

# BIMBADEEN HEIGHTS PRIMARY SCHOOL



## ENROLMENT FORM

Dear Parents,

Thank you for enrolling your child at Bimbadeen Heights Primary School.

Before returning the enrolment form to the school office, please ensure the following checklist (below) is completed.

It is a government requirement that all students present both the birth and immunisation status certificates on entry to school.

Thank you for your assistance with this.

Leigh Johansen  
Principal

### ENROLMENT CHECKLIST

**Have you provided the following documents/information?**

- A copy of the Birth Certificate or Passport
- The Medicare Immunisation Certificate
- A copy of the Visa (if applicable)
- Completed emergency contact details (other than yourself)
- Completed the medical Condition/s details (if applicable). A separate form (including an asthma plan) will be available when your child commences school to record more information
- Completed an Anaphylactic Plan (if applicable)
- A copy of Custody Restrictons (if applicable)
- Signed and dated both the consent and signatory sections

'Reaching for the Heights'

# Bimbadeen Heights Primary School

Hayrick Lane, Mooroolbark Vic. 3138 Tel: 03 9726 9989 email: [bimbadeen.heights.ps@edumail.vic.gov.au](mailto:bimbadeen.heights.ps@edumail.vic.gov.au)

## CONFIDENTIAL STUDENT INFORMATION FORM

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

### STUDENT PERSONAL DETAILS

Title: \_\_\_\_\_ Legal Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Second Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

\*Sex: \_\_\_\_\_ (M)ale (F)emale

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Proof of birth must be presented)

Computer Generated  
Student Id. Number

Names of other siblings at this school:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PRIMARY PARENT/GUARDIAN'S DETAILS AND CONTACT INFORMATION

#### Parent/Guardian A

Mrs/Ms: \_\_\_\_\_ Legal Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Can be contacted at work? \_\_\_\_\_ Y/N?

Personal Mobile Number: \_\_\_\_\_

\*Does Adult A speak a language other than English at home?  
(If more than one language is spoken at home, indicate the one that is spoken most often).

No, English only  Yes (please specify) \_\_\_\_\_

\*What is the highest year of primary or secondary school Adult A has completed?

Year 12 or equivalent  Year 11 or equivalent  
 Year 10 or equivalent  Year 9 or equivalent or below

\*What is the level of the highest qualification the Adult A has completed?

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

#### Parent/Guardian B

Mr: \_\_\_\_\_ Legal Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Can be contacted at work? \_\_\_\_\_ Y/N?

Personal Mobile Number: \_\_\_\_\_

\*Does Adult B speak a language other than English at home?  
(If more than one language is spoken at home, indicate the one that is spoken most often).

No, English only  Yes (please specify) \_\_\_\_\_

\*What is the highest year of primary or secondary school Adult B has completed?

Year 12 or equivalent  Year 11 or equivalent  
 Year 10 or equivalent  Year 9 or equivalent or below

\*What is the level of the highest qualification the Adult B has completed?

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

Lives with Primary Family: Always  Mostly  Balanced

Parent Occupation Group (Please choose code from the attached list. Enter N if haven't been in paid work in past 12 months)

Parent A \_\_\_\_\_ Parent B \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Is this a silent number? \_\_\_\_\_ Y/N

Email: \_\_\_\_\_

Email Notification: \_\_\_\_\_ Y/N

SMS Notification: \_\_\_\_\_ Y/N

#### Residential Address

Number & Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post Code: \_\_\_\_\_ State: \_\_\_\_\_

#### Postal Address (if different)

Number & Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post Code: \_\_\_\_\_ State: \_\_\_\_\_

## STUDENT MEDICAL DETAILS

Name of Student's Doctor: \_\_\_\_\_ Suburb: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ambulance Subscriber: \_\_\_\_\_ Y/N Medicare Number: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

*\* Other than a parent or guardian*

### First Emergency Contact:

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Telephone No: \_\_\_\_\_

### Second Emergency Contact:

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Tel No: \_\_\_\_\_

## ALTERNATIVE PARENT/GUARDIAN'S DETAILS AND CONTACT INFORMATION

**TO BE COMPLETED IF EITHER PARENT LIVES APART FROM THE STUDENT**

Mrs/Ms: \_\_\_\_\_ Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mr/ : \_\_\_\_\_ Family Name \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### Residential Address

