

Meadow Heights Primary School No 5227

46-62 Paringa Boulevard, Meadow Heights 3048

Telephone: 9305 2033 Fax: 9305 2712 ABN: 60 902 858 133

www.meadowheightsps.vic.edu.au Email: meadow.heights.ps@edumail.vic.gov.au

ENROLMENT FORM 20____

Parents need to bring the following in order to complete the enrolment process: -

- Completed enrolment form
- >An original birth certificate
- ➤ Immunisation Certificate Visit Medicare and request a copy
- ➤ Transition reports from Kindergarten for prep enrolments
- ➤ Most current school report for other year level enrolments

PLEASE NOTE: We need all the above paperwork before we can arrange interview times for enrolment to Meadow Heights Primary School.

The Commonwealth Government requires all schools across Australia to collect the same 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 form is correct.

Signature of Parent/Guardian:	////	

OFFICE USE ONLY

STUDENT NAME:					
STUDENT ID:					
ENROLMENT DATE:					
DATE OF BIRTH:					
YEAR LEVEL:					
HOMEGROUP:					
VSN:	<u> </u>	<u> </u>			
SEX:	F	M	N/	/ A	NOTES
PROOF OF BIRTH DATE:	YES	NO			
IMMUNISATION CERTIFICATE:	YES	NO			
MEDICAL ALERT:	YES	NO			
ANAPHYLAXIS/ASTHMA PLAN:	YES	NO			
CUSTODY RESTRICTIONS:	YES	NO			
GENERAL PHOTO CONSENT:	YES	NO			
SCHOOL PHOTO CONSENT:	YES	NO			
HEADLICE CONSENT:	YES	NO			
TRANSITION CONSENT:	YES	NO			
COMPUTER & INTERNET USE:	YES	NO			
HEALTH CARE/PENSION CARD:	YES	NO			
VISA:	YES	S.CLA	SS		
PREVIOUS SCHOOL/KINDA:	YES	NO			
OLDER/YOUNGER SIBLINGS:	YES	NO			
PSD:	YES	NO			
HOME LANGUAGE:					

SCHOOL POLICIES

For details of the following policies, please refer to the Meadow Heights website: www.meadowheightsps.vic.edu.au

Administration of Medication Policy Anaphylaxis Policy Asthma Policy Attendance Policy Bullying Prevention Policy Camps And Excursions Policy CCTV Policy

- **Child Safe Standards:**
 - Child Safety and Wellbeing Policy
 - Child Safety Code of Conduct Policy
 - Child Safety Responding and Reporting Policy and Procedures Policy
 - Child Safety Risk Register Policy

Complaints Policy

Digital Learning (Internet, Social Media and Digital Devices) Policy

Duty of Care Policy

DET Enrolment Policy

First Aid Policy

Health Care Needs Policy

Inclusion And Diversity Policy

Mobile phones Policy

Parent Payments Policy

Photographing, Filming and Recording Students Policy

Privacy Policy

Statement of Values And School Philosophy Policy

Students Dress code Policy

Student Wellbeing And Engagement Policy

Visitors Policy

Volunteers Policy

Yard Duty And Supervision Policy

STUDENT ENROLMENT INFORMATION

Computer Generated Student ID:

STUDENT DETAILS

		. •		
Perso	ONAL DETAILS OF ST	UDENT		
Surname:				
First Given Name:				
Second Given Name:				
Preferred Name (if applicable):				
Birth Date: (dd-mm-yyyy)	//	Sex	Male□	Female□
	SIBLING DETAILS			
List any other siblings(broth		ng this scl	nool:	
Y	ounger siblings at h	ome		
Name		Date of B	irth	Gender
I certify that the information contained w	vithin this form is correct.			
				4
Signature of Parent/Guardian:	Date: _	/		

PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with" - Alternative and Additional family forms are available from the school if this is required.

