

Enrolment Pack | Document Check List

To move forward with your enrolment at Ballarat Primary School (Dana Street Primary School | DSPS) please complete the following steps.

Enrolment Checklist:

Confirm your residential address is within our catchment area at www.findmyschool.vic.gov.au

A: Out of Zone? At this time, we can only accept SIBLING Out of Zone applications.

Please contact your neighbourhood school as indicated on www.findmyschool.vic.gov.au

B: Confirmed in DSPS Zone.

Please complete and return the following documents outlined within this enrolment pack.

Return: Enrolment Form – **Student Details | Contacts | Medical Forms (Action Plans, Reports)**

Return IT User Agreement (Foundation - Yr 6)

Return: Laptop Purchase (Yr 3 - 6)

Supply supporting documentation: (DSPS Office can provide copies of any original documents)

Residential Address Documents: 100 point residential address checklist, as per checklist details.

Details found here: [100-point-address-checklist.pdf \(education.vic.gov.au\)](#)

Student Birth Certificate

Student Immunisation Records

Any previous school reports or relevant information

Completed forms with supporting documentation can be handed directly to the DSPS Office, 401 Dana Street Ballarat or emailed to Ballarat.ps.dana@education.vic.gov.au

Our Commitment

Ballarat Primary School (Dana Street) is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Ballarat Primary School (Dana Street) has zero tolerance for child abuse.

Ballarat Primary School (Dana Street) is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Ballarat Primary School (Dana Street) has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefro of all they do and every decision they make. In its planning, decision-making and operations Ballarat Primary School (Dana Street) will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteers supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.
11. Employ only high-quality staff to work with our children and all volunteers must have an up to date Working with Children Check and complete our Parent Helpers Program.

DEPARTMENT OF EDUCATION AND TRAINING
ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS
(including privacy collection notice)

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information. Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

Protecting your privacy and sharing information:

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy at Ballarat Primary School (Dana Street)

Our school's use of online tools (including apps and other software) to collect and manage information:

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

Emergency contacts:

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

Student background information:

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. 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:

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you

Visa status:

Our school also requires this information to process your child's enrolment.

Updating your child's personal and health information:

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

Accessing your child's records:

Our school provides ordinary school communications and school reports to students and parents, guardians and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

Student transfers between Victorian government schools:

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.

DANA STREET PRIMARY SCHOOL NO 33	OFFICE USE ONLY									
Confidential Student Information ~ 20	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Student I.D.</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	Student I.D.								
Student I.D.										
Student Details:	Enrolment Checklist:									
Surname:	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Immunisation Certificate									
First Name:	100 point residential check – Docs to total 100 points:									
Second Name:	<input type="checkbox"/> 40points <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 20points <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 15points									
Preferred Name:	Medical Information: Checklist									
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Self Described	<input type="checkbox"/> Allergy <input type="checkbox"/> Anaphylaxis Plan <input type="checkbox"/> Asthma Plan									
Date of Birth:	Enrolment Year: _____ Enrolment Class: _____									
Date of Frist Enrolment in Australian School:										
Previous Kindergarten:										

RESIDENTIAL ADDRESS:
POSTAL ADDRESS:
EMAIL ADDRESS:
CONTACT NUMBERS: Contact 1: _____ Contact 2: _____

<p>In which country was the student born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other (Please Specify) _____</p> <p>Residential Status: [P]ermanent or [T]emporary</p> <p>If Temporary show Visa Class: (3 digit number)</p> <p><i>Visa Sub-class is 560 or 563, please show the student's</i></p> <p>Visa Statistical Code:</p> <p>Visa Expiry Date:</p> <p>Date of Arrival in Australia:</p> <p>Does the student speak a language other English at home?</p> <p><input type="checkbox"/> No, English only</p> <p><input type="checkbox"/> Yes (please specify) _____</p>	<p>Does the student speak English?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is an interpreter required?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the student Aboriginal or Torres Strait Islander origin? (Please tick the appropriate box)</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes Torres Strait Islander</p> <p><input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander</p> <p>Does the student have a Victorian Student No (VSN)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please specify:</p> <p><input type="checkbox"/> Yes, but the VSN is unknown</p> <p><input type="checkbox"/> No, the student has never been issued a VSN.</p>
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Where is the student living? Please tick the appropriate box.
<input type="checkbox"/> At home with TWO parents/guardians
<input type="checkbox"/> At home with ONE parent/guardian <input type="checkbox"/> Away from home (living in foster care or other state-arranged)

