Form to Enrol in a Victorian Government School

Richmond West Primary School

Student Enrolment Information – 20____	OFFICE USE ONLY	CASES21 Student ID:

The information requested in this form is required for enrolment purposes. This information is collected to plan for and support the educational needs of your child.

This form should be completed by parents or carers who are responsible for enrolling their child. It is the responsibility of the person completing this form to consult with all other adults that need to be involved in the enrolment process. Parents or carers can co-sign the same form or complete separate forms if personal details are unable to be shared between them.

If required information is not provided or there is a dispute between parents or carers about a child's enrolment, the enrolling principal is required to consider the student's education and wellbeing when deciding whether to defer or accept the enrolment.

Only one enrolment form should be submitted per student. By completing and submitting this enrolment form, you are accepting a place for your child at the specified school (subject to any further checks required by the school).

All schools across Australia are expected to collect the same information. Questions marked with a ❖ are asked as a requirement of the Commonwealth Government to meet data collection, funding and reporting requirements under the Australian Education Regulations 2013.

STUDENT DETAILS

Surname:	
First Given Name:	
Second Given Name: *(if applicable)*	
Preferred First Name: *(if applicable)*	
❖ **Gender:** ☐ Male ☐ Female ☐ Self-described: _____	
Date of Birth: *(dd-mm-yyyy)* ____ / ____ / _____	**Student Mobile Number:** *(if applicable)*

Intended start date:

☐ Day 1, Term 1 ☐ Other: *(dd-mm-yyyy)* _____ / _____ / _____

Which year are you seeking to enrol this student?

☐ Foundation ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Ungraded

Student's Permanent Residence

Your child's permanent residence is the address where they spend the majority of their days during the school week. If they spend an equal amount of time at two addresses, both are considered their permanent address and your child will be entitled to enrol in the designated neighbourhood school for either address.

The school may make enquiries to verify the information provided, such as checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office; checking with a real estate agent; or checking whether there are any regulations/codes limiting the number of people living at one residence, for example if a rental property is a studio or one bedroom unit.

No. & Street Address:	
Suburb:	
State:	**Postcode:**

How often does this student live at this address?		
☐ Always	☐ Mostly	☐ Balanced (50%)
If the student lives at another address during the school week, please provide further details including the address, who they reside with and how many days a week the student lives there:		

Siblings

A sibling is defined broadly and can include step-siblings and students residing together as part of a multiple family cohabitation or out-of-home-care arrangements, including foster care, kinship care, permanent care and residential care.

Does the student have any siblings at this school?	☐ Yes	☐ No *(move to next section)*

	Name	**Current Year Level**	**Reside at same residential address as the student**
1			☐ Yes ☐ No ☐ Sometimes
2			☐ Yes ☐ No ☐ Sometimes
3			☐ Yes ☐ No ☐ Sometimes
4			☐ Yes ☐ No ☐ Sometimes

PARENT/CARER DETAILS

Enrolling Adult 1

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 1 Relationship to student:	
☐ Parent	☐ Step Parent
☐ Host Family	☐ Relative
☐ Self (adult student / mature minor)	☐ Friend
☐ Foster Parent	☐ Other: _____
Student lives with Adult 1:	
☐ Always	☐ Mostly
☐ Balanced (50%)	☐ Occasionally

No. & Street Address:	
Suburb:	
State:	**Postcode**

Enrolling Adult 2

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 2 Relationship to student:	
☐ Parent	☐ Relative
☐ Host Family	☐ Friend
☐ Foster Parent	☐ Other: _____
☐ Step Parent	
Student lives with Adult 2:	
☐ Always	☐ Mostly
☐ Balanced (50%)	☐ Occasionally

Address is the same as Enrolling Adult 1	☐ Yes ☐ No (complete below)
No. & Street Address:	
Suburb:	
State:	**Postcode**

Adult 1 Job Title:

Adult 1 Employer:

Adult 2 Job Title:

Adult 2 Employer:

In which country was Adult 1 born?

☐ Australia ☐ Other (please specify): _____

In which country was Adult 2 born?

☐ Australia ☐ Other (please specify): _____

❖ **Does Adult 1 speak a language other than English at home?**

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 1:

Is an interpreter required? ☐ Yes ☐ No

❖ **Does Adult 2 speak a language other than English at home?**

☐ No, English only

☐ Yes (please specify): _____

Please indicate any additional languages spoken by Adult 2:

Is an interpreter required? ☐ Yes ☐ No

❖**What is the highest year of primary or secondary school that Adult 1 has completed?**

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖**What is the level of the highest qualification that Adult 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 of Adult 1?**

Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

❖**What is the highest year of primary or secondary school that Adult 2 has completed?**

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖**What is the level of the highest qualification that Adult 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 of Adult 2?**

Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

What is the main language spoken between the student and adult at home?

Preferred language of communications:

Is Adult 1 interested in being involved in school group participation activities? *(e.g., School Council, excursions)* ☐ Yes ☐ No

What is the main language spoken between the student and adult at home?

Preferred language of communications:

Is Adult 2 interested in being involved in school group participation activities? *(e.g., School Council, excursions)* ☐ Yes ☐ No

Can we contact Adult 1 during school hours?	☐ Yes	☐ No
Is Adult 1 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 1's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Can we contact Adult 2 during school hours?	☐ Yes	☐ No
Is Adult 2 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 2's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Emergency Contacts

Please provide emergency contacts in the event that the enrolling parents/carers are unavailable. Please ensure those listed as emergency contacts are aware that their information has been provided for this purpose.

	Name	**Relationship** *Neighbour, Relative, Friend or Other (please specify)*	**Telephone Contact**	**Language Spoken** *Write E for English*
1				
2				
3				
4				

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

Send bills to: *(select one)*	☐ Adult 1	☐ Adult 2	☐ Another person / address* (complete details below)
Name to be used for all billing correspondence:			
No. & Street or PO Box			
Suburb:			
State:		**Postcode:**	
Billing Email:			

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 13-15.

