IMPORTANT ENROLMENT INFORMATION – READ CAREFULLY

Dear Parent/Guardian,

When enrolling your child at Wales Street the following documentary evidence must be submitted with your child's enrolment:-

- **Copy of Birth Certificate**
- **Proof of Australian Residency** (if child was born overseas i.e. passport / visa).
- **School Entry Medicare Immunisation History Statement**
- **Medical action plans (if applicable)**

These are mandatory enrolment requirements of the Department of Education & Training. School entry immunisation status statements can only be obtained from:

- Your Medicare online account through MyGov
- Express Plus Medicare mobile app
- You can also call the Australian Immunisation Register enquiries line 1800 653 809 and ask for your immunisation history statement to be sent to you

If your child has had immunisations in another country, you can have them added to the AIR (Australian Immunisation Register). You'll need documents in English that show what immunisations your child has received had. Take these to a recognised vaccination provider in Australia. You can ask them to:

- check if the immunisations you've had match the National Immunisation Program
- help you to catch up if you're missing any immunisations
- add your overseas immunisations to the AIR (Australian Immunisation Register)

Please also note that it is of utmost importance to alert the school if your child has seen a medical practitioner for any of the following concerns:

- Hearing
- Speech
- Psychological
- Early Intervention
- Vision
- Grommets
- Behavioural

This information can be noted in the "medical condition" area of the enrolment form and we encourage you to supply any supporting reports along with your enrolment form.

Completed enrolment forms and required documentation are to be returned to the school office.

Confirmation of enrolment will be mailed to families together with additional enrolment material.

Thank you for your time in completing the enrolment form, please feel free to contact the school office should you have any queries.

Regards,

Robyn Owens

Form to Enrol in a Victorian Government School

Wales Street Primary School

Student Enrolment Information – 2025	OFFICE USE ONLY	CASES21 Student ID:	

The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of students.

This form should be completed by parents or carers who are responsible for enrolling their child. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. Parents or carers can co-sign the same form or complete separate forms if personal details are unable to be shared between them.

If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

Only one enrolment form should be submitted per student. By completing and submitting this enrolment form, you are accepting a place for your child at the specified school (subject to any further checks required by the school).

All schools across Australia are expected to collect the same information. Questions marked with a ❖ are asked as a requirement of the Commonwealth Government to meet data collection, funding and reporting requirements under the Australian Education Regulations 2013.

STUDENT DETAILS

Surname:			
First Given Name:			
Second Given Name: *(if applicable)*			
Preferred First Name: *(if applicable)*			
❖ Gender:	☐ Male ☐ Female ☐ Self-described: _____		
Date of Birth: *(dd-mm-yyyy)*	____ / ____ / _____	**Student Mobile Number:** *(if applicable)*	

Which year are you seeking to enrol this student?

☐ Foundation ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Ungraded

Intended start date:

☐ Day 1, Term 1 ☐ Other: *(dd-mm-yyyy)* _____ / _____ / _____

Are you seeking to enrol the student at this school full-time?	☐ Yes *(move to next section)*		☐ No		
If No, how many days a week would the student be attending this school?					
If No, provide reason you are seeking part-time enrolment:					
If No, provide details for other schools:					
Other school name:		***Days / week:***		***Has enrolment been accepted?***	☐ Yes ☐ No
Other school name:		***Days / week:***		***Has enrolment been accepted?***	☐ Yes ☐ No

Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address.

The school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:			
Suburb:			
State:		**Postcode:**	
How often does this student live at this address?			
☐ Always	☐ Mostly	☐ Balanced (50%)	
If the student lives at another address during the school week, please provide further details including the address, who they reside with and how many days a week the student lives there:			

Student Living Arrangements

What are the student's living arrangements?	
☐ Student lives with parents/carers together at the same residence	☐ Student lives with each parent/carer at different times
☐ Student lives with one parent/carer only	☐ State Arranged Out of Home Care*
☐ Informal care arrangement#	☐ Student is independent
☐ Homeless	
If the student has a Case Manager, please provide their contact details below:	

* Students who live in court ordered alternative care arrangements away from their parents. These court ordered care arrangements include living with relatives or friends (kinship care), living with non-relative families (foster care or adolescent community placements) and living in residential care units.

If the student is living in an informal care arrangement, please contact the school for an Informal Carer's Statutory Declaration, which must be completed.

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care and permanent care.

