



St Mary's Catholic Primary School

214 Dandenong Road

St Kilda East 3183

P: 03 9510 7420

[principal@smstkildaeast.catholic.edu.au](mailto:principal@smstkildaeast.catholic.edu.au)

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

## **MANDATORY ENROLMENT REQUIREMENTS**

Dear Parents,

As we seek to maintain a consistent approach for our records, we wish to operate with one standard enrolment application form, as advocated by the Catholic Education Office.

All Catholic schools are now advised to issue, and have all parents complete and sign, the attached '**Explanatory Statement**' and return this with the enrolment application and other required / supporting documents and certificates.

We also request your permission to contact the kindergarten or preschool setting, previous school which your child currently attends, to speak to staff regarding your child, in order to best support their transition to St Mary's.

1. Along with your enrolment application form, families are **required to submit** all other documentation i.e. birth, immunisation and baptism certificates.
2. **All families** must complete, sign and submit the attached '**Explanatory Statement**' in accordance with the school's enrolment requirements.

We thank you for your understanding and support,

**Mrs Cathy Ferrari**  
Principal

Please tear off the slip below and return with all the required documentation, signed and dated.

✂-----

- Enrolment application document – Latest version
- Explanatory Statement – To be signed, dated and returned to the office
- I give permission for the school to contact the kindergarten/preschool/previous school to discuss my child's entry to St Mary's.

<b>NAME OF PARENT / GUARDIAN:</b>		
<b>PARENT / GUARDIAN'S SIGNATURE:</b>		<b>DATE:</b>

# ENROLMENT FORM

## St Mary's Primary School

**Address:** 214 Dandenong Rd, St Kilda East, 3183

**Email:** principal@smstkildaeast.catholic.edu.au

**Tel:** 03 9510 7420

Birth  Certificate received

Baptism  Certificate received

Immunisation  Certificate received



<b>Office use only</b>	<b>DATE RECEIVED:</b>	
	Enrolment date:	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Commencement date:	House colour:
	Student/family code:	VSN:

<b>STUDENT DETAILS</b>		
Surname:	<u>Entry Year:</u>	<u>Entry level/grade:</u>
First Name/s:		
Preferred First Name:		
Date of Birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

<b>HOME ADDRESS OF STUDENT</b>	
Street Number & Name:	
Suburb:	Post Code:
Home phone:	

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

<b>SACRAMENTAL INFORMATION</b>		
Baptism:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Confirmation:	Date:	Parish:
Current Parish:		

<b>PREVIOUS SCHOOL / PRE-SCHOOL PERMISSION</b>	
Name of previous school/pre-school:	
I/We give permission for the school to contact previous school/kindergarten or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

<b>NATIONALITY</b>		
<b>GOVERNMENT REQUIREMENT</b>	Nationality:	
In which country was the student born:	Australia <input type="checkbox"/>	Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin?	No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)			
	Student	Mother/Stepmother/Guardian	Father/Stepfather/Guardian
<b>No</b>	English Only <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify		
Does the child attend language classes out of school hours?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, where?		What language?	

Does your family background have a language other than English?

		Mother/Stepmother/Guardian	Father/Stepfather/Guardian	Grandparent
<b>No</b>	English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify			

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**

**Please tick the relevant category below and record the Visa Subclass number:**

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

**Australian Citizen not born in Australia**

<input type="checkbox"/>	Australian Citizen (Naturalisation Certificate or Australian Passport Number / Document of Travel if Country of Birth is not Australia)		
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:	
<input type="checkbox"/>	Naturalisation Certificate Number:	Certificate No:	
	Visa Subclass recorded on entry to Australia	Visa Subclass No:	
	Date of Arrival into Australia	Date:	

**Not currently an Australian Citizen please provide further details as appropriate below:**

<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	

**\*Please attach Visa/document of travel/letter of notification and passport photo page.**

**MEDICAL INFORMATION**

Doctor's name:			
Street Address:			
Suburb:	Post Code:	Phone:	
Medicare No:	Ref No:	Expiry:	
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	

*Please specify any medical conditions the student suffers from e.g. asthma, diabetes and/or any prescribed medications taken by the student. A School Asthma Action Plan will be sent home for you to complete. Please provide any other medical plans which are relevant i.e. Asthma Plan*

Medical Condition: \_\_\_\_\_  
 \_\_\_\_\_

*Please list any known allergies the student has e.g. allergy to nuts, penicillin, bee stings including specific details, Medical Action Plans etc.*

Allergies: \_\_\_\_\_  
 \_\_\_\_\_

**Has the student been diagnosed as being at risk of anaphylaxis?** Yes  No

**If yes, does the student have an EpiPen or AnaPen?** Yes  No

**EMERGENCY AUTHORITY**

In the event of an illness or accident, I authorise the teacher in charge to consent, where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary. I accept all operation, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of any expenses thus incurred, including ambulance.