ADULT A ADULT B

Sex (tick):	□ Male	☐ Female			Sex (tick):	☐ Female				
Surname:					Surname:					
First Name:					First Name:					
Occupation:					Occupation:					
Employer:	oloyer:				Employer:					
Country of birth:	Country of birth:				Country of birth:					
Language Spoken at home					Language Spoken at home					
Is an interpreter re	quired?	□ Yes	□ No		Is an interpreter re	quired?	□ Yes	□ No		
Secondary Educat	ion Level		•		Secondary Educati	ion Level				
(4)	(4) Year 12									
(3)				(3)						
(2)					(2)					
(1) Year 9 / Below					(1) Pear 9 / Below					
Further Education or Not (University / TAFE)				Further Education	or Not (Unive	rsity / TAFE)				
(7) 🗆 Bachelor	degree or abo	ve			(7) 🔲 Bachelor degree or above					
(6) Advance	d diploma / Dip	oloma			(6) Advanced diploma / Diploma					
(5) Certificat	e I to IV (includ	ding trade cert	tificate)		(5) Certificate I to IV (including trade certificate)					
(8) 🔲 No furthe	er qualification				(8) No further qualification					
Occupation Group	A 🗆 B 🗆	C 🗆 D	□ N □		Occupation Group					
group from the atta If the person had a job ii the last 12 to select from	has not been in paid work for the last • If the person has not been in paid work for the last					but has returned in occupation				
Main language spo	ken at home:									
Preferred language	e of notices:									

☐ Adult B

☐ Adult A

☐ Both

☐ Neither

Are you interested in being involved in school group

participation activities? (eg. School Council, excursions)

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, care park attendant, crossing supervisor

PRIMARY FAMILY CONTACT DETAILS

ADULT A ADULT B **Business Hours: Business Hours:** Can we contact you at Can we contact Adult B at ☐ Yes □ No ☐ Yes □ No work? work? Is Adult B usually home Are you usually home ☐ Yes □ No ☐ Yes □ No during business hours? during business hours? **Telephone No: Telephone No: Other Work Contact Other Work Contact** information: information: After Hours: After Hours: Are you usually home Are you usually home □ No ☐ Yes ☐ Yes □ No **AFTER business hours? AFTER business hours? Home Telephone No: Home Telephone No: Mobile Phone Number: Mobile Phone Number:** Your preferred method of contact: (tick one) Adult B's preferred method of contact: (tick one) ☐ Mail ☐ Email ☐ Phone ☐ Mail ☐ Email ☐ Phone Email address: Email address: Fax Number: Fax Number: PRIMARY FAMILY HOME ADDRESS: No. & Street: or Box details Suburb: State: Postcode: ☐ Yes □ No **Telephone Number** Silent Number: (tick) **Mobile Number:** Fax Number: PRIMARY FAMILY MAILING ADDRESS: Write "As Above" if the same as Family Home Address No. & Street Suburb: State: Postcode:

PRIMARY FAMILY DOCTOR DETAILS:

	•	IZIIVIA			CIO	I DLIA	L J .		
Doctor's Name									
No. & Street or Box No.	:								
Suburb:									
State:					Posto	code:			
Telephone Number					Fax N	Number			
Current Ambulance Subscription:		□ Yes		No	Medi	care Number	r:		
Casser parent	PRIM	ARY I	FAMII	Y EMER	GENC	CY CONT.	ACTS:		
Name		Relatio				Telephone		Land	uage Spoken
Hame				tive, Friend or O	ther)	relephone	Jonaci		alish Write "E")
1		(Noighbo	our, redu	ive, i nena er e	uioi)			(II Elig	gion wite L)
2									
3									
4									
		Отне	p Pp	IMARY FA	MIII	/ DETAIL	<u> </u>		
	`	J 1111L	1 1 1		*!VIII			□ Adopti	vo Doront
Dolationahin of Adult A		☐ Parent	ront	☐ Step-Pa		☐ Relativ	ve Parent		
Relationship of Adult A	to Student: (ti	ick one)		☐ Foster Pa	ireni	□ Host Fa □ Self	irrilly	☐ Other	'e
				□ Parent		☐ Step-Pa	arent		ve Parent
Relationship of Adult B	to Student: (ti	ick one)		☐ Foster Parent ☐ Host Family ☐ Relative					
·	· ·	ĺ		☐ Friend		□ Self	•	☐ Other	
The student lives with t	he Primary Fa	mily: (ti	ck one)						
□ Always	☐ Mostly		□В	alanced		☐ Occasiona	ally	□ Neve	r
Send Correspondence	addressed to:	(tick one	<u>)</u>	□ Adult A		☐ Adult B	□ Both	Adults	☐ Neither
				ADDITION					
Λ (to mo o ti), το σ o o d / o m									
Alternative and/or					arer by	whom the sit	ident is reg	guiarry or C	occasionally car
(tick):	□ Male)	□ Fe	maie					
gal Surname:									
gal First Name:									
cupation:				Employer:					
untry of Birth:				Language S					
erpreter Required?	☐ Yes	□ No)	School Edu	cation:				
lationship to Student:				Telephone N	lumbe	r·			