Correspondence Details

Send correspondence addressed to: *(select one)*	☐ Adult 1	☐ Adult 2	☐ Both Adults	☐ Neither

Additional Parents/Carers

Are there additional parents/carers in the student's life?	☐ Yes (provide details below)	☐ No (move to next section)
Name of Adult 3:		
Name of Adult 4:		

If yes, please complete the Adult 3 and/or Adult 4 sections as attachments to this form on pages 13-15. If required, you may request a separate form for additional parents/carers from the school. The separate form allows for the capture of four further parents/carers.

STUDENT DEMOGRAPHICS

❖ **In which country was the student born?**

☐ Australia ☐ Other *(please specify)*: _____

If born overseas, on what date did the student arrive in Australia? *(dd-mm-yyyy)* _____ / _____ / _____

What is the student's residency status? *

☐ Australian citizen – holds Australian Passport ☐ Permanent Resident (provide visa details below)

☐ Australian citizen – eligible for Australian Passport ☐ Temporary Resident (provide visa details below)

☐ New Zealand citizen

Visa Sub Class:	**Visa Expiry Date**: *(dd-mm-yyyy)* _____ / _____ / _____
Visa Statistical Code: *(Required for some sub-classes)*	

* Note: An Australian birth certificate does not guarantee Australian residency or citizenship. Further information is available at www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship

Does the student hold a Bridging Visa?	☐ Yes *(provide further detail below)*	☐ No
If Yes, what was the student's previous visa?		
If Yes, what visa has the student applied for?		

International Student ID*: *(Not required for exchange students)*

* Note: If you are unsure of your International Student ID, please contact the International Education Division via phone (03 9084 8497) or email (international@education.vic.gov.au).

Does the student speak English?	☐ Yes	☐ No

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

☐ No, English only

☐ Yes (please specify the main language spoken at home): _____

❖ **Is the student of Aboriginal or Torres Strait Islander origin?**

☐ No ☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander ☐ Yes, Both Aboriginal & Torres Strait Islander

Is the student a young carer (providing support/care for other family member/s)? * ☐ Yes ☐ No

* A young carer is a young person under 25 years of age who provides, or intends to provide care, assistance, or support to a family member with a mental illness, physical illness, disability, chronic illness, or who is aged or has an addiction.

What are the student's living arrangements?

☐ Student lives with parents/carers together at the same residence

☐ Student lives with each parent/carer at different times

☐ Student lives with one parent/carer only

☐ State Arranged Out of Home Care*

☐ Informal care arrangement#

☐ Student is independent

☐ Homeless

If the student has a Case Manager, please provide their contact details below:

* Students who live in court ordered alternative care arrangements away from their parents. These court ordered care arrangements include living with relatives or friends (kinship care), living with non-relative families (foster care or adolescent community placements) and living in residential care units.

If the student is living in an informal care arrangement, please contact the school for an Informal Carer's Statutory Declaration, which must be completed.

If there are any **court orders** about the child, please provide copies of those orders to the school with this form.

How will the student primarily travel to and from school?

☐ Walking ☐ School Bus ☐ Train ☐ Driven by parent/carer ☐ Taxi / Ride Share

☐ Bicycle ☐ Public Bus ☐ Tram ☐ Self-Driven ☐ Other: _____

If the student catches public transport to school, what station/stop does their journey commence:

If the student drives themself to school, what is their Car Registration Number:

Students residing in rural and regional Victoria or attending special schools may be entitled to receive travel assistance. Travel assistance may be in the form of access to a school bus service or financial support through a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.

SCHOOL DETAILS

Are you seeking to enrol the student at this school full-time? ☐ Yes *(move to next section)* ☐ No

If No, how many days a week would the student be attending this school?

If No, provide reason you are seeking part-time enrolment:

If No, provide details for other schools:

Other school name:	***Days / week:***	***Has enrolment been accepted?***	☐ Yes ☐ No
Other school name:	***Days / week:***	***Has enrolment been accepted?***	☐ Yes ☐ No

Previous Education – Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation? ☐ Yes ☐ No

Name of kindergarten or early childhood service:

* Note: A kindergarten program that is funded and approved by the Victorian Government, has a play-based learning program, and is delivered by a qualified teacher. Funded kindergarten programs can be found at www.education.vic.gov.au/findaservice

Previous Education – Other

Has the student previously been enrolled at another school?

☐ Yes, in Victoria – Government School ☐ Yes, in Victoria – Catholic or Independent School

☐ Yes, interstate ☐ Yes, overseas ☐ No *(move to next section)*

If Yes, name of last school attended:
If Yes, location of last school attended: *(suburb/town/state/country)*
If Yes, date of attendance: *(dd-mm-yyyy)* _____ / _____ / _____ to _____ / _____ / _____
If Yes, year levels of previous education:

If the student studied overseas, what age did the student first start school?
What was the language of the student's previous education?

Period of interruption to education: *(months/years)*	**Is the student repeating a year level?** ☐ Yes ☐ No

STUDENT MEDICAL DETAILS

Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students.

Please note: If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

Medical Conditions

Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies (available at: www.allergy.org.au/hp/ascia-plans-action-and-treatment#r2a)	☐ Yes	☐ No

Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)	☐ Yes	☐ No

Does the student have asthma?	☐ Yes	☐ No
Has a current Asthma Action Plan been provided to School? If No, please provide an Asthma Action Plan to the School (available at: www.asthma.org.au/treatment-diagnosis/asthma-action-plan/)	☐ Yes	☐ No

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.	☐ Yes	☐ No
If Yes to any of the above, please specify:		

Medication

Does the student take medication?	☐ Yes	☐ No
Is the medication required during school hours? If Yes, please ask the school for a Medication Authority Form, to be completed by the treating medical practitioner and returned to school	☐ Yes	☐ No
Name of medications taken:		

Student Doctor

Doctor's Name:	
Medical Centre:	
Street Address:	
Suburb:	**Postcode:**
State:	**Telephone Number:**

ADDITIONAL LEARNING AND SUPPORT NEEDS

The Department of Education recognises that adjustments may be required for students with additional needs, including students with disability, so that they can participate at school. School personnel and parents or carers work together to identify the adjustments that may be needed to meet the student's learning and support needs.

