The Education State

Foundation (Prep) Enrolment Information Pack for Parents and Carers

Guidance for parents and carers of children starting Foundation (Prep) in a government school in 2026

VICTORIA State Government | Department of Education

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From the Department of Education

Enrolling your child into Foundation (Prep) in 2026

Dear Parents and Carers

Starting school is an exciting and important time for you and your child. We want to help make the enrolment process as easy as possible for you.

If your child is turning 5 years old by 30 April 2026 and is eligible to start school next year, it is time to decide where they will go to school.

In Victoria, your child has the right to attend their designated neighbourhood government school (your 'local school'). This right is set out in the Education and Training Reform Act 2006.

The department's Find my School website allows you to find your local school based on your permanent residential address. The website is the official and most up to date source of information on school zones.

As the Victorian Government supports school choice, you can also apply for a place at a government school that is not your local school. The school should enrol your child if there is a place available, in line with the department's Placement Policy.

The Foundation (Prep) enrolment timeline and Frequently Asked Questions (FAQs) in this information pack, will help you understand when and how to enrol your child into Foundation at a government primary school for the 2026 school year.

The Foundation enrolment timeline only applies to enrolment in a government primary school. If you wish for your child to attend a non-government school (Catholic or Independent school), please contact individual non-government schools for their enrolment processes. For information about enrolling in a government specialist school, please visit: vic.gov.au/how-choose-school-and-enrol.

What you need to do

1. Locate your local school for 2026 and other nearby government schools on findmyschool.vic.gov.au.
2. Contact a government primary school to book a school tour and learn more about the school and the enrolment application process.
3. Submit your enrolment application to the school **by Friday 25 July 2025**. You can use the application form in this pack to apply. The school may also provide you with a copy of the form to complete or advise if they are using online enrolment through VicStudents.

You will be notified of the outcome of your application **between Monday 28 July and Friday 8 August 2025**. If you receive an enrolment offer, you should respond to the offer **by Friday 22 August 2025**.

More information

Contact a government primary school if you require more information about the application process or if you need help completing the form.

We wish your child well as they start their school journey and trust that primary school will be a richly rewarding experience.

Foundation (Prep) enrolment timeline 2025-26

2025 Dates	Activity
Term 2: Tuesday 22 April 2025 – Friday 4 July 2025	
Terms 1 and 2, 2025	Primary schools conduct tours, information sessions and other activities for families seeking Foundation (Prep) enrolment for their child for 2026.
By the start of Term 2, 2025	School zones for the 2026 school year go live on findmyschool.vic.gov.au Parents and carers should go to findmyschool.vic.gov.au to locate their designated neighbourhood school (local school) for 2026. The Enrolment Information Pack for Parents and Carers is available to download from Enrolling in Foundation (Prep): vic.gov.au/enrolling-foundation-prep.
From Week 1, Term 2 2025	Primary schools may distribute the Enrolment Information Packs to prospective families and their local community.
From Week 1, Term 2, 2025	**Enrolment applications open** – parents and carers submit their completed enrolment application to a government primary school from this date.
Term 3: Monday 21 July 2025 – Friday 19 September 2025	
By Friday 25 July 2025	**Enrolment applications due** – parents and carers submit their completed enrolment application to a government primary school by this date.
Between Monday 28 July and Friday 8 August 2025	Primary schools notify parents and carers in writing of Foundation (Prep) enrolment outcomes, as per the department's Placement Policy. This may include a letter of offer, a letter confirming enrolment, or an unsuccessful application letter. Parents and carers sent an unsuccessful application letter may start submitting a written appeal to the primary school.
By Friday 22 August 2025	Parents and carers sent a letter of offer indicate acceptance of their child's place by this date.
By Friday 22 August 2025	**Closing date** for parents and carers to submit a written appeal to a primary school.
By Friday 5 September 2025	Primary schools notify all parents and carers, in writing, of the outcome of their appeal by this date.
By Friday 19 September 2025	**Closing date** for parents and carers to submit a written appeal with the relevant Regional Director, where they have been unsuccessful with their appeal to the primary school.
Term 4: Monday 6 October 2025 – Friday 19 December 2025	
During Term 4, 2025	Primary schools host transition sessions.
By Friday 31 October 2025	Regions notify all parents and carers in writing of the outcome of Regional Director appeals by this date. This only applies to appeals received by the closing date of Friday 19 September 2025.