Number & Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ State: \_\_\_\_\_

### Postal Address (if different)

Number & Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Lives with Alternate Family: Balanced  Occasionally  Never

## DEMOGRAPHIC DETAILS

\*In which country was the student born?  Australia  Other (please specify): \_\_\_\_\_

\*Date of arrival to Australia: \_\_\_\_\_ \*Visa Sub Class: \_\_\_\_\_

\*Residential status: \_\_\_\_\_ (P)ermanent/(T)emporary \*Eligible for Australian Passport? \_\_\_\_\_ Y/N

\*Does the student speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often).  No, English only  Yes (please specify). \_\_\_\_\_

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

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Both Aboriginal & Torres Strait Islander

## LIVING ARRANGEMENTS

Where is the student living? (Please tick appropriate box)

At home with TWO parents/guardians?

At home with ONE parent/guardian?

Away from home (living in foster home or other state residential care)?

### Home Location Details

Melway grid reference: \_\_\_\_\_

Normal method of travel to school: \_\_\_\_\_

(Walk/Car/Bus/Cycle) Distance to school: \_\_\_\_\_ kms.

### Previous school/Pre-school group (e.g. Blue Group etc.)

\_\_\_\_\_

\_\_\_\_\_

## STUDENT MEDICAL INFORMATION

Does your child have a Medical Condition? \_\_\_\_Y/N Brief Description: \_\_\_\_\_

Does your child suffer from Asthma? \_\_\_\_\_

What medication does your child use for asthma at school? \_\_\_\_\_

Have you filled in an Asthma Management Plan? \_\_\_\_Y/N (If not, one will be provided at the time your child commences school)

What are your child's normal symptoms when they have asthma? (Please tick appropriate box)

Coughing  Difficulty in breathing  Wheezing  Symptoms with exercise

Tightness in chest  Other symptoms: \_\_\_\_\_

Major Impairments? \_\_\_\_ Y/N Please describe: \_\_\_\_\_

Does the child require specialist equipment eg hearing aid? \_\_\_\_Y/N Type of equipment: \_\_\_\_\_

## CONSENT TO THE FOLLOWING

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 teacher in charge, 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.
- I give permission for my child to be inspected for Head Lice.
- I give permission for images (without full names attached) of my child, to be used in /on Publicity Brochures, Local Newspapers, School Newsletters, Local Community Publications and the internet as produced by Bimbadeen Heights Primary School.  \_\_\_\_Y/N

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## SIGNATORIES

Thank you for taking the time to fill in this student information form. The details are confidential but are required to enable staff to properly enrol your child at our school.

Signature of Parents/Guardians: \_\_\_\_\_  
Date / / Date / /

### OFFICE USE ONLY

Custody documents copied? \_\_\_\_ Y/N

Confirmation Letter Sent  Date: \_\_\_\_\_ Receipt letter sent  Date: \_\_\_\_\_

Date of first enrolment in an Australian School \_\_\_\_\_

# Student Information Form



## **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 Bimbadeen Heights Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Bimbadeen Heights 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 Bimbadeen Heights 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. Bimbadeen Heights Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Bimbadeen Heights 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 Bimbadeen Heights Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Leigh Johansen, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

#### **EMERGENCY CONTACTS**

These are people that Bimbadeen Heights 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 Bimbadeen Heights 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 Bimbadeen Heights 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.

#### **IMMUNISATION STATUS**

To enrol in an Australian State School a completed immunisation status certificate must be provided to the school. This can be obtained by calling the Australian Childhood Immunisation Register on phone 1800 653 809, visiting your local Medicare Office or emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au). This assists Bimbadeen Heights 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 Bimbadeen Heights Primary School to process your child's enrolment.

#### **UPDATING YOUR CHILD'S RECORDS**

Please let Bimbadeen Heights Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Bimbadeen Heights 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. Bimbadeen Heights 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.

## 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:

*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, proof reader, 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 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**

**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)