Does the student have additional needs and require support for learning?	☐ Yes	☐ No

Does the student have additional needs in any of the following areas?	***Hearing:***	☐ Yes *(please specify)*: _____
	Vision:	☐ Yes *(please specify)*: _____
	Speech/Language:	☐ Yes *(please specify)*: _____
	Physical:	☐ Yes *(please specify)*: _____
	Cognitive/Learning:	☐ Yes *(please specify)*: _____
	Social/Emotional:	☐ Yes *(please specify)*: _____

Has the student had a disability assessment before?	☐ No ☐ Yes *(specify outcome)*: _____
Has the student received individualised disability funding before?	☐ No ☐ Yes *(please specify)*: _____
Has any previous education provider prepared a documented plan to support the student's additional learning needs?	☐ No ☐ Yes *(provide details)*: _____

Please indicate any adjustments that may assist the student to participate at school:

Allied Health Support

Has the student previously accessed support from an allied health professional?		
Occupational therapy: ☐ Yes ☐ No **Name and contact details:**	**Exercise physiology** ☐ Yes ☐ No **Name and contact details:**	**Speech pathology** ☐ Yes ☐ No **Name and contact details:**
Physiotherapy ☐ Yes ☐ No **Name and contact details:**	**Behaviour support** ☐ Yes ☐ No **Name and contact details:**	**Other** ☐ Yes ☐ No **Name and contact details:**

STUDENT SAFETY, ACCESS AND SPECIAL CIRCUMSTANCES

Student Risk

The Department of Education has a responsibility to assess and manage risk of harm to its staff and students. By providing information about your child, you will help facilitate their transition to school and ensure their safety. This may involve preparing a behaviour management plan or other appropriate strategies to meet the particular needs of the student.

To your knowledge, is there anything in the student's history or circumstances (including medical history not already provided) which might pose a risk of any type to this student, other students, or staff at this school?	
☐ Yes	☐ No *(move to the next section)*
If Yes, please provide further detail:	

Court Orders and Other Care Arrangements *(previously referred to as an Access Alert)*

Is there an intervention order, parenting order or any other court order impacting the student?	
☐ Yes	☐ No *(move to the next section)*

If Yes, then complete the following questions and **present a current copy of the document to the school.**

Court Order or other access document type:	☐ Family Law Order / Parenting Order	☐ Parenting Plan / Agreement	☐ Intervention Order
	☐ Child Protection Order	☐ DFFH Authorisation	☐ Other: _____
Please provide further details of the Court Order or other access documents, and any other safety concerns:			
End Date (if applicable): *(dd-mm-yyyy)*			

Activity Restrictions and Considerations

Are there any activities (organised by the school and/or third parties) that the student cannot participate in?	
☐ Yes	☐ No *(move to the next section)*
If Yes, please provide further detail: (e.g. sport, excursions)	

Privacy Statement
The personal and health information collected in this form, and any attachments, is required for enrolment at all Victorian Government Schools. The information is collected to ensure accurate enrolment, and to plan for and support the educational needs of students. The information will be managed securely and accessed only by staff, on a need-to-know basis, and in accordance with the Department of Education Schools' Privacy Policy which applies to all government schools (available at: www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) or where mandated or allowed by law.

Please also refer to the Victorian Government School Privacy Collection Notice for details on handling of personal and health information in schools: www.education.vic.gov.au/Pages/Schools'-Privacy-Collection-Notice.aspx

DECLARATION

Thank you for completing this Student Enrolment form. The information provided is required to enable staff to properly enrol your child at our school as such it is important that it is accurate and up to date.

I/We confirm that:

- **I am/We are the person/people named as completing this form.**
- **The information in this form is true and correct.**
- **I/We agree to authorise this form by electronic means with an electronic signature.**

Signature of Enrolling Adult: _____ Date: _____ / _____ / _____

Signature of Enrolling Adult (if applicable): _____ Date: _____ / _____ / _____

Please select the category that best describes who has signed and completed this form. This will assist the school with the enrolment process.

☐ Both parents/carers have completed and signed this form.

☐ Parents/carers are completing separate forms (schools can provide additional forms on request).

☐ One parent has completed and signed this form on behalf of both parents. Contact details for the other parent have been provided in the form for the school's use as required.

☐ One parent has completed and signed this form and the contact details for the other parent are unknown to the enrolling parent/carer and not provided.

☐ There is only one parent/carer with legal responsibility for the child and that person has completed and signed this form.

☐ Other, please specify: (for instance, where the contact details for the other parent are known but it is not appropriate or safe to contact them) _____

If there are any court orders about the child, please provide copies of those orders to the school with this form.

WHO CAN SIGN THIS FORM?

- **A person with parental responsibility:** a parent of a child under 18 years of age, subject to relevant court orders (including parenting orders made under the *Family Law Act 1975* and protection orders made under the *Children, Youth and Families Act 2005* by the Children's Court, or other person granted parental responsibility under a relevant court order).
- **A carer formally authorised by Child Protection to enrol the student:** the Department of Families, Fairness and Housing (DFFH) can issue a written authorisation to the carer of a child in out of home care to make decisions about the child. In some circumstances this will include specific authorisation to enrol the child at school.
- **Informal carer**: an Informal Carer is a relative or other responsible adult with whom the child lives, and who has day to day care of the child. The informal carer should provide an Informal Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from www.education.vic.gov.au/PAL/informal-carer-statutory-declaration-template.pdf
- **Students living independently:** If the student is an adult or a mature minor for the purpose of enrolment and they live independently. These students will need to be considered in accordance with the www.education.vic.gov.au/pal/decision-making-responsibilities-students/policy policy.
- **Adult Students:** a student 18 years of age or older is considered an adult and can sign their own consent form.

