

Name of Preschool _____

Previously / also enrolled at _____

Name of student _____

Date of Birth _____ / _____ / _____



Government of South Australia

Department for Education

Form

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Please complete the details on this form to enrol your child in the preschool program.
(for eligible children according to the Department for Education's School and Preschool Enrolment Policy)

INFORMATION PRIVACY STATEMENT

The Department for Education (department) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms.

The information in this form is requested to enable the department to:

- undertake administration and care responsibilities including maintaining emergency contact information
- communicate with you about important matters
- provide first aid and plan for child/student health support requirements
- provide all information required for resource entitlements
- collect necessary statistical information and undertake analysis of the composition and performance of the child/student population
- meet reporting requirements, including to other government authorities and funding agencies.

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

The Education and Care Services National Regulations require enrolment records to include the information marked with an asterisk (*) for each child. Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child's school/preschool for planning and resourcing decisions.

The information provided in enrolment forms is stored securely in local school/preschool and departmental databases. Information from your enrolment form may be transferred electronically from one site to another as your child moves locations between levels of education. Any such transferred information will be updated by information provided on the current enrolment form. While your child is enrolled in a department site, other information will be gathered relating to your child's education and wellbeing, for example, records of learning progress, absences from preschool, behaviour, health and social development reports, observations and assessments.

The management of this information is governed by Australian, State and department policies and legislation to ensure that the information is used only for the purposes stated above and is secure, private and confidential. Only unidentifiable data is reported to the Commonwealth and the department may also provide de-identified student information for research, where appropriate, based on department operating principles and ethics guidelines.

The disclosure of personal information held by Government is regulated by the Information Privacy Principles (see www.dpc.sa.gov.au/IPPS). Unless required to do so by a law of the State or Commonwealth, as permitted by the Information Privacy Principles or in accordance with the Information Sharing Guidelines (see below), the department will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside the department will be important to your child's educational progress, safety or wellbeing. In these circumstances, the department follows the SA Government's Information Sharing: Guidelines for Promoting Safety and Wellbeing (ISG) www.dpc.sa.gov.au/ISG Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- disclosure is authorised or required by law; or
- it is unsafe / impossible to gain consent or consent has been refused and
- without information being shared, a child or children will be at increased risk of serious harm.

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

- by using the 'any other information' section of this form, and/or
- in discussion with staff at the time of enrolment, and/or
- in discussion with staff at any time in the future.

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

Parent signature

Refer to the occupation groups listed below when completing the questions on pages 5 and 6.

Group 4 Other Occupations	Group 3 Trades and advanced/ intermediate clerical, sales and service staff	Group 2 Other business managers, arts/media/sportspersons and associate professionals	Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals
Drivers mobile plant, production/processing machinery other machinery operators.	Tradesmen/women Generally have completed a 4 year Trade Certificate, usually by apprenticeship All tradesmen/women are included in this group	Owner/manager farm construction import/export wholesale manufacturing transport real estate business	Senior executive/ manager/ department head in industry, commerce, media or other large organisation.
Hospitality staff hotel service supervisor receptionist waiter bar attendant kitchenhand porter housekeeper	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	Specialist manager finance Engineering Production Personnel industrial relations sales/marketing	Public service manager (Section head or above), regional director health/education/police/fire services administrator
Office assistants typist word processing data entry business machine operator receptionist office assistant	Skilled office staff secretary personal assistant desktop publishing operator switchboard operator	Financial services manager bank branch manager finance/investment/insurance broker credit/loans officer	Other administrator school principal faculty head/dean library/museum/gallery director research facility director
Sales assistants sales assistant motor vehicle/caravan/parts salesperson checkout operator cashier bus/train conductor ticket seller service station attendant car rental desk staff street vendor telemarketer shelf stacker	Skilled sales staff company sales representative auctioneer insurance agent/assessor/loss adjuster market researcher	Retail sales/services manager shop petrol station restaurant club hotel/motel cinema theatre agency	Defence Forces Commissioned Officer
Assistant/aide trades' assistant school/teacher's aide dental assistant veterinary nurse nursing assistant museum/gallery attendant usher home helper salon assistant animal attendant	Skilled service staff aged/disabled/refugee/child care worker nanny meter reader parking inspector postal worker courier travel agent tour guide flight attendant fitness instructor casino dealer/supervisor	Arts/media/sports musician actor dancer painter potter sculptor journalist author media presenter photographer designer/illustrator proof reader sportsman/woman coach trainer sports official	Professionals generally have degree or higher qualifications and experience in applying knowledge to • design, develop or operate complex systems; • identify, treat and advise on problems; • and teach others.
Labourers and related workers		Associate professionals generally have diploma/technical qualifications support managers and professionals.	Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.
Defence Forces other ranks below senior NCO not included above		Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional	Business management consultant business analyst accountant auditor policy analyst actuary valuer
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		Business/administration recruitment/employment/ industrial relations/ training officer marketing/ advertising specialist market research analyst technical sales representative retail buyer office/project manager	Air/sea transport aircraft/ship's captain/officer/pilot flight officer flying instructor air traffic controller
Other worker labourer factory hand storeman guard cleaner caretaker laundry worker trolley collector car park attendant crossing supervisor		Defence Forces senior Non-Commissioned officer	
Parent's education, qualification and occupation			
<p>The questions about each parent education, qualifications and employment group are asked on all school enrolment forms.</p> <p>In South Australia this information is used in determining each school's Index of Educational Disadvantage (IED), which is linked to funding levels.</p> <p>In the future this information may be used to determine resource allocations to Preschools.</p>			

