

Application to enrol in a NSW Government preschool

Thank you for your interest in seeking enrolment in a NSW Government preschool.

Attendance fees will be charged for a child to attend preschool unless they are eligible for fee relief or fee exemption.

Placement in a preschool does not mean that your child will automatically be enrolled the following year in the school to which the preschool is attached.

This form is to be completed in English. If you need an explanation of any of the questions or help in completing this application, please ask for assistance from the school.

Before beginning to complete this form please refer to pages 15 and 16 for details about completing this application and documents that you are required to provide to the school. An explanation of the purpose and use of the information you provide is given on page 13.

Child's details

A. Child's details

Family name							
First given name							
Second given name							
Preferred first name							
Gender	Male	Female Date o	f birth / / day month year				
OFFICE USE ONLY							
Preschool name							
Child registration number			Date of enrolment at this school	day	/ month	/	year
Roll Class (eg Group A, Group B)			5			-
Out of home care Yes	No Na	me of statutory care provider					

Child's details

Child's brothers and sisters

Does your child have any brothers or sisters enrolled at a NSW Government school, either now or over the past 5 years?

Does your critici	have any biothers of s	isters enrolled at a NSW	Government school	, entrier now of over	the past 5 years:
Yes No					
lf yes, name of m	ost recent school				
If yes, please prov	vide the details of the m	nost recently enrolled brot	her or sister.		
Gender		Male Female	Date of birth	/ /	
			c	day month	year
Brother's/sister's	family name				
Brother's/sister's	given name				
Aboriginality	y				
ls your child of A	boriginal or Torres Str	ait Islander origin?			
No Ab	original Torres Str	rait Islander Both Ab	original and Torres S	trait Islander	
Languages o	other than Englis	sh spoken at home	3		
Does your child s	speak a language othe	er than English at home?			
No, English c	only Yes				
lf yes , what langu	uage(s) other than Engli	ish are spoken at home?			
Please write the o	actual language(s) used	d, for example, Swahili (no	ot African), Punjabi (I	not Indian), Auslan, A	Aboriginal English, Torres Strait Creole
Main language o	other than English spol	ken at home by the child	I		
Other language((s) spoken at home				

Country of birth

What is your child's country of birth?

Child's residency status

What is your child's residency status?	Australian citizen		١	lew Ze	aland citizen	Norfolk Islander
	Permanent residen	t	Т	empor	ary visa holder	Residence determination
A child born in Australia is only automatically an Aust the child was born.	ralian citizen if at leo	ast one	e pare	ent was	an Australian citize	n or permanent resident wher
If born overseas, on what date did your child arrive	in Australia?		/	/		
		day	mor	nth	year	
For Australian born citizens, if your child was living	overseas for two or	more	years	, on wł	nat date did your ch	ild return to Australia?
			/	/		
		day	mor	nth	year	
If your child is a permanent or temporary visa holde	er, please provide th	e follo	wing	inform	nation	
Current visa sub-class V	isa expiry date/		/	/		
		day	mor	nth	year	

Cultural background

What is your child's cultural background?

Are there any special considerations (eg cultural, dietary, religious requirements) for your child?

Previous preschool and childcare experience

Is or has your child been in non-parental care on a regular basis and/or had any other early learning experience?

Yes No

If yes, indicate any of the following that apply and show if this was part time (less than 15 hours per week) or full time (15 hours or more per week).

Preschools usually operate on school days and in school terms, and provide structured early learning to children in the year or two before school. **Long day care services** offer all-day care for most of the year for children aged 0 to 6. They may also offer 'preschool programs' specifically for children in the year or two before school.

Preschool	Part time	Full time	Postcode
Long Day Care	Part time	Full time	Postcode
Family Day Care	Part time	Full time	
Grandparent	Part time	Full time	
Other formal or informal care	Part time	Full time	

(eg occasional care, playgroup, other relative, nanny, friend, neighbour)

Names of preschool and/or early childcare services

Priority Placement details

Information relating to assessment for priority placement

This information is being collected to assess if the family meets the criteria for priority placement on the basis of financial disadvantage.