Is the student at risk? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an Access Alert for the student? Yes No
Access Type: <input type="checkbox"/> Court Order <input type="checkbox"/> Family Law Order <input type="checkbox"/> Restraining Order <input type="checkbox"/> Other
Describe Any Access Restrictions:
Is there an Activity Alert for the student? (If yes, then describe the Activity Alert Restrictions)
<input type="checkbox"/> No <input type="checkbox"/> Yes

PRIMARY CONTACT DETAILS:

Note: the 'PRIMARY' Family is: "the family or parent the student mostly lives with" ~ Alternative & Additional family forms are designed to cater for varying family circumstances.

Adult A (Primary Carer) details and contact information:

Legal Surname:
Legal First Name:
Relationship to Student:
Occupation
Country of Birth:

Best Contact:

Mobile:
Email:
Note: School contacts parents regularly by email | SMS

Do you speak a language other than English at home?

(if more than one language is spoken at home, indicate the one that is spoken most often.)

No, English only Yes

Please indicate any additional languages spoken:

–
Is an interpreter required? Yes No

Employer's Name:
Contact No:
Can this Parent/Guardian be contacted at work:
 Yes No

What is the highest year of primary or secondary school completed? (For persons who have never attended school mark "Year 9 or equivalent or below)

Year 12 or equivalent Year 10 equivalent or below
 Year 11 or equivalent Year 9 or equivalent or below

What is the highest qualification level completed?

Bachelor Degree or above
 Advanced Diploma / Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

What is your occupation group of Adult A? (Refer to attached document: Parent Occupation Group Codes)

- 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 occupation group list.
- If the person has not been in paid work for the last 12 months enter 'N'.

Occupation Code:

Adult B (Primary Carer) details and contact information:

Legal Surname:
Legal First Name:
Relationship to Student:
Occupation:
Country of Birth:

Best Contacts:

Mobile:
Email:
Note: School contacts parents regularly by email | SMS

Do you speak a language other than English at home?

(if more than one language is spoken at home, indicate the one that is spoken most often.)

No, English only Yes

Is an interpreter required? Yes No

Employer's Name:
Contact No:
Can this Parent/Guardian be contacted at work:
 Yes No

What is the highest year of primary or secondary school completed? (For persons who have never attended school mark "Year 9 or equivalent or below)

Year 12 or equivalent Year 10 equivalent
 Year 11 or equivalent Year 9 or equivalent or below

What is the highest qualification level completed?

Bachelor Degree or above
 Advanced Diploma / Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

What is your occupation group of Adult A? (Refer to attached document: Parent Occupation Group Codes)

- 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 occupation group list.
- If the person has not been in paid work for the last 12 months enter 'N'.

Occupation Code:

Student Medical Details | NAME:

Student Medical Details | GENERAL

Name of Student's Doctor:

Telephone No:

Ambulance Subscriber? Yes No

Medicare No:

Does this student have a Disability ID? Yes No

If **YES**, please show ID No:

Student Medical Details | ADDITIONAL LEARNING AND SUPPOR NEEDS

Does the student have additional needs and require support Yes No – Move to next section.

Please provide an adjustments that may assist with the student to participate in school. – Please provide details:

Has the student had a disability assessment before : Yes – Please provide details separately N No

Has the student received individualised disability funding before?

Yes - Please provide details separately No

Has the previous education provider prepared a documented plan to support the students additional learning needs. Yes - Please supply separately No

Does the student have additional needs in the any of the following areas. If yes, please provide details separately

Hearing Vision Speech/Language Physical Cognitive Social/Emotional

Student Medical Details | ASTHMA

Does your child suffer from Asthma? Yes No

Does your child have an **Asthma Management Plan**? Yes – **Please provide copy to school** No

What medication does your child usually take for asthma at home?

What medication does your child usually carry for asthma to school?

What are your child's normal symptoms when they have asthma?

