SURNAME	
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# WILLAURA PRIMARY SCHOOL

Phone: 03 5354 1401 14 Warranooke St Willaura, 3379

Email: <u>willaura.ps@education.vic.gov.au</u>

Website: www.willauraps.vic.edu.au

# **STUDENT ENROLMENT FORM 2025**

- Please read information on page two first.
- Please complete all sections of this enrolment form.
- Please ensure all areas on pages 8 &10 have been signed and dated.

# **IMPORTANT**

Questions with this symbol <a href="mailto:4">(and shaded yellow)</a>) are a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information. Please ensure that all areas with this symbol are completed accurately.



Satisfactory evidence of a child's date of birth must be provided by the parent/guardian at the time of enrolment. The evidence of the date of birth could be official (for example, a birth certificate or extract of birth) or unofficial (for example, a note from a doctor who can attest to the child's age).

1



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

Willaura 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 the school. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

#### **EMERGENCY CONTACTS**

These are people that Willaura 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 the 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 Willaura 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**

This assists Willaura 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 the school to process your child's enrolment.

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

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

# **FAMILY DETAILS**

TAINIET DETAILS
List any other family members attending this school:

<sup>❖</sup> 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 B DETAILS: Sex (tick): □ Male □ Female Sex (tick): ☐ Male ☐ Female Title: (Ms, Mrs, Mr, Dr etc) Title: (Ms, Mrs, Mr, Dr etc) **Legal Surname:** Legal Surname: **Legal First Name: Legal First Name:** What is Adult A's occupation? What is Adult B's occupation? (What is Adult A's current (What is Adult B's current occupation?) (Please specify) occupation?) (Please specify) Who is Adult A's employer? Who is Adult B's employer? (Who is Adult A's current employer) (Who is Adult B's current employer) (Please specify) (Please specify) In which country was Adult A born? In which country was Adult B born? ☐ Australia □ Australia ☐ Other (please specify): ☐ Other (please specify): ❖ Does Adult A speak a language other than English at ❖ Does Adult B speak a language other than English home? (If more than one language is spoken at home, indicate at home? (If more than one language is spoken at home, the one that is spoken most often.) (tick) indicate the one that is spoken most often.) (tick) No, English only No, English only Yes (please specify): Yes (please specify): Please indicate any additional Please indicate any additional languages spoken by Adult A: languages spoken by Adult B: Is an interpreter required? (tick) ☐ Yes □ No Is an interpreter required? (tick) □ Yes □ No ❖What is the highest year of primary or secondary ❖What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who school Adult B has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) have never attended school, mark 'Year 9 or equivalent or below'.) ☐ Year 12 or equivalent ☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below ☐ Year 9 or equivalent or below ❖What is the level of the highest qualification the Adult ❖ What is the level of the highest qualification the A has completed? (tick one) Adult B has completed? (tick one) ☐ Bachelor degree or above ☐ Bachelor degree or above ☐ Advanced diploma / Diploma ☐ Advanced diploma / Diploma ☐ Certificate I to IV (including trade certificate) ☐ Certificate I to IV (including trade certificate) ☐ No non-school qualification ☐ No non-school qualification

### OFFICE USE ONLY

#### ❖What is the occupation group of Adult A?

- 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.
- If the person has not been in paid work for the last 12 months, enter 'N'.

### OFFICE USE ONLY

- ❖What is the occupation group of Adult B? .
- 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.
- If the person has not been in paid work for the last 12 months, enter 'N'.

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

Main language spoken at home:	Preferred lar	nguage of notic	ces:	
Are you interested in being involved in school group	□ Adult A	□ Adult B	□ Both	□ Neither
participation activities? (eg. School Council, excursions) (tick)	□ Addit A	□ Auull B	LI DOUII	□ iveither

