

# Application for Enrolment Form



<b>Office use only</b>	Date received:	Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enrolment date:	English as an Additional Language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	House colour:
	Student/family code:	VSN:
	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/>

STUDENT DETAILS		
Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (include rite)	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Other: <input type="checkbox"/>

HOME ADDRESS OF STUDENT	
Street number and name:	
Suburb:	Postcode:
Home phone:	

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current parish:		

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**PREVIOUS SCHOOL/PRESCHOOL PERMISSION**

Name and address of previous school/preschool:

I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: No  Yes   
 (If yes, please complete Sample Consent for Transferring Information Form.)

**NATIONALITY****Government Requirement**

Nationality:

Ethnicity:

In which country was the student born?

Australia 

Other – please specify:

Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)

No Yes, Aboriginal Yes, Torres Strait Islander **Does the student or their parent(s)/guardian(s) speak a language other than English at home?**

Note: Record all languages spoken.

		Student	Parent A/Guardian 1	Parent B/Guardian 2
<b>No</b>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify all languages			

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS\***

**Please tick the relevant category below and record the visa subclass number as per government requirements:**

(original documents to be sighted and copies to be retained by the school)

**Australian citizen not born in Australia:**
 Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

**Not currently an Australian citizen, please provide further details as appropriate below:**
 Permanent resident: *(if ticked, record the visa subclass number)*
 Temporary resident: *(if ticked, record the visa subclass number)*
 Other/visitor/overseas student: *(if ticked, record the visa subclass number)*

\* Please attach visa/ImmiCard/letter of notification and passport photo page.

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<b>MEDICAL INFORMATION</b>			
Doctor's name:			
Street number and name:			
Suburb:		Postcode:	Phone:
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fund: Number:
Ambulance cover:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number:
Medical condition:	<p><i>Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.</i></p> <p><i>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</i></p>		
<b>Has the student been diagnosed as being at risk of anaphylaxis?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, does the student have an EpiPen or Anapen?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>IMMUNISATION</b> <i>(please attach an immunisation history statement for your child)</i>	
<p>All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit <a href="https://myGov">myGov</a>) and provide it to the school with this enrolment form.</p>	<p>Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please provide explanation:</p>
<p>If the student entered Australia on a humanitarian visa, did they receive a refugee health check?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.**

#### **ADDITIONAL NEEDS**

**Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?** Yes  No

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Does your child present with:					
autism (ASD)	<input type="checkbox"/>	behavioural concerns	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability/ developmental delay	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	oral language/communication difficulties	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	physical impairment	<input type="checkbox"/>	other condition (please specify)	<input type="checkbox"/>
<b>Has your child ever seen a:</b>					
paediatrician	<input type="checkbox"/>	physiotherapist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
psychologist/counsell or	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
psychiatrist	<input type="checkbox"/>	continence nurse	<input type="checkbox"/>	other specialist (please specify)	<input type="checkbox"/>
<b>Have you attached all relevant information/reports?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					

FAMILY DETAILS				
Who will be responsible for payment of the school fees and levies?				
Surname	First name	Address and email	Phone	Relationship to the student

PARENT A or GUARDIAN 1					
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)			
Religion: (include rite)			Nationality: Australia:	Ethnicity if not born in	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):			
<b>What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?</b> (Persons who have never attended secondary school, tick 'Year 9 or below'.)					
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>		
<b>What is the level of the highest qualification Parent A/Guardian 1 has completed?</b>					

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No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>
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**PARENT B or GUARDIAN 2**

Surname:	Title: (e.g. Mr/Mrs/Ms)	First name:	
Address:			
Home phone:	Work phone:	Mobile:	
SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Email:			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index (attached))	
Religion: (include rite)	Nationality: Australia:	Ethnicity if not born in Australia:	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?</b> (Persons who have never attended secondary school, tick 'Year 9 or below'.)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>What is the level of the highest qualification Parent B/Guardian 2 has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

**SIBLINGS ATTENDING A SCHOOL/PRESCHOOL**

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth

**HOME CARE ARRANGEMENTS**

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Carer/guardian	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

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<b>COURT ORDERS OR PARENTING ORDERS</b> (if applicable)	
Are there any current court orders or parenting orders relating to the student? No <input type="checkbox"/>	Yes <input type="checkbox"/>
<i>If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.</i>	
Is there any other information you wish the school to be aware of?	

<b>PARENT/CARER/GUARDIAN SIGNATURE:</b>		<b>Date:</b>
<b>PARENT/CARER/GUARDIAN SIGNATURE:</b>		<b>Date:</b>

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

*Consent*

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the *Family Law Act 1975*  
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

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# Photograph / Recording Permission Form



At certain times throughout the year, students may have the opportunity to be photographed or recorded / filmed by the school or its service providers for school publications, such as the school's newsletter, website, social media and or to promote the school in newspapers and other media.

Catholic Education Ballarat (CEB), relevant Parish, Diocese of Ballarat and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes.

**Please complete the permission form below and return it to the school as soon as possible.**

<b>Student's Full Name:</b>		<b>Year Level:</b>	
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- I give permission for my child's:
  - name
  - photograph
  - recording

to be published by the school on/in:

- the school website
  - social media
  - promotional materials
  - newspapers and other media.
- I authorise CEB/Parish/Diocese of Ballarat/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEB/ Parish/ Diocese of Ballarat/the CECV's promotional, marketing, media and educational purposes.
  - I give permission for a photograph/recording of my child to be used by the school/CEB/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
  - I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**LICENSED UNDER NEALS:** The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

<b>Name of parent / guardian"</b>			
<b>Signed:</b> Parent / Guardian		<b>Date:</b>	

Any permission and consent given may be withdrawn by the parent/guardian by notifying the school in advance of any photograph or recording being made.

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# Enrolment Agreement Form

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required. I will pay in full by the end of October each year, or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

<b>Parent A/Guardian 1 signature:</b>		<b>Date:</b>
<b>Parent B/Guardian 2 signature:</b>		<b>Date:</b>

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