Frequently Asked Questions (FAQs)

NOTE: Your designated neighbourhood government school is referred to as your 'local school' in this section of the document. Your local school is the school your address is in the school zone for and the school for which you have a guaranteed right to enrol. Find your local school on the Find my School website.

Foundation enrolment timeline and resources

1. What is the statewide enrolment timeline for Foundation (Prep)?

The first year of primary school is called Foundation or Prep. The Department of Education has a Foundation enrolment timeline for all Victorian government primary schools to follow (see page 4). The timeline will help you understand when and how to enrol your child into Foundation at a government primary school for the 2026 school year.

2. When should I enrol my child for Foundation?

Your child must be 5 years old by 30 April in the year that they start school.

Schooling is compulsory for children who have turned 6 years old.

To enrol your child in a Victorian government primary school for the 2026 school year, submit an enrolment application to the school by 25 July 2025.

3. How do I enrol my child in their first year of primary school?

Take these steps to enrol your child in their first year of primary school:

1. Find your local school on the Find my School website findmyschool.vic.gov.au (see question 12).
2. Contact a government primary school to book a school tour or to learn more about the school and the enrolment application process.
3. Submit an enrolment application for Foundation **by Friday 25 July 2025**.
4. You will be notified of the outcome of your application **between Monday 28 July and Friday 8 August 2025**. If you receive an enrolment offer, you should respond to the offer **by Friday 22 August 2025** (see question 7).
5. Take part in information and transition sessions **during Term 4 2025**.
6. Your child will start Foundation from **Wednesday 28 January 2026**.

4. How do I submit an application?

Before applying, contact the school to learn about their enrolment application process.

The school will tell you whether to complete the application form supplied in this pack or provide you with a link if they are using online enrolment through VicStudents. The school may also request that you provide proof of your address as part of your application.

You should submit your paper or online enrolment application to the school by Friday 25 July 2025.

You may submit a completed application form to more than one school.

5. What happens if I miss the enrolment timeframes?

You can apply to enrol your child into Foundation for the 2026 school year at any time from Term 2, 2025.

It is important to follow the statewide timeline to enrol your child in Foundation. The timeline allows schools to plan their classes, staffing and transition activities to ensure your child has the best start to school.

While you are asked to apply by Friday 25 July 2025, applications after this date will still be accepted from those families who miss enrolment timelines, move permanent residence or newly arrive to Victoria. Applications submitted after 25 July 2025 will be processed by the school as they are received, in accordance with the department's Placement Policy.

6. Who do I contact for help or more information?

The Enrolment Officer or Principal of the primary school you want to apply to can help you with any questions you may have about the enrolment process.

Enrolment offers

7. How do I accept my child's Foundation enrolment offer?

Schools will send offers between Monday 28 July 2025 and Friday 8 August 2025. The letter will include instructions on how to accept your child's offer.

If you receive multiple offers, you should only accept one and then contact those schools that your child will not be attending to let them know you will be declining the offer. This is an important step as it impacts schools' staffing, planning and transition activities.

8. What happens if I receive a letter saying my application was unsuccessful?

Your unsuccessful letter will include the next steps, including contacting your local school or nearby government schools to start the enrolment process. You can also appeal the decision (see questions 26-29).

9. What happens if our residential address details change after my child's Foundation enrolment has been accepted?

You must contact the primary school that offered your child a place as soon as possible to inform them of your updated address.

If your new address is out of zone, the offer may be formally withdrawn. In this instance, you will need to contact your new local school or other government schools to seek enrolment.

Designated neighbourhood schools and school zones

10. What is a designated neighbourhood school (referred to as your local school)?

Your local school is generally the government school closest to your child's permanent residential address.

