

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. 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
- ☐ Australian Immunisation Register (AIR) Immunisation History Statement
- ☐ 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 number and visa grant notice.

STUDENT DETAILS

Office Use

Enrolment for Year
(e.g. 2025/26 etc)

Year Level
Entering

Form

House

Start Date:

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

Previous School

PARENT/CARER 1 DETAILS

Title (e.g. Mr, Mrs, Miss etc)

First Name

Surname

Relationship to Student

Date of Birth

Gender

Male

Female

Other

Postal Address

(if different from student's residential address)

Postcode

Mobile Number

Email Address

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

Title (e.g. Mr, Mrs, Miss etc)		First Name			
Surname					
Relationship to Student					
Date of Birth		Gender		Male	
				Female	
					Other
Postal Address (if different from student's residential address)					
		Postcode			
Mobile Number					
Email Address					

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	
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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 (e.g. Mr, Mrs, Miss etc)

First Name

Surname

Relationship to Student

Postal Address

(if different from student's residential address)

Postcode

Mobile Number

Email Address

Contact 2:

Title (e.g. Mr, Mrs, Miss etc)

First Name

Surname

Relationship to Student

Postal Address

(if different from student's residential address)

Postcode

Mobile Number

Email Address

ADDITIONAL STUDENT DETAILS

Nationality

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

/

/

Visa Grant Number

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

☐

Parent/Carer 1

Name

Relationship to student

☐

Parent/Carer 2

Name

Relationship to student

☐

Other, please specify

Name

Relationship to student

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

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?			
Severe Allergy/Anaphylaxis	☐	☐	☐	Yes	☐	No
Minor & Moderate Allergies	☐	☐	☐	Yes	☐	No
Seizure	☐	☐	☐	Yes	☐	No
Asthma	☐	☐	☐	Yes	☐	No
ADHD	☐	☐	☐	Yes	☐	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 to 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.

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
Senior management in large business organisation government administration & defence, and qualified professionals	Other business managers, arts/media/sports persons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
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/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller].	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]. or 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.	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].	Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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 in other groups. Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, 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].

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