**Signed by Parent / Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>IMMUNISATION</b> (please indicate if the student has been immunized against the following) <input type="checkbox"/> Certificate received					
		Date			Date
Diphtheria/Tetanus/Whooping Cough	Yes <input type="checkbox"/> No <input type="checkbox"/>		Hepatitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Haemophilus Influenza type B (Hib)	Yes <input type="checkbox"/> No <input type="checkbox"/>		Polio	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Measles-Mumps-Rubella	Yes <input type="checkbox"/> No <input type="checkbox"/>		Rotavirus	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Meningococcal C disease	Yes <input type="checkbox"/> No <input type="checkbox"/>		Chicken Pox	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Human Papillomavirus (HPV) (12- 18yrs)	Yes <input type="checkbox"/> No <input type="checkbox"/>		Pneumococcal disease	Yes <input type="checkbox"/> No <input type="checkbox"/>	

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

<b>ADDITIONAL NEEDS</b>						
<b>Does your child have:</b>						
autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>	
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>			
<b>Has your child ever seen a:</b>						
behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>	
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>			
<b>If your child does have a special need, please can you assist us by providing the following information:</b>					<b>Yes</b>	<b>No</b>
Details of additional learning needs/additional needs provided (please provide all relevant information)					<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)					<input type="checkbox"/>	<input type="checkbox"/>
Any other information the school needs to know:						

<b>PERMISSION FOR SUNSCREEN APPLICATION &amp; HEAD LICE INSPECTION</b>		
<input type="checkbox"/>	I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.	
<input type="checkbox"/>	I give permission for school staff to apply sunscreen on my child during P.E lessons, at sporting events and on excursions in Terms 1 & 4.	
<input type="checkbox"/>	I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.	
<b>NAME OF PARENT / GUARDIAN 1:</b>		
<b>PARENT / GUARDIAN'S SIGNATURE:</b>		<b>DATE:</b>
<b>NAME OF PARENT / GUARDIAN 2:</b>		
<b>PARENT / GUARDIAN'S SIGNATURE:</b>		<b>DATE:</b>

<b>SIBLINGS ATTENDING A SCHOOL / PRE-SCHOOL</b>				
List all children in your family attending school (oldest to youngest) – include applicant				
Name	School/Pre-school	M/F	Year/Grade	Date of Birth

**FAMILY DETAILS**

Who will be responsible for the payment of the school fees and levies? Please tick a box

 Both Parents   
 Mother Only   
 Father Only   
 Guardian   
 Other:
**PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:**

<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting e.g. One week with mother, next with father: FTE with Mother:                      FTE with Father:
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

**COURT ORDERS (IF APPLICABLE)**Are there any current court orders relating to the student? Yes  No *If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.*

Is there any other information you wish the school to be aware of?

**MOTHER/GUARDIAN**

Surname:		Title: Mrs Ms		First Name:			
Address:							
Home Phone:		Work Phone:		Mobile:			
Email:							
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family) <b>(Occupation Group Descriptions Attached)</b>					
Religion:	Nationality:						
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):					
<b>What is the highest year of secondary school the mother/guardian has completed:</b>							
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 the mother/guardian 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"/>

**FATHER/GUARDIAN**

Surname:		Title:		First Name:			
Address:							
Home Phone:		Work Phone:		Mobile:			
Email:							
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family) <b>(Occupation Group Descriptions Attached)</b>					
Religion:	Nationality:						
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):					
<b>What is the highest year of secondary school the father/guardian has completed:</b>							
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 the father/guardian 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"/>



## ST MARY'S PRIMARY SCHOOL ST KILDA EAST ANNUAL PHOTOGRAPH / VIDEO PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the years, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

- I give permission for my child's photograph/video and name to be published in:
  - the school website
  - social media
  - promotional materials
  - newspapers and other media
  - school newsletter
  - school DVD
- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CEOM/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/video 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.

**LICENCED UNDER NEALS:** The photograph / video 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 licenced material wholly and freely for educational purposes.