Does the student have any siblings at this school?	☐ Yes	☐ No *(move to next section)*

	Name	**Current Year Level**	**Reside at same residential address as the student**
1			☐ Yes ☐ No ☐ Sometimes
2			☐ Yes ☐ No ☐ Sometimes
3			☐ Yes ☐ No ☐ Sometimes
4			☐ Yes ☐ No ☐ Sometimes

Student Demographics

Does the student speak English?	☐ Yes	☐ No
❖ Does the student speak a language other than English at home?		
☐ No, English only		
☐ Yes (please specify the main language spoken at home): _____		
❖ Is the student of Aboriginal or Torres Strait Islander origin?		
☐ No	☐ Yes, Aboriginal	
☐ Yes, Torres Strait Islander	☐ Yes, Both Aboriginal & Torres Strait Islander	
Is the student a young carer (providing support/care for other family member/s)? *	☐ Yes	☐ No

* A young carer is a young person under 25 years of age who provides, or intends to provide care, assistance, or support to a family member with a mental illness, physical illness, disability, chronic illness, or who is aged or has an addiction.

Student Residency Status

❖ In which country was the student born?		
☐ Australia	☐ Other *(please specify)*: _____	
If born overseas, on what date did the student arrive in Australia? *(dd-mm-yyyy)*		_____ / _____ / _____
What is the student's residency status? *		
☐ Australian citizen – holds Australian Passport	☐ Permanent Resident (provide visa details below)	
☐ Australian citizen – eligible for Australian Passport	☐ Temporary Resident (provide visa details below)	
☐ New Zealand citizen		
Visa Sub Class:	**Visa Expiry Date**: *(dd-mm-yyyy)*	_____ / _____ / _____
Visa Statistical Code: *(Required for some sub-classes)*		

* Note: An Australian birth certificate does not guarantee Australian residency or citizenship. Further information is available at www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship

Does the student hold a Bridging Visa?	☐ Yes *(provide further detail below)*	☐ No
If Yes, what was the student's previous visa?		
If Yes, what visa has the student applied for?		

International Student ID*: *(Not required for exchange students)*	

* Note: If you are unsure of your International Student ID, please contact the International Education Division via phone (03 9084 8497) or email (international@education.vic.gov.au).

Students with Additional Learning and Support Needs

The Department of Education recognises that adjustments may be required for students with additional needs, including students with disability, so that they can participate at school. School personnel and parents or carers work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Does the student have additional needs and require support for learning?	
☐ Yes	☐ No *(move to the next section)*
Please indicate any adjustments that may assist the student to participate at school:	

Has the student had a disability assessment before?	☐ No ☐ Yes *(specify outcome):* _____
Has the student received individualised disability funding before?	☐ No ☐ Yes *(please specify):* _____
Has any previous education provider prepared a documented plan to support the student's additional learning needs?	☐ No ☐ Yes *(provide details):* _____

Does the student have additional needs in any of the following areas?	***Hearing:***	☐ No	☐ Yes *(please specify):* _____
	Vision:	☐ No	☐ Yes *(please specify):* _____
	Speech/Language:	☐ No	☐ Yes *(please specify):* _____
	Physical:	☐ No	☐ Yes *(please specify):* _____
	Cognitive/Learning:	☐ No	☐ Yes *(please specify):* _____
	Social/Emotional:	☐ No	☐ Yes *(please specify):* _____

Previous Education – Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation?	☐ Yes	☐ No
Name of kindergarten or early childhood service:		

* Note: A kindergarten program that is funded and approved by the Victorian Government, has a play-based learning program, and is delivered by a qualified teacher. Funded kindergarten programs can be found at www.education.vic.gov.au/findaservice

Previous Education – Other

Has the student previously been enrolled at another school?	☐ Yes, in Victoria – Government School	☐ Yes, in Victoria – Catholic or Independent School	
	☐ Yes, interstate	☐ Yes, overseas	☐ No *(move to next section)*

If Yes, name of last school attended:	
If Yes, location of last school attended: *(suburb/town/state/country)*	
If Yes, date of attendance: *(dd-mm-yyyy)*	____ / ____ / ____ to ____ / ____ / ____
If Yes, year levels of previous education:	

If the student studied overseas, what age did the student first start school?	
What was the language of the student's previous education?	

