

Department of Education

Application for Enrolment — Medical and Other Information

EVIDENCE OF IDENTITY

For students **under 18** – one type of identity document is required. For students **over 18** – three types of identity documents required.

Type of document provided										Document reference number									
OFFICE USE ONLY					Sighted by					Date									

EVIDENCE OF RESIDENCE

Type of document provided										Document reference number									
OFFICE USE ONLY					Sighted by					Date									

DETAILS OF ENROLMENT

Year of enrolment				Commencement date if not start of school year							

SIBLING DETAILS

Full name of any one sibling currently or previously enrolled in a Department of Education school																			
Sibling Date of Birth (dd/mm/yyyy)					Sibling's school attended														

DOCTOR OR CLINIC INFORMATION

Doctor or clinic name																			
Address																			
Suburb																			
Phone																			

VACCINATIONS INFORMATION

Has this child been vaccinated?																			
<input type="checkbox"/> Yes – Evidence provided																			
<input type="checkbox"/> Yes – Not yet provided																			
<input type="checkbox"/> No – Conscientious objection. Statutory Declaration required. See your school.																			

MEDICAL CONDITION/MEDICATION INFORMATION

Does this student have any medical conditions or medication you think we should know about?																			
<input type="checkbox"/> No					<input type="checkbox"/> Yes – please give details														

Please attach additional details if required

ALLERGY / ANAPHYLAXIS INFORMATION

Does this student have an allergy?															<input type="checkbox"/> Yes					<input type="checkbox"/> No				
He/she is allergic to																								
Has the allergy involved hospitalisation?										<input type="checkbox"/> Yes					<input type="checkbox"/> No									
Can it be life threatening?										<input type="checkbox"/> Yes					<input type="checkbox"/> No									
Has the allergy been called anaphylaxis?										<input type="checkbox"/> Yes					<input type="checkbox"/> No									
Has this student been prescribed an EpiPen?										<input type="checkbox"/> Yes					<input type="checkbox"/> No									

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Department of Education Application for Enrolment — Medical and Other Information

VACCINATIONS INFORMATION *cont.*

Usual vaccinations (tick those given)

- Hepatitis B Vaccine (HEB)
- Combined Diphtheria Tetanus Pertussis (DTP)
- Poliomyelitis Oral or Injectable (OPV)
- Haemophilis Influenzae Type B (HIB)
- Measles, Mumps and Rubella (MMR)
- Meningococcal C
- Meningococcal Groups A, C, W and Y (from July 2018)
- Varicella (Chickenpox) (VZV)
- Pneumococcal (PCV)

Additional vaccinations (tick those given)

- Diphtheria and Tetanus (CDT)
- Influenza (FLU)
- Human Papilloma Virus
- Rotavirus

HEALTH AND SAFETY INFORMATION

The health, wellbeing and learning outcomes of your child and all our students is important to us. If your child has any wellbeing or behavioural issues that we need to be aware of please provide details below.

CONSENT TO PUBLICATIONS

(See the Personal Information Protection details in the **Application for Enrolment – Information for Parents, Guardians and Independent Students.**)

Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and enable parents/guardians and others to be informed about the school's work. Since photographs on websites and social media are available to the general public, Department of Education guidelines aim to ensure students' safety by requiring staff not to link students' names to their photographs in DoE publications.

Due to the permanent nature of some publications it is difficult to retract work once published. However, if you later wish to withdraw consent, please inform the school in writing and the Department will action this request.

1. I give consent for **photographs and or film** that include the student to be published in **school** print and or electronic publications such as **school** year books, newsletters, social media and website. This may include publishing the student's **given name**. Yes No
2. I give consent for **photographs and or film** that include the student to be published in **Department of Education** publications, such as social media/websites, reports and brochures. This may include publishing the student's **given name**. Yes No
3. I give consent for **samples of work** by the student to be published in school print and or electronic publications such as school year books, newsletters, social media and website. This may include publishing the student's **given name**. Yes No
4. Consent to the **media** – I give consent for the student to be **photographed, filmed or interviewed** on stories about education and school activities, to be published by newspapers, radio and television including publication on their social media and website. The **media** may also publish their **given name and family name** and the name of the school the student attends. Yes No

CONSENT FOR MINOR EXCURSION PARTICIPATION

(See details in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**)

Yes No

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Department of Education Application for Enrolment — Medical and Other Information

AUTHORISING SIGNATURE

Which best describes you?

Enrolling parent or guardian/main contact
 Independent / adult student self-enrolling

To sign this form you must be either an independent or adult student or the enrolling parent as detailed in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**. Enrolment is not complete until you have provided evidence of the student's date of birth and identity, and any other evidence requested, and the school or college accepts the enrolment.

I certify that the information provided in this form is correct and I consent to personal information, including health information, being disclosed for the purposes described in the **Application for Enrolment – Information for Parents, Guardians and Independent Students**.