NAME OF PARENT / GUARDIAN 1:		
PARENT / GUARDIAN'S SIGNATURE:		DATE:

NAME OF PARENT / GUARDIAN 2:		
PARENT / GUARDIAN'S SIGNATURE:		DATE:

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).*

OFFICE USE	Date of Photograph / Video: (month & year)	
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## ST. MARY'S ST KILDA EAST

### MANDATORY ENROLMENT REQUIREMENTS

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## EXPLANATORY STATEMENT

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### 1. Preamble

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

<ul style="list-style-type: none"><li>• Evidence of your child's date of birth, e.g. birth certificate, passport</li></ul>	<ul style="list-style-type: none"><li>• Information about the language(s) your child speaks and/or hears at home</li></ul>
<ul style="list-style-type: none"><li>• Religious denomination</li></ul>	<ul style="list-style-type: none"><li>• Immunisation certificate (from Medicare Australia) showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B</li></ul>
<ul style="list-style-type: none"><li>• Certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)</li></ul>	<ul style="list-style-type: none"><li>• Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable</li></ul>
<ul style="list-style-type: none"><li>• Names and addresses of the child and parents / guardians; telephone numbers (home, work, mobile) of parents / guardians</li></ul>	<ul style="list-style-type: none"><li>• Doctor's name and telephone number</li></ul>
<ul style="list-style-type: none"><li>• Parent / guardian occupation and level of education attained</li></ul>	<ul style="list-style-type: none"><li>• Medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight / hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health / attendant care needs</li></ul>
<ul style="list-style-type: none"><li>• Names of emergency contacts and their details</li></ul>	<ul style="list-style-type: none"><li>• Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)</li></ul>
<ul style="list-style-type: none"><li>• Specific residence arrangements</li></ul>	<ul style="list-style-type: none"><li>• Parenting agreements or court orders, including any guardianship orders</li></ul>

- 2.3 After lodgement of this form, school staff may need to request further information from you, for example, in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents / guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if you require it.

- 2.4 Subject to any special exercise of discretion by the Parish Priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the Enrolment Policy for all Catholic primary schools. The order of priority is:
- (a) Catholic children who are residents of the parish
  - (b) Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
  - (c) Catholic children from other parishes (for pastoral reasons)
  - (d) Children from non-Catholic Eastern churches who reside in the parish
  - (e) Children from non-Catholic Eastern churches who reside outside the parish
  - (f) Other Christian children who reside in the parish
  - (g) Other Christian children who reside outside in the parish
  - (h) Non-Christian children who reside in the parish
  - (i) Non-Christian children who reside outside the parish

### **3. Fees**

- 3.1 The setting of fee levels and other compulsory charges in Catholic primary schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce the financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Principal of the school.
- 3.2 The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

### **4. Enrolment Under Minimum School Entry Age**

- 4.1 The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April of the year of starting school. The school will make an assessment of a child's readiness for school when considering the enrolment of a child under minimum age. Enrolment under minimum school entry age is not encouraged.
- 4.2 In the rare situations where:
- (a) a parent / guardian seeks enrolment of a child under the minimum starting age
  - (b) the Principal supports the enrolment of that child at the school if approval were granted

The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

### **5. Terms of Enrolment Regarding Acceptable Behaviour**

- 5.1 Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 5.2 Every person at the school has a right to feel safe, to be happy and to learn, therefore, we aim to:
- (a) promote the values of honesty, fairness and respect for others;
  - (b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - (c) maintain good order and harmony;
  - (d) affirm cooperation as well as responsible independence in learning; and
  - (e) foster self-discipline and to develop responsibility for one's own behaviour.
- 5.3 The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 5.4 Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent / guardian and school, may result in suspension or termination of the child's enrolment.



## **6. Terms of Enrolment Regarding Conformity with Principles of the Catholic Faith**

6.1 As a provider of Catholic education, the school Principal will take into account the need for the school community to represent and conform to the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are warmly welcomed at our school. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

## **7. Terms of Enrolment Regarding Provision of Accurate Information**

7.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

7.2 Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical / specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent / guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

7.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and / or safety / wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

7.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

## **8. Enrolment for Children with Additional Needs**

8.1 The school welcomes parents / guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents / guardians prior to enrolment regarding:

- (a) the nature of any diagnosed or suspected medical condition / disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
- (b) the nature of any additional assistance that is recommended / appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
- (c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents / guardians and the school will work in partnership to achieve these goals; and
- (d) any limitations on the school's ability to provide the additional assistance requested.