Do you have a Low Income Health Care Card or are you receiving an Income Support Payment?

(eg Newstart Allowance, Disability Support Pension from Centrelink or the Department of Veterans' Affairs. This does not include Family Tax Benefit or Carer Allowance.)

Yes No

Family details	Fam	nily	deta	ails
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B. Parent/Carer 1 with whom this child normally lives

If applicable, copies of any relevant family law or other court orders must be provided.

Title (eg Mr/Ms/Mrs/D	r)		Gender	Male	Female		
Relationship to child	(eg mother,	/father/carer)					
Family name							
Given name							
Country of birth							
Aboriginality	No	Aboriginal	Torres Strait	: Islander	Both Aborigi	nal and Torres	Strait Islander

Cultural background(s) of this parent/carer

Occupation group

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See page 16 for more information and examples.

Group 8	Have not been in paid work in the last 12 months
Group 4	Machine operators, hospitality staff, assistants, labourers and related workers
Group 3	Tradespeople, clerks and skilled office, sales and service staff
Group 2	Other business managers, arts/media/sportspersons and associate professionals
Group 1	Senior management in large business organisation, government administration and defence, and qualified professionals

Occupation

School education

What is the highest level of schooling completed?

For persons who never attended school, mark 'Year 9 or equivalent or below' (mark one box only).

Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent	Year 9 or equivalent or below
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Educational qualifications

What is the highest qualification completed?

No non-school qualification Certificate I to IV (including trade certificate) Advanced diploma/diploma Bachelor degree or above

Languages other than English spoken at home

Does this parent/carer speak a language other than English at home?

No, English only Yes

If **yes**, what language(s) other than English are spoken at home?

Please write the actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.

Main language other than English spoken at home by this parent/carer

Other language(s) spoken at home

Interpreters may be available during preschool interviews. Would an interpreter be required? Yes No

Family details	

Parent/Carer 2 with whom this child normally lives

If applicable, copies of any relevant family law or other court orders must be provided.

Title (eg Mr/Ms/Mrs/D	r)		Gender	Male	Female		
Relationship to child	(eg mother,	/father/carer)					
Family name							
Given name							
Country of birth							
Aboriginality	No	Aboriginal	Torres Strait	Islander	Both Aborigin	al and Torres St	rait Islander

Cultural background(s) of this parent/carer

Occupation group

Please choose the group that best describes your occupation

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Occupation

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Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent	Year 9 or equivalent or below
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No, English only Yes

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Please write the actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.

Main language other than English spoken at home by this parent/carer

Other language(s) spoken at home

Interpreters may be available during preschool interviews. Would an interpreter be required? Yes No

Name of parent/carer to contact second

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C. Parents/carers with whom this child normally lives

Name to be used for all correspondence (eg Mr and Mrs A Black, Ms B Green)

Residential address (eg 1 High Street, Sydney, NSW, 2000)

This will be recorded as the residential address of the child to be enrolled.

Correspondence address

If you have a correspondence address that is different to your residential address please write it below (eg PO Box 51, Sydney, NSW, 2001).

If the preschool needs to contact a parent/carer, please specify, in order of preference, who to contact

If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (eg Mondays and Tuesdays only).

Name of parent/carer to contact first

Phone number (mobile)

Phone number (home)

Phone number (work)

Contact email address

Phone number (mobile)

Phone number (home)

Phone number (work)

Contact email address

Comments

Comments

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Family details

Family details

D. Parents/carers not living with this child

Complete only if applicable. Copies of any relevant family law or other court orders must be provided. Please print and attach additional pages if required for multiple parents/carers not living with this child.

Title (eg Mr/Ms/Mrs/Dr)			Gender	Male	Female
Relationship to child (eg r	nother/fc	ther/carer)			
Family name					
Given name					
Country of birth					
Aboriginality	No	Aboriginal	Torres Strait Is	lander	Both Aboriginal and Torres Strait Islander

Cultural background(s) of this parent/carer

Occupation group

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See page 16 for more information and examples.