DEMOGRAPHIC DETAILS OF STUDENT

Country of Birth:							
Date of arrival / return to Australia:	//						
Residential Status of the student:	□ Permanent	☐ Temporar	у				
Basis of Australian Resi	dency: (tick one)						
☐ Eligible for Australian P	assport	☐ Holds Austra	alian Pas	sport			
☐ Holds Permanent Resid	dency Visa						
Visa Sub Class:		Visa Expiry Date: (dd-mm- yyyy)		_//			
Visa Statistical Code: (R classes)	equired for some sub-						
Students Previous Visa:							
Visa Applied For:							
Immicard No:							
International Student ID exchange students)	(Not required for						
Language Spoken at Ho	me:						
Does the student speak	□ Yes	[□ No				
Indigenous Background:							
□ No		☐ Yes, Aborigi	nal				
☐ Yes, Torres Strait Island	der	☐ Yes, Both Aboriginal & Torres Strait Islander					
What is the student's liv	ing arrangements? (t	ick one):					
☐ At home with TWO Par	ents/ Guardians	☐ Student Lives with each Parent/Carer at Different Times					
☐ At home with ONE Pare	ent/ Guardian	☐ State Arrang	ged Out o	f Home Care # (Se	e Note)		
☐ Informal Care Arranger	nent	CRIS ID NO:					
Services and live in alterna	tive care arrangements h and kin), living with n	away from their	parents.	These DHS-facilita	on by the Department of Human ated care arrangements include livicent community placements) and I		
Usual mode of transport	t to school: (tick)						
☐ Walking	☐ Public Transport	□ Carer		☐ Driven	□ Taxi / Uber		
Student's Religion:							

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

PREVIOUS EDUCATION OF STUDENT

Is the student attending	Kindergart	en:	□ Yes □ No								
Name of Kindergarten or Service:	Early Chile	dhood									
Date of first enrolment in	an Austra	lian School:	/								
Has the student previous another school?	☐ Yes, in Victoria – Government School ☐ Yes, in Victoria – Private School ☐ Yes, Interstate ☐ Yes, Overseas										
Name and location of pro	evious sch	ool:									
VSN											
Years of previous educa	tion:			the language of t previous educati							
Years of interruption to education:			Is the stud	lent repeating a y	□ Yes	□ No					
Will the student be atten	ding Meado	ow Heights P	S full time?	S full time? □ Yes □ No							
If No , what will be the time days/week)	fraction tha	at the student v	will be attend	ling this school? (i	.e: 0.8 =	4					
Other school Name:		Time fraction: 0.					□ Yes	□No			
Meadow Heights PS:				Time fraction:	0.	Enrolled:	□ Yes	□No			
STUDENT SAFETY, ACCESS, RESTRICTIONS AND SPECIAL CIRCUMSTANCE											
Is the student at risk?		□ Yes	□ No								
Risk Information:											
Is there an Access Alert for the student? (tick)	☐ Yes				lo						
Access Type: (tick)	☐ Inter	 □ Parenting Plan/Agreement □ DHHS/DFFH Authorisation □ Intervention Order □ Child Protection Order □ Other 									
Describe any Access Restriction:											
Other Activity Restrictions: (eg) Sport		□ Yes			No						
If Yes, then describe the Activity Restriction:											

STUDENT MEDICAL DETAILS

ASTHMA

Does the student have as	Does the student have asthma? ☐ Yes ☐ No (move to next section)												
	Has a current Asthma Management Plan been provided to School? If No, please provide an Asthma Management Plan to the School ☐ Yes ☐ No												
Does the student take me	Does the student take medication? ☐ Yes ☐ No Name of medication taken:												
	Is the medication taken regularly by the student (preventive) or only in response to symptoms?									onse			
Indicate the usual dosage of Indicate how frequently the medication taken:													
Medication is usually adm	ninistere	ed by:		□ Student	☐ Student ☐ Adult			t				_	
Medication is to be stored	d:			□ with Stu	ıdent		□ with	Staff		Other: _			_
Dosage time:				Reminder	requi	ired?		Yes		□ No			
MEDICAL CONDITIONS Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies. □ Yes □ No													
Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis.													
Does the student have any other medical condition or other relevant medical assessment that the school needs to know about? If Yes, please ask the school for the appropriate medical advice form, to be completed by the treating medical practitioner and returned to school. If Yes to any of the above, please specify:											_		
Symptoms:	Symptoms:												
If the student displays an	y of the	sympto	oms abov	e, please:									
Inform emergency contac	: t [⊐ Yes		□ No									
Other medical action	[⊐ Yes		□ No									
Administer medication		□ Yes		□ No									
If Yes, please specify													