Signature	Date of signature (dd/mm/yyyy)								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">/</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>		/		/				
	/		/						

Personal Information Protection

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004*. It will be used by the Department of Education for student administration and for the planning, provision and reporting of educational programs as authorised by the *Education Act 2016* and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

Department of Education

Application for Enrolment — Contacts

Student(s) name

--

(See *Application for Enrolment – Information for Parents, Guardians and Independent Students*)

ENROLLING PARENT OR GUARDIAN

Relationship to this student (e.g Father or Mother)

--

Parent/Guardian Yes No

Family name

--

Given names

--

Preferred name – Optional

--

Title

--

Gender

Male Female

Date of Birth (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person is to be billed for levies for this student

Percentage of levies to be paid by this parent/guardian %

Residential address – Street number and name

--

Suburb

--

State

--

Country

--

Postcode

--

Mail address – If not the same as residential address

--

Suburb

--

State

--

Country

--

Postcode

--

Order Silent Home phone

--	--	--	--	--	--	--	--	--	--	--	--

Work phone

--	--	--	--	--	--	--	--	--	--	--	--

DETAILS OF OTHER PARENT/CONTACT

Relationship to this student (e.g Father or Mother)

--

Parent/Guardian Yes No

Family name

--

Given names

--

Preferred name – Optional

--

Title

--

Gender

Male Female

Date of Birth (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person is to be billed for % levies for this student

Levies Payment Agreement
(Signature of this contact accepting the % payment)

Tick if the student resides with this person

Tick if this person wishes to receive communications separately

Residential address – Street number and name

--

Suburb

--

State

--

Country

--

Postcode

--

Mail address – If not the same as residential address

--

Suburb

--

State

--

Country

--

Postcode

--

Order Silent Home phone

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Work phone

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Department of Education Application for Enrolment — Contacts

ENROLLING PARENT OR GUARDIAN *cont.*

Order	Silent	Mobile phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Email address		
<input type="checkbox"/>	<input type="text"/>	
Does the parent/guardian speak a language other than English at home?		
<input type="checkbox"/>	Yes – please specify below	
<input type="text"/>		
<input type="checkbox"/>	No – English only	
If yes, is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION DETAILS FOR ENROLLING PARENT

The Department of Education is required to collect the following information on behalf of the Australian Government (see **Application for Enrolment – Information for Parents, Guardians and Independent Students**). Regarding occupational types see page 8–9.

IDENTIFY OCCUPATION GROUP

Must tick one of the boxes below. Please see back of Form B for list.

<input type="checkbox"/>	Group 8
<input type="checkbox"/>	Group 4
<input type="checkbox"/>	Group 3
<input type="checkbox"/>	Group 2
<input type="checkbox"/>	Group 1

Highest level of primary or secondary school completed (tick box)

<input type="checkbox"/>	Year 12 or equivalent	<input type="checkbox"/>	Year 10 or equivalent
<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>	Year 9 or equivalent or below

Highest level of qualifications completed (tick box)

<input type="checkbox"/>	Bachelor degree or above	<input type="checkbox"/>	Certificate I–IV (inc. trade certificate)
<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>	No non-school qualification

IDENTIFICATION OF ENROLLING PARENT (PARENT 1 ONLY)

Type of document provided	Document reference number
<input type="text"/>	<input type="text"/>
OFFICE USE ONLY	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Sighted by <input type="text"/>	

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DETAILS OF OTHER PARENT/CONTACT *cont.*

Order	Silent	Mobile phone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Email address		
<input type="checkbox"/>	<input type="text"/>	
Does the parent/guardian speak a language other than English at home?		
<input type="checkbox"/>	Yes – please specify below	
<input type="text"/>		
<input type="checkbox"/>	No – English only	
If yes, is an interpreter required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION DETAILS FOR OTHER CONTACT

The Department of Education is required to collect the following information on behalf of the Australian Government (see **Application for Enrolment – Information for Parents, Guardians and Independent Students**). Regarding occupational types see page 8–9.

IDENTIFY OCCUPATION GROUP

Must tick one of the boxes below. Please see back of Form B for list.

<input type="checkbox"/>	Group 8
<input type="checkbox"/>	Group 4
<input type="checkbox"/>	Group 3
<input type="checkbox"/>	Group 2
<input type="checkbox"/>	Group 1

Highest level of primary or secondary school completed (tick box)

<input type="checkbox"/>	Year 12 or equivalent	<input type="checkbox"/>	Year 10 or equivalent
<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>	Year 9 or equivalent or below

Highest level of qualifications completed (tick box)

<input type="checkbox"/>	Bachelor degree or above	<input type="checkbox"/>	Certificate I–IV (inc. trade certificate)
<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>	No non-school qualification

