

ENROLMENT AND ORIENTATION POLICY

Mandatory – Quality Area 6

PURPOSE

This policy outlines:

- the criteria for enrolment at Vermont Primary School Kindergarten
- the process to be followed when enrolling a child at Vermont Primary School Kindergarten
- the basis on which places within the programs will be allocated
- procedures for the orientation of new families and children into Vermont Primary School Kindergarten
- processes to ensure compliance with legislative and DET funding requirements in relation to the enrolment of children in early childhood education and care services.

POLICY STATEMENT

1. VALUES

Vermont Primary School Kindergarten is committed to:

- equal access for all eligible children
- meeting the needs of the local community
- supporting families to meet the requirements for enrolment through the provision of information
- maintaining confidentiality in relation to all information provided for enrolment
- ensuring all families are welcomed and receive an effective orientation into the service.

2. SCOPE

- This policy applies to the Approved Provider, Nominated Supervisor, early childhood teachers, educators, staff and parents/guardians who wish to enrol or have already enrolled their child at Vermont Primary School Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The *Education and Care Services National Regulations 2011* require approved services to have a policy and procedures in place in relation to enrolment and orientation (Regulation 168(2)(k)).

It is intended that all eligible children (refer to *Definitions*) will have access to one year of kindergarten before commencing school. However, a shortage of places in some areas can limit choices for parents/guardians. Where demand is higher than availability, a priority system for access must be determined by the Approved Provider in order to allocate the available places. The criteria used to determine the allocation of places will vary from service to service, but is generally based on a service's philosophy, values and beliefs, and the provisions of the *Equal Opportunity Act 2012*. The Victorian Government requires funded organisations to ensure that their policies and procedures promote equal opportunity for all children. Criteria for access and inclusion are outlined in *The Kindergarten Guide* (refer to *Sources*). Services participating in central enrolment schemes are required to comply with the enrolment procedures of that scheme.

Childcare services providing approved care (refer to *Definitions*) must abide by the *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011* (refer to *Legislation and standards*) and the Commonwealth Government's *Priority for allocating places in child care services* (refer to *Sources*).

Immunisations are an effective means of reducing the risk of vaccine preventable diseases. Early childhood education and care services which are regulated under the *Education and Care Services National Law Act 2010* have legislative responsibilities under the *Public Health and Wellbeing Act 2008* to only offer a confirmed place in their programs to children with acceptable immunisation documentation (refer to *Definitions*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *A New Tax System (Family Assistance) Act 1999*
- *Charter of Human Rights and Responsibilities Act 2006* (Vic)

- *Children, Youth and Families Act 2005* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*: Regulations 160, 161, 162, 168, 177, 183
- *Equal Opportunity Act 2010* (Vic)
- *Family Assistance Legislation Amendment (Child Care Rebate) Act 2011*
- *National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities*
 - Standard 6.1: Respectful and supportive relationships with families are developed and maintained
 - Element 6.1.1: There is an effective enrolment and orientation process for families
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Amendment (No Jab, No Play) Regulations 2015* (Vic)
- *Sex Discrimination Act 1984* (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – Federal Register of Legislation: <https://www.legislation.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Acceptable immunisation documentation: documentation as defined by the *Immunisation Enrolment Toolkit for early childhood education and care services* as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind their vaccinations; or has a medical reason not to be vaccinated; or has been assessed as being eligible for a 16 week grace period.

Approved care: Care given by a service provider that has been approved by the Family Assistance Office to receive Child Care Benefit payments on behalf of eligible families. Most long day care, family day care, before-and-after school care, vacation care, some occasional care and some in-home care childcare services are approved providers. Details are available at:

www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/

Authorised nominee: (In relation to this policy) is a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form.

The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to consider a risk assessment on an individual basis to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Children with additional needs: Children whose development or physical condition requires specialist support or children who may need additional support due to language, cultural or economic circumstances (refer to *Inclusion and Equity Policy*).

