# ENROLMENT CHECKLIST

Please return the completed and **signed** application to:

**THE PRINCIPAL**

ST MARY’S PRIMARY SCHOOL

214 DANDELONG ROAD

ST KILDA EAST, VIC 3183

Phone: (03) 9510 7420

FAX: (03) 9510 7872

EMAIL: admin@smstkildaeast.catholic.edu.au

WEBSITE: [www.smstkildaeast.catholic.edu.au](http://www.smstkildaeast.catholic.edu.au)

Please include the following:

- A copy of students Birth Certificate
- A copy of students Passport (for students born overseas)
- A copy of students Baptism Certificate
- Copy of Council Immunization Certificate
- For students entering Grades 1 to 6; a copy of their last school report

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## FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Documents</th>
<th>Interviewed</th>
<th>Enrolment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BirC</td>
<td>BapC</td>
<td>Chq</td>
</tr>
<tr>
<td></td>
<td>ImmC</td>
<td>Report</td>
<td>Cash</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Credit Card</td>
</tr>
</tbody>
</table>
STUDENT’S GIVEN NAMES: ___________________________________  __________________________________

STUDENT’S PREFERRED FIRST NAME: ___________________________________

SEX: Male / Female

DATE OF BIRTH: ____ / ____ / ____  COUNTRY OF BIRTH: __________________________

RELIGION: __________________________  PARISH (Suburb) __________________________

MAIN LANGUAGE SPOKEN AT HOME: ______________________________________

DOES YOUR CHILD ATTEND A LANGUAGE SCHOOL? Yes / No

IF YES, WHICH ONE? __________________________

INDIGENOUS IDENTIFIER – Aboriginal / Torres Strait Islander: Yes ☐ No ☐

☐ Aboriginal  ☐ Torres Strait Islander  ☐ Both Aboriginal & Torres Strait Islander

CLASS LEVEL TO START AT ST. MARY’S: __________  CLASS LEVEL PREVIOUS YEAR: __________

YEAR TO START AT ST. MARY’S: ______________  POSITION IN FAMILY (Eg. 2nd Child): __________________

LAST SCHOOL / KINDERGARTEN ATTENDED: ______________________________________________

SUBURB OF SCHOOL: ______________________________________

FOR STUDENTS BORN OUTSIDE AUSTRALIA – WHAT IS THEIR FIRST SCHOOL YEAR IN AUSTRALIA? _______

DATE OF ARRIVAL IN AUSTRALIA: _____ / _____ / _____  PARENT VISA NUMBER: _____________

Sacraments Received: BAPTISM ☐ Yes ☐ No  RECONCILIATION ☐ Yes ☐ No

COMMUNION ☐ Yes ☐ No  CONFIRMATION ☐ Yes ☐ No

MEDICAL INFORMATION: (eg. Asthma, epilepsy, vision, hearing, allergies, hay fever, etc.) If student has no
medical problems, please write ‘NIL’. ____________________________________________

FAMILY DOCTOR: ____________________________  ☑ DOCTOR’S PHONE: __________

ADDRESS:............................................................................................................

POSTCODE: __________

MEDICARE NO: ____________________________  NAME OF PRIVATE HEALTH FUND: ____________________________

PRIVATE HEALTH FUND NUMBER: ____________________________

ARE YOU A MEMBER OF AN AMBULANCE FUND? YES / NO  AMBULANCE NUMBER: __________

METHOD OF TRAVEL TO SCHOOL: __________________________

PLEASE SPECIFY ANY SPECIAL INFORMATION THE SCHOOL SHOULD BE AWARE OF WHICH IS LIKELY TO INFLUENCE
YOUR CHILD’S EDUCATION PROGRESS: (eg. Mental or physical disability, behaviour or learning difficulties – If there is nothing,
please write ‘NIL’.)

