Warragul Regional College
Enrolment Form 2024

WARRAGUL REGIONAL COLLEGE
Community | Achievement | Respect | Effort

YEAR LEVEL ENROLLING INTO_____

A Proud History, a Bright Future

www.wrc.vic.edu.au

SECONDARY SCHOOL PRIVACY NOTICE
Information about the Enrolment Form.
Please Read This Notice Before Completing the Enrolment Form.

For Accuracy and Completeness both the student seeking enrolment and a Parent/Carer should complete the form.

The Department of Education (the department) values your privacy and is committed to protecting the personal and health information that schools collect.

All school staff must comply with Victorian privacy law and the Schools' Privacy Policy. This notice explains how the department, including Victorian government schools (schools), handles personal and health information. On occasion, specific consent will be sought for the collection and use of information, for example, for a student to receive a health service. Our schools are also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Throughout this notice, 'staff' includes principals, teachers, student support service officers, youth workers, social workers, nurses and any other allied health practitioners, and all other employees, contractors, volunteers and service providers of the school and the department.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, schools may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, our schools rely on parents to provide **health information** about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our schools also require current, relevant information about all **parents and carers** so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

The **Enrolment Form** is used to collect information that is essential for the purposes listed above, and requests information such as:

- **Emergency contacts** – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being provided to the school and that they understand their details may be disclosed by the department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.
- **Student background information** – Information about country of birth, Aboriginal or Torres Strait Islander origin, language en at home and parent occupation. This information enables the department to allocate appropriate resources to schools. 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** – This assists schools to manage health risks and legal obligations. The department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- **Visa status** – This is required to process a student's enrolment.

All schools may use departmental systems and online tools such as apps and other software to effectively collect and manage information about students and families for the purposes listed above.

When schools use these online tools, they take steps to ensure that student information is secure. If parents or carers have any concerns about the use of these online tools, please contact the school.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations. The information collected will not be disclosed beyond the school and department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school. Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: Enrolment: Student transfers between schools

Schools only provide school reports and ordinary school communications to students, parents, carers or others who have a legal right to that information. Requests for access to other student information or by others must be made by lodging a Freedom of Information (FOI) application.

To update student or family information, parents should contact their school.

For more information about how schools and the department collect and manage personal and health information, or how to access personal and health information held by a school about you or your child, refer to the: Schools' Privacy Policy

Warragul Regional College

Student Enrolment Information Year_____ 2024_____	**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 students.

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)*

Which year are you seeking to enrol this student?
☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

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

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

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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:			

Student Living Arrangements

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.

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 and permanent 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

Student Demographics

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.

Student Residency Status

❖ **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).

Students with 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 *(move to the next section)*
Please indicate any adjustments that may assist the student to participate at school:	

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)*: _____

Does the student have additional needs in any of the following areas?	*Hearing:*	☐ No	☐ Yes *(please specify)*: _____
	Vision:	☐ No	☐ Yes *(please specify)*: _____
	Speech/Language:	☐ No	☐ Yes *(please specify)*: _____
	Physical:	☐ No	☐ Yes *(please specify)*: _____
	Cognitive/Learning:	☐ No	☐ Yes *(please specify)*: _____
	Social/Emotional:	☐ No	☐ Yes *(please specify)*: _____

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

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

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)

PARENT/CARER DETAILS

Enrolling Adult 1

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

No. & Street Address:	
Suburb:	
State:	**Postcode:**
Preferred language of notices:	
Mobile:	**Work Phone:**
Home Phone:	**Email:**

Can we contact Adult 1 during school hours?	☐ Yes ☐ No
Is Adult 1 usually home during school hours?	☐ Yes ☐ No
SMS Notifications:	☐ Yes ☐ No
Email Notifications:	☐ Yes ☐ No

Adult 1's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile   ☐ Email   ☐ Mail

☐ Home Phone   ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent   ☐ Step Parent   ☐ Foster Parent

☐ Host Family   ☐ Relative   ☐ Friend

☐ Self   ☐ Other: _____

In which country was Adult 1 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

Student lives with Adult 1:

☐ Always   ☐ Mostly   ☐ Balanced (50%)

☐ Occasionally

Adult 1 Job Title:	
Adult 1 Employer:	

Is Adult 1 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes   ☐ No

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

☐ Year 12 or equivalent	☐ Year 10 or equivalent
☐ Year 11 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'.