Deferral: When a child does not attend in the year when they are eligible for a funded kindergarten place, or is officially withdrawn from a service prior to the April data collection. DET considers that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.

Eligible child: A child attending an early childhood education and care service as described in the *Immunisation enrolment toolkit for early childhood education and care services* or a child in a kindergarten program who meets the requirements of both *The Kindergarten Guide* and the *Immunisation enrolment toolkit for early childhood education and care services*.

Enrolment application fee: A payment to cover administrative costs associated with the processing of a child's enrolment application for a place in a program at the service.

Application form: A form to apply for a place of enrolment at the service.

Enrolment form: A form that collects contact details, and personal and medical information from parents/guardians about their child. The information on this form is placed on the child's enrolment record (see below) and is kept confidential by the service.

Enrolment record: The collection of documents which contains information on each child as required under the National Regulations (Regulations 160, 161, 162) including the enrolment form; details of any court orders; and immunisation documentation as specified in the *Immunisation Enrolment Toolkit for early childhood education and care services*. This information is kept confidential by the service.

Fee: A charge for a place within a program at the service.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Childhood Immunisation Register: www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register
- Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000: www.legislation.gov.au/Series/F2006B01541
- *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*: www.acecqa.gov.au/
- *Guide to the National Quality Standard*: www.acecqa.gov.au/
- *Priority for allocating places in child care services*: <http://education.gov.au/priority-allocating-places>
- *The Kindergarten Guide (Department of Education and Training)*: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx
- *Immunisation enrolment toolkit for early childhood education and care services 2015*: www2.health.vic.gov.au/about/publications/policiesandguidelines/immunisation-enrolment-toolkit
- Victorian Department of Health: www.health.vic.gov.au/immunisation

Service policies

- *Acceptance and Refusal of Authorisations Policy*
- *Complaints and Grievances Policy*
- *Dealing with Infectious Disease Policy*
- *Fees Policy*
- *Inclusion and Equity Policy*
- *Privacy and Confidentiality Policy*

PROCEDURES

The Approved Provider is responsible for:

- determining the criteria for priority of access to programs at Vermont Primary School Kindergarten, based on funding requirements and the service's philosophy (refer also to Attachment 1 –General Enrolment procedures)
- considering any barriers to access that may exist, developing procedures that ensure all eligible families are aware of, and are able to access, an early childhood program
- complying with the *Inclusion and Equity Policy*
- appointing a person to be responsible for the enrolment process and the day-to-day implementation of this policy (refer also to Attachment 1 – General enrolment procedures and Attachment 2 –Application form)
- providing opportunities (in consultation with the Nominated Supervisor and educators) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- ensuring parents/guardians are only offered a tentative place until the child's immunisation documentation is assessed as being acceptable
- assessing the child's immunisation documentation **prior to enrolment** to determine if the child's vaccination status complies with requirements or whether the child is eligible for the 16 week grace period

- ensuring that only children who have acceptable immunisation documentation have a confirmed place in the program
- advising parents/guardians who do not have acceptable immunisation documentation that their children are not able to attend the service and referring them to immunisation services.
- taking reasonable steps to obtain acceptable immunisation documentation from a parent/guardian of a child enrolled under a grace period within the 16 weeks from when the child begins attending (Note: the child can continue to attend the service if acceptable immunisation documentation is not obtained).
- ensuring that the enrolment form (refer to *Definitions*) complies with the requirements of Regulations 160, 161, 162 and that it effectively meets the management requirements of the service
- ensuring that enrolment records (refer to *Definitions*) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183)
- ensuring that the orientation program and plans meet the individual needs of children and families, and comply with DET funding criteria
- reviewing the orientation processes for new families and children to ensure the objectives of this policy are met
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the Law (Regulation 157).