Period of interruption to education: *(months/years)*		**Is the student repeating a year level?**	☐ Yes ☐ No

OFFICE USE ONLY							
Child's Name sighted:			☐ Yes		☐ No	**Enrolment Date:**	
Year level:	**Home Group:**	**Timetabling Group:**		**House:**		**Campus:**	
Student Email Address:							
Australian residency confirmed:			☐ Yes	☐ No	☐ Not sighted / provided		
Date of birth confirmed:			☐ Yes – Birth certificate	☐ Yes – Doctor certificate	☐ Yes - Other	☐ Not sighted / provided	
Does the student have a Disability ID number?			☐ Yes (please specify): _____		☐ No		

For Foundation students, has a Transition Learning and Development Statement been provided?	☐ Yes, via Insight Assessment Platform	☐ Yes, direct from teacher/parent/carer	☐ No	☐ Pending

Does the student have a Victorian Student Number (VSN)?		
☐ Yes, please specify: _____	☐ Yes, but the VSN is unknown	☐ No, the student has never been issued a VSN

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Additional notes regarding the student's enrolment: (e.g., note if student information or documentation is missing and yet to be provided to the school)

PARENT/CARER DETAILS

Enrolling Adult 1

Surname:		**Title:**	
First Given Name:			
Gender:	☐ Male ☐ Female ☐ Self-described: _____		

No. & Street Address:			
Suburb:			
State:		**Postcode:**	
Preferred language of notices:			
Mobile:		**Work Phone:**	
Home Phone:		**Email:**	

Can we contact Adult 1 during school hours?	☐ Yes	☐ No
Is Adult 1 usually home during school hours?	☐ Yes	☐ No
SMS Notifications:	☐ Yes	☐ No
Email Notifications:	☐ Yes	☐ No

Adult 1's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile ☐ Email ☐ Mail

☐ Home Phone ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent ☐ Step Parent ☐ Foster Parent

☐ Host Family ☐ Relative ☐ Friend

☐ Self ☐ Other: _____

In which country was Adult 1 born?

☐ Australia

☐ Other *(please specify)*: _____

❖ Does Adult 1 speak a language other than English at home?

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 1:	
Is an interpreter required?	☐ Yes ☐ No

Student lives with Adult 1:

☐ Always ☐ Mostly ☐ Balanced (50%)

☐ Occasionally

Adult 1 Job Title:	
Adult 1 Employer:	

Is Adult 1 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes ☐ No

❖What is the highest year of primary or secondary school that Adult 1 has completed?

☐ Year 12 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 1 has completed?

☐ Bachelor degree or above

☐ Advanced diploma / Diploma

☐ Certificate I to IV (including trade certificate)

☐ No non-school qualification

❖What is the occupation group of Adult 1? Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 paid work for the last 12 months, enter 'N'.

Enrolling Adult 2

Surname:		**Title:**	
First Given Name:			
Gender:	☐ Male ☐ Female ☐ Self-described: _____		

No. & Street Address:			
Suburb:			
State:		**Postcode:**	
Preferred language of notices:			
Mobile:		**Work Phone:**	
Home Phone:		**Email:**	

Can we contact Adult 2 during school hours?	☐ Yes	☐ No
Is Adult 2 usually home during school hours?	☐ Yes	☐ No
SMS Notifications:	☐ Yes	☐ No
Email Notifications:	☐ Yes	☐ No

Adult 2's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile ☐ Email ☐ Mail

☐ Home Phone ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent ☐ Step Parent ☐ Foster Parent

☐ Host Family ☐ Relative ☐ Friend

☐ Self ☐ Other:_____

In which country was Adult 2 born?

☐ Australia

☐ Other *(please specify):* _____

❖ Does Adult 2 speak a language other than English at home?

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 2:	
Is an interpreter required?	☐ Yes ☐ No

Student lives with Adult 2:

☐ Always ☐ Mostly ☐ Balanced (50%)

☐ Occasionally ☐ Never

Adult 2 Job Title:	
Adult 2 Employer:	

Is Adult 2 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes ☐ No

❖What is the highest year of primary or secondary school Adult 2 has completed?

☐ Year 12 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 2 has completed?

☐ Bachelor degree or above

☐ Advanced diploma / Diploma

☐ Certificate I to IV (including trade certificate)

☐ No non-school qualification

❖What is the occupation group of Adult 2? Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 paid work for the last 12 months, enter 'N'.

Additional Parents/Carers

Are there additional parents/carers in the student's life?	☐ Yes (provide details below)	☐ No (move to next section)
Name of Adult 3:		
Name of Adult 4:		

If yes, please complete the Adult 3 and/or Adult 4 sections as attachments to this form on pages 16-17. If required, you may request a separate form for additional parents/carers from the school. The separate form allows for the capture of four further parents/carers.

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)*	☐ Adult 1	☐ Adult 2	☐ Both Adults	☐ 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 bills to: *(select one)*	☐ Adult 1	☐ Adult 2	☐ Another person / address* (complete details below)
Name to be used for all billing correspondence:			
No. & Street or PO Box			
Suburb:			
State:		**Postcode:**	
Billing Email:			

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 16-17.

STUDENT MEDICAL DETAILS

The Department of Education and Victorian Government Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students.