MEDICATION

Does the student take medication?			LDICATI					
Medication Authority Form, to be completed by the treating medical practitioner and returned to school Yes	Does the student take medication	on?			□ Yes	□ No		
HEALTH SUPPORT Does the student suffer from any of the following impairments? Hearing:	Medication Authority Form, to b	_			□ Yes	□ No		
Hearing: No Yes	ame of medications taken:							
Hearing: No Yes								
Hearing: No Yes								
Hearing: No Yes								
Hearing: No Yes								
Speech / Language: No Yes		HEAI	LTH SUP	PORT				
Occupational therapy: No Yes		Hearing:	□No	□ Yes				
Physical: Cognitive / Learning: No Yes Cognitive / Learning: No Yes (specify): Social / Emotional: No Yes Occupational therapy: Speech pathology: No Yes Physiotherapy: No Yes Speech pathology: No Yes No Yes		Speech / Language:	□ No	□ Yes				
Physical: Cognitive / Learning: No Yes Social / Emotional: No Yes (specify): Occupational therapy: No Yes Speech pathology: No Yes Physiotherapy: No Yes No Yes		Vision:	□ No	□ Yes				
Social / Emotional: No Yes (specify):	-	Physical:	□No	□ Yes				
Occupational therapy: No Yes Speech pathology: No Yes Has the student previously accessed support from an No Yes		Cognitive / Learning:	□No	□Yes				
Speech pathology:		Social / Emotional:	□ No	☐ Yes (specify	/):			
Speech pathology:								
as the student previously ccessed support from an		Occupational therapy:	□No	□ Yes				
ccessed support from an		Speech pathology:	□ No	□ Yes				
		Physiotherapy:	□No	□ Yes				
		Exercise physiology:	□No	□ Yes				
Behaviour support: □ No □ Yes		Behaviour support:	□ No	□ Yes				
Other: □ No □ Yes (specify):		Other:	□ No	☐ Yes (specify):				
		STUDENT	MEDICA	L DETAILS	;			
STUDENT MEDICAL DETAILS	The Department of Education and	Victorian Government School	le require the	health information	n requested	in this section to als		
			is require the	neatur IIIIOIIIIallo	ii requested	птина эесноп ю рв		
ne Department of Education and Victorian Government Schools require the health information requested in this section to p		-		-				
he Department of Education and Victorian Government Schools require the health information requested in this section to pupport the health and wellbeing needs of students. there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid the	easonably necessary. Any costs a egligence (liability is not automat	associated with student injury	rest with pare	ents/carers unles	s the Departr	ment of Education is		
STUDENT MEDICAL DETAILS The Department of Education and Victorian Government Schools require the health information requested in this section to purport the health and wellbeing needs of students. If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid the necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as socious sible.	Authorisation to adm	ninister medication	n in acco	rdance wi	th this fo	orm:		
The Department of Education and Victorian Government Schools require the health information requested in this section to purport the health and wellbeing needs of students. If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid the necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it easonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as sociossible.	Name of parent/carer:							
The Department of Education and Victorian Government Schools require the health information requested in this section to pupport the health and wellbeing needs of students. If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid the ecessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it easonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education egligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as sociossible. Authorisation to administer medication in accordance with this form:								
The Department of Education and Victorian Government Schools require the health information requested in this section to purport the health and wellbeing needs of students. If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid the necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as so	Jigi ialaio			Dato				

STUDENT PHOTO / VIDEO PUBLICATIONS

Due to privacy laws, we require parent's approval to use your child's image/photograph, taken in a school context for the purpose of promoting and celebrating events associated with Meadow Heights Primary School e.g.: School Publications such as school newsletters, our school website App XUNO, classroom and/or community displays or the newspapers. Please indicate below whether you wish to provide permission for this to occur at Meadow Heights Primary School.

Parent/Guardian please tick a box and sign below

 As a parent/guardian of the above child's image/video/film/photograp 	• .	_	ary School to use my
Please Tick :	YES	NO	
 As a parent/guardian of the above my child/children in the Yearly Sch 		_	ary School to include
Please Tick	YES	NO	
HEAD LICE INSPECTION			
As a parent/guardian of the above lice inspection program	student, I give permission	on for my child to participate in	the school's head
Please Tick	YES	NO	
TRANSITION STATEMENT PAREN	TAL CONSENT		
 As a parent/guardian of the above 		on for;	
Kindergarten:			
Day Care Centre:			
Primary School:			
to share information about my child with I	Meadow Heights Primary	y School for their use in the int	erests of my child.
I certify that the information contained wit	thin this form is correct.		
Signature of Parent/Guardian		Date//	