The Nominated Supervisor and early childhood teachers are responsible for:

- reviewing enrolment applications to identify children with additional needs (refer to *Definitions* and the *Inclusion and Equity Policy*)
- responding to parent/guardian enquiries regarding their child's readiness for the program that they are considering enrolling their child in
- discussing the individual child's needs with parents/guardians and developing an orientation program to assist them to settle into the program
- encouraging parents/guardians to:
 - work with the staff to assist their child to settle in and feel comfortable at the service.
 - make contact with educators and carers at the service, when required
- assisting parents/guardians to develop and maintain a routine for saying goodbye to their child
- sharing information with parents/guardians regarding their child's progress with regard to settling in to the service
- discussing support services for children with parents/guardians, where required.

All educators are responsible for:

- responding to enrolment enquiries on a day-to-day basis and referring people to the person responsible for the enrolment process, as required
- providing parents/guardians with information about the requirements of the law for enrolment, locating and accessing immunisation services and obtaining acceptable immunisation documentation required for enrolment
- developing strategies to assist new families to:
 - feel welcomed into the service
 - become familiar with service policies and procedures
 - share information about their family beliefs, values and culture
 - share their understanding of their child's strengths, interests, abilities and needs
 - discuss the values and expectations they hold in relation to their child's learning
- providing comfort and reassurance to children who are showing signs of distress when separating from family members
- complying with the service's *Privacy and Confidentiality Policy* in relation to the collection and management of a child's enrolment information.

Parents/guardians are responsible for:

- reading and complying with this *Enrolment and Orientation Policy*
- completing the application form and the enrolment form prior to their child's commencement at the service and providing acceptable immunisation documentation of their child's immunisation status

- where a child is on an immunisation catch-up schedule, ensuring that the child's immunisations are updated in line with the schedule and providing acceptable immunisation documentation to the service
- ensuring that all other required information is provided to the service
- updating information by notifying the service of any changes as they occur.

Volunteers and students, while at the service, are responsible for following this policy and its procedures

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ENROLMENT SELECTION CRITERIA FOR 3 AND 4 YEAR OLD PROGRAMS

The following Enrolment Selection Policy applies to both the 3 year old and 4 year old groups at the kindergarten. All applications must be made through Vermont Primary School and Kindergarten.

Application Forms are available from the School Office and the website www.vermontps.vic.edu.au.

Enrolments must be sent to:

The Enrolment Officer

Vermont Primary School and Kindergarten

4-6 Nurlendi Road

Vermont 3133

Enrolments close on the 30 April of each year for the following year of entry.

**PLEASE NOTE, UNDER THE GOVERNMENTS 'NO JAB, NO PLAY' LEGISLATION,
ALL PARENTS/GUARDIANS SEEKING TO ENROL THEIR CHILD AT AN EARLY
CHILDHOOD SERVICE IN VICTORIA WILL BE REQUIRED TO PROVIDE
EVIDENCE THAT THE CHILD IS:
FULLY IMMUNISED FOR THEIR AGE OR
ON A VACCINATION CATCH-UP PROGRAM OR
UNABLE TO BE FULLY IMMUNISED FOR MEDICAL REASONS.
'CONSCIENTIOUS OBJECTION' WILL NOT BE AN EXEMPTION.**

The Enrolment Officer, Director and Principal will allocate places. The initial intake shall be according to the following criteria in the order shown.

The details of these criteria are shown below:

o Four year old pre-school is a government funded program and fees are subsidised by the government. Families on a health care card or pension card are eligible for an extra government subsidy.

o Three year old pre-school is not a government-funded program and no subsidies are available (user pays service).

APPLICATION PROCESS

Vermont Primary School Kindergarten will allocate places by following the selection criteria detailed below. Positions are allocated in the year before the child is due to attend pre-school.

ELIGIBILITY

1) All children must meet 'No Jab, No Play' Legislation

2) Age

a) For entry into the 4yo program, a child must have turned four years of age by April 30 in the year they are to attend (to coincide with subsequent school entry).

b) For entry into the 3yo program a child must have turned three years of age by April 30 in the year they are to attend (to coincide with subsequent school entry). A child must be three years of age before they can commence the program (as per Education and Care Services National Regulations 2012).

