2024 YEAR 7 ENROLMENT FORM



Please fill in all the details below. Return ALL pages of the Enrolment Form, Consent & Agreements Form and supporting documentation to: Enrolment Officer - Brauer College, PO Box 676, Warrnambool 3280

PERSONAL DETAILS OF STUDENT

Surname:	Title: (Miss Ms Mr)
First Given Name:	
Second Given Name:	
Preferred Name (if applicable):	
Gender: Male Female	Birth Date: (dd-mm-yyyy)
Student Mobile Number:	
PRIMARY FAMILY HOME ADDRESS	
No. & Street or PO Box Details:	
Suburb:	
State:	Postcode:
Telephone :	Silent: Yes No
Mobile:	
FAMILY DETAILS	
List any other family members attending this school:	
OFFICE USE ONLY	
Computer Generated Student ID:	
Child's Name and Birth Date proof sighted: (tick) Yes	No Enrolment Date:
Year Level: Home Group: Timetabling Group:	House: Campus:
Student Email Address:	
_	omplete Not sighted
Is there a Medical Alert for the student?: (tick)	
Does the student have a Disability ID Number?: (tick) N	_



PRIMARY FAMILY DETAILS

• If the person has not been in paid work for the last 12 months,

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with".

•These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

ADULT A DETAILS (PRIMARY CARER)	ADULT B DETAILS
Gender: Male Female	Gender: Male Female
Title: (Ms, Mrs, Mr, Dr etc)	Title: (Ms, Mrs, Mr, Dr etc)
Legal Surname:	Legal Surname:
Legal First Name:	Legal First Name:
Adult A's occupation?	Adult B's occupation?
Adult A's employer?	Adult B's employer?
In which country was Adult A born?	In which country was Adult B born?
Australia Other (please specify):	Australia Other (please specify):
Does Adult A 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).	Does Adult B speak a language other than English at home? (If more than one language is spoken at home, at home, indicate the one that is spoken most often).
No (English only) Yes (please specify):	No (English only) Yes (please specify):
Please indicate any additional languages spoken by Adult A:	Please indicate any additional languages spoken by Adult B:
Is an interpreter required? Yes No	Is an interpreter required? Yes No
What is the highest year of primary or secondary school Adult A has completed? (Tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)	What is the highest year of primary or secondary school Adult B has completed? (Tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)
Year 12 or equivalent Year 11 or equivalent	Year 12 or equivalent Year 11 or equivalent
Year 10 or equivalent Year 9 or equivalent or below	Year 10 or equivalent Year 9 or equivalent or below
What is the level of the highest qualification the Adult A has completed? (tick one)	 What is the level of the highest qualification the Adult B has completed? (tick one)
Bachelor degree or above Advanced diploma/Diploma	Bachelor degree or above Advanced diploma/Diploma
Certificate I to IV (including trade certificate)	Certificate I to IV (including trade certificate)
No non-school qualification	No non-school qualification
What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list. See Page 24.	What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list. See Page 24.
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 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,



ADULT B DETAILS

PRIMARY FAMILY DETAILS (cont.)

ADULT A DETAILS (PRIMARY CARER)

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with".

Business Hours:	Business Hours:		
Can we contact Adult A at work?	Can we contact Adult B at work? Yes No		
Is Adult A usually home during business hours?	Is Adult B usually home during business hours? Yes No		
Work Telephone No:	Work Telephone No:		
Other information:	Other information:		
After Hours:	After Hours:		
Is Adult A usually home AFTER business hours? Yes No	Is Adult B usually home AFTER business hours? Yes No		
Home Telephone No:	Home Telephone No:		
Other After Hours Contact Information:	Other After Hours Contact Information:		
Adult A's preferred method of contact: (tick one)	Adult B's preferred method of contact: (tick one)		
Mail Email Facsimile	Mail Email Facsimile		
Email Address:	Email Address:		
Main Language Spoken at Home:	Main Language Spoken at Home:		
Preferred Language of Notices:	Preferred Language of Notices:		
Are you interested in being involved in school group participation activities?	Are you interested in being involved in school group participation activities?		
- Excursions Yes No Parent Friends Association Yes No Parent Friends Association Yes No	- Excursions Yes No C - Parent Friends Association Yes No C - School Council Yes No C		
rimary Family Mailing Address: Primary Family Mailing Address:			
/rite 'As Above' if the same as Family Home Address Write 'As Above' if the same as Family Home Address			
No. & Street or PO Box:	No. & Street or PO Box:		
Suburb:	Suburb:		
State: Postcode:	State: Postcode:		

• If the person has not been in paid work for the last 12 months,

ALTERNATIVE/ADDITIONAL FAMILY DETAILS (if applicable)