ATTACHMENT 1 – PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. Please indicate your current occupation – not your qualification. 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, proofreader, 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: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople 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 / childcare 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

ATTACHMENT 2 – ADDITIONAL PARENT/CARER DETAILS

Enrolling Adult 3

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 3 Relationship to student:
☐ Parent ☐ Relative
☐ Host Family ☐ Friend
☐ Foster Parent ☐ Other: _____
☐ Step Parent
Student lives with Adult 3:
☐ Always ☐ Mostly
☐ Balanced (50%) ☐ Occasionally

No. & Street Address:	
Suburb:	
State:	**Postcode**

Adult 3 Job Title:
Adult 3 Employer:

In which country was Adult 3 born?
☐ Australia ☐ Other (please specify): _____

❖ **Does Adult 3 speak a language other than English at home?**
☐ No, English only
☐ Yes (please specify): _____
Please indicate any additional languages spoken by Adult 3:
Is an interpreter required? ☐ Yes ☐ No

Enrolling Adult 4

Title	
First Given Name	
Surname	
Gender	☐ Male ☐ Female ☐ Self-described: _____

Adult 4 Relationship to student:
☐ Parent ☐ Relative
☐ Host Family ☐ Friend
☐ Foster Parent ☐ Other: _____
☐ Step Parent
Student lives with Adult 4:
☐ Always ☐ Mostly
☐ Balanced (50%) ☐ Occasionally

Address is the same as Enrolling Adult 3	☐ Yes ☐ No (complete below)
No. & Street Address:	
Suburb:	
State:	**Postcode**

Adult 4 Job Title:
Adult 4 Employer:

In which country was Adult 4 born?
☐ Australia ☐ Other (please specify): _____

❖ **Does Adult 4 speak a language other than English at home?**
☐ No, English only
☐ Yes (please specify): _____
Please indicate any additional languages spoken by Adult 4:
Is an interpreter required? ☐ Yes ☐ No

❖ **What is the highest year of primary or secondary school that Adult 3 has completed?**

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖ **What is the level of the highest qualification that Adult 3 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 of Adult 3?**

Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

❖ **What is the highest year of primary or secondary school that Adult 4 has completed?**

☐ Year 12 or equivalent ☐ Year 11 or equivalent

☐ Year 10 or equivalent ☐ Year 9 or equivalent or below / no schooling

❖ **What is the level of the highest qualification that Adult 4 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 of Adult 4?**

Please select the appropriate current parental occupation group from the attached list at the end of the document.

- 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 attached list.
- If the person has not been in paid work for the last 12 months, enter 'N'.

What is the main language spoken between the student and adult at home?		
Preferred language of communications:		
Is Adult 3 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*	☐ Yes	☐ No

What is the main language spoken between the student and adult at home?		
Preferred language of communications:		
Is Adult 4 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*	☐ Yes	☐ No

Can we contact Adult 3 during school hours?	☐ Yes	☐ No
Is Adult 3 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 3's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Can we contact Adult 4 during school hours?	☐ Yes	☐ No
Is Adult 4 usually home during school hours?	☐ Yes	☐ No
Home Phone:		
Work Phone:		
Mobile:		
SMS Notifications:	☐ Yes	☐ No
Email Address:		
Email Notifications:	☐ Yes	☐ No
Adult 4's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*	☐ Mobile ☐ Home Phone	☐ Email ☐ Work Phone
Specify any other special conditions or times related to contact?		

Billing Details

You are not required to make payments or voluntary financial contributions to your school. Schools may request payments for extra-curricular items and activities. For more information, please refer to www.vic.gov.au/school-costs-and-fees.

Send bills to: *(select one)*	☐ Adult 3	☐ Adult 4	☐ Another person / address* (complete details below)
Name to be used for all billing correspondence:			
No. & Street or PO Box			
Suburb:			
State:		**Postcode:**	
Billing Email:			

* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 13-14.

Correspondence Details

Send correspondence addressed to: *(select one)*	☐ Adult 3	☐ Adult 4	☐ Both Adults	☐ Neither

ATTACHMENT 3 - TRAVEL ASSISTANCE AND PROGRAMS

Conveyance Allowance Program

The Conveyance Allowance Program supports eligible families attending mainstream schools in rural and regional Victoria, and special schools (state-wide) with financial assistance towards the cost of transporting students to and from school.

Is the student applying for the Conveyance Allowance Program?

☐ Yes ☐ No *(proceed to next question)*

Your school can provide the applicable application form and advice on the different types of conveyance available. For further information, including the conveyance allowance policy and application forms, refer to the Department's Policy and Advisory Library (PAL) here: www.education.vic.gov.au/pal/conveyance-allowance/policy

School Bus Program

The School Bus Program assists families in rural and regional Victoria by transporting students to school where they do not have access to public transport. The program supports travel to students nearest government and non-government school. Travel by bus to special schools is provided through the Students with Disabilities Transport Program (see below). Travel to a school that is not the nearest will pay a fare to travel. Your school can provide the relevant application form.

Is the student applying for the School Bus Program?

☐ Yes (see text below) ☐ No *(proceed to next question)*

Your school can provide the relevant application form and advice on travel type (free travel, pre-school, fare payer etc.) For further information, including the School Bus Program policy refer to the Department's PAL here: www.education.vic.gov.au/pal/school-bus-program/policy

Students with Disabilities Transport Program

The Students with Disabilities Transport Program assists families throughout Victoria by transporting students to their nearest appropriate government special school. The program supports travel for students within Designated Transport Areas. Families should also consider the conveyance allowances that may provide increased or alternative travel options to support school travel.

Is the student applying to travel on a school bus or other travel assistance?

☐ Yes (read below text) ☐ No

Your school can provide the relevant application form and advice on travel suitability. For further information, including the Students with Disabilities Transport Program policy, refer to the Department's PAL here: www.education.vic.gov.au/pal/transport-students-disabilities/policy

First date of travel? ☐ Next school year ☐ Alternate date: *(dd-mm-yyyy)* ____ / _____ / _____

Type of travel assistance requested?