SELECTION CRITERIA

All children will firstly be sorted according to proximity followed by priority of access, local factors and special circumstances as detailed below and in accordance with Department of Education and Training (DET) Guidelines.

A. PROXIMITY – Preference will be given to City of Whitehorse residents. Applicants will be ranked according to the proximity of their primary residential address to the Kindergarten (as the crow flies).

Proof of address must be supplied. For the purpose of this clause www.Streetdirectory.com.au will be used.

B. PRIORITY OF ACCESS

1. VERIFIED PRIORITY CHILDREN – (this applies to the funded 4yo program only and as per the Department of Education and Training (DET) Kindergarten Guide guidelines)

Priority children are as follows:

High Priority Children	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out of Home Care	The child is attending a 3 year old kindergarten program through Early Start Kindergarten or Access to Early Learning, Or is referred by Child Protection; Child and Family Service (family services referral and support team, Child FIRST); Maternal and Child Health Nurse, or Out of Home Care Provider)
Aboriginal and/or Torres Strait Islander families	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card and multiple birth children (triplets or above)

<p>Children with additional needs, defined as children who:</p> <p>require additional assistance in order to fully participate in the kindergarten program</p> <p>require a combination of services which are individually planned</p> <p>have an identified specific disability or developmental delay</p>	<p>The child is:</p> <p>assessed as having delays in two or more areas and is declared eligible for a second year of funded kindergarten</p> <p>approved for Kindergarten Inclusion Support Package, or referred by:</p> <ul style="list-style-type: none"> o Early Childhood Intervention Service o Preschool Field Officer o Maternal and Child Health Nurse o holds a Child Disability Health Care Card
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*as taken from DET Kindergarten Funding Guide 2016

2. REPEATING CHILDREN – (funded 4yo program only) Children who have attended the 4yo program at Vermont Primary School Kindergarten with a government subsidy, and are eligible for a second year of funded 4yo pre-school as recommended by the Early Childhood Teacher.

C. LOCAL FACTORS

1. LINK TO THE KINDERGARTEN

a. CONTINUITY (4yo program only) – In the 4yo program, the first applicants selected shall be those that attended a minimum of 2 terms of the 3yo program at Vermont Primary School Kindergarten the previous year.

b. SIBLINGS – Brothers or sisters of previous or current attendees of the 3yo or 4yo preschool programs at Vermont Primary School Kindergarten shall be given priority over others.

2. CHILDREN REPEATING FOUR YEAR OLD PRE-SCHOOL – For the 4yo program, next priority will be given to children who have attended a funded 4yo pre-school program at a different preschool and are eligible for a second year of funded 4yo pre-school as recommended by an Early Childhood Teacher, and request the second funded year of 4yo pre-school be at another preschool.

D. SPECIAL CIRCUMSTANCES – May be considered in conjunction with above criteria. Any special circumstances, which the School Council and Director agree is appropriate to consider. For example an applicant who has additional needs or a family member of the applicant who has additional needs not considered under Priority of Access.

If there are more applicants than positions available, and applicants are on equal standing after the above criteria has been applied offers will be determined by date of application.

OFFER OF PLACES

An offer of a place for the 3 year old and 4 year old program will be made in writing in July/August of the preceding year. All parents/guardians are advised that if they plan to be away when offers are posted, they should contact the Enrolment Officer at the School and leave a forwarding address.

Acceptance of offer of placement must be made within the specified timeframe to secure the place. If no acceptance is received then the place will be offered to the first child on the waiting list. The requested deposit must also accompany the acceptance of offer to secure the place.

ATTACHMENTS

- Attachment 1: General enrolment procedures
- Attachment 2: Application Form

AUTHORISATION

- This policy was adopted by the Approved Provider of Vermont Primary School Kindergarten on 20th May, 2020.