For children residing in metropolitan Melbourne, Ballarat, Bendigo or Geelong, their local school is usually the nearest government school in a straight line from their permanent address. If you live in another area, it is usually the nearest school by the shortest practical route by road.

For more information, please visit: vic.gov.au/school-zones

11. Is my child guaranteed a place at their local school?

Yes, the Education and Training Reform Act 2006 guarantees your child a place at their local school. This means, if your child lives within the school zone, they must be offered a place when seeking enrolment.

12. How can I find my local primary school and other schools in my area?

Find your local school, and other schools in your area, on the Find my School website by following the steps below.

1. Enter findmyschool.vic.gov.au into your browser
2. Enter your address under 'Enter your address to get started'
3. Select 2026 under 'Enrolment year'
4. Select Primary under 'School type'

The map will then show your address, your local school, and on the left the contact details for the school. If you scroll down, it will also show you the five closest schools to your address.

You can also search by school name under 'Search for school'.

To start a new search, simply replace the address or school name.

13. My property sits across two or more school zones. Which is my local school?

Your child has a right to attend any of those schools as your local school.

14. If my child has two permanent addresses, how is their local school decided?

If your child resides at multiple addresses, their 'permanent residence' is the address at which they spend most of their weekdays.

If your child spends an equal amount of time at two addresses, both are considered their permanent address. They can enrol in either one of the local schools. However, that does not mean they can enrol at both schools.

For more information and help to determine your address for enrolment, please visit: vic.gov.au/how-choose-school-and-enrol

15. Can my child apply to a government primary school that is not our local school?

Yes, you can apply to schools other than your local school. The school should enrol your child if there is a place available, in line with the Placement Policy (see question 17).

Children are not guaranteed a place at a school that is not their local school.

16. What address do I put down if I have bought or am building a property at a different address to my child's current address?

Complete the form with your **current** address. Once you have moved into your new property, you are entitled to enrol at your new local school, subject to verification of permanent residence.

For more information, please see: vic.gov.au/how-choose-school-and-enrol

The department's Placement Policy

17. What is the department's Placement Policy and priority order of placement?

The Placement Policy is an important tool that schools use to manage enrolments. It:

- sets out the legal right for students to enrol at their local school
- provides schools guidance on how to prioritise students when they have limited places available (the priority order of placement).

The priority order of placement only applies where parents and carers are seeking enrolment in a school other than their child's local school, and where that school does not have sufficient accommodation to offer places to all who apply for entry. The priority order of placement is set out in the next question (question 18).

In exceptional circumstances, a child may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

18. How are applications from outside the school zone prioritised?

Where schools cannot offer a place to all children who live outside their school zone, schools will prioritise out-of-zone applications using the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

In exceptional circumstances, a child may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

For more information regarding the Placement Policy and priority order of placement, please refer to the Enrolment FAQs for parents and carers available at vic.gov.au/how-choose-school-and-enrol

19. I can see that siblings are prioritised for enrolment. How is a sibling defined?

The definition of a sibling reflects modern family living arrangements. It includes, but is not limited to:

- both younger and older siblings
- step-siblings residing together at the same permanent address
- students residing together at the same permanent address as part of statutory out-of-home care arrangements, including foster care, kinship care, residential care and permanent care
- students permanently residing together in the one residence as part of multiple family cohabitation.

To enrol on sibling grounds, the siblings should be residing together at the same permanent address and must be attending the school at the same time.

Enrolling in a primary school

20. What is the difference between an application form and an enrolment form?

The application form is a short, expression of interest form. It only seeks information related to enrolment eligibility and supports schools to make enrolment offers in line with the Placement Policy. A school may request that you provide proof of your address as part of your application.

The enrolment form requires additional personal and health information to finalise your child's enrolment for Foundation in the 2026 school year. You will need to supply an Immunisation History Statement and any relevant supporting documentation such as medical plans or court orders. The enrolling school must also sight evidence of your child's name and date of birth (e.g., birth certificate).

