

# STUDENT ENROLMENT FORM



**Orelia**  
PRIMARY SCHOOL

This Student Enrolment Form should be completed if you wish to apply for a place at Orelia Primary School. You need to complete this form if you are enrolling a child (a) in Kindergarten for the following year; (b) in Pre-Primary for the following year; or (c) transferring from another school.

Once completed, please submit this form with the following documentation to the office to Orelia Primary School:

- Birth certificate or extract or other identity documents
- Copies of Family Court or any other court orders (if applicable)
- Proof of address
- Information relating to suspensions
- Information relating to health or medical conditions, disability or additional needs (if applicable)
- If your child is not a permanent resident of Australia, you must provide evidence of current visa subclass and previous visa subclass (if applicable, such as if current visa is a bridging visa).

## STUDENT DETAILS

### Office Use

Enrolment for Year  Year Level  Form  House   
(e.g. 2025/26 etc) Entering

**Student Surname**

**Legal Surname** *(if different)*

**Previous Surname**

*(if applicable)*

**First Name**

**Second Name**

**Third Name**

**Date of Birth**

**Gender**

Male

Female

Other

**Residential Address**

**Postcode**

**Full Name/s of siblings attending this school**

## PARENT/CARER 1 DETAILS

<b>Title</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>		
<b>Surname</b>	<input type="text"/>				
<b>Relationship to Student</b>	<input type="text"/>				
<b>Date of Birth</b>	<input type="text"/>	<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
<b>Postal Address</b> <i>(if different from student's residential address)</i>	<input type="text"/>				
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>		
<b>Mobile Number</b>	<input type="text"/>				
<b>Email Address</b>	<input type="text"/>				

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

### Does Parent/Carer 1 speak a language other than English at home?

No, English only     Yes, other - please specify

### What is the highest year of school Parent/Carer 1 has completed?

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

### What is the highest qualification Parent/Carer 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 for Parent/Carer 1?

1. Senior Management in large business organisation, government administration & defence, and qualified professionals
2. Other business managers, arts/media/sportspersons & associated professionals
3. Tradesmen/women, clerks and skill office, sales & service staff
4. Machine operators, hospitality staff, assistants, labourers and related workers
8. Unemployed, retired, student

(If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8')

## PARENT/CARER 2 DETAILS

<b>Title</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>		
<b>Surname</b>	<input type="text"/>				
<b>Relationship to Student</b>	<input type="text"/>				
<b>Date of Birth</b>	<input type="text"/>	<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
<b>Postal Address</b> <i>(if different from student's residential address)</i>	<input type="text"/>				
	<input type="text"/>	<b>Postcode</b>	<input type="text"/>		
<b>Mobile Number</b>	<input type="text"/>				
<b>Email Address</b>	<input type="text"/>				

All parents across Australia, no matter which school their child attends, are asked to provide information about their background. Providing this information is voluntary but your information will help the Department of Education ensure that all students are being well served by our public schools.

### Does Parent/Carer 2 speak a language other than English at home?

No, English only     Yes, other - please specify

### What is the highest year of school Parent/Carer 2 has completed?

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

### What is the highest qualification Parent/Carer 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 for Parent/Carer 2?

1. Senior Management in large business organisation, government administration & defence, and qualified professionals
2. Other business managers, arts/media/sportspersons & associated professionals
3. Tradesmen/women, clerks and skill office, sales & service staff
4. Machine operators, hospitality staff, assistants, labourers and related workers
8. Unemployed, retired, student

(If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8')

## OTHER CONTACTS

(People other than Parent/Carer 1 & Parent/Carer 2 who may be contacted in an emergency).

### Contact 1:

Title

First Name

Surname

Relationship to Student

Postal Address

*(if different from student's residential address)*

Postcode

Mobile Number

Email Address

### Contact 2:

Title

First Name

Surname

Relationship to Student

Postal Address

*(if different from student's residential address)*

Postcode

Mobile Number

Email Address

## ADDITIONAL STUDENT DETAILS

Nationality *(optional)*

Country of Birth

Is the student an Australian Citizen?  Yes  No

If *No*, is the student a permanent resident of Australia?

No  Yes - if Yes, Visa Sub Class Number

Is the student a temporary resident of Australia?  Yes  No

If *Yes*, Date of Arrival in Australia   /   /

Visa Sub Class Number  Visa Expiry Date   /   /

Student's Religion *(if applicable)*

Is the student to be withdrawn from religious instruction or activities?  Yes  No

Is the student of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander (TSI)  Yes, both Aboriginal & TSI

Does the student speak a language other than English at home?

*(If more than one language, including an Aboriginal language, indicate the one that is spoken most often)*

No  Yes, Aboriginal English  Yes, other language - please specify

What was the first language spoken at home?

Does the student speak mainly English at home?  Yes  No

Who does the student live with?

Both Parents

<input type="checkbox"/> Parent/Carer 1	Name	<input type="text"/>	Relationship to student	<input type="text"/>
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<input type="checkbox"/> Parent/Carer 2	Name	<input type="text"/>	Relationship to student	<input type="text"/>
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<input type="checkbox"/> Independent Minor	Name	<input type="text"/>	Relationship to student	<input type="text"/>
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<input type="checkbox"/> Adult Student	Name	<input type="text"/>	Relationship to student	<input type="text"/>
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<input type="checkbox"/> Other, please specify	Name	<input type="text"/>	Relationship to student	<input type="text"/>
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## ADDITIONAL STUDENT DETAILS

### Confidential Information

Is this student subject to any court orders in respect of their care, welfare and development or access restrictions?

