Name of Student:________________________________________
Date of Birth:________________________________________

SA GOVERNMENT SCHOOLS AND CHILD DEVELOPMENT

INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms. The student’s name, date of birth and place of residence are requirements of the Education Act 1972, other information is requested to enable DECD to:

1. Undertake administration and care responsibilities including maintaining emergency contact information;
2. Communicate with you about important matters;
3. Provide first aid and plan for child/student health support requirements;
4. Provide all resource entitlements;
5. Collect necessary statistical information and undertake analysis of the composition and performance of the child/student population; and
6. Meet reporting requirements, including to other government authorities and funding agencies.

If organisations are contracted on behalf of DECD to undertake tasks which require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

It is a Commonwealth Government requirement that all schools across Australia ask the questions marked ● on their school enrolment forms. Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child’s school/preschool for planning and resourcing decisions.

Only unidentifiable data is reported to the Commonwealth. In accordance with State Government Information Privacy Principles (http://www.archives.sa.gov.au/privacy/principles.html), no personal information is reported publicly which could identify individual persons.

The information provided in Enrolment Forms is stored securely in local school/preschool and Departmental databases. While your child is enrolled in a DECD site other information will be gathered relating to your child’s education and wellbeing; for example records of learning progress, absences from school, behaviour, health and social development reports, observations and assessments. The management of these data is governed by State and Departmental policies to ensure that the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the Information Privacy Principles (see reference above). Unless required to so by a law of the State or Commonwealth, or as permitted by the Information Privacy Principles or in accordance with the ISG (see below), the Department will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside DECD will be important to your child’s educational progress, safety or wellbeing. In these circumstances DECD follows the SA Government’s Information Sharing: Guidelines for Promoting the Safety and Wellbeing of Children, Young People and Families (ISG), www.gcyp.sa.gov.au

Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless;

1. it is unsafe / impossible to gain consent or consent has been refused and
2. without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/caregivers and other agencies/services to achieve that aim. Parents /caregivers are strongly encouraged to share all information relevant to their child’s capacity to enjoy and benefit from education;

1. by using the ‘any other information’ section of this form, and/or
2. in discussion with staff at the time of enrolment, and/or
3. in discussion with staff at any time in the future.

Has the person conducting the interview explained the Information Privacy Statement and Information Sharing Statement?

Parent/Guardian signature

School Enrolment Form Version 2.4 August 2013
Refer to the occupation groups listed below when completing the questions on page 3.

<table>
<thead>
<tr>
<th>Group 4</th>
<th>Group 3</th>
<th>Group 2</th>
<th>Group 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Occupations</td>
<td>Trades and advanced / intermediate clerical, sales and service staff</td>
<td>Other business managers, Arts / Media/ Sportspersons and associate Professionals</td>
<td>Senior management in large business organisation, government administration and defence, and qualified professionals</td>
</tr>
</tbody>
</table>

**Drivers**
- Mobile plant, Production/ Processing, Machinery, Other machinery Operators.

**Hospitality staff**
- Hotel service supervisor, Receptionist, Waiter, Bar attendant, Kitchen hand, Porter, Housekeeper.

**Office assistants**
- Typist, Word processing, Data entry, Business Machine Operator, Receptionist, Office assistant.

**Sales assistants**
- 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/aided**
- Trade’s 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**
- 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.

**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 Staff**
- Secretary, Personal assistant, Desktop publishing operator, Switchboard operator.

**Skilled Sales Staff**
- Company sales representative, Auctioneer, Insurance agent/ Assessor/ Loss adjuster, Market researcher.

**Skilled Service Staff**

**Owner/manager**
- 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**

**Associate professionals**
- Generally have diploma/ Technical qualifications, Support managers and professionals.

- 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.
Parent’s education, qualification and occupation

The questions about each parent/guardian’s education, qualifications and employment group are asked on all school enrolment forms.

In South Australia this information is used in determining each school’s Index of Educational Disadvantage (IED), which is linked to funding levels and may be used to allocate resources to Preschool services. In the future this information may be used to determine resource allocations to Preschools.

**Biological Parent 1 or Legal Guardian 1**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr/Mrs/Ms/Other:</td>
<td></td>
</tr>
<tr>
<td>Family Name:</td>
<td></td>
</tr>
<tr>
<td>Given Names:</td>
<td></td>
</tr>
<tr>
<td>Sex: Male</td>
<td></td>
</tr>
<tr>
<td>Relationship to student:</td>
<td></td>
</tr>
<tr>
<td>Employment Status:</td>
<td></td>
</tr>
<tr>
<td>Occupation:</td>
<td></td>
</tr>
<tr>
<td>Work Location:</td>
<td></td>
</tr>
<tr>
<td>Work Phone Number:</td>
<td></td>
</tr>
<tr>
<td>P/G1 Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed?</td>
<td>Select Year 1 to Year 12 or equivalent</td>
</tr>
<tr>
<td>In which country was the parent 1 / guardian 1 born?</td>
<td></td>
</tr>
</tbody>
</table>

