child at our school as such it is important that it is accurate and up-to-date.

I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult: _____ Date: ____ / ____ / ____

Signature of Enrolling Adult (if applicable): _____ Date: ____ / ____ / ____

WHO CAN SIGN THIS FORM?

- **A person with parental responsibility:** a parent of a child under 18 years of age, subject to relevant court orders (including parenting orders made under the *Family Law Act 1975* and protection orders made under the *Children, Youth and Families Act 2005* by the Children's Court, or other person granted parental responsibility under a relevant court order).
- **A carer formally authorised by Child Protection to enrol the student:** the Department of Families, Fairness and Housing (DFFH) can issue a written authorisation to the carer of a child in out of home care to make decisions about the child, in some circumstances this will include specific authorisation to enrol the child at school.
- **Informal carer:** an Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. The informal carer should provide an Informal Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from www.education.vic.gov.au/PAL/informal-carer-statutory-declaration-template.pdf

Enrolling Adults 5 & 6

STUDENT DETAILS

| | |
|----------|-------------------|
| Surname: | First Given Name: |
|----------|-------------------|

Enrolling Adult 5

| | |
|--|-------------|
| Surname: | Title: |
| First Given Name: | |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____ | |
| No. & Street Address: | |
| Suburb: | |
| State: | Postcode: |
| Preferred language of notices: | |
| Mobile: | Work Phone: |
| Home Phone: | Email: |

| | |
|---|--|
| Can we contact Adult 5 during school hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is Adult 5 usually home during school hours? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SMS Notifications: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Email Notifications: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Adult 5's preferred method of contact: <i>(Email shall be used for communication that cannot be sent via phone)</i> | |
| <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone | |
| Specify any other special conditions or times related to contact? | |

| | | |
|--------------------------------------|---------------------------------------|--|
| Relationship to student: | | |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Step 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: _____ | |

| | |
|--|--|
| In which country was Adult 5 born? | |
| <input type="checkbox"/> Australia | |
| <input type="checkbox"/> Other (please specify): _____ | |
| ❖ Does Adult 5 speak a language other than English at home? | |
| <input type="checkbox"/> No, English only | |
| <input type="checkbox"/> Yes (please specify): _____ | |
| Please indicate any additional languages spoken by Adult 5: | |
| Is an interpreter required? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|---------------------------------------|---------------------------------|---|
| Student lives with Adult 5: | | |
| <input type="checkbox"/> Always | <input type="checkbox"/> Mostly | <input type="checkbox"/> Balanced (50%) |
| <input type="checkbox"/> Occasionally | <input type="checkbox"/> Never | |

| |
|--|
| Adult 5 Job Title: |
| Adult 5 Employer: |
| Is Adult 5 interested in being involved in school group participation activities? (e.g., School Council, excursions) must have a working with children card |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ❖What is the highest year of primary or secondary school Adult 5 has completed? |
| <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent or below / no schooling |
| ❖What is the level of the highest qualification that Adult 5 has completed? |
| <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 5? Please select the appropriate current parental occupation group from the attached list at the end of the document. |
| <ul style="list-style-type: none"> • 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 list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. |

Enrolling Adult 6

| | | |
|--------------------------------|-------------------------------|--|
| Surname: | | Title: |
| First Given Name: | | |
| Gender: | <input type="checkbox"/> Male | <input type="checkbox"/> Female <input type="checkbox"/> Self-described: _____ |
| No. & Street Address: | | |
| Suburb: | | |
| State: | Postcode: | |
| Preferred language of notices: | | |
| Mobile: | Work Phone: | |
| Home Phone: | Email: | |

| | | |
|---|-------------------------------------|-------------------------------|
| Can we contact Adult 6 during school hours? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is Adult 6 usually home during school hours? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| SMS Notifications: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Email Notifications: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adult 6's preferred method of contact: <i>(Email shall be used for communication that cannot be sent via phone)</i> | | |
| <input type="checkbox"/> Mobile | <input type="checkbox"/> Email | <input type="checkbox"/> Mail |
| <input type="checkbox"/> Home Phone | <input type="checkbox"/> Work Phone | |
| Specify any other special conditions or times related to contact? | | |

