

# CRANBOURNE SOUTH PRIMARY SCHOOL

## ALTERNATIVE FAMILY ENROLMENT INFORMATION



Tel: 9782 2999

238 Pearcedale Road Cranbourne South VIC 3977

Website: [cranbournesouth.vic.edu.au](http://cranbournesouth.vic.edu.au)

Email: [cranbourne.south.ps@education.vic.gov.au](mailto:cranbourne.south.ps@education.vic.gov.au)

Please read the Privacy Notice (at the end of this document) before completing this Student Enrolment Information

### ADULT A DETAILS - PRIMARY CARER/FIRST CONTACT:

Relationship to student*		Title: (Ms, Mrs, Mx, Mr)	
SURNAME:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
First Name:		Mobile Number:	
Email:			
Occupation:		Employers Name:	
Work Phone:		Native Language:	
Country of Birth:		Main language spoken at home:	
Student lives with Primary Carer:	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced	Is an interpreter required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IMPORTANT: Please ensure the section below is complete before returning.</b>			
❖ Highest year of primary or secondary school completed?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	❖ Highest qualification completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc. trade certificate) <input type="checkbox"/> No non-school qualification
❖ What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list. <ul style="list-style-type: none"> <li>• If the person is not currently in paid work but has had a job in the last 12 months, please use their last occupation to select from the attached occupation group list.</li> <li>• If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.</li> </ul>			

### ADULT B DETAILS:

Relationship to student*		Title: (Ms, Mrs, Mx, Mr)	
SURNAME:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
First Name:		Mobile Number:	
Email:			
Occupation:		Employers Name:	
Work Phone:		Native Language:	
Country of Birth:		Main language spoken at home	
Student lives with Primary Carer:	<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced	Is an interpreter required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IMPORTANT: Please ensure the section below is complete before returning.</b>			
❖ Highest year of primary or secondary school completed?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	❖ Highest qualification completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc. trade certificate) <input type="checkbox"/> No non-school qualification
❖ What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list. <ul style="list-style-type: none"> <li>• If the person is not currently in paid work but has had a job in the last 12 months, please use their last occupation to select from the attached occupation group list.</li> <li>• If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.</li> </ul>			

Student Name:

**ALTERNATIVE FAMILY HOME ADDRESS**

Address:			
Suburb:			
State:		Postcode:	
Home Number:		Silent Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**EMERGENCY CONTACTS** (OTHER THAN CHILD'S PARENTS - WE WILL ALWAYS CONTACT PARENTS FIRST)

	Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact
1			
2			
3			

**CAMPS SPORTS AND EXCURSIONS FUND ELIGIBILITY**

Do you have a Pensioner Concession or Healthcare Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please request a CSEF application form from the office.
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**FAMILY DOCTOR DETAILS**

Doctor's Name		Name of Medical Clinic:	
Address:			
Suburb:		Phone	
Medicare Number:		Ambulance Subscriber:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SIGNATORIES**

I hereby verify that the information provided is true and correct, and apply to enrol my child at Cranbourne South Primary School

**ADULT A**

...../...../.....

Print Name of Parent/Guardian                      Signature of Parent/Guardian                      Date

## 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.

### OCCUPATION 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)

### OCCUPATION GROUP B

**Other business managers, arts/media/sports persons 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

### OCCUPATION 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)

### OCCUPATION 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)

## CRANBOURNE SOUTH PRIMARY SCHOOL PRIVACY NOTICE

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Cranbourne South Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Cranbourne South Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at the school can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. The school depends on you to provide all relevant health information as withholding some health information may put your child's health at risk.

The school requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to the school. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

### Emergency Contacts

These are people that the school may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the school.

### Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that the school receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

### Immunisation status

This assists the school in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

### Visa status

This information is required to enable the school to process your child's enrolment.

### UPDATING YOUR CHILD'S RECORDS

Please let the school know if any information needs to be changed by sending updated information to the school office. During your child's time with Cranbourne South Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

### ACCESS TO YOUR CHILD'S RECORD HELD BY THE SCHOOL

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

**If you have any concerns about the confidentiality of this information please contact the Principal. The Department can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information**