**Biological Parent 2 or Legal Guardian 2 (optional)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr/Mrs/Ms/Other:</td>
<td></td>
</tr>
<tr>
<td>Family Name:</td>
<td></td>
</tr>
<tr>
<td>Given Names:</td>
<td></td>
</tr>
<tr>
<td>Sex: Male</td>
<td></td>
</tr>
<tr>
<td>Relationship to student:</td>
<td></td>
</tr>
<tr>
<td>Employment Status:</td>
<td></td>
</tr>
<tr>
<td>Occupation:</td>
<td></td>
</tr>
<tr>
<td>Work Location:</td>
<td></td>
</tr>
<tr>
<td>Work Phone Number:</td>
<td></td>
</tr>
<tr>
<td>P/G2 Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed?</td>
<td>Select Year 1 to Year 12 or equivalent</td>
</tr>
<tr>
<td>In which country was the parent 2 / guardian 2 born?</td>
<td></td>
</tr>
</tbody>
</table>
## Student Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Response Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Names</td>
<td></td>
</tr>
<tr>
<td>Preferred Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Has proof of Birth been provided?</td>
<td>No [ ] Yes [ ]</td>
</tr>
<tr>
<td>Sex</td>
<td>Male [ ] Female [ ]</td>
</tr>
<tr>
<td>How far does the student live from the School?</td>
<td></td>
</tr>
<tr>
<td>Has this student been approved for School Card Assistance at his/her previous school?</td>
<td>No [ ] Yes [ ]</td>
</tr>
<tr>
<td>Is the student of Australian Aboriginal or Torres Strait Islander origin?</td>
<td>No [ ] Yes [ ] Yes, Australian Aboriginal [ ] Yes, Torres Strait Islander [ ]</td>
</tr>
<tr>
<td>What is the student’s previous school?</td>
<td></td>
</tr>
<tr>
<td>In which country was the student born?</td>
<td>Australia [ ] Other – please specify [ ]</td>
</tr>
<tr>
<td>For a student born Overseas with a date of Arrival in Australia on or after 1/1/2006, a “Visa subclass” must be entered. Refer to Visa in passport or visa grant letter for e-visas. Some temporary residents are required to pay fees and must have a letter of offer/confirmation from International Education Services. Refer Overseas Student Factsheet: <a href="http://ssonet.sa.edu.au">http://ssonet.sa.edu.au</a>. Select Administration, Data/Info Services, School Information, Factsheets. If other, on what date did the student arrive in Australia?</td>
<td></td>
</tr>
<tr>
<td>Visa Sub-class:</td>
<td></td>
</tr>
<tr>
<td>Refugee: Permission to Flag?</td>
<td>No [ ] Yes [ ]</td>
</tr>
<tr>
<td>Religion: (Optional)</td>
<td></td>
</tr>
<tr>
<td>What is the student’s cultural background?</td>
<td></td>
</tr>
<tr>
<td>Does the site need to be aware of any cultural and/or religious requirements? Please advise:</td>
<td></td>
</tr>
<tr>
<td>Does the student speak a language other than English at home?</td>
<td>No, English only [ ] Yes [ ]</td>
</tr>
<tr>
<td>If Yes, what languages (including English) does the student speak at home?</td>
<td></td>
</tr>
<tr>
<td>Main language</td>
<td></td>
</tr>
<tr>
<td>Other language/s</td>
<td></td>
</tr>
<tr>
<td>Does the student attend an after hours Ethnic School?</td>
<td>No [ ] Yes [ ]</td>
</tr>
<tr>
<td>If Yes, which school?</td>
<td></td>
</tr>
<tr>
<td>Which language is studied?</td>
<td></td>
</tr>
<tr>
<td>Is this student under the Guardianship of the Minister for Families and Communities (GoM) or in Alternative Care?</td>
<td>No [ ] Yes [ ]</td>
</tr>
<tr>
<td>If Yes, further details must be obtained from the confidential Families SA-DECD Information Sharing Form as supplied to the school principal by the child/student’s Families SA caseworker. This form will provide the necessary information for data input. Does this student receive AUSTUDY?</td>
<td>No [ ] Yes [ ]</td>
</tr>
<tr>
<td>Does this student receive ABSTUDY?</td>
<td>No [ ] Yes [ ]</td>
</tr>
</tbody>
</table>
Family Details

Family Phone Number: ____________________________ Silent?  No [ ] Yes [ ]

Family Mobile Phone: ____________________________

Family Email Address: ____________________________

Student Address Details (Please provide proof of Residence)

Mailing Address (Of Parent/Guardian with whom student lives)