| | | |
|--------------------------------------|---------------------------------------|--|
| Relationship to student: | | |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Step 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: _____ | |

| | |
|---|--|
| In which country was Adult 6 born? | |
| <input type="checkbox"/> Australia | <input type="checkbox"/> Other <i>(please specify)</i> : _____ |
| ❖ Does Adult 6 speak a language other than English at home? | |
| <input type="checkbox"/> No, English only | <input type="checkbox"/> Yes <i>(please specify)</i> : _____ |
| Please indicate any additional languages spoken by Adult 6: | |
| Is an interpreter required? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | |
|---------------------------------------|---------------------------------|---|
| Student lives with Adult 6: | | |
| <input type="checkbox"/> Always | <input type="checkbox"/> Mostly | <input type="checkbox"/> Balanced (50%) |
| <input type="checkbox"/> Occasionally | <input type="checkbox"/> Never | |

| |
|--------------------|
| Adult 6 Job Title: |
| Adult 6 Employer: |

| | |
|---|-----------------------------|
| Is Adult 6 interested in being involved in school group participation activities? <i>(e.g., School Council, excursions)</i> | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | |
|--|---|
| ❖ What is the highest year of primary or secondary school Adult 6 has completed? | |
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 9 or equivalent or below / no schooling |
| ❖ What is the level of the highest qualification that Adult 6 has completed? | |
| <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 6? Please select the appropriate current parental occupation group from the attached list at the end of the document. | |
| <ul style="list-style-type: none"> 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 list. If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. | |

Emergency Contacts

Please provide emergency contacts in the event that the enrolling parents/carers are unavailable. Please ensure those listed as emergency contacts are aware that their information has been provided for this purpose.

| | Name | Relationship <i>(Neighbour, Relative, Friend or Other)</i> | Telephone Contact | Language Spoken <i>(Write E for English)</i> |
|---|------|---|-------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Correspondence Details

| | | | | |
|---|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|
| Send correspondence addressed to: <i>(select one)</i> | <input type="checkbox"/> Adult 5 | <input type="checkbox"/> Adult 6 | <input type="checkbox"/> Both Adults | <input type="checkbox"/> Neither |
|---|----------------------------------|----------------------------------|--------------------------------------|----------------------------------|

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

| | | |
|---|----------------------------------|----------------------------------|
| Send any bills to: <i>(select one)</i> | <input type="checkbox"/> Adult 5 | <input type="checkbox"/> Adult 6 |
| Name to be used for all billing correspondence: | | |
| | | |
| No. & Street or PO Box | | |
| | | |
| Suburb: | | |
| | | |
| State: | | Postcode: |
| | | |
| Billing Email: | | |
| | | |

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DECLARATION

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I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult: _____ Date: ____ / ____ / ____

Signature of Enrolling Adult (if applicable): _____ Date: ____ / ____ / ____

WHO CAN SIGN THIS FORM?

- **A person with parental responsibility:** a parent of a child under 18 years of age, subject to relevant court orders (including parenting orders made under the *Family Law Act 1975* and protection orders made under the *Children, Youth and Families Act 2005* by the Children's Court, or other person granted parental responsibility under a relevant court order).
- **A carer formally authorised by Child Protection to enrol the student:** the Department of Families, Fairness and Housing (DFFH) can issue a written authorisation to the carer of a child in out of home care to make decisions about the child, in some circumstances this will include specific authorisation to enrol the child at school.
- **Informal carer:** an Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. The informal carer should provide an Informal Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from www.education.vic.gov.au/PAL/informal-carer-statutory-declaration-template.pdf

ATTACHMENT – PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. Please indicate your current occupation – not your qualification. 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, proofreader, 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: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople 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 / childcare 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)