Group 8	Have not been in paid work in the last 12 months
Group 4	Machine operators, hospitality staff, assistants, labourers and related workers
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Group 2	Other business managers, arts/media/sportspersons and associate professionals
Group 1	Senior management in large business organisation, government administration and defence, and qualified professionals

Occupation

School education

What is the highest level of schooling completed?

For persons who never attended school, mark 'Year 9 or equivalent or below' (mark one box only).

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below

Educational qualifications

What is the highest qualification completed?

No non-school qualification Certificate I to IV (including trade certificate) Advanced diploma/diploma Bachelor degree or above

Contact details

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

Comments

Phone number (mobile)

Phone number (home)

Phone number (work)

Preferred email address for correspondence

Family details

D. Parents/carers not living with this child (continued)

Residential address (eg 1 High Street, Sydney, NSW, 2000)

Does the child sometimes reside at this address? Yes No

Correspondence address

If you have a correspondence address that is different to your residential address please write it below (eg PO Box 51, Sydney, NSW, 2001).

Additional emergency contacts

E. Additional emergency contacts

Please nominate two people over the age of 18 years who may be contacted in the event of an emergency if the school is unable to contact the parents/carers listed in Section C. Ideally each contact should be someone who lives near the school. Please ensure that you have discussed with these people their willingness to be emergency contacts.

Contact details (first preference)

Family name

Given name

Address

Is authorised to (please check all that apply) consent to medical treatment and authorise the administration of medication to my child consent to my child being taken outside the preschool premises by staff collect my child from the preschool

Relationship to child (eg neighbour/aunt/uncle)

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

Phone number

Contact details (second preference)

Family name

Given name

Address

Is authorised to (please check all that apply) consent to medical treatment and authorise the administration of medication to my child consent to my child being taken outside the preschool premises by staff collect my child from the preschool

Relationship to child (eg neighbour/aunt/uncle)

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

Comments

Phone number

Comments

Child's details – additional information

F. Special circumstances and history relevant to risk assessment

Are there any special circumstances about the child seeking to be enrolled that the preschool should know prior to enrolment?

(eg living apart from parental supervision, subject of a court order, subject of bullying by others, out of home care arranged by the state, history of self harming or violence towards other children, asylum seeker child living in immigration detention, parent(s) working in high risk occupation eg Defence Force, emergency workers).

Yes No

If ves. please provide a brief description of the circumstances. Write in the spaces below.

G. Children with additional learning and support needs, including disability

Does your child require support for learning because of disability?	Yes	No

Legislation and NSW Department of Education policy recognise that adjustments may be required for children with special needs, including children with disability, so that they can participate at preschool. Preschool personnel and parents work together to identify the adjustments that may be needed to meet your child's learning and support needs.

Is there anything that you do or modify at home that may help us at preschool to meet your child's educational needs?		

If yes, please specify

Please indicate any learning adjustments that may be required to allow your child to participate at preschool (complete only if applicable)

changes to learning programs and/or teaching strategies

communication, eg speaking and/or listening

modification to equipment, furniture, learning spaces and/or learning materials

support for personal care needs, eg hygiene, mealtimes and/or health care needs

social support to engage safely with other children and teachers

other (please specify)

Please indicate if the child has any of the following

autism	a hearing impairment	a language disorder
a physical disability	difficulties in learning	acquired brain injury
behaviour disorder	intellectual disability	mental health disorder
a vision impairment	other (please specify)	

Has any previous education provider prepared a documented plan to support your child's additional learning needs? No Yes

If yes, please provide details

Child's details - additional information

H. Child's medical details and health conditions

It is essential you inform the preschool before your child is enrolled if he or she has any medical conditions. This must include any known allergies. You should also contact the preschool as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the preschool to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child. This is important information for your child's safe participation at the preschool.

Child's Medicare number			Child's Medicare card reference number
Medicare card valid to date	/		
	month	year	
Doctor's name/medical centre			

Doctor's address (eg 1 High Street, Sydney, NSW, 2000)

Doctor's phone number (work)

Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child for any allergy or other medical condition you may list when completing Section H. Attach an additional page if required.