Mailing Title: ____________________________

Address Line 1: ____________________________

Address Line 2: ____________________________

Suburb/Town: ____________________________

Postcode: ____________________________  Student Mobile Phone: ____________________________

Country: ____________________________

(If not Australia)

Hundred: * ____________________________  Section: * ____________________________

RAPID No: ____________________________

(If applicable)

UHF: ____________________________ MHz

Student’s Email Address: ____________________________

Residential Address (If different from Mailing Address)

Mailing Title: ____________________________

Address Line 1: ____________________________

Address Line 2: ____________________________

Suburb/Town: ____________________________

Postcode: ____________________________  Student Mobile Phone: ____________________________

Country: ____________________________

(If not Australia)

Hundred: * ____________________________  Section: * ____________________________

RAPID No: ____________________________

(If applicable)

UHF: ____________________________ MHz

Student’s Email Address: ____________________________

If you have other addresses which need to be documented (B – Billing, H – Holiday, S – SACE Mail, T – Term) please note in any other information/comments page 8.

Has proof of Residence Documentation been provided?  Yes [ ]  No [ ]
Emergency Contacts if Parent or Guardian cannot be contacted or unable to collect student.

Note: Includes permission to provide overnight care.

Priority 1.
Name:
Home Phone: 
Silent
Mobile Phone: 
Relationship:
Work Phone: 
Ext:

Priority 2.
Name:
Home Phone: 
Silent
Mobile Phone: 
Relationship:
Work Phone: 
Ext:

Priority 3.
Name:
Home Phone: 
Silent
Mobile Phone: 
Relationship:
Work Phone: 
Ext:

Priority 4.
Name:
Home Phone: 
Silent
Mobile Phone: 
Relationship:
Work Phone: 
Ext:

Transport to School

Usual mode of transport: 
Bus Pass No: 

School Bus Route AM1:
Stop: 
Time: 

School Bus Route AM2:
Stop: 
Time: 

School Bus Route PM1:
Stop: 
Time: 

School Bus Route PM2:
Stop: 
Time: 

Conveyance Allowance: 
(Approval Number) 
Allowance Expiry Date: 
Vehicle Reg. No: 
Driver if other student: 

Medical Conditions

Does your child have a diagnosed medical condition which might need first aid? No ☐ Yes ☐
If Yes, please tick relevant conditions:

Acquired Brain Injury ☐ Severe Allergy Anaphylaxis ☐ Asthma ☐ Heart Condition ☐ Cystic Fibrosis ☐ Continence ☐
Cerebral Palsy ☐ Diabetes ☐ Gastrostomy ☐ Joint Conditions ☐ Mild Allergy ☐ Medication ☐
Oral Eating and Drinking ☐ Oncology ☐ Seizures ☐ Transfer and Positioning ☐ Visually Impaired ☐ Other ☐

Other (specify) ________________________________ ________________________________

Does your child need extra routine health support? No ☐ Yes ☐
(e.g. support with medication management, continence care, psychological issues)

If Yes, the school will need a health care plan from the treating doctor/health professional.
Is plan attached? No ☐ Yes ☐
**Court Orders**

Are there any current Court-sanctioned orders relating to this student?  
No ☐  Yes ☐

* If Yes, please attach a copy of the order for the school’s records.

On what date was the Full Court order issued?  
Details:

**Other Parent/Guardian/Carer not residing at same address as student**

Mr/Mrs/Ms/Other: ____________________________  Sex: Male ☐  Female ☐
Family Name: ____________________________
Given Names: ____________________________
Relationship to student: ____________________________
Mailing Title: ____________________________
Address Line 1: ____________________________
Address Line 2: ____________________________
Address Line 3: ____________________________
Suburb/Town: ____________________________
Postcode: ____________________________
Country: ____________________________
Email Address: ____________________________

**Brothers and Sisters**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Sex</th>
<th>Male</th>
<th>Female</th>
<th>Date of Birth</th>
<th>Attends this School?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
<td>No ☐ Yes ☐</td>
</tr>
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<td></td>
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<td>☐</td>
<td>☐</td>
<td></td>
<td>No ☐ Yes ☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐</td>
<td>☐</td>
<td></td>
<td>No ☐ Yes ☐</td>
</tr>
</tbody>
</table>
**Other Schools Attended**

Has your child previously attended a Department for Education and Child Development kindy/school?  
- No □  
- Yes □

If Yes, please specify the last Department for Education and Child Development kindy/school attended:  

List the two most recent schools attended. If unsure of dates, please estimate.

<table>
<thead>
<tr>
<th>Kindy/School</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Any other information/comments**

---

**Parent/Guardian Signatures**

*by signing this form you certify that all information given is true and accurate*

Signature of Biological Parent 1 / Legal Guardian 1:  

Date: |||

Signature of Biological Parent 2 / Legal Guardian 2:  

Date: |||

Enrolment Interviewer:  

Data Entry Person:  

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