Wheezing Coughing Tightness in Chest Difficulty in Breathing Symptoms after exertion

Student Medical Details | ALLERGY and ANAPHYLAXIS

Does the student suffer from any allergy? Yes No

If yes, please provide the school with an [ASCIA Action Plans for Allergies](#) Yes No

Is the student at risk of anaphylaxis? Yes No

If yes, please provide the school with an [ASCIA Action Plans for Allergies](#) Yes No

Does the student have any other medical conditions 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 return to school.

If the student displays any of the above please:

Inform Eemergency Contact: Yes No Administer Medication: Yes No

Student Medical Details | ADMINISTRATION OF MEDICATION

Does the student take regular medication at school? Yes – **Please complete additional forms** No

Office Only:

STUDENT NAME: _____

Medical Alerts |

Asthma M P |

AP :Allergy |

AP : Anaphylaxis |

Medication | _____

EMERGENCY CONTACT INFORMATION *(other than parent or guardian)*

	NAME	Relationship <small>(Neighbour, Relative, Friend or Other)</small>	CONTACT	Language Spoken <small>(If English Write "E")</small>
1				
2				

CONSENT TO PROVIDE MEDICAL ATTENTION

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school; I _____ authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me,
or
it is otherwise impracticable to contact me to: (Cross out any unacceptable statement)

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner
- ~~Admin~~ administrator first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian:

Date:

HEAD LICE INSPECTIONS

While it is parents who have the primary responsibilities for the detection and treatment of head lice, the school will assist by offering up-to date information on the treatment of head lice and by alerting parents of head lice being detected. The person conducting the inspection will physically search through each student's hair to see if any lice or eggs are present.

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

NAME (Printed)

Signature of Parent/Guardian:

Date:

CONSENT FORMS

PHOTOGRAPHY & FILM PERMISSION

In accordance with our Photography & Film Policy we are asking for consent in regards to photographs and filming taken during school activities and the storage of these files. Our policy has been written to ensure that safe and responsible use of photography/filming across the school community by all community members.

- I give permission for my child to have their image taken during school activities. This image will be used in the classroom and within the confines of the school grounds, for displays and for educational purposes. Photos/videos will be stored on the school server.
- I agree to my child having their photo taken for the school newsletter and for it to be put on the school website.
- I agree to my child participating in the annual school photo day and to be part of a class photo.
- I agree that if my child is photographed/filmed by media such as WIN News or the Ballarat Courier as part of a school promotion, excursion or visit, that the images may be shown in their publications.

LOCAL EXCURSION PERMISSION

Ballarat Primary School (Dana St) take students outside of school grounds to undertake educational activities in the local area. The purpose of this form is to obtain parent/carer consent for local excursions. This form does NOT provide consent for excursions that involve transport other than walking in the local area.

Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'.

Local excursions that your child may participate in throughout at school year could include;

Local excursions in the area, such as walking to the Ballarat Library, Art Gallery or Town Hall.

- Walking to Lake Wendouree or the Botanical gardens for older students.
- Occasional Physical Education lessons at White Flat oval – students will walk down Eyre/Grant St to the oval.

Notification of local excursions

Ballarat Primary School (Dana St) will NOT seek further consent from parent/carers before local excursions take place. However, advanced notice will be provided through channels such as the school newsletter/class notes/Class Dojo/SMS message. For local excursions that occur on a recurring basis, the school will notify parents/carers once only prior to the commencement of the recurring event, eg; weekly sports lessons at the local oval.

Please keep the school informed of any updated contact details to ensure you receive these notifications.

First aid and Medical Attention: Where necessary, school staff will administer first aid. 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 and Training is liable in negligence (liability is not automatic).

Accident and ambulance cover: The Department of Education and Training does not provide student accident insurance or ambulance cover.

- I DO provide consent/give permission for my child to attend local excursions as per this notice.
- I DO NOT provide consent/give permission for my child to attend local excursions.

ADDITIONAL FORMS AND AGREEMENTS – IT AGREEMENT PROVIDED SEPARATELY

Office Only:

STUDENT NAME: _____

Consent | Photography & Media

Consent | Local Excursion

Consent | IT User