Allergy / medical condition	Doctor's name	Address	Telephone

If your child has a medical management plan to support any health or medical needs from a previous school or organisation (eg preschool, occasional care, etc) please provide it to the school as an attachment to this form. Details will be used when creating an individual health care plan for your child.

Allergies - these can include allergies to insect stings, drugs, latex, food (eg nuts, eggs, peanuts) or other

If your child has an allergy, please specify in the box below. For this allergy, answer the 11 questions that follow (where applicable). If there is insufficient space, please attach additional pages clearly marked 'Section H'.

For any **additional allergies** your child has, **please answer each of the 11 questions** (where applicable) on a separate page for each allergy. Attach this additional information (clearly marked 'Section H') to the back of this form.

Allergy to

1. Has a doctor diagnosed this allergy? Yes No

2. Is this a severe allergy (anaphylaxis)? Yes No

Anaphylaxis is a severe, potentially life-threatening, allergic reaction.

3. Has your child been hospitalised with a severe allergic reaction (anaphylaxis) or any other allergy?	Yes	No
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4. If yes, which hospital?

5. Does your child have an ASCIA Action Plan for Anaphylaxis? Yes No

6. If yes, is this plan attached? Yes No

7. Has your child been prescribed an adrenaline autoinjector (ie EpiPen®)? Yes No

If your child has been prescribed an adrenaline autoinjector, you will need to provide the school with one (and renew prior to expiry date).

Each time your child is prescribed a new adrenaline autoinjector the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that any updated plan is provided to the school.

Child's details – additional information

8. What is the expiry date of the adrenaline autoinjector that will be provided to the school? /				
	month	year		
If not known at the time of completing this form, the school will require this information on enrolment.				
9. Does your child have an ASCIA Action Plan for Allergic Reactions? Yes No				
10. If yes, is this plan attached? Yes No				
It is important that any updated plan is provided to the school.				
11. Please list any other medication prescribed for this allergy				

The preschool will require further details in relation to prescribed medication on enrolment.

Parents of children who require their child to be administered prescribed medication at preschool must complete a written request. The preschool can provide you with a copy of a request form. Information is also available on the Department's website.

Medical conditions other than allergies and anaphylaxis (eg asthma, severe asthma, diabetes, epilepsy)

Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space, please attach additional pages and include answers to all 7 questions that follow).

Medical condition					
1. Has a doctor diagnosed this condition?		Yes	No		
2. Has your child been hospitalised with this condition? Yes No					
3. If yes, which hospital?					
4. Does your child have a documented action plan from a doctor? Yes (eg asthma action plan, medical management plan, risk minimisation plan)					No
5. If yes, is this plan attached? Yes	No				
6. Is your child taking prescribed medication for this condition? Yes No					
7. Please list any other medication prescribed for this condition					

The preschool will require further details in relation to prescribed medication on enrolment.

Parents of children who require their child to be administered prescribed medication at preschool must complete a written request. The preschool can provide you with a copy of a request form. Information is also available on the Department's website.



Additional notes

Authorisations

Illness, accident and emergency treatment

I authorise and consent for the approved provider, nominated supervisor, or an educator to:

1. seek medical treatment for my child from a registered medical practitioner, or hospital treatment, or an ambulance service

2. arrange transportation, including by an ambulance service, for my child in the event that such action appears to be necessary.

Parent/Carer Signature	Date		/ /	
		day	month	year

Excursions and other outings

The preschool will seek a separate signed authorisation from a parent/carer or authorised person for excursions or outings

- once every twelve months for regular outings
- on each occasion for excursions that are not regular outings.

Personal information, consent, and declaration of accuracy

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the NSW Department of Education (the Department) will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department of Education to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of child outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's preschool. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the preschool.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the preschool or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a NSW Government preschool, and how we protect your privacy, is available on the Department's website or from your preschool.