☐ Access to School Bus ☐ Conveyance Allowance

If applicable, specify the student's mode of assisted mobility. ☐ Wheelchair ☐ Walker

Comments relevant to travel:

ATTACHMENT 4 – OFFICE USE ONLY SECTION

OFFICE USE ONLY				
Child's Name sighted: ☐ Yes ☐ No				**Enrolment Date:**
Year level:	**Home Group:**	**Timetabling Group:**	**House:**	**Campus:**
Student Email Address:				
Australian residency confirmed:	☐ Yes	☐ No	☐ Not sighted / provided	
Date of birth confirmed:	☐ Yes – Birth certificate	☐ Yes – Doctor certificate	☐ Yes - Other	☐ Not sighted / provided
Does the student have a Disability ID number?	☐ Yes (please specify): _____		☐ No	

Does the student have a Victorian Student Number (VSN)?		
☐ Yes, please specify: _____	☐ Yes, but the VSN is unknown	☐ No, the student has never been issued a VSN

For Foundation students, has a Transition Learning and Development Statement been provided?	☐ Yes, via Insight Assessment Platform	☐ Yes, direct from teacher/parent/carer	☐ No	☐ Pending

Immunisation Certificate received:	☐ Yes – Up to date	☐ Yes – Not up to date	☐ Not sighted / provided
Are there any Notice/s on the Immunisation History Statement:	☐ Yes	☐ No	
Does the student have asthma, allergies or anaphylaxis?	☐ Yes	☐ No	
Does the student need to take medication during school hours?	☐ Yes	☐ No	
***Have the required medical forms been provided to the school?**	☐ Yes	☐ No	☐ N/A – no medical conditions

*Note: Additional forms including student medical advice and condition forms can be found here: Medical Advice Forms

Can the student Individual Education Plan include travel training?	☐ Yes	☐ No
Is the student attending their nearest school?	☐ Yes	☐ No
Does the student reside in Designated Transport Area (if attending special school)?	☐ Yes	☐ No
Can the student be accommodated on an existing route (if applicable)?	☐ Yes	☐ No
Pick-up Point:	Map Ref:	Time AM:
Set Down Point:	Map Ref:	Time PM:

Current Court Order or other access document placed on student file? ☐ Yes ☐ No

Additional notes regarding the student's enrolment: (e.g., note if student information or documentation is missing and yet to be provided to the school)

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Enrolment Documentation Checklist for Parents and Carers

Schools collect information as part of the enrolment process to support your child when they start school. To verify this information, schools may ask for supporting documentation.

This checklist details what documents parents and carers must provide when enrolling your child in a Victorian government school. These documents are generally requested after you receive an enrolment offer, except for proof of address and visa documents.

Your child is guaranteed a place at the local school they are zoned for. To find your local school, visit the Find my School website at www.findmyschool.vic.gov.au.

Families seeking enrolment at a specialist or selective entry school may need to provide other documents not in listed this checklist.

Checklist

1. Name and date of birth

You **must** provide the school with evidence to verify your child's name and date of birth. This is **mandatory** for all students enrolling in a Victorian government school for the first time. Your child's birth certificate is the preferred document to verify their name and date of birth.

Check box	Document
☐	Australian or International Birth Certificate **(Preferred)**

If your child's birth certificate is not available, you must provide **one** of the following documents to the school.

Check box	Document
☐	Australian or International Passport
☐	Australian Citizenship Certificate
☐	Australian Visa documents
☐	Immicard
☐	Medicare card with the child's name and date of birth
☐	Doctor's advice attesting to the child's name and date of birth

2. Address

Some schools require evidence to verify your child's permanent residential address to process an enrolment application. This is often required when schools need to limit their enrolments to students who live within their school zone and siblings due to capacity constraints. If requested, you **must** provide evidence of your child's address.

Check box	Document
☐	Contact the school to find out what documents are needed or refer to the enrolling in school website for more information: www.vic.gov.au/how-choose-school-and-enrol.

3. Residency status

If your child is an Australian citizen and they were born overseas, you **must** provide **one** of the documents listed below. You are not required to provide evidence of your child's Australian citizenship if they were born in Australia and are an Australian citizen.

Check box	Document
☐	Student's Australian citizenship certificate
☐	Student's Australian passport

If your child is an Australian permanent resident and holds a permanent residency visa, you **must** provide the school with a copy of **one** document combination listed below. This includes children who are New Zealand citizens.

Children who are born in Australia and have an Australian birth certificate are not automatically Australian citizens and may fall into this category.

Check box	Document
☐	Student's New Zealand passport, **or** Student's New Zealand citizenship certificate
☐	Student's New Zealand birth certificate, **and** • One parent's New Zealand birth certificate (prior to 2006), **or** • One parent's New Zealand passport, **or** • One parent's Cook Island, Tokelau and Niue birth certificate.
☐	Student's permanent residency visa, **and** Student's passport

If your child is a temporary resident and holds visa documents allowing them to attend school in Victoria on a short-term basis, you **must** provide the school with a copy of **both** documents listed below. This includes students on study visas (500 or 571) and visitor visas (600). It also includes students on bridging visas and those listed as dependents on their parent's visa.

Most students on temporary visas will need to pay fees and enrol in the International Student Program. For more information, please refer to www.study.vic.gov.au or contact the Department of Education International Education Division at international@education.vic.gov.au.

Check box	Document
☐	Student's temporary residency visa, **and** Student's passport

If your child is a refugee but does not have a valid humanitarian visa, you **must** provide the school with a copy of **one** document listed below

Check box	Document
☐	A letter from the Department of Home Affairs (DHA) or Adult Multicultural Education Services (AMES)

4. Living or care arrangements

If there is an intervention order, parenting order or any other court order impacting you or the child, you **must** provide the school with a copy of **all** court orders. If the child is living in a statutory or informal care arrangement such as foster care, kinship care, permanent care, residential care or lead tenant, you **must** provide **all** care arrangement documents to the school.

Check box	Document
☐	Court orders or other care arrangement documents

If the child is living with you in an informal care arrangement, you **must** complete an Informal Carer's Statutory Declaration.