•These questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

ADULT A DETAILS (PRIMARY CARER)	ADULT B DETAILS
Gender: Male Female	Gender: Male Female
Title: (Ms, Mrs, Mr, Dr etc)	Title: (Ms, Mrs, Mr, Dr etc)
Legal Surname:	Legal Surname:
Legal First Name:	Legal First Name:
Adult A's occupation?	Adult B's occupation?
Adult A's employer?	Adult B's employer?
In which country was Adult A born?	In which country was Adult B born?
Australia Other (please specify):	Australia Other (please specify):
Does Adult A 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 specify):	Does Adult B speak a language other than English at home? (If more than one language is spoken at home, at home, indicate the one that is spoken most often). No (English only) Yes (please specify):
Please indicate any additional languages spoken by Adult A:	Please indicate any additional languages spoken by Adult B:
Is an interpreter required? Yes No	Is an interpreter required? Yes No
• What is the highest year of primary or secondary school Adult A has completed? (Tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)	What is the highest year of primary or secondary school Adult B has completed? (Tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)
Year 12 or equivalent Year 11 or equivalent	Year 12 or equivalent Year 11 or equivalent
Year 10 or equivalent Year 9 or equivalent or below	Year 10 or equivalent Year 9 or equivalent or below
What is the level of the highest qualification the Adult A has completed? (tick one)	What is the level of the highest qualification the Adult B has completed? (tick one)
Bachelor degree or above Advanced diploma/Diploma	Bachelor degree or above Advanced diploma/Diploma
Certificate I to IV (including trade certificate)	Certificate I to IV (including trade certificate)
No non-school qualification	No non-school qualification
What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list. See Page 24.	What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list. See Page 24.
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 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,

ALTERNATIVE/ADDITIONAL FAMILY DETAILS (cont.)

ADULT A DETAILS (PRIMARY CARER)	ADULT B DETAILS		
Business Hours: Can we contact Adult A at work? Yes No Is Adult A usually home during business hours? Yes No Work Telephone No: Other information:	Business Hours: Can we contact Adult B at work? Yes No Is Adult B usually home during business hours? Yes No Work Telephone No: Other information:		
After Hours: Is Adult A usually home AFTER business hours? Yes No Home Telephone No: Other After Hours Contact Information:	After Hours: Is Adult B usually home AFTER business hours? Yes No Home Telephone No: Other After Hours Contact Information:		
Adult A's preferred method of contact: (tick one) Mail Email Facsimile Email Address: Main Language Spoken at Home:	Adult B's preferred method of contact: (tick one) Mail Email Facsimile Email Address: Main Language Spoken at Home:		
Preferred Language of Notices:	Preferred Language of Notices:		
Are you interested in being involved in school group participation activities? - Excursions Yes No - No - No - School Council Yes No - No	Are you interested in being involved in school group participation activities? - Excursions Yes No - No - No - No - School Council Yes No - No		
Suburb: Postcode:	Suburb: Postcode:		



PRIMARY FAMILY DOCTOR DETAILS

Doctor's Name:			
Individual or Group Practice: (tick) Individ	lual Group		
No. & Street or PO Box details:			
Suburb:			
State:	Postcod	e:	
Telephone Number: Fax Number:			
Current Ambulance Subscription: (tick)	Yes No Medicar	e Number:	
PRIMARY FAMILY EMERGENCY CONTACTS (not to be a parent)			
Name	Relationship (Neighbour, Relative, Friend or Other)	Telephone Contact	Langauge Spoken (If English write E)
1	end or ourer,		
3			
4			
PRIMARY FAMILY BILLING ADDRESS Write 'As Above' if the same as Family Home Address			
No. & Street or PO Box details:			
Suburb:			
State: Postcode:			
OTHER PRIMARY FAMILY DETAILS Relationship of Adult A to Student: (tick) Parent Step-Parent Adoptive Parent Host Family Relative Friend Self Other			
Relationship of Adult B to Student: (tick)			
Parent Step-Parent Adoptive Relative Friend Self		,	
The student lives with the Primary Family: (tick) Always Mostly Decasionally Never			
Send Correspondence addressed to: (tick) Adult A Both Adults Neither			