__________________________________________________________________________
<table>
<thead>
<tr>
<th>FIELD</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT'S FAMILY NAME:</td>
<td>______________________________________________________________________</td>
</tr>
<tr>
<td>RESIDENTIAL ADDRESS:</td>
<td>______________________________________________________________________</td>
</tr>
<tr>
<td>POSTCODE:</td>
<td>____________</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>_________________________________________________</td>
</tr>
<tr>
<td>THE STUDENT LIVES WITH:</td>
<td>Father &amp; Mother ☐</td>
</tr>
<tr>
<td>ANY CUSTODY DETAILS</td>
<td>WITH WHOM DOES THE CHILD LIVE? ☐ Mother ☐ Father ☐</td>
</tr>
<tr>
<td></td>
<td>DOES THE NON-CUSTODIAL PARENT HAVE ACCESS RIGHTS? ☐ Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
<td>(If NO, please supply copy of Court Order)</td>
</tr>
<tr>
<td>ACCOUNT DETAILS</td>
<td>NAME OF PERSON TO SEND ACCOUNTS TO: _________________________________</td>
</tr>
<tr>
<td></td>
<td>ADDRESS TO SEND ACCOUNTS TO: _______________________________________</td>
</tr>
<tr>
<td></td>
<td>POSTCODE: ____________</td>
</tr>
<tr>
<td>HEALTH CARD CARD/PENSIONER CONCESSION CARD</td>
<td>DO YOU HOLD A VALID CONCESSION CARD? YES ☐ NO ☐</td>
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<tr>
<td></td>
<td>(For our statistics, we require details of both parents, even if student is living with one parent or with a guardian.)</td>
</tr>
<tr>
<td>FATHER / GUARDIAN:</td>
<td>FIRST NAME: _________________________________ ☐ HOME: ____________</td>
</tr>
<tr>
<td></td>
<td>LAST NAME: _________________________________ ☐ BUSINESS: ____________</td>
</tr>
<tr>
<td></td>
<td>EMPLOYER: _________________________________ ☐ MOBILE: ____________</td>
</tr>
<tr>
<td></td>
<td>OCCUPATION: _________________________________ ☐ RELIGION: ____________</td>
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<tr>
<td></td>
<td>OCCUPATION GROUP (refer to insert): ____________ MOTHER TONGUE: ____________</td>
</tr>
<tr>
<td></td>
<td>LEVEL OF SCHOOL EDUCATION COMPLETED: ☐ Yr 9 ☐ Yr 10 ☐ Yr 11 ☐ Yr 12</td>
</tr>
<tr>
<td></td>
<td>QUALIFICATION: ☐ Bachelor Degree ☐ Advanced Diploma ☐ Certificate ☐ Non School Qualification</td>
</tr>
<tr>
<td></td>
<td>COUNTRY OF BIRTH: __________________</td>
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<tr>
<td>MOTHER/GUARDIAN:</td>
<td>FIRST NAME: _________________________________ ☐ HOME: ____________</td>
</tr>
<tr>
<td></td>
<td>LAST NAME: _________________________________ ☐ BUSINESS: ____________</td>
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<td></td>
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<tr>
<td>HOW MANY CHILDREN ARE IN YOUR FAMILY?</td>
<td>BOYS: ___________</td>
</tr>
</tbody>
</table>
EMERGENCY CONTACT OTHER THAN PARENT:  (This must be completed)

(1) FULL NAME: ___________________________ ☐ DAYTIME: __________________
RELATIONSHIP TO CHILD: _________________________________

(2) FULL NAME: ___________________________ ☐ DAYTIME: __________________
RELATIONSHIP TO CHILD: ______________

TERMS AND CONDITIONS OF ENROLMENT

We the undersigned, accept these terms of enrolment:

1. Applicants will be interviewed and advised in due course if a place is available. The school reserves the right to accept applicants in keeping with our criteria.
2. On entry, students and parents undertake to support the Catholic Teaching and Religious activities of the school.
3. Proof of date of Birth, Baptism and Immunisation Certificates are all required prior to acceptance of enrolment.
4. School Fees are kept to a minimum to enable as many Catholic Families as possible to send their children to the School. Accounts are sent out to parents/guardians and both parents/guardians are responsible for the payment of fees/levies. School fees are payable within 30 days from the beginning of each term. The Principal or Parish Priest must first approve any variation.
5. The school will not be held responsible for the welfare and safety of any pupil in the school grounds prior to 8.45 am or later than 3.45 pm on school days.
6. Children are to care for the buildings, furniture and equipment of the School and parents are financially responsible for damage caused through carelessness or neglect.
7. Students and Parents undertake to uphold all school regulations including the use of correct School and Sports Uniform, in accordance with written notices from time to time by the School Principal.
8. Parents undertake to show support and loyalty to the Principal and Teachers in matters of School Policy.
9. Parents are encouraged to support the School by active participation in meetings/committees, activities, working bees, fund-raising efforts and religious celebrations.
10. In the case of authorisation or approval being required by the School in respect of a student's medical requirements, it shall be sufficient for the School to act upon if signed by either or both parents or by a designated guardian.
11. A student may be referred to the Student Welfare Committee when it is deemed necessary to assist his welfare.
12. If at any time there is a lice problem at the school, the Principal has permission to call in a Registered Nurse to check children's hair.
13. I give permission for my child’s name and photograph to be used in any advertising in print for promoting the school and it’s activities.

