



STUDENT ENROLMENT CHECKLIST

	Yes	No
1. Enrolment Form All details completed	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of Birth Copy of Birth Certificate or Passport	<input type="checkbox"/>	<input type="checkbox"/>
3. Proof of Residency (Parent Australian Birth Certificate, Visa, Passport or Citizenship)	<input type="checkbox"/>	<input type="checkbox"/>
4. Residential Address Check <i>Documents must show the full name of the child's parent/carer & address. Any combination of documents must equal 100 points *Must be within the last 3 months</i>	Points	
1. ONE of the following:		
1.1 Council Rates Notice OR		
1.2 Lease agreement through a registered real estate agent or rental board bond receipt OR		
1.3 Exchanged Contract of Sale.		
2. ANY of the following:		
2.1 Centrelink statement showing home address		
2.2 Electoral Roll Statement		
3. ANY of the following documents		
3.1 Electricity or gas bill showing the service address*		
3.2 Water Bill showing the service address*		
3.3 Telephone or Internet bill showing the service address*		
3.4 Driver's licence or government issued ID showing current home address		
3.5 Home building or home contents insurance showing the service address		
3.6 Motor vehicle registration or compulsory third-party insurance policy showing home address		
5. Immunisation Certificate If born overseas, a translated Immunisation Certificate must be provided by the International Education Division Department or your doctor. If immunised in Australia, this can be obtained from Medicare via My Gov.	<input type="checkbox"/>	<input type="checkbox"/>
6. Any Family Court orders or Custody Restriction details (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>
7. Medical Condition details (If applicable) Any medical management plan (asthma, allergy etc) to be followed with respect to a diagnosed healthcare need for your child.	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your child receiving support from an Allied Health professional?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Speech Pathologist <input type="checkbox"/> Psychologist <input type="checkbox"/> Paediatrician <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> NDIS Support Worker		
9. Does your child have a current diagnosis?	<input type="checkbox"/>	<input type="checkbox"/>

SCHOOL PRIVACY NOTICE

Information about the Enrolment Form - *Please read carefully before completing.*

This confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that St Albans East Primary School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at St Albans East Primary School and the Department of Education and Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at St Albans East Primary School can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. St Albans East Primary School depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

St Albans East Primary School requires information about all parents, guardians, or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to St Albans East Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, St Albans East Primary School, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

EMERGENCY CONTACTS

These are people that St Albans East Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to St Albans East Primary School.

STUDENT BACKGROUND INFORMATION

This includes information about a person's country of birth, nationality, language spoken at home and parent occupation. This information is collected so that St Albans East Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All this information is kept strictly confidential, and the Department will not otherwise disclose the information to others without your consent or as required by law.

IMMUNISATION STATUS

This assists St Albans East Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data, so no individual is identified.

VISA STATUS

This information is required to enable St Albans East Primary School to process your child's enrolment.

UPDATING YOUR CHILD'S RECORDS

Please let St Albans East Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time at St Albans East Primary School, we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

ACCESS TO YOUR CHILD'S RECORD HELD BY SCHOOL

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information, please contact the Principal. St Albans East Primary School can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. This form is available on request.