DEMOGRAPHIC DETAILS OF STUDENT

• In which country was the student born? Australia Other (please specify):		
Date of arrival in Australia OR Date of return to Australia: (dd-mm-yyyy)		
What is the Residential Status of the student? (tick) Permanent Temporary		
Basis of Australian Residency: Eligible for Australian Passport Holds Australian Passport Holds Permanent Residency Visa		
Visa Sub Class: Visa Expiry Date: (dd-mm-yyyy)		
Visa Statistical Code: (Required for some sub-classes)		
International Student ID: (Not required for exchange students)		
• Does the student speak a language other than English at home? (tick) (If more than one language is spoken at home, indicate the one that is spoken most often) No, English only Yes, please specify		
• Does the student speak English? (tick) Yes No		
• Is the student of Aboriginal or Torres Strait Islander origin? (tick one) No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal & Torres Strait Islander		
What is the student's living arrangements? (tick one)		
At home with TWO Parents/Guardians State Arranged Out of Home Care (# See Note) At home with ONE Parent/Guardian Homeless Youth Independent		
# State Arranged Out of Home Care - Students who have been subject to protective intervention by the Department of Human Services and live in alternative care arrangements away from their parents. These DHS-facilitated care arrangements include living with relatives or friends (kith and kin), living with non-relative families (foster families or adolescent community placements) and living in residential care units with rostered care staff.		
Student's Religion:		



SCHOOL DETAILS

Date of first enrolment in an Australian School: (dd-mm-yyyy)	
Name of previous School:	
Years of previous education:	
What was the language of the student's previous education?	
Does the student have a Victorian Student Number (VSN)? Yes. Please specify: Yes, but the VSN is unknown to education:	
Is the student repeating a year?	res No
Will the student be attending this school full time? (tick) If No, what will be the time fraction that the student will be attending this sch	/es
Other school Name:	_ Time fraction: 0. Enrolled: Yes No
Other school Name:	_ Time fraction: 0. Enrolled: Yes No
CONDITIONAL ENROLMENT DETAILS	
In some circumstances a child may be enrolled conditionally, particularly if the reparental responsibility arrangements for a child is not provided. Please refer to the more information (http://www.education.vic.gov.au/school/principals/spag/partenrolment conditions:	he School Policy & Advisory Guide's Adminission page for
OFFICE LICE ONLY	
OFFICE USE ONLY	
Has the documentation been provided and retained on school	records? (tick) Yes No
Have the conditions been met to complete the enrolment? (tick	Yes No



STUDENT ACCESS OR ACTIVITY RESTRICTIONS DETAILS

Is the student at risk? Yes No
Is there an Access Alert for the student? (tick) Yes (If Yes, then complete the following questions and present a current copy of the document to the school.) No (If No, move to the immunisation / medical condition details questions.)
Access Type: (tick) Court Order Family Law Order Restraining Order Other Describe any Access Restriction:
Is there an Activity Alert for the student? (tick) Yes No If yes, describe the Activity Restriction:
OFFICE USE ONLY
Current custody document placed on student file? (tick) Yes No
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, administer such first aid as the Principal or staff member may judge to be reasonably necessary.
Signature of Parent/Guardian:
Date: (dd-mm-yyyy)



STUDENT MEDICAL DETAILS

MEDICAL CONDITION DETAILS:			
Does the student suffer from any of the following im	npairments? (tick)		
Hearing: Yes No Vision: Yes No Speech:	Yes No Mobility: Yes	No	
Does the student suffer from Asthma? (tick) If No, pleas	e go to the Other Medical Conditions sec	tion Yes N	О
Asthma Medical Condition Details: ANSWER THE FOLLOWING QUESTIONS ONLY IF THE STUDENT	SUFFERS FROM ANY ASTHMA MEDICAI	CONDITIONS.	
Please indicate if the student suffers from any of the following symptoms: (tick)	If my child displays any of th	ese symptoms plea	se:
		YES	NO
Cough	Inform Doctor		
Difficulty Breathing	Inform Emergency Contact		
Wheeze Exhibits symptoms after exertion	Administer Medication Other Medical Action		
Tight Chest	If yes, please specify:		
	Yes No		
Has an Asthma Management Plan been provided to School?			
	ame of medication taken:		
Is the medication taken regularly by the student (preventive) or	only in response to symptoms? (tick)	Preventative	Response
Indicate the usual dosage of medication taken:	Indicate how frequently the medicati	on is taken:	
Medication is usually administered by: (tick) Student	Nurse Teacher Other		_
Medication is stored: (tick) with Stu	udent with Nurse Fridge in Staff I	Room Elsewhere	
Dosage time: Reminder required? (tick) Yes No Poison Rating:			
Please note: Paracetemol cannot be administered to stude	nts by office / teaching staff		
Other Medical Conditions			
(More copies of the other medical condition forms are available	on request from the school)		
Does the student have any other medical condition? (tick) If yes, please specify:	Yes No		
Symptoms:	If my child displays any o	of theses symptoms pl	ease: (tick)
Inform Doctor Yes No	Inform Emergency Contact	Yes No	
Administer Medication Yes No	Other Medical Action	Yes No	
If yes, please specify:			
Does the student take medication? (tick) Yes No Na	ame of medication taken:		
Is the medication taken regularly by the student (preventive) or	only in response to symptoms? (tick)	Preventative	Response
Indicate the usual dosage of medication taken:	Indicate how frequently the medicati	on is taken:	
Medication is usually administered by: (tick)	Nurse Teacher Other		_
Medication is stored: (tick) with Student	with Nurse Fridge in Staff I	Room Elsewhere	
Dosage time: Reminder required? (tick)	Yes No Poison Rating:		