Immunisation (OFFICE USE ONLY)

Children will not be able to be enrolled in or attend preschool unless all immunisation requirements are met.

A. Is the child being cared for in accordance with a parenting order under the *Family Law Act 1975*, the *Family Court Act 1997* or the *Children and Young People (Safety) Act 2017*? Yes No

If YES, the child is exempt from the immunisation requirements and the rest of this section is not required to be completed

B. Has the child's parent provided an approved immunisation record?

If NO, the child may not be enrolled in or attend preschool.
(an approved immunisation record will be an extract from the Australian Immunisation Register and be provided at the time of enrolment, extracted from the Register no earlier than one month prior to that enrolment)

Yes No

Yes No

C. If YES for question B, does the child's immunisation state:

- up to date, or
- up to date on a catch up schedule with a future date

Yes No

Please indicate the catch up schedule end date: ____/____/____

Yes No

If NO, does the child have an Immunisation Exemption Notice from the Chief Public Health Officer (CPHO)?

If YES, please indicate the valid end date: ____/____/____

Yes No

If a response of NO has been provided in all boxes in section C, the child may not be enrolled in or attend preschool.

Child personal details

*Surname/ Family name:

*Gender: Male Female Undeterminate/Intersex/Unspecified

*First name:

*Date of birth: d d m m y y y y

Middle name:

Contact Type: Mobile

Birth Certificate

Preferred name:

Home Phone

Centrelink Document

Main Contact Number:

Work Phone

Passport

No proof provided (Estimated)

Proof of age: Birth Certificate

Centrelink Document

Passport

No proof provided (Estimated)

Address

Child's residential address 1

*Address:

Child's residential address 2 (If in shared care)

*Address:

*Suburb/Town:

*Suburb/Town:

*Postcode:

*Postcode:

Cultural background

In which country was the child born? Australia Other

School details

Please specify:

Which school do you intend to send the child to?

If other, on what date did the child arrive in Australia?

When will the child start school?

If the child speaks a language other than English at home, what languages (including English) does the child speak?

*Main language:

Custody and Court Orders

*Other language/s:

*Is the child in care and subject to a custody or guardianship order under the *Children and Young People (Safety) Act 2017 (SA)*?

No

Yes

*What is the child's cultural background?

If Yes, has the "Admission process for enrolling or transferring a child or young person in care" process been followed? For further details preschools should refer to the admission procedure. These forms will provide the necessary information for data input.

*Are there any current court-sanctioned orders relating to the child? If yes, a copy of the order must be provided for the school's records.

Does the site need to be aware of any cultural or religious requirement?

No

Yes

Yes No More information can be provided on page 8

If yes, on what date was the full-court order issued?