Department of Education Application for Enrolment — Contacts

DETAILS OF OTHER CONTACT

Relationship to this student (e.g Grandmother)											
Family name											
Given names											
Preferred name – Optional									Title		
Gender				Date of Birth (dd/mm/yyyy)							
Male <input type="checkbox"/>		Female <input type="checkbox"/>				/		/			
Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)											<input type="checkbox"/>
Tick if this person wishes to receive communication separately <input type="checkbox"/>											
Residential address – Street number and name											
Suburb									State		
Country									Postcode		
Mail address – If not the same as residential address											
Suburb									State		
Country									Postcode		
Order <input type="checkbox"/>	Silent <input type="checkbox"/>	Home phone									
		Work phone									
		Mobile phone									
Email address											

DETAILS OF OTHER CONTACT

Relationship to this student (e.g Aunt or Uncle)											
Family name											
Given names											
Preferred name – Optional									Title		
Gender				Date of Birth (dd/mm/yyyy)							
Male <input type="checkbox"/>		Female <input type="checkbox"/>				/		/			
Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)											<input type="checkbox"/>
Tick if this person wishes to receive communication separately <input type="checkbox"/>											
Residential address – Street number and name											
Suburb									State		
Country									Postcode		
Mail address – If not the same as residential address											
Suburb									State		
Country									Postcode		
Order <input type="checkbox"/>	Silent <input type="checkbox"/>	Home phone									
		Work phone									
		Mobile phone									
Email address											

Personal Information Protection

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Department of Education

Application for Enrolment — Occupational Types

GROUP 8: If you have retired

If you have retired or stopped working in the past year please choose the group in which you previously worked. If you have not been in paid work in the past 12 months enter '8' into the box provided.

GROUP 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

- **Machine operators**
 - » Driver or mobile plant operators (*car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators*)
 - » Production/processing machine operator (*engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators*)
 - » Other machine operator (*photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner*)
- **Sales office, hospitality staff and other assistants**
 - » Sales (*sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler*)
 - » *Office* (*typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk*)
 - » *Hospitality staff* (*hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks*)
 - » *Assistant/aide* (*trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant*)
- **Defence Forces ranks below senior NCO**
 - » *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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office*)

GROUP 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (*metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers*)
- **Advanced/intermediate clerical, office, sales, carer and service staff**
 - » *Recording clerk* (*bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk*)
 - » *Inquiry/admissions clerk* (*customer inquiry/complaints/service clerk, hospital admissions clerk*)
 - » *Office* (*secretary, personal assistant, desktop publishing operator, switchboard operator*)
 - » *Sales* (*sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent*)
 - » *Carer* (*aged/disability/refuge/child care/welfare support worker, nanny, nursing support*)
 - » *Service* (*parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers*)

Department of Education

Application for Enrolment — Occupational Types

GROUP 2: Other business managers/professionals and associate professionals

- **Other business managers/professionals**
 - » *Farm/business owner/manager* (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
 - » *Specialist manager* (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
 - » *Finance* (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
 - » *Retail sales/services manager* (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
 - » *Arts/media* (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
 - » *Sportsperson* (coach, trainer, sports official, sportsperson)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professional
- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
 - » *Health* (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
 - » *Legal* (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
 - » *Business/administration* (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
 - » *Defence Forces* (senior non-Commissioned Officers [NCO])
 - » *Other* (library assistant, museum/gallery technician, research assistant, proof reader)

GROUP 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

- **Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)
- **Senior executives/general managers/department heads in industry, commerce, media or other large organisation**
 - » *Public sector manager* (public service manager (section head or above), regional director, hospital/health services education)
 - » *Other administrator* (school principal, faculty head/dean, library/museum/gallery director, research facility director)
 - » *Defence forces* (Commissioned Officer)
- **Qualified 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* (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
 - » *Education* (primary/secondary school teacher, university lecturer, professor, VET, special education)
 - » *Law* (lawyer, judge, barrister, coroner, solicitor, legal officer)
 - » *Engineering* (architect, surveyor, chemical/civil/mechanical/mining engineer)
 - » *ICT* (computer systems manager, designer, software and applications programmers)
 - » *Science* (all scientists)
 - » *Business* (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
 - » *Social* (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
 - » *Air/sea transport* (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Department of Education

Application for Enrolment — Supplementary Information

PART D – INDEPENDENT

Date student became independent	Type of evidence supplied
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Evidence of Centrelink Payment
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Rental or Utility Document together with Guidance Officer or Social Worker letter
	<input type="checkbox"/> Document signed by Parent or Guardian saying student is independent
	<input type="checkbox"/> Youth Allowance or ABSTUDY Notice of Assessment

PART E – STUDENT IN OUT OF HOME CARE

Start date	Other relevant information or comment
<input type="text"/> / <input type="text"/> / <input type="text"/>	
<input type="text"/> / <input type="text"/> / <input type="text"/>	
<input type="text"/> / <input type="text"/> / <input type="text"/>	

PART F – PART-TIME ENROLMENT OF HOME EDUCATED STUDENTS

Details of enrolment (hours/days) as approved by the Principal:

Personal Information Protection

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