Check box	Document
☐	Informal Carer's Statutory Declaration (available at: www2.education.vic.gov.au/pal/decision-making-responsibilities-students/policy

5. Health and medical needs

If your child is enrolling in a primary school, you **must** provide a copy of your child's Immunisation History Statement. Secondary schools do not need to collect your child's immunisation history statement.

Check box	Document
☐	Immunisation History Statement (available online through your myGov account, through the Express Plus Medicare mobile app, by calling the AIR enquiries line, or by asking your doctor to print a copy)

If your child has health or medical related needs, you **must** provide copies of the documents listed below if relevant.

Check box	Document
☐	Asthma Action Plan (available at: www.asthma.org.au/treatment-diagnosis/asthma-action-plan/)
☐	Anaphylaxis Action Plan (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)
☐	Allergy Action Plan – only required for students with a green plan (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-allergic-reactions)
☐	Diabetes Action and Management Plan (available at: www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-action-and-management-plans/)
☐	Epilepsy Management Plan (available at: www.epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/)
☐	Emergency Medication Management Plan for Epilepsy (available at: www.epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/)
☐	Medical Advice Form (request from the school). If relevant, your child's medical practitioner will need to complete and return this form to the school.
☐	Medication Authority Form (request from the school). If relevant, your child's medical practitioner will need to complete and return this form to the school.

6. Other documents

If your child has a disability or additional learning needs, please provide any relevant information from their medical or allied health practitioners after they have been offered enrolment. This information will help the school make reasonable adjustments so that your child can participate in education on the same basis as their peers without a disability.

If requested, you **must** complete and return consent forms provided by the school. Examples of these consent forms are listed below. You can choose whether or not to give your consent.

Check box	Document
☐	Head lice consent form
☐	Photographing, Filming and Recording students consent form

Frequently Asked Questions

What school can I enrol my child in?

Your child is guaranteed a place at their local school (the school they are zoned for). To find your local school, visit the Find my School website at www.findmyschool.vic.gov.au. You can also request enrolment at another government school, even if you do not live in the school zone. Your child should be offered enrolment if the school has available places.

Why do I need to provide supporting documents to the school?

Schools require supporting documents to verify your child's name, date of birth, address, residency status, care arrangements and medical or health-related needs. These documents help the school meet their legal responsibilities and ensure your child receives appropriate support when they start school. They also help the school to correctly respond to your child's needs in the event of a first aid incident or medical emergency.

How do I know what supporting documents I need to provide?

Read this checklist to see what documents are required. Not all documents are mandatory and may depend on your child's individual circumstances. If you have any questions, please contact your school for support.

When do I need to provide supporting documents to the school?

Schools request supporting documents after your child has been offered enrolment. This is generally when you are asked to complete a full enrolment form. The only exception is proof of address and temporary residency visa documents for international students, which schools may request earlier.

Do I need to provide all the suggested documents if my child is moving from a government school to a new government school?

No, if your child is enrolled in a government school and is moving to another government school, you do not need to provide all the suggested documents. Examples of required documents might include recent proof of address and updated health and medical records. The school will let you know what supporting documents you need to provide.

Can I submit digital copies of the required documents, or do they need to be physical copies?

Yes, you can provide copies of documents to the school either in-person or digitally. You do not need to provide documents in their original form.

What if a school requests a document not on the checklist?

You do not need to provide additional documents to enrol your child, e.g. NAPLAN results or school reports. However, sharing more information once your child has been offered enrolment can help the school better understand and support your child's learning needs.

Note: This does not apply to international students on temporary visas who must apply with the Department of Education International Education and may require further documentation.

What should I do if I can't provide a document or need more information?

It is important that you provide all required documentation, so your child receives appropriate support when starting school. If documents are missing or if information is incomplete, the school may delay your child's admission for up to 5 days. During this time, you will need to collect and submit the missing documents to the school. If you do not have all the documents needed for your child's enrolment, please contact the school for support. Schools are committed to ensuring enrolment practices do not unfairly disadvantage families facing difficult situations, such as those experiencing homelessness, family violence or recently arrived immigrants or refugees.

How long will the school keep my child's information?

The school will keep most of the information you provide for at least 7 years. This is so the school complies with public record keeping laws. The school will also need to keep a permanent summary of your child's information. This summary includes your child's name, date of birth, address and the name and contact details of any parent or carer of the student.

How is my information managed by a school?

The Department of Education and schools value your privacy and are committed to protecting information that schools collect. All information collected in the enrolment form and supporting documentation is managed as described in the schools' privacy policy (available here: www.vic.gov.au/schools-privacy-policy).

Richmond West Primary School Program Selection

Please indicate which program you would like your child to be enrolled in

(Please tick box)

Chinese Bilingual	
Vietnamese Bilingual	
English	

How did you hear about us?	

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Photographing, Filming and Recording Students at Richmond West Primary School

Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs/apps/.

Our **Photographing, Filming and Recording Students Policy** (which can be viewed on the schools website), describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact our school on 03 9429 2950 or via email at richmond.west.ps@education.vic.gov.au.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us in writing via email at richmond.west.ps@education.vic.gov.au or phone the office on 9429-2950. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter & Compass. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on03 9429 2950 or via email at richmond.west.ps@education.vic.gov.au .

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the **Schools' Privacy Policy** (http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements), foyer tv etc.
  To support the student's safety, health and wellbeing, for example, asthma and anaphylaxis plans. OT strategies such as photographs of pencil grip to assist in OT assessments or educational outcomes.

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- other- Foyer TV

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website [including in the school newsletter which is publicly available on the website
- on the school's social media accounts – Instagram

- We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes

Your consent

I have read this form, and I consent to Richmond West Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

☐ I consent to the use of images of my child **within the physical school environment**

☐ I consent to the use of images of my child **within the school community**

☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Richmond West Primary School collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy on the school website, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.

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Starting primary school?

Immunisation information for parents enrolling a child into primary school in Victoria

Why immunise?