Details:

Details: More information can be provided on page 8

*Is the child of Aboriginal or Torres Strait Islander origin?

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- Not Aboriginal or Torres Strait Islander
- Not Stated

Medical Conditions

*Does the child have a diagnosed medical condition that may require support? Yes No

If Yes, please tick relevant condition/s and provide details
(eg. inhaler for asthma, blood glucose monitoring for diabetes, Adrenaline auto-injector for anaphylaxis)

- Asthma
- Diabetes
- Continence
- Medication
- Oral drinking/eating
- Other (specify)

Details:

Are there any health related dietary restrictions? Yes No

Details: *More information can be provided on page 8*

Medicine:

Allergies

*Does the child have any allergies? Yes No

If Yes, please tick relevant allergy and provide details

- Bees
- Dairy Products
- Gluten
- Nuts
- Penicillin
- Yeast
- Other (specify)

Details:

Are there any allergy related dietary restrictions? Yes No

Details: *More information can be provided on page 8*

Medicine (eg. Adrenaline auto-injector for anaphylaxis)

Details of child's Doctor / Clinic

*Doctor /Clinic name

*Address:

*Phone number:

*Suburb/Town:

*Postcode:

Health Care / Medical Management / Medication Plan

* If the child has any individual emergency or routine health care / medical management needs (e.g. seizure management, toilet support, diabetes management, supervision of medication, anaphylaxis first aid) the site will need a health care / medical management / medication plan from the treating doctor / health professional.

Health care / Medical management plan attached Yes No If not, it MUST be provided.

Additional Needs & Diagnosed Disabilities

*Does the child have an additional need or diagnosed disability?

Yes No If Yes, please provide details

- Autistic Disorder Significant challenging behaviour
- Global developmental delay Speech and language impairment
- Hearing impairment Visual impairment
- Physical impairment Undiagnosed significant need

Details: *More information can be provided on page 8*

Agencies involved:

Contact person:

Phone number:

Email address:

Support received:

Do you have any concerns about the child's development? Yes No (eg. behaviour, personal care needs, language skills)

If Yes, please provide details. *More information can be provided on page 8*

Enrolling Parent 1

(Birth or Adoptive parent or Guardian)

Relationship to child:

Main Parent
Account Payee

Contact priority Contact details must be provided
 If someone other than Parent 1 or Parent 2 is the account payee, please complete the section on page 7

It will be presumed that persons listed as parents will be also be Emergency Contacts and are Authorised to collect the child unless otherwise stated.

Name

Mr/Mrs/Ms/Other

*First name:

*Surname/
Family name:

Gender: Male Female

Correspondence

If Parent 1 does not reside with the child, please indicate the type of correspondence this person wishes to receive:

Child reports Site information (e.g. newsletters)

Preferred method of receiving this correspondence

In writing Email (provide email address)

Employment

Current Employment Status

- Employed (casual)
- Employed (full-time)
- Employed (parental leave)
- Employed (part-time)
- Homemaker (not employed in paid workforce)
- Other
- Pension or benefit recipient
- Self-employed
- Student
- Unemployed

What is the occupation group of Parent 1?

Please select the appropriate parental occupation group from the list on page 2.

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 the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' above

Contact Details

*Mobile phone:

*Home phone:

*Work phone:

Email address:

Education

What is the highest year of primary or secondary school Parent 1 has completed?

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

(For persons who have never attended school, select 'Year 9 or equivalent or below')

What is the level of the highest qualification Parent 1 has completed?

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

Refer to page 2 for more information about these questions and how the information is used.

Address

*Residential address

Same as child's residential address 1 recorded on page 3

Same as child's residential address 2 recorded on page 3

If Parent 1 does not reside with the child please provide **Residential address**

*Address:

*Suburb/Town:

*Postcode:

Mailing address (if different from residential address)

Address:

Suburb/Town:

Postcode:

Languages spoken & Cultural background

If Parent 1 speaks a language other than English at home, what is the main language spoken?

Does Parent 1 require an interpreter? No Yes

*What is the cultural background of Parent 1?