# PRIMARY FAMILY CONTACT DETAILS

ADULT A CONTACT DETAILS:					ADULT B CONTACT DETAILS:					
Business Hours:				_	Busine	ss Hours:				
Can we contact Adult A at work (tick)	k? □ \	⁄es	□ No		Can w	e contact Adult B	at work?	□ Yes	□ No	
Is Adult A usually home during business hours? (tick)	J D	⁄es	□ No			Ilt B usually home ess hours? (tick)	during	□ Yes	□ No	
Work Telephone No:					Work	Telephone No:				
Other Work Contact information:					Other inform	Work Contact nation:				
After Hours:					After H	ours:				
Is Adult A usually home AFTER business hours? (tick)	R □ Yes		No			Ilt B usually home ess hours? (tick)	AFTER	□ Yes □	No	
Home Telephone No:					Home	Telephone No:				
Other After Hours Contact Information:						After Hours ct Information:				
Mobile No:					Mobile	e No:				
Adult A's preferred method of	contact: (tic	k one	)		Adult	B's preferred met	nod of co	ntact: (tick one	e)	
□ Mail	□ Email					□ Mail		□ Email		
PRIMARY FAMILY MAIL Write "As Above" if the same as No. & Street or PO Box										
Suburb:					,					
State:						Postcode:				
PRIMARY FAMILY BILL Write "As Above" if the same as										
Suburb:										
State:						Postcode:				

# PRIMARY FAMILY DOCTOR DETAILS:

Doctor's Name				Individual or Group Practice:  (tick) □ Individual □ Group				
No. & Street or PO Bo	x No.:							
Suburb:								
State:					Postcode:			
Telephone Number					Fax Number			
Current Ambulance So	ubscription: (tick)	□ Yes I	□ No	Medicare	Number:			
PRIMARY FAMIL	Y EMERGEN	CY CONT	ACTS	:				
Name		<b>elationship</b> leighbour, Rela	tive. Frjend	d or Other)	Telephone	Contact		ge Spoken Write "E")
1		loigii		d 01 0 a.c.,			(" =	VIII /
2								
3								
4								
Relationship of Adult			□ Frier			ent 🗆	☐ Relative ☐ Other ☐ Adoptive Parent	
Relationship of Adult	B to Student: (tick	one)	☐ Fost ☐ Frier	er Parent nd	□ Host Fan □ Self	☐ Host Family ☐ Relati ☐ Self ☐ Other		
The student lives with	-	- '	. ,		<b>-</b>			
☐ Always	☐ Mostly	⊔ <u></u>	alanced		☐ Occasional	ly L	□ Never	
Beginning of journey t	o school: Mar	о Туре		Malway /	VicRoads / Cou	intry Fire All	thority / Ot	har
Map Number	.0 Sc11001. Hap	X Reference		ivicivay /		Y Reference		1161
Usual mode of transpo	ert to school: (tick					T IVEIGICITY.	<b>5</b>	
☐ Walking	☐ School Bus	, □ Tr	ain		□ Driven	[	⊐ Taxi	
☐ Bicycle	☐ Public Bus	□ Tr			☐ Self Driven		□ Other	
					Distance to	School in kil	ometres:	
		-		1				
Send Correspondence	e addressed to: (ti	ck one)	□ Ad	ult A	☐ Adult B	☐ Both Add	ults [	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 Residen	ntial Status of the student?	(tick)		Permanent	□ Tem	porary			
Basis of Australian Residency:									
☐ Eligible for Australi	ian Passport		☐ Holds A	ustralian Pas	ssport				
□ Holds Permanent Residency Visa									
Visa Sub Class:			Visa Expiry	Date: (dd-mr	m-yyyy)	//			
Visa Statistical Code	e: (Required for some sub-class	es)							
International Studer	nt ID :(Not required for exchange	e students)							
	speak a language other tha								
☐ No, English only	uage is spoken at home, indicate	the one that ease specif		otten)					
Does the student sp		Jase specin	y).			□ Yes	□ No		
-	Aboriginal or Torres Strait Is	elander ori	gin? (tick one)			П 103			
□ No	Monginal of Torres offair in	slander on	Yes, Ab						
☐ Yes, Torres Strait	Islander			-	& Torres Str	ait Islander			
	's living arrangements? (ticl	k one):	,		<b>G</b> .	art results			
☐ At home with TWC		Conoj.	□ State Ar	ranged Out	of Home Care	e # (See Note)			
☐ At home with ONE			☐ Homele:	-	01 1 1011.0 0 0	o			
☐ Independent	Turong Suarcia.								
# 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.  STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS									
Is the student at risl	k?	□ Yes			□ No				
Is there an Access A	Alert for the student? (tick)	following qu	f Yes, then computestions and presided	sent a current	□ No				
Access Type: (tick)	☐ Parenting Order	□ Parenti	ing Plan	☐ Interven	tion Order	☐ Protectio	n Order		
	☐ Informal Carer Stat Dec	☐ DHHS Authorisa	tion	☐ Witness Program C	Protection Order	☐ Other			
Describe any Acces	s Restriction:								
Is there an Activity	Alert for the student? (tick)	□ Yes			□ No				
If Yes, then describe	the Activity Restriction:								
OFFICE USE ONLY	Current custo	dv docume	nt blaced on s	TUDENT TILE?	П Удс		IO		