Signature of Father/Guardian: ___________________________
Signature of Mother/Guardian: ___________________________
Date: ___________________________

Following receipt of the above, your child will be interviewed together with Parents/Guardians. You will be advised shortly thereafter as to whether a place is available at the school. A $200 (non-refundable) deposit will be required to be paid at the conclusion of this interview.

We the undersigned Parents/Guardians of the above child, declare that the information given herein is full and correct to the best of our knowledge. If it is found to be incorrect, the enrolment at this school will be reconsidered. We undertake to inform the school promptly of any change in our intention to enrol. We have read and received the Terms and Conditions of Enrolment and further acknowledge that if our child is enrolled we agree to abide by them.

FATHER / GUARDIAN SIGNATURE: ___________________________ DATE: ______________________
MOTHER / GUARDIAN SIGNATURE: ___________________________ DATE: ______________________
**GROUP A: ELECTED OFFICIALS, SENIOR EXECUTIVES/MANAGERS AND PROFESSIONALS**

**Elected officials** [parliamentarian, mayor, alderman/woman, trade union secretary, board member]

**Senior executives/managers** head large organisations or departments within them.

**Business** [chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]

**Media** [newspaper editor, film/television/radio/stage producer/director/manager]

**Public sector** [public service manager (Section head or above), regional manager, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery manager, research laboratory/facility manager, police/fire services Commissioner]

**Defence Forces** [Commissioned Officer]

**Professionals** generally have degree or higher qualifications and professional experience in government, private industry or own business.

**Health** [GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]

**Education** [school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]

**Law** [judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer]

**Engineering** [architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]

**Science** [scientist, geologist, meteorologist, metallurgist]

**Computing** [IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]

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

**Social** [social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

**Air/sea transport** [aircraft pilot, flight officer, flying instructor, air traffic controller, ship’s Captain/office/pilot]

**GROUP B: OTHER BUSINESS MANAGERS/PROFESSIONALS AND ASSOCIATE PROFESSIONALS**

**OTHER BUSINESS MANAGERS.**

**Farm/business owner/general manager** [crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager]

**Specialist manager** [works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

**Other professionals.**

**Artist/Writer** [editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]

**Sportsperson** [sportsman/woman, coach, trainer, sports official]

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

**Medical, science, building, engineering, computer** technician/associate professional

**Health/welfare** [enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]

**Legal** [police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff]
GROUP C: TRADES AND ADVANCED/INTERMEDIATE CLERICAL, 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.

Advanced/intermediate clerical, sales and service staff.

Recording clerk [bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, investment accounting clerk, accounts/claims/audit clerk, payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk]

Inquiry/admissions clerk [customer inquiry/complaints/service clerk, hospital admissions clerk]

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

Sales representative [company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Carer [aged/disabled/refugee care worker, child care assistant, nanny]

Service staff [meter reader, parking inspector, postal delivery worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

GROUP 4: OTHER OCCUPATIONS

Other clerical, sales and service staff.

Sales staff [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, sales demonstrator, shelf stacker]

Office staff [typist, word processing/data entry/business machine operator, receptionist]

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Machinery operators.

Driver or mobile plant operator [car, taxi, truck, bus, tram or train driver, driving instructor, courier/deliverer, forklift driver, streetsweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]

Production/processing machine operator [engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, etc production/processing machine operator]

Other machinery operator [photographic developer/printer, industrial spray painter, boiler/airconditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Other occupations.

Defence Forces [other ranks (below senior NCO) without trade qualification not included above]

Other agriculture, horticulture, forestry, fishing, mining worker [farm oversear, 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]

PLEASE NOTE:

Please select the appropriate group from the above list. If you have not been in paid work for the last 12 months enter 'n' into the occupation code field on the enrolment form.