TRAVEL DETAILS

Does your student require country bus travel or for other lf YES please complete PTV - Application to travel form and return to Brauer C		Yes No No
Type of travel assistance requested? (completion of add		
First date of travel? (tick) Next school year	Alternate date: (dd-mm-yyyy	v)
Assisted Mobility (if applicable):		
If applicable, specify the student's mode of assisted mobility.	Wheelchair V	Valker
Comments relevant to travel:		
		_
OFFICE USE ONLY		
Can the student Individual Learning Plan (ILP) include tr	ravel training?	Yes No
Is the student attending their nearest school?		☐ Yes ☐ No
Does the student reside in Designated Transport Area (E	OTA)? (if attending special school)	Yes No
Can the student be accommodated on existing route? (i	fapplicable)	Yes No
Pick-up Point:	Map Ref:	Time AM:
Pick-up Point:	Map Ref:	Time PM:

NOTE: Students residing in Rural/Regional Victoria or attending special schools may be entitled to receive transport assistance. The Department may give access to a school bus service or pay a conveyance allowance to assist with the cost of travel. Information on eligibility and the application process can be obtained from the school.



Thank you for taking the time to complete this Student Enrolment form. We understand that the information you have provided is confidential and will be treated as such, but the details are required to enable staff to properly enrol your child at our College.

И на	VE YOU PROVIDED THE FOLLOWING SUPPORTING DOCUMENTS/INFORMATION:	
	All personal information checked and updated on printed details attached	
	Copy Birth Certificate or Passport	
	Copy Visa (if applicable)	
	Emergency contact details	
	Medical Condition details (if applicable) PLEASE NOTE if you wish us to record that your child has an allergy, you MUST provide us with details of such allergy and the applicable Action Plan for Allergic Reactions.	
	Anaphylactic Plan (if applicable)	
	Asthma Plan (if applicable)	
	Action Plan for Allergic Reaction (if applicable)	
I certify	that the information contained within this form is correct.	
Signature of Parent/Guardian:		
Date: (d	dd-mm-yyyy)	

SECONDARY Enrolment form



PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools. Less funding requires the College to adjust fees to ensure students continue to receive a high quality and varied education.

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

GROUP C - TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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 / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

GROUP B - OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

- · Owner / Manager of 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, proof reader, 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 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)

SECONDARY Enrolment form



CONSENTS & AGREEMENTS

COLLEGE EXCURSION PERMISSION

The following is our standard College excursion permission, which will be used for the school year at Brauer College.

I hereby give permission for my child to participate in local College excursions for the duration of the school year at Brauer College, providing a Principal or teacher is in charge and all reasonable care is taken. Parents will always be informed in advance of any activities which require children to leave the College.

COLLEGE MEDIA PERMISSION

I hereby give permission for my child to participate in College media activities for the duration of the

school year at Brauer College. This permission includes my child being photographed or filmed in a College activity by College staff for the Brauer websites (and the College Intranet and other online media formats) and College or external media publications (e.g. The Standard Newspaper).

STUDENT INTERNET/ULTRANET USE & ACCESS AGREEMENT

PARENTS AGREEMENT

I expect my child to follow all rules and responsibilities associated with the Acceptable Use Agreement - ICT Devices and Digital Resources and I agree to my child only publishing appropriate materials on the WWW in accordance with the Brauer College Acceptable Use Agreement.

SIGNATORIES		
I declare that I have read and understand all of the above consents and agreements:		
By ticking the boxes below I give my consent to the following:		
	College Excursion Permission	
	College and external Media Permission - Social Media Pro	motional School Group/Class Photos
	College ICT Devices and Digital Resources Acceptable Use Agreement	
Signature(s) of Parents/Guardians:		
Parent/Guardian A:		_Date: (dd-mm-yyyy)
Parent/Guardian B:		_Date: (dd-mm-yyyy)

PRIVACY

All personal information provided by you will be kept confidential in accordance with the Information Privacy Act 2009 (Vic). The personal information we collect on you and your child is necessary to properly enrol your child at school.