Children starting school are exposed to a large number of people and to a range of potentially dangerous diseases.

Immunisation is a proven and safe way to be protected against diseases that may cause serious illness and sometimes death.

Enrolling in primary school is a good time to check your child's immunisations are up to date.

What is an *Immunisation History Statement?*

It is a statement from the Australian Immunisation Register (AIR) that shows what vaccines your child has received.

By law, you must provide a current Immunisation History Statement from the AIR to the primary school when enrolling your child for the first time or when going to a new primary school.

If your child has not received any immunisations, you must still provide a current Immunisation History Statement, which states no vaccines have been given.

What is the statement used for?

To keep children safe. In the event of a vaccine preventable disease outbreak, unimmunised children can be quickly identified and may be required to be excluded from school until the risk of infection has passed. For further information refer to the 'school exclusion table' at: https://www2.health.vic.gov.au/public-health/infectiousdiseases/school-exclusion/school-exclusion-table



If you do not provide an *Immunisation History Statement* to the school, your child may be excluded from school during a disease outbreak because their immunisation status will be unknown.

By law, all parents must provide a current *Immunisation History Statement* from the AIR to enrol their child in primary school.

How do I obtain an *Immunisation History Statement?*

The quickest way to get your child's statement is by using your Medicare online account through myGov or the Express Plus Medicare mobile app.

Alternatively, you can call the AIR on 1800 653 809 and request for your child's statement to be posted to you. It can take 14 days for your statement to arrive by post.

VICTORIA State Government | Health and Human Services

If you think your child's *Immunisation History Statement* is incomplete or incorrect, contact your immunisation provider.

What if my child has had immunisations overseas or they are not eligible for Medicare?

You can get overseas immunisations added to the AIR. You need to take a translated copy of your child's overseas immunisation history to your Australian immunisation provider. They will check the vaccines your child has had and tell you if any additional ones are required. They will update the AIR with immunisations given overseas as well as any new ones.

When your child's immunisations are recorded on the AIR, ask your vaccination provider if they can print an *Immunisation History Statement* from the AIR for you to give to your child's primary school.

Alternatively, you can call the AIR on 1800 653 809 to check if your child's immunisations have been recorded and request a statement to be posted to you. It can take up to 14 days to arrive by post.

A translating and interpreting service is available by calling 131 450, Monday to Friday from 8.30am to 4.45pm.



Translating and interpreting service Call 131 450

How can I find out more?

For more information search 'childhood immunisation' on www.betterhealth.vic.gov.au

For translated versions of this document go to www.healthtranslations.vic.gov.au and search 'starting primary school'

To receive this publication in an accessible format email immunisation@dhhs.vic.gov.au

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VICTORIA State Government | Department of Education

Camps, Sports and Excursions Fund APPLICATION Form

School Name

School REF ID

Parent/legal guardian details

Surname _____

First name _____

Address _____

Town/suburb _____ State _____ Postcode _____

Contact number _____

Centrelink pensioner concession **OR** Health care card number (CRN)

☐☐☐ - ☐☐☐ - ☐☐☐ - ☐ **OR**

☐ Foster parent* **OR** ☐ Veterans affairs pensioner (Gold Card)**

*Foster Parents must provide a copy of the temporary care order letter from the Victorian Department of Families, Fairness and Housing (DFFH).
**Applicants must provide a copy of the Veteran Affairs Gold card.

Student details

Child's surname	Child's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Victorian Department of Education (DE) to use Centrelink Confirmation eServices to perform an enquiry about my Centrelink customer details and concession card status to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Victorian Department of Families, Fairness and Housing (DFFH) to provide the results of any enquiry to DE regarding temporary care orders.

I understand that:

- DFFH or Centrelink will use information I have provided to DE to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DE personal information including my name, address, payment and concession card type and status.
- This consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to my child's school so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DE.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to DFFH and/or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You can request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant _____ **Date** ___/___/___

VICTORIA State Government | Department of Education

Camps, Sports and Excursions fund eligibility

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

Criteria 1 – Eligibility

To be eligible* for the fund, a mature minor of sixteen years of age or over, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one; or
- on the first day of Term two.

a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be a holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder; or
b) Be a temporary foster parent; and
c) Submit an application to the school by the due date.

* A special consideration eligibility category also exists. For more information, see: Camps, Sports and Excursions Fund (CSEF): Eligibility | education.vic.gov.au

Mature minors or parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

Criteria 2 - Be of school age and attend school in Victoria

School is compulsory for all Victorian children aged between six and seventeen years of age inclusive.

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. Typically, these students are aged between five and eighteen years inclusive.

CSEF is not payable to students' attending pre-school, kindergarten, home schooling, or TAFE.

Eligibility Date

For concession card holders, CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink (see Camps, Sports and Excursions Fund (CSEF): Policy | education.vic.gov.au).

Payment amounts

CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

The CSEF is paid directly the school and will be allocated by the school towards camps, sports and/or excursion costs for your child. Please refer to the policy for the current rates.

For ungraded students, the rate payable is determined by the student's date of birth. For more information, see: Camps, Sports and Excursions Fund (CSEF): Payment amounts | education.vic.gov.au

Foundation and Year 7 government school students who are CSEF recipients are also eligible for a uniform voucher. Schools are required to make applications on behalf of parents, so please register your interest at the school.

How to complete the application form

NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN

1. Complete the PARENT/LEGAL GUARDIAN DETAILS section.
   Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.

   If you are claiming as a Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible.

CSEF payments cannot be claimed retrospectively for prior years.

Queries relating to CSEF eligibility and payments should be directed to the school.

PRIVACY COLLECTION STATEMENT - Enrolment
Information for parents and carers

Our Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006,* to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

Protecting your privacy and sharing information
The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy:
https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx

Our school's use of online tools (including apps and other software) to collect and manage information

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

Emergency contacts
Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

Richmond West Primary School

Student background information

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

Immunisation status

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

Visa status

Our school also requires this information to process your child's enrolment.