Enrolling Adult 2

Surname:		Title:	

First Given Name:	

Gender:	☐ Male	☐ Female	☐ Self-described: _____

No. & Street Address:	
Suburb:	

State:		Postcode:	

Preferred language of notices:	

Mobile:		Work Phone:	
Home Phone:		Email:	

Can we contact Adult 2 during school hours?	☐ Yes	☐ No
Is Adult 2 usually home during school hours?	☐ Yes	☐ No
SMS Notifications:	☐ Yes	☐ No
Email Notifications:	☐ Yes	☐ No

Adult 2's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile ☐ Email ☐ Mail

☐ Home Phone ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent ☐ Step Parent ☐ Foster Parent

☐ Host Family ☐ Relative ☐ Friend

☐ Self ☐ Other:_____

In which country was Adult 2 born?

☐ Australia

☐ Other *(please specify):* _____

❖ **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

Student lives with Adult 2:

☐ Always ☐ Mostly ☐ Balanced (50%)

☐ Occasionally ☐ Never

Adult 2 Job Title:	
Adult 2 Employer:	

Is Adult 2 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes ☐ No

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

☐ Year 12 or equivalent	☐ Year 10 or equivalent
☐ Year 11 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'.

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 16-17. 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.

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)*	Telephone Contact	Language Spoken *(Write E for English)*
1				
2				
3				
4				

Correspondence Details

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

Billing Details

For more information, please refer to www.vic.gov.au/school-costs-and-fees.
* Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 16-17.

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:			

STUDENT MEDICAL DETAILS

The Department of Education and Victorian Government Schools require the health information requested in this section to plan for and support the health and wellbeing needs of students.

If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid 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.

Student Doctor

Doctor's Name:	
Medical Centre:	
Street Address:	

Suburb:		**Postcode:**	
State:		**Telephone Number:**	

Asthma

Does the student have asthma?	☐ Yes		☐ No *(move to next section)*
Has a current Asthma Management Plan been provided to School? If No, please provide an Asthma Management Plan to the School		☐ Yes	☐ No
Does the student take medication?	☐ Yes ☐ No	**Name of medication taken:**	
Is the medication taken regularly by the student (preventive) or only in response to symptoms?		☐ Preventative	☐ Response
Indicate the usual dosage of medication taken:		**Indicate how frequently the medication is taken:**	
Medication is usually administered by:	☐ Student	☐ Adult	☐ Other: _____
Medication is to be stored:	☐ with Student	☐ with Staff	☐ Other: _____
Dosage time:		**Reminder required?** ☐ Yes	☐ No

Medical Conditions

Does the student have an allergy? If yes, please provide the school with an ASCIA Action Plan for Allergies.	☐ Yes	☐ No

Is the student at risk of anaphylaxis? If yes, please provide the school with an ASCIA Action Plan for Anaphylaxis.	☐ 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 <u>any of the above</u>, please specify:		
Symptoms:		

If the student displays any of the symptoms above, please:			
Inform emergency contact	☐ Yes ☐ No	***Administer medication***	☐ Yes ☐ No
Other medical action	☐ Yes ☐ No	*If Yes, 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 <mark>Medication Authority Form</mark>, to be completed by the treating medical practitioner and returned to school	☐ Yes	☐ No
Name of medications taken:		

Allied Health Support

Has the student previously accessed support from an allied health professional?	*Occupational therapy:*	☐ No	☐ Yes
	Speech pathology:	☐ No	☐ Yes
	Physiotherapy:	☐ No	☐ Yes
	Exercise physiology:	☐ No	☐ Yes
	Behaviour support:	☐ No	☐ Yes
	Other:	☐ No	☐ Yes (specify): _____

OFFICE USE ONLY			
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: <u>Medical Advice Forms</u>

STUDENT SAFETY, ACCESS, AND SPECIAL CIRCUMSTANCES

Student Risk

The Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This form gives you the opportunity to provide information that will help facilitate the student's transition to school. This may include preparing a behaviour management plan or other appropriate strategies to meet the particular needs of the student. The actions taken in response to the information you provide will help ensure the safety of this student, other students and staff.

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)

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

STUDENT TRAVEL DETAILS

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 themselves 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.

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 to a school that is not the nearest you 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

OFFICE USE ONLY			
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:

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 – 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 – ADDITIONAL PARENT/CARER DETAILS

Enrolling Adult 3

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

No. & Street Address:	
Suburb:	
State:	**Postcode:**
Preferred language of notices:	
Mobile:	**Work Phone:**
Home Phone:	**Email:**

Can we contact Adult 3 during school hours?	☐ Yes ☐ No
Is Adult 3 usually home during school hours?	☐ Yes ☐ No
SMS Notifications:	☐ Yes ☐ No
Email Notifications:	☐ Yes ☐ No

Adult 3's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile   ☐ Email   ☐ Mail

☐ Home Phone   ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent   ☐ Step Parent   ☐ Foster Parent

☐ Host Family   ☐ Relative   ☐ Friend

☐ Self   ☐ Other:_____

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

Student lives with Adult 3:

☐ Always   ☐ Mostly   ☐ Balanced (50%)

☐ Occasionally   ☐ Never

Adult 3 Job Title:	
Adult 3 Employer:	

Is Adult 3 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes   ☐ No

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

☐ Year 12 or equivalent	☐ Year 10 or equivalent
☐ Year 11 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 <u>paid</u> work for the last 12 months, enter 'N'.