It is recommended that you only complete an enrolment form for the school your child will attend. By completing an enrolment form, you are indicating your acceptance of a place for your child at that school (subject to any further checks or information required by the school).

21. Who may sign the application and enrolment forms?

Where practical, all parents and carers with legal responsibility for a child should sign the application form and enrolment form.

For the purposes of these forms, a parent and carer includes:

- the parents as set out on the child's birth certificate (unless varied by a court order)
- the parents described in a court order
- an informal carer, with a statutory declaration.

Where it is not possible for parents and carers to sign the same form, you should communicate this to the school who will allow separate forms to be completed by each parent and carer.

22. Where can I find schools in my area?

To find a full list of schools in Victoria, please see:

- Victorian government schools: findmyschool.vic.gov.au
- Catholic schools: vcea.catholic.edu.au/choosing-a-catholic-school/
- Independent schools: is.vic.edu.au/independent-schools/

23. How do I register my child for home schooling in 2026?

For information on home schooling please visit the Victorian Registration and Qualifications Authority (VRQA) website at: https://www2.vrqa.vic.gov.au/home-education

24. Where can I find information about enrolment for international students?

If you are a parent or carer of a child holding a fee-liable visa (for example a dependent student visa, visitor or tourist visa, or a bridging visa in some instances) you should apply for enrolment in a government school at study.vic.gov.au or apply directly to non-government (Catholic or Independent) schools. International students holding fee-exempt visas should submit the application form to a government school directly.

If you have any further questions regarding international student enrolments, or wish to confirm whether your child's visa is fee-liable or fee-exempt, you can find further information at study.vic.gov.au, or can contact the International Education Division directly at international@education.vic.gov.au.

25. My child has a disability. How can I ensure their primary school will support them?

Every Victorian government school has established programs and practices to support a wide variety of student needs, including students with disability and additional needs. Schools must make reasonable adjustments to ensure students with disability have the same learning opportunities as children without disability.

More information about disability support at school and disability rights and adjustments is available on the department's website: vic.gov.au/disability-and-inclusive-education

Appeals

26. How do I make an appeal?

In the first instance, parents and carers must lodge a written appeal with the primary school who has issued the unsuccessful application letter. Accompanied with this letter should be the **Appeal Form** which provides additional information on appeals and a detailed timeline. If this form is not included with your letter, please request this from the primary school.

The completed appeal form should be lodged with the primary school by **Friday 22 August 2025**.

The appeal will be considered by the school's enrolment committee and/or Principal. The school will check to ensure compliance with the priority order of placement, and the processes for verifying permanent address, as appropriate. The school will also consider appeals on compassionate grounds on a case-by-case basis. For an appeal on compassionate grounds, you will need to demonstrate the exceptional circumstances that make an enrolment at your child's local school unsuitable for your child.

You will receive written notification of the outcome by **Friday 5 September 2025.**

27. What happens if my appeal to the primary school is not successful?

Your unsuccessful appeal letter from the school will outline the next steps in detail.

If you are not satisfied that the school has correctly applied the Placement Policy or adequately considered your circumstances in the assessment of your appeal, you may lodge a further written appeal to the relevant Department of Education Regional Director by **Friday 19 September 2025.**

You must re-use the appeal form from your school-level appeal for this stage. Appeals to the Regional Director will not be considered if you have not appealed to the primary school in the first instance.

It is still important you contact your local school, or another school that is able to offer your child enrolment, during the appeals process. This will ensure that your child does not miss out on any important transition activities.

Appeals to the Regional Director are considered by a panel of senior regional staff that assess the appeal against the Placement Policy. This panel provides a recommendation to the relevant Regional Director who makes the final decision. You will receive written notification of the decision by **Friday 31 October 2025.** This outcome **concludes** the appeal process.

28. Can I lodge an appeal to the relevant Regional Director after the closing date of Friday 19 September 2025?

This date is set to ensure all children can participate in transition activities, which is a vital step in a child's successful start to school.