REVIEW DATE: MAY 2022

ATTACHMENT 1

General enrolment procedures

Application for a place

- Applications for enrolment will be accepted any time after the child has turned 2 years of age.
- Application forms are available from the service and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and a copy of the *Enrolment and Orientation Policy*.
- Vermont Primary School Kindergarten will determine the date(s) by which applications must be received for offer of places in the three-year-old and the funded kindergarten program.
- A separate application form must be completed for each child, and for each proposed year of attendance at the service.
- To facilitate the inclusion of all children into the program, the application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a three-year-old program must also submit an application form for the following year.
- A copy of the child's birth certificate and proof of address must be submitted with all applications.
- All application forms must be accompanied by an enrolment application fee in line with Vermont Primary School Kindergarten's Fees Policy of \$10. This fee is to cover administrative costs associated with the processing of a child's enrolment application and is not refundable.
- Completed application forms are to be forwarded to the person responsible for the enrolment process at the service, at Vermont Primary School and Kindergarten Office.
- Access to completed application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will be entered on the waiting list using the eligibility and priority of access criteria.
- Applications received after the above dates set by Vermont Primary School will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Vermont Primary School Kindergarten.

2. Closing dates for enrolment applications

The closing dates for enrolment applications are:

Applications must be received by the Enrolment Officer by April 30 of the year prior to entry.

3. Procedure for a late application for enrolment

Applications received after the closing date will be considered after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Vermont Primary School Kindergarten.

4. Allocation within groups

Where the service provides more than one funded kindergarten program or three-year-old program, places within the programs will be allocated by the service in line with the eligibility and priority of access criteria.

Considerations may include:

- Needs of individual children
- Needs of the group
- Parental wishes.

5. Offer of Places

- Places will be allocated to applicants in accordance with the eligibility and priority of access criteria of the service.
- Offer of places in the three-year-old program/s and the funded kindergarten program will be made at the same time.
- Applicants who are successful will be notified in writing of a confirmed place.

- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Approved Provider, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.
- First-round offers are sent out in writing during June and July in the year preceding attendance.
- Second-round offers will be made through August-Sept in the year preceding attendance.
 - A deposit of \$50 must be paid within a specified timeframe of receiving the offer of a place by electronic transfer, cheque, credit card or cash to hold the place for the following year. This deposit will be deducted from first term fees.
 - An enrolment form and other relevant information will be provided after the place is accepted and the deposit has been paid.

Note: Places will not be allocated to children until any substantial debt owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to Fees Policy).

6. Eligibility and priority of access criteria for the funded kindergarten program

The following children are eligible for attendance in the funded kindergarten program:

- children who have been granted approval to receive funding for a second year of kindergarten in accordance with The Kindergarten Guide available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>
- children who turn four years of age by 30 April in the year they will attend kindergarten.
- children turning six years of age at kindergarten who have been granted an exemption from school entry age requirements by the regional office of DET (refer to The Kindergarten Guide, available at: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/default.aspx>)
- children who are younger than the eligible age, but whose parents/guardians have submitted an early age entry request for their child to attend school the following year. This written request is to be directed to the regional office of DET, or the non-government school the child will be attending. A copy of the approval must be attached to the kindergarten application. Parents/guardians should note that very few requests are approved by DET. If the child attends kindergarten early, but does not proceed to school in the following year, they will be unable to access a second year of kindergarten unless they are deemed eligible by DET for having recognised developmental needs three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: <http://www.education.vic.gov.au/about/programs/learningdev/pages/earlystartkinder.aspx>

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and Inclusion and Equity Policy to determine the priority of access. This will include: children who have received funding for a second year of kindergarten children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.

