



## STUDENT ENROLMENT FORM

### ALTERNATE FAMILY DETAILS FORM

<b>STUDENT ENROLMENT INFORMATION – 20</b> _____	<b>Student ID:</b>								
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**PERSONAL DETAILS OF STUDENT:**

<b>Surname:</b> _____	<b>Title</b> (Miss Ms Mr): _____
<b>First Given Name:</b> _____	
<b>Second Given Name:</b> _____	
<b>Preferred Name</b> (if applicable): _____	
<b>❖ Sex</b> (tick): <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Birth Date</b> (dd-mm-yyyy): _____ / _____ / _____
<b>Student Mobile Number:</b> _____	
<b>List any other family members attending this school:</b> _____	

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

**ALTERNATE FAMILY HOME ADDRESS:**

<b>No. &amp; Street Address:</b> _____	
<b>Suburb:</b> _____	
<b>State:</b> _____	<b>Postcode:</b> _____
<b>Telephone Number:</b> _____	<b>Silent Number</b> (tick) <input type="checkbox"/> Yes <input type="checkbox"/> No :
<b>Mobile Number:</b> _____	<b>Email Address:</b> _____

## ALTERNATE FAMILY DETAILS:

NOTE: The 'ALTERNATE' Family is: "the family or parent who shares custody of the student". This additional form is designed to cater for varying family circumstances.

### ADULT A DETAILS (ALTERNATE FAMILY):

<b>Sex:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Title:</b> (Ms, Mrs, Mr, Dr etc)		
<b>Legal Surname:</b>		
<b>Legal First Name:</b>		
<b>Adult A's occupation?</b>		
<b>Adult A's employer?</b>		
<b>In which country was Adult A born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____	
<b>❖ Does Adult A speak a language other than English at home?</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): <b>❖ Please indicate any additional languages spoken by Adult A:</b> _____	
<b>Is an interpreter required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>❖ What is the highest year of primary or secondary school Adult A has completed?</b>	<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	
<b>❖ What is the level of the highest qualification the Adult A has completed?</b>	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	
<b>❖ What is the occupation group of Adult A?</b> Please select the appropriate parental occupation group from the attached list. (see Last Page)	• If not currently in paid work but you have had a job in the last 12 months, please use your last occupation (see Last Page). • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.	

### ADULT B DETAILS:

<b>Sex:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Title:</b> (Ms, Mrs, Mr, Dr etc)		
<b>Legal Surname:</b>		
<b>Legal First Name:</b>		
<b>Adult B's occupation?</b>		
<b>Adult B's employer?</b>		
<b>In which country was Adult B born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____	
<b>❖ Does Adult B speak a language other than English at home?</b>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): <b>❖ Please indicate any additional languages spoken by Adult B:</b> _____	
<b>Is an interpreter required?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>❖ What is the highest year of primary or secondary school Adult B has completed?</b>	<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	
<b>❖ What is the level of the highest qualification the Adult B has completed?</b>	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	
<b>❖ What is the occupation group of Adult B?</b> Please select the appropriate parental occupation group from the attached list. (see Last Page)	• If not currently in paid work but you have had a job in the last 12 months, please use your last occupation (see Last Page). • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.	

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**ALTERNATE FAMILY DETAILS:****ADULT A CONTACT DETAILS:**

Business Hours:

<b>Can we contact Adult A during business hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is Adult A usually home during business hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work Telephone No:</b>	
<b>Other Work Contact information:</b>	

After Hours:

<b>Is Adult A usually home AFTER business hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Home Telephone No:</b>	
<b>Mobile No:</b>	
<b>SMS Notifications:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Adult A's preferred method of contact:</b>	
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone	
<b>Email address:</b>	

**ADULT B CONTACT DETAILS:**

Business Hours:

<b>Can we contact Adult B during business hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is Adult B usually home during business hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work Telephone No:</b>	
<b>Other Work Contact information:</b>	

After Hours:

<b>Is Adult B usually home AFTER business hours?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Home Telephone No:</b>	
<b>Mobile No:</b>	
<b>SMS Notifications:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Adult B's preferred method of contact:</b>	
<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone	
<b>Email address:</b>	