Yes

No

If yes, please specify and attach supporting documentation

Is this student in the care of the Director General of the Department of Communities - Child Protection and Family Support (CPFS)?

Yes

No

If Yes, please specify the name of the CPFS Case Manager, their CPFS District and their contact phone

District

Name

Contact Number

Does the student receive any of the following allowances? (Check the boxes that apply)

Secondary Assistance

Youth Allowance

Assistance for Isolated Children (AIC)

Abstudy

Previous School

If previously enrolled in Home Education, specify the Education Region

### Disability

Does the student have a disability?

Yes

No

If yes, please specify

Please tick if you can provide information about (The school will request copies of this information)

Autism

Physical Disability

Deaf or Hard of Hearing

Severe Mental Disorder

Global Development Delay (prior to age 6)

Specific Speech and/or Language Impairment

Intellectual Disability

Vision Impairment

Other, please specify

## ADDITIONAL STUDENT DETAILS cont...

### Evidence of Immunisation Status

The student's Australian Immunisation Register (AIR) Immunisation History Statement shows the immunisation status is:

Up to Date     Not up to Date     Has an Immunisation Certificate issued by the Chief Health Officer

### Medical Details

I give permission for the school to seek medical/dental attention for my child as required.     Yes     No

Do you have ambulance insurance?     Yes     No

If yes, please state the name of your Insurance Provider:

Does the family or student have a Health Care Card?     Yes     No

If yes, please provide the card number:        Expiry Date   

Medicare Card Number

Medicare Card Individual Reference Number (IRN)

Expiry Date

### Medical Practice

Name of Medical Practice

Doctor's Name

Contact Number

List any essential information that could affect your child in an emergency e.g. allergy to penicillin.

## ADDITIONAL STUDENT DETAILS cont...

### Medical Details cont...

If your child has one or more health condition(s) that will require support from school staff, please complete the table below.

Health Condition	Tick Health Condition	Action Plan Included	Will school staff require specific training to support your child?	
			Yes	No
Severe Allergy/Anaphylaxis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minor & Moderate Allergies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Seizure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

Yes  No

Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?

Yes  No

Your child's health care information will be shared with staff on a 'need to know' basis unless otherwise stated.

Do you give permission for the school to share your child's health care information?

Yes  No

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's 'medical details and photo' to be on view for staff. (If yes, please attach a photo to the relevant health care plan).

Yes  No

Does your child have a Medic Alert bracelet or pendant?

Yes  No

If yes, please provide details:



## PRIVACY AND DECLARATION

Please tick to confirm:

***I understand:***

That the student's enrolment information is confidential and will be kept as required by the Department of Education's record keeping procedures.

That the information on the Enrolment Form will be used to meet the Department of Education's reporting requirements to other Government departments or agencies. This includes providing the Department of Health with my child's immunisation status as requested.

***I declare:***

This is the only enrolment I have made for the student.

I understand that I am required to notify the school as soon as any of the enrolment details for the student change.

I understand that if I provide false or misleading information the student's enrolment may be reconsidered or cancelled.

I have provided all documentation available to me.

### Name of person enrolling student

Title

First Name

Surname

Relationship to Student

Signature

Date

(Independent minors and those aged 18 years or older may sign on their own behalf).

## APPROVAL OF PRINCIPAL OR DELEGATE

Principal's approval

Enrolment Approved

Yes

No

Signature

Date

# CONSENT FORM

At Orelia Primary School we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation/use/access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

## MEDIA CONSENT

Children's images and/or their work are often published or recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely. (In addition, see Appendix F of the Student's online policy.)

Yes, I give consent to my child to have his/her image and/or work published as described above.

No, I do not give consent.

## INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct. (In addition, see the School's policy and the Student's online policy.)

Yes, my child has permission to access the internet in accordance with school policy.

No, I do not give consent.

## VIEWING CONSENT

Children often watch videos/DVDs/television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration..

No, I do not give consent.

## LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.

No, I do not give consent.

## OFFICE USE ONLY

Student's official documentation all sighted  Yes  No Date  /  /

Birth Certificate  Passport  Visa documents

Other, please specify

Year/Form  House Faction

Student's Residency Status  Australian Citizen  Permanent Res.  Temporary Res.

Entry Date  /  /  Previous School

LOTE Stage  Records Received  Yes  No

Contributions/Charges billing  PG1 (%)  PG2 (%)  Other(%)

School Records (including reports to be sent to)  PG1  PG2  Other

AIR Immunisation History Statement provided  Yes  No

Date of Issue  /  /  Date Sighted  /  /

Immunisation status is  Up to date  Not up to date

If not up to date, additional request/s for documentation on date/s:

Immunisation Certificate issued by the Chief Health Officer  Yes  No

Kindergarten eligibility for Immunisation exemption: Code

Enrolment approved by Principal  Yes Date  /  /

Entered on School Information System by  Date  /  /

Student Leaves School Date  /  /

Advice of Transfer Date  /  /

Destination

Records received from transferring school  Yes  No Date  /  /

# PARENT OCCUPATION GROUPS

## Attachment 1

Relates to questions in Parent/Carer 1 and Parent/Carer 2 sections in this form

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sports persons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/ manager / department head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public service manager</b> (section head or above), regional director, health/ education/police/ fire services administrator.</p> <p><b>Other administrator</b> [school Principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> 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.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/ engineering/production/ personnel/ industrial relations/ sales/marketing].</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer].</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author]. or media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official].</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.</p> <p><b>Clerks</b> [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].</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [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].</p>	<p><b>Drivers, mobile plant, production/ processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper].</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/ data entry/business machine operator, receptionist, office assistant].</p> <p><b>Sales</b> [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].</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups.</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.