7

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

# **SCHOOL DETAILS**

Date of first enrolment in an Aust	ralian School:	/_	/						
Name of previous School/ Kinder	garten:								
Years of previous education:			the language of the previous education?						
Does the student have a Victorial	n Student Num	ber (VSN)? (St	tudents commencing	Prep v	vill receive a	VSN on en	rolment		
☐ Yes. ☐ Yes, but the VSN is unknown Please specify:					lo. The studen ed a VSN.	t has nevei	r been		
Years of interruption to education	n:	Is the	student repeating a (tick)	ΠΥ	´es	□ No			
Will the student be attending this	school full tim	ne? (tick)		□ Y	'es	□ No			
If <b>No</b> , what will be the time fraction	that the student	will be attendin	ng this school? (i.e: 0.8	= 4 da	ys/week)				
Other school Name:			Time fraction:	0.	Enrolled:	□ Yes	□ No		
Other school Name:			Time fraction:	0.	Enrolled:	□ Yes	□ No		
HEAD LICE INSPECTIONS CONSENT  Throughout your child's enrolment at Willaura Primary School, head lice inspections will be arranged.  The management of head lice infection works best when all children are involved in our screening program.  The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.  Before any inspections are conducted staff will explain to all students what is being done and why, and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.  The inspection of students will be conducted by staff and parent helpers who will check through each student's hair to see if any lice or eggs are present.  Please note that the law requires that when a child has head lice, that child should not return to school until appropriate treatment has commenced.									
Please tick I consent I do not consent  to my child receiving regular head lice checks throughout their enrolment at Willaura Primary School.  Parent/Guardian Name: (Please Print)									
Signed:	(Paren	t/Guardian)		Da	nte:/ _	1			