7. Eligibility and access criteria for three-year-old children

Children are eligible for attendance in the three-year-old program provided they have turned three prior to commencement. Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

The Approved Provider must determine eligibility and access criteria applicable to the service. Considerations may include:

- children recommended by an educator for an additional year in the three-year-old program
- date of application – for example, families can enrol for the program when their child has turned two, or applications for the three-year-old program can open at the start of Term 1 in the year prior to commencement
- siblings attending the service
- places allocated by the service for transient families e.g. RAAF, seasonal workers and tourism workers
- local community zoning

ATTACHMENT 2

Application Form

VERMONT KINDERGARTEN APPLICATION FORM



YEAR OF ENTRY: Please indicate the Years and Groups you wish to apply for.

3 Year Old Kindergarten 20 _____

4 Year Old Kindergarten 20 _____

Please be aware, a Kinder Placement does not guarantee enrolment into Vermont Primary School.

Surname:			
First Given Name:		Second Given Name:	
Preferred Name: (if applicable)	❖ Sex:	<input type="checkbox"/> Female	Birth Date: / /
		<input type="checkbox"/> Male	
		Proof of birthdate must be provided	
List family members enrolled at the Vermont Primary School or Kindergarten:			

ADULT A DETAILS :

ADULT B DETAILS :

Sex (tick):	<input type="checkbox"/> Male <input type="checkbox"/> Female	Title:	(Ms, Mrs, Mr, Dr)
Surname:			
First Name:			
What is Adult A's occupation?			
Who is Adult A's employer?			
In which country was Adult A born?			
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (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.) (tick)			
<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify):		
Sex (tick):	<input type="checkbox"/> Male <input type="checkbox"/> Female	Title:	(Ms, Mrs, Mr, Dr)
Surname:			
First Name:			
What is Adult B's occupation?			
Who is Adult B's employer?			
In which country was Adult B born?			
<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):		
❖ Does Adult B 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.) (tick)			
<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify):		

FAMILY CONTACT DETAILS & FAMILY HOME ADDRESS:

ADULT A CONTACT DETAILS:

Home Telephone No:	
Mobile:	
Work:	
Email address: please write clearly	

ADULT B CONTACT DETAILS:

Home Telephone No:	
Mobile:	
Work:	
Email address: please write clearly	

No. & Street: or PO Box details			
Suburb:	State:	Postcode:	
Telephone Number:	Silent Number: (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mobile Number:	FaxNumber:		

PRIMARY FAMILY MAILING ADDRESS: WRITE "AS ABOVE" IF THE SAME AS FAMILY HOME ADDRESS

No. & Street or PO Box			
Suburb:			
State:	Postcode:		

6. DEMOGRAPHIC DETAILS OF STUDENT

Section A

❖ In which country was the student born?			
<input type="checkbox"/> Australia (skip to section B)		<input type="checkbox"/> 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)		<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Basis of Australian Residency:	<input type="checkbox"/> Eligible for Australian Passport		<input type="checkbox"/> Holds Permanent
	<input type="checkbox"/> Holds Australian Passport Residency Visa		
Visa Sub Class:	Visa Expiry Date:	Visa Statistical Code: (Required for some sub-classes)	

Section B

❖ 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)	
<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify): _____
Does the student speak English? (tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
❖ Is the student of Aboriginal or Torres Strait Islander origin? (tick one)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander
What is the student's living arrangements? (tick one):	<input type="checkbox"/> At home with TWO Parents/ Guardians
	<input type="checkbox"/> At home with ONE Parent/ Guardian

7. CONSENT

SIGNATORY	
<p>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, however, the details are required to enable staff to properly enrol your child at our kindergarten.</p> <p>I certify that the information contained within this form is correct. I understand that this is an application only and is not a guarantee of placement. Applications close April 30 of year prior to attendance.</p> <p>Signature of Parent/Guardian: _____ Date: _____ _____/_____/_____</p> <p>I have enclosed the following documents (if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of Birth Date (Birth Certificate, Passport) <input type="checkbox"/> Immunisation Status Certificate <input type="checkbox"/> Proof of Address <input type="checkbox"/> Copy of students residency Visa (if applicable) <input type="checkbox"/> \$10 Application Fee(Non-refundable) 	

Cases21 Computer Generated Student ID:
