



# Glen Waverley South Primary School

ABN 49 140 012 401

Whites Lane, Glen Waverley, VIC, 3150

Ph: (03) 9560 6371 / Fax: (03) 9561 5448

Web: [www.gwsps.vic.edu.au](http://www.gwsps.vic.edu.au)

Email: [glen.waverley.south.ps@edumail.vic.gov.au](mailto:glen.waverley.south.ps@edumail.vic.gov.au)

**Principal: Con Vellios**

*Glen Waverley South Primary School is committed to lifelong learning by providing an inclusive, supportive and nurturing community in which diversity is valued and celebrated.*

## Enrolment Information - Privacy Notice

**Please read this notice before completing the attached 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 GWSPS can register your child and allocate staff and resources to provide for his/her educational and support needs. All staff at GWSPS and the Department of Education & Training (DET) are required by law to protect the information provided in the attached enrolment form.

Health information is collected so that staff at GWSPS 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. GWSPS depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

GWSPS 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 GWSPS. 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 the 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 GWSPS.

**Student Background Information:** This includes information about a person's country of birth, a boriginality, language spoken at home and parent occupation. This information is collected so that the school receives appropriate resource allocations for its 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 the school in managing health risks for its students. 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 Record:** Please let the school know if any information needs to be changed by sending updated information to the school office. Please contact the school office on 03 9560 6371 or by email [glen.waverley.south.ps@edumail.vic.gov.au](mailto:glen.waverley.south.ps@edumail.vic.gov.au) to update any information. During your child's time with GWSPS, 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 the 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 school can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. The GWSPS Privacy Policy is available via the school office.

■ \* \* \*

\_\_\_\_\_ R.E.S.P.E.C.T. \_\_\_\_\_

**Relationships-Excellence-Support-Passion-Engagement-Choice-Trust & Honesty**





## ALTERNATIVE FAMILY DETAILS

STUDENT ENROLMENT INFORMATION 20_____	CASES21 Student ID: <i>office use only</i>
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## STUDENT DETAILS

### PERSONAL DETAILS OF STUDENT

Surname:		Title: Mr / Miss
First Given Name:		
Second Given Name:		
Preferred Name (if applicable):		
❖ Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date: (dd-mm-yyyy): _____ / _____ / _____

Alternative Family CASES21 ID: <i>office use only</i>
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## ALTERNATIVE FAMILY DETAILS

### ADULT A OF ALTERNATIVE FAMILY DETAILS:

<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Title:</b> (Ms, Mrs, Mr, Dr, etc.)
<b>Legal Surname:</b>
<b>Legal First Name:</b>
<b>Adult A's occupation?</b>
<b>Adult A's employer?</b>
<b>Adult A Country of Birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (specify):
❖ <b>Does Adult A speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (specify): <b>Please indicate any additional languages spoken by Adult A:</b>
<b>Is an interpreter required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
❖ <b>What is the highest year of primary or secondary school Adult A has completed?</b> (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
❖ <b>What is the level of the highest qualification Adult A has completed?</b> (tick one) <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
❖ <b>What is the occupation group of Adult A?</b> Select the parental occupation group from the list on the last page. • 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 occupation group list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. <input type="text"/>

### ADULT B OF ALTERNATIVE FAMILY DETAILS:

<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Title:</b> (Ms, Mrs, Mr, Dr, etc.)
<b>Legal Surname:</b>
<b>Legal First Name:</b>
<b>Adult B's occupation?</b>
<b>Adult B's employer?</b>
<b>Adult B Country of Birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
❖ <b>Does Adult B speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often.) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes (specify): <b>Please indicate any additional languages spoken by Adult B:</b>
<b>Is an interpreter required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
❖ <b>What is the highest year of primary or secondary school Adult B has completed?</b> (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
❖ <b>What is the level of the highest qualification Adult B has completed?</b> (tick one) <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
❖ <b>What is the occupation group of Adult B?</b> Select the parental occupation group from the list on the last page. • 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 occupation group list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. <input type="text"/>

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

<b>Main language spoken at home:</b>	<b>Preferred Language of Notices:</b>
<b>Are you interested in being involved in school group participation activities? (e.g. School Council, excursions)</b>	<input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both <input type="checkbox"/> Neither



## ALTERNATIVE FAMILY CONTACT DETAILS

### ADULT A DETAILS (PARENT/GUARDIAN):

Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Home Ph:	<input type="checkbox"/> Silent	
Mobile Ph:		
I agree to receiving SMS notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Ph:		
Other Ph:		
Email:		
I agree to receiving Email notifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### ADULT B DETAILS (PARENT/GUARDIAN):

Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Home Ph:	<input type="checkbox"/> Silent	
Mobile Ph:		
I agree to receiving SMS notifications:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Ph:		
Other Ph:		
Email:		
I agree to receiving Email notifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### ADULT A HOME ADDRESS:

Number and Street:	
Suburb:	
State:	Postcode:

### ADULT B HOME ADDRESS:

Number and Street:	
Suburb:	
State:	Postcode:

### ADULT A MAILING ADDRESS (IF DIFFERENT TO ABOVE):

Number and Street:	
Suburb:	
State:	Postcode:

### ADULT B MAILING ADDRESS (IF DIFFERENT TO ABOVE):

Number and Street:	
Suburb:	
State:	Postcode:

### ALTERNATIVE FAMILY DOCTOR DETAILS:

Doctor's Name	<input type="checkbox"/> Individual	<input type="checkbox"/> Group
Suburb:	Telephone:	
Current Ambulance Subscription:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medicare Number:	<input type="text"/>	<input type="text"/>

### ALTERNATIVE FAMILY EMERGENCY CONTACTS

	Full Name	Relationship (Aunt/Uncle/Grandparent/Friend/Other)	Telephone Contacts (home and mobile)	Language (English=E)
1			H: M:	
2			H: M:	
3			H: M:	
4			H: M:	



## BILLING ADDRESS:

Write "As Adult A" if the same as Adult A, or "As Adult B" if same as Adult B

<b>Email Address</b> (statements are emailed)	
<b>No. &amp; Street or PO Box</b>	
<b>Suburb:</b>	
<b>State:</b>	<b>Postcode:</b>

## OTHER FAMILY DETAILS:

<b>Relationship of Adult A to Student:</b>	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive 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	
<b>Relationship of Adult B to Student:</b>	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive 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	
<b>The student lives with the Alternative Family:</b>				
<input type="checkbox"/> Always	<input type="checkbox"/> Mostly	<input type="checkbox"/> Balanced	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Never

## TRUE AND ACCURATE INFORMATION

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 Enrolment Application is correct.

Signature of Alternative Family Adult A \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Alternative Family Adult B \_\_\_\_\_ Date: \_\_\_\_\_

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



## **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)