



St Mary's Primary School

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APPLICATION FOR ENROLMENT

OFFICE USE ONLY

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE ENROLMENT FORM:

- Birth Certificate Baptism Certificate Immunisation History Statement
- Reports from previous school (if applicable)
- Transfer Notice from previous school (if applicable)

File Number: 91 : _____

House:

Enrolment Fee Paid:

Receipt#:

VICTORIAN STUDENT NUMBER

Does the student have a Victorian Student Number (Please provide copy of Passport) No

- Yes, please specify _ _ _ _ _ Yes, but VSN is unknown

NO, THE STUDENT HAS NEVER BEEN ISSUED A VSN

STUDENT DETAILS

First Name	Grade of Entry / Commencement Year /
Middle Name	1 st Australian School Year (eg: 2001):
Surname	Previous School Year Level
Residential address	Kinder Attending
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Kinder Teacher
Date of Birth / /	Kinder Phone Number
Country of Birth	Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below:
Nationality	1. 2.
Religion Rank in Family	
Indigenous Identifier Aboriginal \ Torres Strait Islander: Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please tick <input checked="" type="checkbox"/> one below) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres Strait Islander	

PARENT/GUARDIAN CONTACT DETAILS

Details	Father/Carer Residential Guardian YES / NO If NO, please complete details on next page	Mother/Carer Residential Guardian YES / NO If NO, please complete details on next page
First Name		
Surname		
Relationship		
Home Phone Number		
Work Phone Number		
Mobile		
Email Address		
Newsletter emailed to this address	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer		
Current Occupation		
Occupational Group (Refer to page 6 "List of Parental Occupations")	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>

Highest Year of School Education:	Year 9 or equivalent 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"/>	Year 9 or equivalent 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"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____
Country of Birth		
Nationality		
Religion		

Preferred Contact	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	
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MEDICAL DETAILS

Doctor's Name	Phone Number
Student's Medicare Number	Date of Last Tetanus Injection/Booster
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc ; asthma management etc).
Immunisations	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>

SPECIALIST SERVICES

Has your child been assessed by any of the following Specialist Services (please tick <input checked="" type="checkbox"/> Yes or No for each of the following)				
Allergies Yes <input type="checkbox"/> No <input type="checkbox"/>	Speech Pathologist Yes <input type="checkbox"/> No <input type="checkbox"/>	Occupational Therapist Yes <input type="checkbox"/> No <input type="checkbox"/>	Audiology Clinic Yes <input type="checkbox"/> No <input type="checkbox"/>	Optometrist Yes <input type="checkbox"/> No <input type="checkbox"/>
Early Intervention Yes <input type="checkbox"/> No <input type="checkbox"/>	School Counsellor Yes <input type="checkbox"/> No <input type="checkbox"/>	Psychologist Yes <input type="checkbox"/> No <input type="checkbox"/>	Physiotherapist Yes <input type="checkbox"/> No <input type="checkbox"/>	Psychiatrist Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/support that he/she may be currently receiving (Supporting documentation must be provided).				
If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs.				

SACRAMENTAL DETAILS AND PARISH INVOLVEMENT

Sacrament	Date Received	Parish	Copy of Certificate Supplied
Baptism			Y/N
Reconciliation			Y/N
Eucharist			Y/N
Confirmation			Y/N

1. Is your family registered on the Catholic Parish of Holy Eucharist & St Mary's Malvern East Roll ? Y/N
2. Are you in the Stewardship Program of the Catholic Parish of Holy Eucharist & St Mary's Malvern East ? Y/N (Number _____)
3. What involvement do you have in the Catholic Parish of Holy Eucharist & St Mary's Malvern East? _____

STUDENT VISA

Is the Student a Visa Student? Yes <input type="checkbox"/> (Please provide copy of Passport) No <input type="checkbox"/>	
Residence Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee	Visa Sub Class
Date of Arrival in Australia	Visa Number
Passport Number	Visa Expiry Date

AGREEMENT

Please tick the following boxes and sign where required. Please note, that signatures are required from both parents and or Legal Guardians/Carers, before processing the enrolment.

1. Approval for Short Excursions

Occasionally teachers might take the children on short walks in the close vicinity of the school. An example would be a nature walk to local parks. For teachers to take children out of the schools grounds it is necessary for parental permission to be granted.

- I give permission for my child to participate in short walking excursions outside school grounds, under the supervision of teachers. I understand that I may not be given prior notice of these short excursions.

2. Student Images/Work for Display

From time to time, St Mary's School displays the images, work and achievements of students to the school community in the school newsletter and through in-school displays as stated in the Privacy Collection Notice contained in the Parent Handbook. On occasions the school would also like to display student images and work to the general public. I understand that my signature at the end of this agreement gives permission to use my child's images or work for display to the general public as indicated below.

- Print and On-Line Publishing** (community newsletters, school handbook, enrolment advertising, fliers, school website, etc).

3. St Mary's Parents Committee

All parents are members of the Auxiliary. The Auxiliary meets monthly in the staff room and all parents are invited to support their work with fundraising & social activities.

4. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Council** School Entry Immunisation Certificate
- Evidence of residential address (Either driver's licence or utility account accepted)
- Citizenship documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Transfer Notice from previous school (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Working with Children Check Documents (if parents wish to volunteer, help at the school or attend excursions)
- Media Permission Form

5. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.

6. If this enrolment is accepted I/We agree to support our child's participation in the religious life of the school (eg school liturgies, sacramental programs).

7. If this enrolment application is successful, I/We agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.

Please print the name/names of those responsible for the payment of fees and sign underneath

SIGNED _____ (Father/Carer)

SIGNED _____ (Mother/ Carer)

I/We understand that if this application is successful a non-refundable enrolment fee is required for all new families on acceptance of this offer. This will be deducted from the first year school fees.

8. Authority To Act In An Emergency

In case of serious injury or illness, I hereby authorise the supervising teacher and Principal, if deemed urgent to obtain all medical assistance, transportation or hospital accommodation and I agree to pay all fares and expenses.

I understand that every effort will be made to contact me.

SIGNED _____ (Father/Carer)

SIGNED _____ (Mother/Carer)

9. I/we have read all of the above information and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Please note, that signatures are required from both parents and or Legal Guardians/Carers, before processing the Enrolment.

SIGNED _____ (Father/Carer)

SIGNED _____ (Mother/Carer)

Parental Occupation Definition:

Parental Occupation is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

Group A: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group B: 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]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group C: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group D: Machine operators, hospitality staff, assistants, labourers and related workers**Drivers, mobile plant, production/processing machinery and other machinery operators.**

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, 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 above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]