Updating your child's personal and health information

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

Accessing your child's records

Our school provides ordinary school communications and school reports to students and parents and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

Student transfers between Victorian government schools

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.

PARENT CONTRIBUTIONS ARRANGEMENTS – INCLUDING VOLUNTARY CONTRIBUTIONS

Dear parents

This letter provides information about voluntary contributions you can make to support Richmond West Primary School for 2027 and other payments you can choose to make.

Victorian government schools provide free instruction. This means all students have free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.

Some families choose to make a voluntary financial contribution to support the school, and we are very grateful for this support. Making a voluntary contribution is your choice. There is no expectation or pressure for families to contribute.

Richmond West Primary School offers a range of items and activities that are additional to the free instruction provided to all students at our school. Financial help is available for extra-curricular items and activities if you are experiencing financial hardship (see further details under Financial Help for Families in the attached information). For a confidential discussion about how to access the financial help available, please contact: Jessica Foeken, Ph: 03 94292950, Email: Jessica.foeken@education.vic.gov.au.

If you need an interpreter, please contact 03 9605 3053 and give our school's phone number 03 9429 2950. An interpreter can help you speak with us. This service is free. For more information, please see How to use an interpreter to contact your school.

For more information on the Department of Education's Parent Contributions policy please see the information attached. You can read the full policy at Parent Contributions: Policy | education.vic.gov.au.

Yours sincerely

Executive Principal
Trevor Strolla

School Council President
Hamish McLean

Richmond West Primary School 2027 PARENT CONTRIBUTIONS ARRANGEMENTS

Voluntary contributions

If you are the carer of a student in out-of-home care or hold a financially means-tested card (such as a healthcare card), please ignore the invitation to make voluntary contributions.

We encourage any family experiencing financial hardship to contact the school for information about the financial help available for extra-curricular activities like camps and excursions.

Voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary contributions to enhance our school's range of programs, resources and environment.	$650	$

Tax-deductible voluntary contributions	Suggested amount – parents can contribute more or less	Amount
Voluntary - Building fund: a tax-deductible contribution to support renovations and upgrades of school infrastructure	$150	$
Voluntary - Library fund: a tax-deductible contribution to support library maintenance and enhancements	$150	$

Extra-curricular items and activities

Richmond West Primary School offers a range of optional items and activities that are additional to the free instruction provided to all students at our school. Accessing these items and activities does require payment, but financial support is available (see further details under Financial Help for Families below).

Example extra-curricular items and activities include:

- optional activities, camps, excursions and programs
- class photos
- social events like formals.

We have provided confirmed or indicative costs of known extra-curricular items and activities below.

Payment for extra-curricular items and activities with a confirmed cost can be made now or later. Payments can also be made via instalment.

Please contact the school for advice on financial help available for extra-curricular items and activities.

Extra-curricular items and activities	Indicative cost	Confirmed cost (where known)	Parent/carer to select
Year 34 Camp	**$425-$475**	**TBD**	
Year 56 Camp	**$450-$500**	**TBD**	
Interschool Sports program		**TBD**	
Excursions throughout year		**TBD**	
Chess Club		**$12 per session**	
Brass Band (Places limited – Years 2 to 6)		**$145 per term**	
Total Extra-curricular Items and Activities			

Learning materials for students to own

Financial help for families

Richmond West Primary School understands families can experience financial difficulty. Help is available, including:

- **Camps, Sports and Excursions Fund** – this program provides funding for eligible students, including those in out of home care, and holders of eligible financially means-tested cards (such as health care cards), to attend activities like camps, sporting activities, excursions and incursions that are offered on a user-pays basis.
- **Affordable School Uniforms** - delivered by State Schools Relief, this program helps cover costs such as school uniforms, shoes, and other essential school items where families are experiencing financial hardship or short-term crisis.
- Payment plans for Extra-Curricular Items and Activities
- Secondhand uniform store at the School open Tuesday morning from 8.45am to 9.15am
- Positive Futures Fund – please contact the Office for information

Applications for support from the Camps, Sports and Excursions Fund and State Schools Relief are submitted by the school - please contact us to discuss these and other financial help.

For a confidential discussion about how to access financial help, please contact:

Jessica Foeken
Ph: 03 9429 2950 | Email: Jessica.foeken@education.vic.gov.au

Payment methods

Through Compass or at the Office (eftpos or cash)

If you want to make voluntary contributions throughout the year, you can:

- decide when to make each contribution
- choose the amount of each contribution.

If you would like to pay for extra-curricular items and activities through instalments, please use the following payment plan/s:

Compass/Course Confirmation/Payments

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department of Education's Parent Contributions policy and guidance, Financial Help for Families policy, and any other relevant information.

VICTORIA State Government | Department of Education

Parent Contributions policy

Information for families



FREE INSTRUCTION

Schools give students free instruction in the curriculum. This includes:

- Free access to all items, activities and services that schools use to deliver the curriculum, including reasonable adjustments to support students with disability.
- The Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major, and the Victorian Pathways Certificate.
- Free access to all subjects, including elective subjects.
- Free access to select-entry and accelerated programs.



FAMILIES CAN CHOOSE TO CONTRIBUTE

Schools can invite 2 types of voluntary contributions:

Voluntary contributions	Tax deductible contributions
Used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools	Used towards building and/or library fund (for those schools who have such funds)

Schools must advise the carers of students in out-of-home care and parents and carers who hold a financially means-tested card (such as a healthcare card) that the invitation to make voluntary contributions does not apply to them.

In addition, schools can invite parents and carers to pay for optional:

- Extra-curricular items and activities that go beyond the curriculum - for example, school photos, some excursions and some camps.
- Learning materials for students to individually use and own - for example, textbooks, stationery, and in secondary schools only, digital devices. If these items are not bought or provided from home, schools will provide students with free access to what they need for curriculum delivery.



FINANCIAL HELP FOR FAMILIES

Each school has a contact person who can discuss with parents and carers the financial supports that are available.

Schools must publish their Parent Contributions arrangements on their school website, along with a link to the department's Parent Contributions policy.