Enrolling Adult 4

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

No. & Street Address:	
Suburb:	
State:	**Postcode:**
Preferred language of notices:	
Mobile:	**Work Phone:**
Home Phone:	**Email:**

Can we contact Adult 4 during school hours?	☐ Yes ☐ No
Is Adult 4 usually home during school hours?	☐ Yes ☐ No
SMS Notifications:	☐ Yes ☐ No
Email Notifications:	☐ Yes ☐ No

Adult 4's preferred method of contact: *(Email shall be used for communication that cannot be sent via phone)*

☐ Mobile   ☐ Email   ☐ Mail

☐ Home Phone   ☐ Work Phone

Specify any other special conditions or times related to contact?	

Relationship to student:

☐ Parent   ☐ Step Parent   ☐ Foster Parent

☐ Host Family   ☐ Relative   ☐ Friend

☐ Self   ☐ Other:_____

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

Student lives with Adult 4:

☐ Always   ☐ Mostly   ☐ Balanced (50%)

☐ Occasionally   ☐ Never

Adult 4 Job Title:	
Adult 4 Employer:	

Is Adult 4 interested in being involved in school group participation activities? *(e.g., School Council, excursions)*

☐ Yes   ☐ No

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

☐ Year 12 or equivalent	☐ Year 10 or equivalent
☐ Year 11 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'.

Photographing, Filming & Recording Student at Warragul Regional College

Annual Consent Form and Collection Notice

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular 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 etc.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (eg concerts, sports events etc) do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5623 9900 and or email warragul.co@education.vic.gov.au

A.   Use or disclosure within the school community

==Unless you tell us otherwise below==, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass, Class Dojo etc)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

B.   Use or disclosure in publications/locations that are publicly accessible

==Unless you tell us otherwise below==, photographs, video or recordings of students may also 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
- in the school magazine

Your child may be identified by first name only in these images (or not named at all).

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

Privacy: Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**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 see ***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.

Opt Out: We understand that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent).

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

==**However, if you have decided that you DO NOT want images of your child to be collected or used by our school, please complete the form below.**== Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I have read this form and signing **==I DO NOT consent==** to Warragul Regional College using photos, video or recordings of my child (named below) to appear in the following ways:

☐ **Use within the school community (A above)**

☐ **Use in publications/locations that are publicly accessible (refer B Above)**

Note:

- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*

Name of Student:	
Name of Parent/Guardian:	
Signature (parent/Guardian)	
Date form signed:	

ENROLMENT AGREEMENT

Name of Student: _____

ATTENDANCE

We agree that attendance at school will be regular and punctual.

All absences will need to be explained by means of a note from a parent/guardian or uploaded to Compass www.wrc-vic.compass.education/login before 9.30am on the day of absence.

CODE OF BEHAVIOUR

We agree that all College expectations will be abided by - particularly those relating to general and classroom behaviour, consequences, cleanliness, yard duty, safety precautions, manners, homework, leaving the school grounds and bus travel. (Refer to Policy)

COLLEGE DRESS CODE

We agree to adhere strictly to the College dress code by wearing the school uniform as required. Where circumstances necessitate, a note of explanation will be provided by a parent/guardian on each occasion. Students will present notes to CARE group teachers to add into Compass explaining why correct uniform has not been worn. (Refer to Policy)

LOCKERS

We understand that:
- The locker remains the property of the school.
- The student will keep the locker in good condition and will be liable for any deliberate damage caused by themselves.
- Lockers should be securely locked at all times by the student.
- If a lock is lost or damaged, the student must pay for its replacement.
- The student will do their best to keep the combination safe and secure.
- The College has the right to search the locker.
- The College has the right to assign another locker to the student if necessary, or to temporarily remove locker privileges, if warranted.

LOCAL EXCURSIONS / ACTIVITIES

I give approval for my child to participate in local excursions and activities during school time - examples include sport and CARE group activities. I understand that unlike excursions outside the local area, I may not always be formally notified of such activities.

ICT ACCEPTABLE USE

The use of the network at Warragul Regional College is monitored. Your access to or use of this network is subject to your compliance with the DET Acceptable Use, Policy for Information, Communication and Technology (ICT) Systems and requirements of information, privacy laws. The complete policy may be read at http://www.education.vic.gov.au/aup Unauthorised or improper use of this network may result in disciplinary action and or civil or criminal penalties.