Publishing child information

The school/Department may publish information about your child for the purposes of sharing his/her experiences with other children, informing the school and broader community about school and child activities and recording child participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to:

- Public websites of the Department including the preschool website, the Department's intranet (staff only), blogs and wikis
- Departmental publications including the preschool newsletter, annual preschool magazine and preschool report, promotional material published in print and electronically including on the Department websites
- Official departmental and preschool social media accounts on networks such as the preschool's YouTube, Facebook and Twitter pages.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

Permission to publish

I have read the information about publishing child information (above) and

I give permission I do not give permission

for the preschool/Department to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

Online services

The Department provides children with filtered access to the internet. Children also have access to a secure learning portal. After logging into their portal, children have access to a personalised email account and online applications. These resources enable children to collaborate with peers, publish online, and securely store their data for access within, or outside of, school.

When accessing some online services, data, including your child's name and files they have saved, are stored with the online application service provider in a location outside of the Department's network. The Department has worked closely with online application providers to assess privacy impacts and data security controls. Information about privacy for parents is available from education.nsw.gov.au/public-schools/going-to-apublic-school/privacy-information or from your school.

I give permission I do not give permission

for my child to have access to online services provided by the Department. This permission remains effective until I advise the school otherwise.

Consent

I have provided information about the learning and support needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, related to the child named in Section A of this application form.

I consent to the preschool/Department of Education seeking information from previous early childhood education care services, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the child named on page 1.

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide the preschool/ Department with information about any condition that has been identified in this application. This may include any other aspects of the child's health that may impact on the condition or on the health and safety of this child or other children at preschool or on staff at the preschool.

Declaration of accuracy and signature

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete.

I agree to pay all applicable preschool fees as and when they fall due.

I have read and understand the information in this application including about the collection of personal information, publishing child information, online services and consent.

Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

Signature of parent/carer

(at least one of the child's parents/carers must sign the application to enrol)

Print name				
Date (dd/mm/yyyy)	/	/		
Signature of second parent/care	r			
Print name				

 Date (dd/mm/yyyy)
 /

/

OFFICE USE ONLY

Record of evidence	Principal's checklist	
Original documents must be sighted Photocopies of evidence related to child's identity and their	1. Enrolment interview conducted?	Yes No
residential address may also be required.	2. Special circumstances, additional support needs and child's history assessed?	Yes Not required
Child's Identity (name and age eg birth certificate, passport etc)	needs and child's history assessed:	
Yes No	3. Risk assessment required?	Yes No
Residential address	If yes, risk assessment conducted?	Yes
(eg rates notice, rental agreements, electricity accounts etc) Evidence supplied Yes No	4. Is personalised learning and support required for this child?	Yes No
In area? Yes No	If yes: Consultation with parents/carers conducted	Yes
In addition, for children who are not Australian citizens, more information is required.	Planning to personalise learning and support completed?	Yes Not required
Passport or travel documentation number.	Behaviour Management Plan (violence) developed?*	Yes Not required
	Behaviour Management Plan (other) developed?*	Yes Not required
Country of issue	Individual Health Care Plan developed?* (including communication plan)	Yes Not required
Current visa sub-class (if applicable)	Emergency response plan developed?** (including risk minimisation plan)	Yes Not required
	Medical conditions policy provided to parent/carer?	Yes Not required
Medical/emergency plans sighted and copied (eg ASCIA Plan)	5. Communication of documented provision/s and plan/s to relevant staff?	Yes Not required
Yes Not applicable Disability or other support needs, including any personal learning and support plan sighted and copied Yes Not applicable Low Income Health Care Card sighted and photocopied Yes Not applicable AIR Immunisation History Statement sighted, and a copy retained, for children enrolling in a NSW Government preschool Yes Not applicable If yes, AIR Immunisation History Statement indicates immunisation status	 *It may be necessary to defer the finalisation of enrolment until this action has been taken. This may require development of an interim plan until all relevant medical or other information has been obtained. Consideration must be given to all special needs when developing behaviour management or health care plans. Any deferral should be no more than reasonably necessary to collect the required information. An emergency response plan must be included in the child's individual health care plan where the child is diagnosed at risk of a medical emergency. ** Where a child has been diagnosed at risk of anaphylaxis the emergency response plan will be the ASCIA Action Plan for Anaphylaxis, which will be provided by the parent, completed and signed by the treating doctor. 	
Up to date Not up to date		
Any family law, AVOs or other relevant court order sighted and copied	Principal's certification	
Yes Not applicable	On the basis of the information provided on the from the required assessments,	his form and gained
For parent not living with child (Section D p7)		
Shared parental responsibility	I accept, or	
Receive academic report	I decline this application to enrol	
Enrolment notes	Signature of principal	
	Print name	