Any appeals received after this date will only be considered if the relevant Regional Director considers there to be exceptional circumstances. If you wish to lodge an appeal after the closing date, you should contact the Department of Education for advice.

29. How do I find the contact details for the Department of Education?

You can find contact details on the department's website, here: vic.gov.au/contact-us-department-education

Useful links

Please find some useful links below that may be helpful for you as your child starts primary school in 2026:

Find my School – findmyschool.vic.gov.au

Information on school zones – vic.gov.au/school-zones

Enrolling in Foundation (Prep) – vic.gov.au/enrolling-foundation-prep

Enrolling in school – vic.gov.au/how-choose-school-and-enrol

Disability and inclusive education – vic.gov.au/disability-and-inclusive-education

Department of Education contact details – vic.gov.au/contact-us-department-education

Form to Enrol in a Victorian Government School

Enter school name and campus (if applicable) here

STUDENT ENROLMENT INFORMATION - 20 ___	OFFICE USE ONLY	CASES21 Student ID:

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

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

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

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 Youth	
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 a 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 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 via 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 students additional learning needs?	☐ No ☐ Yes *(provide details):* _____

Does the student have additional needs in one 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 – Students Enrolling in Foundation for the First Time

Is the student attending a funded kindergarten program* in the year before Foundation?	☐ Yes	☐ No
Name of kindergarten or early childhood service:		

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

Previous Education – Other

Has the student previously been enrolled at another school?	☐ Yes, in Victoria – Government School	☐ Yes, in Victoria – Catholic or Independent School	
	☐ Yes, interstate	☐ Yes, overseas	☐ No *(move to next section)*

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

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

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

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

For Foundation students, has a Transition Learning and Development Statement been provided?	☐ Yes, via Insight Assessment Platform	☐ Yes, direct from teacher/parent/carer	☐ Pending	☐ 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

OFFICE USE ONLY - ADDITIONAL NOTES
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 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

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

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

*Note: If you would like to send bills to another person / address, please ensure Additional Parent/Carer details are completed on pages 16-17.

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 schools 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 any of the above, 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 Medication Authority Form, 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: Medical Advice Forms

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 the student's transition to school. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action 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 (either 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 themself to school, what is their Car Registration Number:				

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

Conveyance Allowance Program

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

Is the student applying for the Conveyance Allowance Program?	
☐ Yes	☐ No *(proceed to next question)*
Your school can provide the applicable application form and advice on the different types of conveyance available. For further information, including the conveyance allowance policy and application forms, refer to the Department's Policy and Advisory Library (PAL) here: www.education.vic.gov.au/pal/conveyance-allowance/policy	

School Bus Program

The School Bus Program assists families in rural and regional Victoria by transporting students to school where they do not have access to public transport. The program supports travel to students nearest government and non-government school. Travel by bus to special schools is provided through the Students with Disabilities Transport Program (see below). Travel to a school that is not the nearest will incur a fare to travel. Your school can provide the applicable 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 applicable 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 Policy and Advisory Library (PAL) here: www.education.vic.gov.au/pal/school-bus-program/policy	

Students with Disabilities Transport Program

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

Is the student applying to travel on a school bus or other travel assistance?		
☐ Yes (read below text)	☐ No	
Your school can provide the applicable application form and advice on travel suitability. For further information, including the Students with Disabilities Transport Program policy refer to the Department's Policy and Advisory Library (PAL) here: www.education.vic.gov.au/pal/transport-students-disabilities/policy		
First date of travel?	☐ Next school year	☐ Alternate date: *(dd-mm-yyyy)* ____ / _____ / _____
Type of travel assistance requested?		
☐ Access to School Bus	☐ Conveyance Allowance	
If applicable, specify the student's mode of assisted mobility.	☐ Wheelchair	☐ Walker
Comments relevant to travel:		

OFFICE USE ONLY			
Can the student Individual Education Plan (IEP) include travel training?		☐ Yes	☐ No
Is the student attending their nearest school?		☐ Yes	☐ No
Does the student reside in Designated Transport Area (DTA) (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 paid 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'.