Enrolling Parent 2

(Birth or Adoptive parent or Guardian)

Relationship to child:

Main Parent Contact priority Contact details must be provided

Account payee If someone other than Parent 1 or Parent 2 is the account payee, please complete the section on page 7

It will be presumed that persons listed as parents will be also be Emergency Contacts and are Authorised to collect the child unless otherwise stated

<p>Name</p> <p>Mr/Mrs/Ms/Other <input type="text"/></p> <p>*First name: <input type="text"/></p> <p>*Surname/ Family name: <input type="text"/></p> <p>Gender: Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Correspondence</p> <p>If Parent 2 <u>does not</u> reside with the child, please indicate the type of correspondence this person wishes to receive:</p> <p><input type="checkbox"/> Child reports <input type="checkbox"/> Site information (e.g. newsletters)</p> <p>Preferred method of receiving this correspondence</p> <p><input type="checkbox"/> In writing <input type="checkbox"/> Email (provide email address)</p>	<p>Employment</p> <p>Current Employment Status</p> <p><input type="checkbox"/> Employed (casual) <input type="checkbox"/> Employed (full-time) <input type="checkbox"/> Employed (parental leave) <input type="checkbox"/> Employed (part-time) <input type="checkbox"/> Homemaker (not employed in paid workforce) <input type="checkbox"/> Other <input type="checkbox"/> Pension or benefit recipient <input type="checkbox"/> Self-employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed</p> <p>What is the occupation group of Parent 2? <i>Please select the appropriate parental occupation group from the list on page 2.</i> <input type="text"/></p> <p><i>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 the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' above.</i></p> <p>Contact Details</p> <p>*Mobile phone: <input type="text"/></p> <p>*Home phone: <input type="text"/></p> <p>*Work phone: <input type="text"/></p> <p>Email address: <input type="text"/></p> <p>Education</p> <p>What is the highest year of primary or secondary school Parent 2 has completed?</p> <p><input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <i>(For persons who have never attended school, select 'Year 9 or equivalent or below')</i></p> <p>What is the level of the highest qualification Parent 2 has completed?</p> <p><input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification</p> <p><i>Refer to page 2 for more information about these questions and how the information is used.</i></p> <p>Address</p> <p>*Residential address</p> <p><input type="checkbox"/> Same as child's residential address 1 recorded on page 3 <input type="checkbox"/> Same as child's residential address 2 recorded on page 3</p> <p>If Parent 2 <u>does not</u> reside with the child please provide Residential address</p> <p>*Address: <input type="text"/></p> <p>*Suburb/Town: <input type="text"/></p> <p>*Postcode: <input type="text"/></p> <p>Mailing address (if different from residential address)</p> <p>Address: <input type="text"/></p> <p>Suburb/Town: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Languages spoken & Cultural background</p> <p>If Parent 2 speaks a language other than English at home, what is the main language spoken? <input type="text"/></p> <p>Does Parent 2 require an interpreter? No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>*What is the cultural background of Parent 2? <input type="text"/></p>
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Emergency contacts if parent cannot be contacted

**Note: Includes authority to collect the child and permission to provide overnight care
(at least one emergency contact must be provided)**