Date

day

month

year

Application to enrol in a NSW Government preschool – Information Sheet

Please tear off this back page before returning your application to the school.

Having trouble with this form?

If you have difficulty understanding this form or would like further information, please call the preschool.

If you need assistance with English please call the **Telephone Interpreter Service** on telephone **131 450** and ask for an interpreter in your language. The operator will get an interpreter on the phone to assist you with your conversation. You will not be charged for this service.

How to complete this application form

- All applicants **must** complete sections A, B, C, E and H
- You may be required to complete sections D, F and G
- Use a black or blue pen to fill in this form
- When you are asked to mark a box, put a tick or a cross in the box like this:
- When you are asked to put information into boxes, put a single number in each box like this:

• Please print as neatly and legibly as possible like this:

Write as clearly as possible in the box

- Attach any additional information securely to the back of this form. Clearly indicate which section (A–I) this information refers to.
- If you require another application form, you can download additional copies from: education.nsw.gov.au/publicschools/going-to-a-public-school/translated-documents/ enrolment-application-preschool

Complaints, compliments and suggestions

If you have a complaint, compliment or suggestion or are concerned about any aspect of our services we're keen to hear from you.

We encourage you to contact the preschool to talk about your concerns, as most problems can be solved by talking to the preschool office staff, your child's teacher or the preschool principal. They know your child and are best placed to help you. Also, it's best if you let them know about your concerns as early as possible.

We will deal with your issue thoroughly and fairly and we have a clear process for resolving problems.

Further information, including access to our Complaints Handling Policy and procedures, is available from: **education**. **nsw.gov.au/about-us/rights-and-accountability/complaintscompliments-and-suggestions**

The Early Childhood Education and Care Directorate is the regulatory authority for the early childhood education and care sector in NSW. As part of this role, the directorate receives and reviews complaints from parents and the public about any aspect of a service, including those operated by the NSW Department of Education. Further information is available at: education.nsw.gov.au/early-childhood-education/informationfor-parents-and-carers

Checklist

When you come to the school to enrol, please bring these original documents with you:

- Proof of child's residential address (eg council rates notice, residential lease, electricity accounts, statutory declaration etc)
- Birth certificate or identity documents
- Australian Immunisation Register (AIR) immunisation history statement

In addition

If your child is the subject of family law matters you will need to provide:

Copies of any family law or other relevant court orders

In addition

If your child has health, disability or other support needs you will need to provide:

- Copies of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs, including any learning and support plans

Low Income Health Care Card

If your child requires an individual health plan or an emergency response plan you can download the Medical Conditions policy for preschool children from https://education.nsw.gov.au/ policy-library/policies/pd-2004-0034

In addition

Non-Australian Citizens

If your child is a permanent resident but not an Australian citizen you will need to provide:

- Passport or travel documents
- **Current visa and previous visas** (if applicable)

In addition

Temporary visa holders

If your child is a temporary visa holder you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable)

Need more help? Contact your school or visit education.nsw.gov.au/enrolment

Parent occupation groups

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool.

You will need to use this table to complete the 'Occupation Group' section on pages 4, 5 and 7.

The five groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group (1, 2, 3, 4 or 8) that you think best describes your occupation.

If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

Group 8	• You have not been in paid work in the last 12 months	
Group 4 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, kitchenhand, 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 below 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 3 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/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)
Group 2 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) Defence Forces senior Non-Commissioned Officer 	 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, officer/project manager)
Group 1 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)