



ALTERNATIVE FAMILY/PARENT/CARER DETAILS FOR:

Student Surname:	
First & Second Given Names:	

Alternative Family-Adult 3 *(For Family/Parent/Carers residing at a different address to the students' primary family)*

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: <i>(Email shall be used for communication that cannot be sent via phone)</i>		
☐ 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 <i>(please specify)</i> : _____		
❖ Does Adult 3 speak a language other than English at home?		
☐ No, English only		
☐ Yes <i>(please specify)</i> : _____		
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

Adult 3 Job Title:	
Adult 3 Employer:	

Is Adult 3 interested in being involved in school group participation activities? <i>(e.g., School Council, excursions)</i>
☐ Yes ☐ No

❖ What is the highest year of primary or secondary school that Adult 3 has completed?
☐ Year 12 or equivalent ☐ Year 10 or equivalent
☐ Year 11 or equivalent ☐ Year 9 or equivalent or below / no schooling
❖ What is the level of the highest qualification that Adult 3 has completed?
☐ Bachelor degree or above
☐ Advanced diploma / Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification
❖ What is the occupation group of Adult 3? Please select the appropriate current parental occupation group from the attached list at the end of the document.
- If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached list. - If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'.

Alternative Family - 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 2 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 <u>paid</u> work for the last 12 months, enter 'N'.	

Student Living Arrangements

What are the student's living arrangements?	
☐ Student lives with adult 3 & 4 together at the same residence	☐ Student lives with each parent/carer at different times
☐ Student lives with one parent/carer only – either adult 3 or 4	☐ State Arranged Out of Home Care*
☐ Informal care arrangement [#]	☐ Student is independent
☐ Homeless	
If the student has a Case Manager, please provide their contact details below:	

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 Alternative Adult 3: _____ Date: ____ / ____ / ____

Signature of Alternative Adult 4 (if applicable): _____ Date: ____ / ____ / ____

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)