



## STUDENT ENROLMENT - ADDITIONAL DETAILS FORM

Please complete the *Student Enrolment - Additional Details Form* and return it to the school to enable your child's enrolment records to be updated.

### Information to be provided

You are being asked to provide information about:

- the sex of your child
- the Indigenous status of your child
- the main language spoken at home by your child and yourself
- your child's country of birth
- your educational qualifications (in very broad terms)
- your occupation (in very broad terms)

### Why the information is needed

**All** schools in Australia are required to collect some additional background information on students as part of national reporting arrangements aimed at providing a fairer education system for all children, regardless of background. This information is collected by schools in a uniform way across the country.

The information collected will not be used to identify individual students, it will be used to better understand how background factors may affect student educational levels, and help in developing policies to better assist those children not meeting expected standards.

While it is not a legal requirement to provide all of the details requested in this form, the information is sought to enable the Department to:

- Collect necessary statistical information and undertake analysis of the composition and performance of the student population;
- Construct socio-economic profiles of schools; and
- Meet State and National reporting requirements.

### Security and confidentiality

The information provided for enrolment records is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

### Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school.

# STUDENT ENROLMENT – ADDITIONAL DETAILS FORM

## Student Details

Surname _____	Date of Birth ____/____/____
1 <sup>st</sup> Name _____	2 <sup>nd</sup> Name _____
Address _____	
Postcode _____	
Sex: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	

## Additional Student Information

<b>Is the student of Aboriginal or Torres Strait Islander origin?</b> <i>(For students of both Aboriginal and Torres Strait Islander origin, mark both 'YES' boxes.)</i>	[ <input type="checkbox"/> ] NO [ <input type="checkbox"/> ] YES, Aboriginal [ <input type="checkbox"/> ] YES, Torres Strait Islander
<b>Does the student mainly speak English at home?</b>	[ <input type="checkbox"/> ] YES [ <input type="checkbox"/> ] NO
<b>Does the student speak a language other than English at home?</b> <i>(If more than one language, indicate the one that is spoken most often.)</i>	[ <input type="checkbox"/> ] NO, English only [ <input type="checkbox"/> ] YES Other - <i>please specify:</i> _____
<b>In which country was the student born?</b>	[ <input type="checkbox"/> ] Australia [ <input type="checkbox"/> ] Other – <i>please specify:</i> _____

If you have more than one child attending this school, please complete a separate update form for **each** child. However, if the Parent/Guardian/Carer information is the same for each child then complete those details only once and submit together with the Additional Student Information for all children. In that case, please write the names of brothers and sisters attending the school in the space provided below.

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

**Parent/Guardian/Carer 1****Additional Information**

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Do you mainly speak English at home? [ ] Yes  
[ ] No

Do you speak a language other than English at home? [ ] No, English only  
[ ] Yes Other, please specify: \_\_\_\_\_  
(If more than one language, indicate the one that is spoken most often.)

What is the highest year of primary or secondary school you have completed? [ ] Year 12 or equivalent  
[ ] Year 11 or equivalent  
(If you did not attend school, mark 'Year 9 or equivalent or below') [ ] Year 10 or equivalent  
[ ] Year 9 or equivalent or below

What is the level of the highest qualification you have completed? [ ] Bachelor degree or above  
[ ] Advanced diploma/Diploma  
[ ] Certificate I to IV (including trade certificate)  
[ ] No non-school qualification

What is your occupation group?  (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

**Parent/Guardian/Carer 2****Additional Information**

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Do you mainly speak English at home? [ ] Yes  
[ ] No

Do you speak a language other than English at home? [ ] No, English only  
[ ] Yes Other, please specify: \_\_\_\_\_  
(If more than one language, indicate the one that is spoken most often.)

What is the highest year of primary or secondary school you have completed? [ ] Year 12 or equivalent  
[ ] Year 11 or equivalent  
(If you did not attend school, mark 'Year 9 or equivalent or below') [ ] Year 10 or equivalent  
[ ] Year 9 or equivalent or below

What is the level of the highest qualification you have completed? [ ] Bachelor degree or above  
[ ] Advanced diploma/Diploma  
[ ] Certificate I to IV (including trade certificate)  
[ ] No non-school qualification

What is your occupation group?  (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

## Parental Occupation Groups

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation, government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/manager/ department head</b> in industry, commerce, media or other large organisation</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> 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</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/indus trial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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]</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p><b>Service</b> [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]</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [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]</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.

Please select the appropriate parental occupation group from the list above.

- If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.
- If you have not been in paid work in the last 12 months, enter '8' instead.