If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

Student Doctor

Doctor's Name:			
Medical Centre:			
Street Address:			
Suburb:		**Postcode:**	
State:		**Telephone Number:**	

Asthma

Does the student have asthma?	☐ Yes		☐ No *(move to next section)*	
Has a current Asthma Management Plan been provided to School? If No, please provide an Asthma Management Plan to the School			☐ Yes	☐ No
Does the student take medication?	☐ Yes	☐ No	**Name of medication taken:**	
Is the medication taken regularly by the student (preventive) or only in response to symptoms?			☐ Preventative	☐ Response
Indicate the usual dosage of medication taken:			**Indicate how frequently the medication is taken:**	
Medication is usually administered by:	☐ Student	☐ Adult	☐ Other: _____	
Medication is to be stored:	☐ with Student	☐ with Staff	☐ Other: _____	
Dosage time:		**Reminder required?**	☐ Yes	☐ No

Medical Conditions

Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies.	☐ Yes	☐ No

Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis.	☐ Yes	☐ No

Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? If Yes, please ask the school for the appropriate medical advice form, to be completed by the treating medical practitioner and returned to school.			☐ Yes	☐ No
If Yes to any of the above, please specify:				
Symptoms:				
If the student displays any of the symptoms above, please:				
Inform emergency contact	☐ Yes	☐ No	***Administer medication***	☐ Yes ☐ No
Other medical action	☐ Yes	☐ No	*If Yes, please specify:* _____	

Medication

Does the student take medication?	☐ Yes	☐ No
Is the medication required during school hours? If Yes, please ask the school for a Medication Authority Form, to be completed by the treating medical practitioner and returned to school	☐ Yes	☐ No
Name of medications taken:		

Allied Health Support

Has the student previously accessed support from an allied health professional?	***Occupational therapy:***	☐ No	☐ Yes
	Speech pathology:	☐ No	☐ Yes
	Physiotherapy:	☐ No	☐ Yes
	Exercise physiology:	☐ No	☐ Yes
	Behaviour support:	☐ No	☐ Yes
	Other:	☐ No	☐ Yes (specify): _____

OFFICE USE ONLY			
Immunisation Certificate received:	☐ Yes – Up to date	☐ Yes – Not up to date	☐ Not sighted / provided
Are there any Notice/s on the Immunisation History Statement:	☐ Yes	☐ No	
Does the student have asthma, allergies or anaphylaxis?	☐ Yes	☐ No	
Does the student need to take medication during school hours?	☐ Yes	☐ No	
***Have the required medical forms been provided to the school?**	☐ Yes	☐ No	☐ N/A – no medical conditions

*Note: Additional forms including student medical advice and condition forms can be found here: Medical Advice Forms

Walking Excursion Permission

I give permission for my child to attend excursions organised by Wales Street Primary School. I understand that this authorisation covers only excursions that are within walking distance of the school grounds. It does not involve any type of transport and does not involve adventure type activities such as swimming.

All walking excursions will take place only after approval is granted by the Principal and parents will be notified prior to the activity taking place.

☐ YES ☐ NO

Head Lice Check

In the event of a head lice outbreak/concern authorised school personal may be required to check your child's head for evidence of head lice presence.

I give permission for Wales Street Primary School to perform relevant inspections if/when necessary:

☐ YES ☐ NO

STUDENT SAFETY, ACCESS, AND SPECIAL CIRCUMSTANCES

Student Risk

The Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This form gives you the opportunity to provide information that will help facilitate the student's transition to school. This may include preparing a behaviour management plan or other appropriate strategies to meet the particular needs of the student. The actions taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history not already provided) which might pose a risk of any type to this student, other students, or staff at this school?	
☐ Yes	☐ No *(move to the next section)*
If Yes, please provide further detail:	

Court Orders and Other Care Arrangements *(previously referred to as an Access Alert)*

Is there an intervention order, parenting order or any other court order impacting the student?	
☐ Yes	☐ No *(move to the next section)*

If Yes, then complete the following questions and **present a current copy of the document to the school.**

Court Order or other access document type:	☐ Family Law Order / Parenting Order	☐ Parenting Plan / Agreement	☐ Intervention Order
	☐ Child Protection Order	☐ DFFH Authorisation	☐ Other: _____
Please provide further details of the Court Order or other access documents, and any other safety concerns:			
End Date (if applicable): *(dd-mm-yyyy)*			

Activity Restrictions and Considerations

Are there any activities (organised by the school and/or third parties) that the student cannot participate in?	
☐ Yes	☐ No *(move to the next section)*
If Yes, please provide further detail: (e.g. sport, excursions)	

OFFICE USE ONLY		
Current Court Order or other access document placed on student file?	☐ Yes	☐ No

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 completing 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: _____ / _____ / _____

Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.