**OTHER ALTERNATE FAMILY DETAILS:**

<b>Relationship of Adult A to Student:</b>	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
<b>Relationship of Adult B to Student:</b>	<input type="checkbox"/> Parent	<input type="checkbox"/> Step-Parent	<input type="checkbox"/> Adoptive Parent
	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Host Family	<input type="checkbox"/> Relative
	<input type="checkbox"/> Friend	<input type="checkbox"/> Self	<input type="checkbox"/> Other
<b>The student lives with the Primary Family:</b>			
<input type="checkbox"/> Always <input type="checkbox"/> Mostly <input type="checkbox"/> Balanced <input type="checkbox"/> Occasionally <input type="checkbox"/> Never			
<b>Send Correspondence addressed to:</b> <input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both Adults <input type="checkbox"/> Neither			

**ALTERNATE FAMILY EMERGENCY CONTACTS:**

Name:	Relationship: (Neighbour, Relative, Friend or Other)	Phone Contact:	Language Spoken: (If English Write 'E')
1			
2			

**STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS:**

<b>Is the student at risk?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>Is there an Access Alert for the student?</b>	<input type="checkbox"/> Yes If Yes, please complete the following questions. A current copy of all legal document to be supplied	<input type="checkbox"/> No If No, please move to next section		
<b>Access Type:</b>	<input type="checkbox"/> Parenting Order <input type="checkbox"/> Informal Carer Stat Dec	<input type="checkbox"/> Parenting Plan <input type="checkbox"/> DHHS Authorisation	<input type="checkbox"/> Intervention Order <input type="checkbox"/> Witness Protection Program Order	<input type="checkbox"/> Protection Order <input type="checkbox"/> Other
<b>Describe any Access Restriction:</b>				
<b>Is there an Activity Alert for the student?</b> If Yes, please describe the Activity Restriction:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>What is the student's living arrangements?</b>				
<input type="checkbox"/> At home with TWO Parents/ Guardians <input type="checkbox"/> State Arranged Out of Home Care # (See Note) <input type="checkbox"/> At home with ONE Parent/ Guardian <input type="checkbox"/> Homeless Youth <input type="checkbox"/> Independent				

**OFFICE USE ONLY:**

<b>Current custody document placed on student file?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**ALTERNATE FAMILY DOCTOR DETAILS:**

<b>Doctor's Name</b>	<b>Individual or Group Practice:</b>	<input type="checkbox"/> Individual	<input type="checkbox"/> Group
<b>No. &amp; Street Address:</b>			
<b>Suburb:</b>			
<b>State:</b>		<b>Postcode:</b>	
<b>Telephone Number</b>		<b>Fax Number</b>	
<b>Current Ambulance Subscription:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Medicare Number:</b>	

<b>Usual mode of transport to school:</b>							
<input type="checkbox"/> Walking	<input type="checkbox"/> Public Bus	<input type="checkbox"/> Train	<input type="checkbox"/> Driven	<input type="checkbox"/> Taxi	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Other	

Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our school.

I certify that the information contained within this form is correct.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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.

## **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 & above), regional director, health / education / police / fire services administrator

**Administrator** school principal, faculty head / dean, library / museum / gallery director, research facility director

**Defence Forces** commissioned officer

**Professionals** - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer
- Air/sea transport aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller

## **GROUP B** Other business managers, arts/media/sportspersons and associate professionals

**Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist Manager** finance / engineering / production / personnel / industrial relations / sales / marketing

**Financial Services Manager** bank branch manager, finance / investment / insurance broker, credit / loans officer

**Retail sales / Services manager** shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency

**Arts / Media / Sports** musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official

**Associate Professionals** - diploma / technical qualifications and support managers professionals:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional
- Business / administration recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager
- Defence forces senior non-commissioned officer

## **GROUP C** Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group

**Clerks** bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk

**Skilled office, sales and service staff**

- Office secretary, personal assistant, desktop publishing operator, switchboard operator
- Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher
- Service aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor

## **GROUP D** Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production / processing machinery and other machinery operators**

**Hospitality staff** hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper

**Office assistants, sales assistants and other assistants:**

- Office: typist, word processing / data entry / business machine operator, receptionist, office assistant
- Sales: sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, 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