MOBILE TELEPHONE POLICY DURING SCHOOL HOURS

- Students who choose to bring a mobile phone to school must have them switched off and securely stored during school hours including lunchtime and recess, unless an exception has been granted by the principal.
- When emergencies occur, parents or carers should reach their child by calling the school's office.

I understand that this agreement will be effective for the period during which my child attends Warragul Regional College.

Signature of Parent / Guardian: _____

Date: _____

I accept this agreement and promise to do my best to honour it.

Signature of Student: _____

Date: _____

Signature of Assistant Principal: _____

Student Transition Details

STUDENT'S NAME	
PRIMARY SCHOOL	
PARENT/S NAME	
PARENT SIGNATURE	

GENERAL STUDENT INFORMATION

Please indicate your child's strengths (Social, Emotional, Physical and Academic)

_____

_____

Please indicate your child's interests (Hobbies, sport, community, etc.)

_____

_____

Likely challenges associated with your child's Transition (Organisational, Social, Academic, etc.)

_____

_____

Please complete the following as best as you can. We understand that some of the information below is personal and you may wish to share them with the College. Please be aware, we are gathering this information so we can best support your child.

Funded Disability:

☐ Receiving PSD funding, level:_____
☐ Intellectual Disability, DI
☐ Autism Spectrum Disorder, ASD
☐ Severe Behaviour Disorder, SBD
☐ Severe Language Disorder – Critical Educational Needs, SLD- CEN
☐ Vision Impairment, VI
☐ Hearing Impairment, HI
☐ Physical Disability. PD
☐ Applied for funding and missed out criteria applied for: _____

Unfunded diagnosed disabilities:

☐ Cerebral Palsy,
☐ Deafness, one or both ears
☐ Vision impairment,
☐ Autism Spectrum Disorder,
☐ Asperger's Syndrome
☐ Limited independent living skills
☐ Mental health issue

Critical Life Events:

☐ Death
☐ Fires
☐ Accidents
☐ Other:

Behavioural Issues:

☐ Anger management issues
☐ Victim of bullying
☐ Organizational difficulties
☐ Suspensions/Expulsions
☐ Risk taking behaviour
☐ Self-harming behaviours
☐ Poor friendship choices
☐ Low self esteem

Social Issues:

☐ Friendship difficulties
☐ Shyness
☐ Anxiety
☐ Phobias
☐ Difficulty understanding socially appropriate behaviours

Family Issues:

☐ Breakdown/conflict,
☐ Blended family,
☐ Single parent family,
☐ Extended family support.
☐ Sibling mental health issues
☐ Young carer responsibilities
☐ Custody Orders

ANY OTHER GENERAL COMMENTS:

_____

THANK YOU FOR THE TIME AND CARE YOU HAVE TAKEN TO COMPLETE THIS FORM.
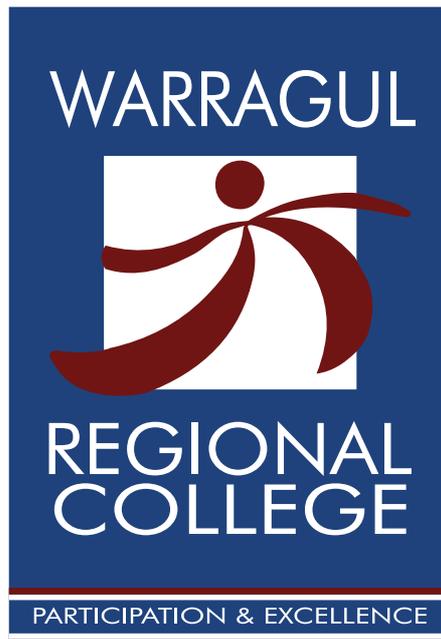
Warragul Regional College

55 Burke Street, Warragul 3820

Phone: (03) 5623 9900

warragul.co@education.vic.gov.au

www.wrc.vic.edu.au

The underlying concept expressed by the logo is that of dynamic youth emerging from a rural origin.

The horizon of the ploughed field points to the heart of youth as a gesture of the direction and input that the college gives into the lives of its students.

The human form has one hand leading into the future with the other held out calling others to participate.

The fluidity of the posture reflects the college's inclination toward the performing arts.

The burgundy alludes to the rich red soils of the area, while the navy blue speaks of the wide-open spaces of the future.

The figure in the logo is stepping forward from the white space (the innocence of childhood) and out into the wider community.

The school motto "Participation and Excellence" reinforces the standard that the school aims to encourage.