☐ Both parents/carers have completed and signed this form.

☐ Parents/carers are completing separate forms (schools can provide additional forms on request).

☐ One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.

☐ One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carer and not provided.

☐ There is only one parent/carer with legal responsibility for the child and that person has completed and signed this form.

☐ Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____

If there are any court orders about the child, please provide copies of those orders to the school with this form.

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

- **Students living independently:** If the student is an adult or a mature minor for the purpose of enrolment and they live independently. These students will need to be considered in accordance with the www.education.vic.gov.au/pal/decision-making-responsibilities-students/policy policy.

- **Adult Students:** a student 18 years of age or older is considered an adult and can sign their own consent form.

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

ATTACHMENT – ADDITIONAL PARENT/CARER DETAILS

Enrolling Adult 3

Surname:		**Title:**	
First Given Name:			
Gender:	☐ Male ☐ Female ☐ Self-described: _____		

No. & Street Address:			
Suburb:			
State:		**Postcode:**	
Preferred language of notices:			
Mobile:		**Work Phone:**	
Home Phone:		**Email:**	

Can we contact Adult 3 during school hours?	☐ Yes	☐ No
Is Adult 3 usually home during school hours?	☐ Yes	☐ No
SMS Notifications:	☐ Yes	☐ No
Email Notifications:	☐ Yes	☐ No

Adult 3's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile ☐ Email ☐ Mail

☐ Home Phone ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent ☐ Step Parent ☐ Foster Parent

☐ Host Family ☐ Relative ☐ Friend

☐ Self ☐ Other:_____

In which country was Adult 3 born?

☐ Australia

☐ Other *(please specify)*: _____

❖ Does Adult 3 speak a language other than English at home?

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 3:	
Is an interpreter required?	☐ Yes ☐ No

Student lives with Adult 3:

☐ Always ☐ Mostly ☐ Balanced (50%)

☐ Occasionally ☐ Never

Adult 3 Job Title:	
Adult 3 Employer:	

Is Adult 3 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes ☐ No

❖What is the highest year of primary or secondary school Adult 3 has completed?

☐ Year 12 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 3 has completed?

☐ Bachelor degree or above

☐ Advanced diploma / Diploma

☐ Certificate I to IV (including trade certificate)

☐ No non-school qualification

❖What is the occupation group of Adult 3? Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 paid work for the last 12 months, enter 'N'.

Enrolling Adult 4

Surname:		**Title:**	
First Given Name:			
Gender:	☐ Male ☐ Female ☐ 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?	☐ Yes	☐ No
Is Adult 4 usually home during school hours?	☐ Yes	☐ No
SMS Notifications:	☐ Yes	☐ No
Email Notifications:	☐ Yes	☐ No

Adult 4's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile ☐ Email ☐ Mail

☐ Home Phone ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent ☐ Step Parent ☐ Foster Parent

☐ Host Family ☐ Relative ☐ Friend

☐ Self ☐ Other:_____

In which country was Adult 4 born?

☐ Australia

☐ Other *(please specify):* _____

❖ Does Adult 4 speak a language other than English at home?

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 4:	
Is an interpreter required?	☐ Yes ☐ No
Student lives with Adult 4:	

☐ Always ☐ Mostly ☐ Balanced (50%)

☐ Occasionally ☐ Never

Adult 4 Job Title:	
Adult 4 Employer:	

Is Adult 4 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes ☐ No

❖What is the highest year of primary or secondary school Adult 4 has completed?

☐ Year 12 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖What is the level of the highest qualification that Adult 4 has completed?

☐ Bachelor degree or above

☐ Advanced diploma / Diploma

☐ Certificate I to IV (including trade certificate)

☐ 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.

- 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 paid work for the last 12 months, enter 'N'.

Photographing, Filming and Recording Students at Wales Street Primary School

Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs/apps, etc.

Our **Photographing, Filming and Recording Students Policy**, describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the school: wales.street.ps@education.vic.gov.au.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us: wales.street.ps@education.vic.gov.au. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

We ask that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school activities.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on wales.street.ps@education.vic.gov.au.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the **Schools' Privacy Policy** (http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
- for display in the first aid room and offices where there is a medical concern

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's newsletter
- in the school magazine or yearbook

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website
- on the school's social media

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

Your consent

I have read this form and I consent to Wales Street Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

☐ I consent to the use of images of my child **within the physical school environment**

☐ I consent to the use of images of my child **within the school community**

☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Wales Street Primary School collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as describ