Relationship: <input type="text"/>	Contact priority: <input type="text"/>	Relationship: <input type="text"/>	Contact priority: <input type="text"/>
First Name: <input type="text"/>	Surname: <input type="text"/>	First Name: <input type="text"/>	Surname: <input type="text"/>
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Mobile phone: <input type="text"/>		Mobile phone: <input type="text"/>	
Home phone: <input type="text"/>		Home phone: <input type="text"/>	
Work phone: <input type="text"/>		Work phone: <input type="text"/>	
Address: <input type="text"/>		Address: <input type="text"/>	
Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>	Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>
Relationship: <input type="text"/>	Contact priority: <input type="text"/>	Relationship: <input type="text"/>	Contact priority: <input type="text"/>
First Name: <input type="text"/>	Surname: <input type="text"/>	First Name: <input type="text"/>	Surname: <input type="text"/>
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Mobile phone: <input type="text"/>		Mobile phone: <input type="text"/>	
Home phone: <input type="text"/>		Home phone: <input type="text"/>	
Work phone: <input type="text"/>		Work phone: <input type="text"/>	
Address: <input type="text"/>		Address: <input type="text"/>	
Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>	Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>
Relationship: <input type="text"/>	Contact priority: <input type="text"/>	Relationship: <input type="text"/>	Contact priority: <input type="text"/>
First Name: <input type="text"/>	Surname: <input type="text"/>	First Name: <input type="text"/>	Surname: <input type="text"/>
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Mobile phone: <input type="text"/>		Mobile phone: <input type="text"/>	
Home phone: <input type="text"/>		Home phone: <input type="text"/>	
Work phone: <input type="text"/>		Work phone: <input type="text"/>	
Address: <input type="text"/>		Address: <input type="text"/>	
Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>	Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>
Account payee If other than Parent 1 or Parent 2		Authority to collect child only Note: Authorised to collect the child but not to be contacted in an emergency (e.g. child care centre staff)	
Relationship: <input type="text"/>	Contact priority: <input type="text"/>	Relationship: <input type="text"/>	
First Name: <input type="text"/>	Surname: <input type="text"/>	First Name: <input type="text"/>	Surname: <input type="text"/>
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Mobile phone: <input type="text"/>		Mobile phone: <input type="text"/>	
Home phone: <input type="text"/>		Home phone: <input type="text"/>	
Work phone: <input type="text"/>		Work phone: <input type="text"/>	
Address: <input type="text"/>		Address: <input type="text"/>	
Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>	Suburb/Town: <input type="text"/>	Postcode: <input type="text"/>

Other relevant information

Additional Details - 1

This information relates to:

- | | | |
|---|---|---|
| <input type="checkbox"/> Cultural or religious requirements | <input type="checkbox"/> Medical conditions | <input type="checkbox"/> Additional needs |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Allergies | <input type="checkbox"/> Developmental concerns |

Additional Details - 2

This information relates to:

- | | | |
|---|---|---|
| <input type="checkbox"/> Cultural or religious requirements | <input type="checkbox"/> Medical conditions | <input type="checkbox"/> Additional needs |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Allergies | <input type="checkbox"/> Developmental concerns |

Any other information

Parent Signatures

I / We understand that the entitlement to a department funded preschool is for an average of 15 hours per week over 40 weeks of the year.

I / We declare that the child I am / we are enrolling is not already accessing a department funded preschool program with an entitlement of 15 hours per week from another service provider.

If the child is accessing another preschool program that is funded by the department, which may be a child care centre, private school or department preschool, please provide details about the site and number of hours enrolled.

This site:	Number of hours enrolled			
Other site:	Number of hours enrolled		Name of site:	

If unsure whether the other service is a department Grant Funded Preschool contact the department's Universal Access team on 8226 3681 for more information.

I / We authorise education and care staff to seek

- medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- transportation of the child by ambulance service.

I / We certify that all information given is true and accurate.

Signature of Parent 1:		Date:	
Signature of Parent 2:		Date:	
Interviewed/enrolment accepted by Name:		Role:	
Signature:		Date:	

Office Use only

Date enrolment details entered in		2021	2022	2023	from	Week 1					Week 2						
EYS:	<input type="checkbox"/>	T 1	27/01 – 09/04	31/01 – 14/04	30/01 – 14/04	to	M	T	W	TH	F	M	T	W	TH	F	
	<input type="checkbox"/>	T 2	27/04 – 02/07	02/05 – 08/07	01/05 – 07/07												
	<input type="checkbox"/>	T 3	19/07 – 24/09	25/07 – 30/09	24/07 – 29/09												
	<input type="checkbox"/>	T 4	11/10 – 10/12	17/10 – 16/12	16/10 – 15/12												
Anticipated start dates						from	Week 1					Week 2					
Transition	Early Entry	start: term <input type="checkbox"/> year <input type="checkbox"/> (if eligible and capacity permits)					to	M	T	W	TH	F	M	T	W	TH	F
	Preschool	start: term <input type="checkbox"/> year <input type="checkbox"/>															
	School	start: term <input type="checkbox"/> year <input type="checkbox"/>															
		start: term <input type="checkbox"/> year <input type="checkbox"/>															