# STUDENT MEDICAL DETAILS

MEDICAL CONDITION DETAILS:								
Does the student suffer from any of the	Hearir	ng:	□ Yes	□ No	Vision		] Yes	□ No
following impairments? (tick)	Speed	ch:	☐ Yes	□ No	Mobility:		] Yes	□ No
Does the student suffer from Asthma? (ti	ck) If No, pleas	se go to tl	he Other Medi	cal Condition	ns section		] Yes	□ No
ASTHMA MEDICAL CONDITION DETAILS:  Answer the following questions ONLY if t			from any as	thma med	lical cond	itions.		
Please indicate if the student suffers from following symptoms: (tick)	m any of the	· If	f my child d	isplays an	y of these	sympt	oms plea	ase: (tick)
□ Cough		li	nform Doctor	•			l Yes	□ No
☐ Difficulty Breathing		li	nform Emerg	ency Conta	act		l Yes	□ No
☐ Wheeze		A	Administer M	edication			l Yes	□ No
☐ Exhibits symptoms after exertion		C	Other Medica	I Action			l Yes	□ No
☐ Tight Chest		11	f yes, please	specify:				
Has an Asthma Management Plan been բ	provided to	School?					] Yes	□ No
Does the student take medication? (tick)	□ Yes	□ No	Name of m	edication	taken:			
Is the medication taken regularly by the to symptoms? (tick)	student (pre	ventive)	or only in r	esponse	□ Prever	ntative	□R	esponse
Indicate the usual dosage of medication taken:			Indicate he the medica	-	-			
Medication is usually administered by: (t	ick)	☐ Stude	ent 🗆	Nurse	□ Tea	cher	□ Oth	ner
	ick) th Student		ent □ ith Nurse		☐ Teadin Staff Ro			ewhere
	th Student				in Staff Ro			
Medication is stored: (tick) ☐ with Dosage time Reminder requirements OTHER MEDICAL CONDITIONS	th Student  lired? (tick)  are available o	□ w □ Yes	ith Nurse ☐ No	□ Fridge	in Staff Ro			
Medication is stored: (tick)	th Student  lired? (tick)  are available o	□ w □ Yes	ith Nurse ☐ No	□ Fridge	in Staff Ro		□ Els	ewhere
Medication is stored: (tick)	th Student  ired? (tick)  are available of condition?	□ w □ Yes on request	ith Nurse  □ No  from the school	□ Fridge	in Staff Ro		□ Els	ewhere
Medication is stored: (tick) with Dosage time Reminder requirements of the Other Medical Condition forms of the Student have any other medical of the Symptoms:  If my child displays any of the symptoms of the Inform Doctor	th Student  lired? (tick)  are available of condition?  s above plea	□ w □ Yes on request (tick)  ase: (tick)	ith Nurse  No from the school	□ Fridge  Poison F	in Staff Ro		☐ Yes☐ Yes☐	ewhere
Medication is stored: (tick) with Dosage time Reminder requirements of the Other Medical Condition forms of the Student have any other medical of the Symptoms:  If my child displays any of the symptoms of the Inform Doctor	th Student  lired? (tick)  are available of condition?  s above plea	□ w □ Yes on request (tick)	ith Nurse  No	□ Fridge  Poison F	in Staff Ro		□ Yes	ewhere
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Medication is stored: (tick) with Dosage time Reminder requirements of the Other Medical Condition forms of the Student have any other medical of the Symptoms:  If my child displays any of the symptoms of the Inform Doctor	th Student  ired? (tick)  are available o I condition?  s above plea ] Yes [ Yes [ Yes [ Condition]	□ w □ Yes on request (tick)  ase: (tick)	Inform Emo	Poison F	in Staff Ro		☐ Yes☐ Yes☐	ewhere
Medication is stored: (tick)  Dosage time  Reminder requ  OTHER MEDICAL CONDITIONS  (More copies of the other medical condition forms:  Does the student have any other medical lf yes, please specify:  Symptoms:  If my child displays any of the symptoms lnform Doctor  Administer Medication	are available of condition?  s above plead Yes Care Yes Care Care Care Care Care Care Care Care	□ w □ Yes □ Yes □ request □ (tick) □ No □ No	Inform Emo	Poison F	in Staff Ro	oom	☐ Yes☐ Yes☐	lewhere
Medication is stored: (tick)  Dosage time  Reminder requ  OTHER MEDICAL CONDITIONS  (More copies of the other medical condition forms and process of the student have any other medical lifyes, please specify:  Symptoms:  If my child displays any of the symptoms linform Doctor Administer Medication  Does the student take medication? (tick)  Is the medication taken regularly by the statement of the symptoms life in the symptoms	are available of condition?  s above plead Yes Care Yes Care Care Care Care Care Care Care Care	□ w □ Yes □ Yes □ request □ (tick) □ No □ No	Inform Emo	Poison F  Poison F  Policy Color of the colo	in Staff Ro	oom	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	lewhere
Medication is stored: (tick)  Dosage time  Reminder requ  OTHER MEDICAL CONDITIONS  (More copies of the other medical condition forms:  Does the student have any other medical if yes, please specify:  Symptoms:  If my child displays any of the symptoms inform Doctor Administer Medication  Does the student take medication? (tick)  Is the medication taken regularly by the stresponse to symptoms? (tick)  Indicate the usual dosage of	th Student  ired? (tick)  are available o I condition?  s above plea Yes Yes Yes Yes	□ w □ Yes □ Yes □ request □ (tick) □ No □ No	Inform EmoOther Med If yes, plea Name of nor only in	Poison Food Poison	in Staff Ro	pom	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	lewhere

☐ Yes

 $\;\square\;\mathsf{No}$ 

**Poison Rating** 

Dosage time

Reminder required? (tick)

### PHOTO AUTHORITY

At Willaura Primary School, we continually celebrate the efforts of our students by mentioning their participation in school events and their achievements in our weekly school newsletter. Occasionally photographs of the students are included.

Additionally, we use photographs of students on our school Internet website and our Facebook page. On the website there are images of students, but we endeavour to use group activity photographs and we certainly never identify individual students, although the year level may be indicated.

We regularly invite the local press to school events and they are expected to follow privacy legislation and school policy with respect to the publication of student photographs. When a story concerns an individual achievement, we will always seek your consent before passing on information or photographs for publication. Generally, a story in the press will feature a group of students involved in a sporting event or school function. In such instances the school is prepared to allow group photos to be published and the name of the students are supplied.

If you have any concerns about the use of photographs of your child/ren, please do not hesitate to contact the school.

Please tick						
for images of my son/daughter to be used in the school newsletter, local press and any other publication and media the school deems appropriate.						
Parent/Guardian Name:(Please Print)						
Signed: Date: / / (Parent/Guardian)						
MEDICAL AUTHORITY						
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.  Parent/Guardian Name:						
(Please Print)						
Signed: Date: / / (Parent/Guardian)						
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:/						