8.2 The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

8.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents / guardians and the child's treating medical / allied health professionals, in order to assess:

- (a) whether the additional assistance remains necessary and / or appropriate to the child's needs;
- (b) whether the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals;
- (c) whether it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

## **9. Assessment and Updates**

- 9.1 Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for at least one interview where you can discuss your child's progress with the teacher. In addition, you can always contact the school to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

## **10. Privacy Policy**

- 10.1 The school collects personal information, which includes sensitive information such as health information, about pupils and parents / guardians both before and during the course of a pupil's enrolment at the school. This may be collected from parent /guardians or from the pupil or from others. The primary purpose of collecting this information is to enable the school to provide schooling for your child. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- 10.2 Where personal information is given to the school in confidence, it will not be disclosed without authority of the parent / guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.
- 10.3 Certain laws governing or relating to the operation of schools require that certain information is collected. The school may also ask you to provide medical reports about pupils from time to time and may collect health information about them in the course of providing schooling and if they receive a health service through the school.
- 10.4 The school handles the personal information of pupils and parents / guardians that it collects and holds in accordance with the Commonwealth *Privacy Act 1988* and the Australian Privacy Principles in that Act. The school also handles any health records of pupils and parents / guardians that it collects and holds in its records in accordance with the *Health Records Act 2001 (Vic)* and the Health Privacy Principles in that Act.
- 10.5 The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools (including for secondary school application and enrolment purposes), government departments, the Catholic Education Office, the Catholic Education Commission, our local diocese and the parish, other diocese, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
- 10.6 Personal information collected from pupils is regularly disclosed to their parents / guardians. On occasion, information such as academic and sporting achievements is published by the school and other local news providers. Permission and consent is sought from a parent / guardian (and from the pupil if they are aged 15 or over) for photographs and videos that may be taken of the pupil to be used and published for certain purposes (through annual completion of the Photograph / Video Permission Form). Photographs and videos may then be used and published for the permitted purposes without further notice being provided. Any permission and consent given may be withdrawn by the parent / guardian or pupil (if they are aged 15 or over) by notifying the school.
- 10.7 Parents / guardians may seek access to and request correction of personal information collected about them and their son / daughter by contacting the school. Pupils may also seek access to, and request correction of, personal information about them. However, there will be occasions when access to personal information is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil or where pupils have provided information in confidence.
- 10.8 The school from time to time engages in fundraising activities and will also communicate with you about events or offers which the school consider relevant including in newsletters or fliers. Your information may be used for these purposes. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose, e.g. the Social & Fundraising Committee. The school will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10.9 If you provide the school with the personal information of others, such as doctors or emergency contacts, you should only provide information that the school requires and we encourage you to inform them that you are disclosing that information to the school and why.
- 10.10 The school has a Privacy Policy which explains how it manages personal information that it collects and holds and which sets out what kind of personal information the school generally collects and how, the purposes for which the information is used and disclosed by the school, to whom the information may be disclosed (including overseas) and how privacy complaints can be made and are handled. We encourage you to read and be familiar with this policy and to ask the school if you have any questions. It is available on the school website or you can ask the school for a copy.

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# AGREEMENT

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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:

1. I will support school policies in relation to the Child Safety Standards (*Inc. Safeguarding Children and Young People Code of Conduct, Working with Children, Visitor & Volunteers Policy*) program of studies, sports, pastoral care, school uniform, acceptable behaviour, discipline and general operations of the school;
2. I will ensure that the information that 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);
3. I will pay the current school fees and levies for my child / children and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties;
4. I will support our child's participation in the religious life of the school (e.g. school liturgies, retreat programs);
5. I will attend parent / teacher and information evenings which relate to my child / children;
6. I will participate in a working bee once per year or to make a financial contribution;
7. In the event I have any concerns, I will raise them initially with the relevant teacher or the school Principal;
8. I will treat all members of the school community with respect as befits a Catholic primary school; and
9. If, in time of emergencies, accidents or serious illness, I cannot be contacted I give permission for the Principal (or his / her 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.

I acknowledge that I have read all the information in the enrolment package and understand the policies that the signatories below will need to abide by should the enrolment application be successful.

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>NAME OF PARENT / GUARDIAN 1:</b>		
<b>PARENT / GUARDIAN'S SIGNATURE:</b>		<b>DATE:</b>
<b>NAME OF PARENT / GUARDIAN 2:</b>		
<b>PARENT / GUARDIAN'S SIGNATURE:</b>		<b>DATE:</b>

# SCHOOL FAMILY OCCUPATION INDEX

## PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### **GROUP N: Unemployed for more than 12 months**

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the 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.

## **OCCUPATION GROUP A**

### **SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS**

#### **Senior management in large business organisations**

**Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film / television / radio / stage producer / director / manager]

#### **Government administration**

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital / health services / nurse administrator, school principal, faculty head / dean, library / museum / gallery director, research / facility manager, police / fire services administrator]
- **Defence Forces Commissioned officer**

**Qualified Professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

*Health, Education, Law, Social Welfare, Engineering, Science, Computing Professional, Business, Air / Sea Transport*

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET / special education / ESL / private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social / welfare / community worker, counsellor, minister of religion, economist, urban / regional planner, sociologist, librarian, records manager, archivist, interpreter / translator]
- **Engineering** [e.g. architect, surveyor, chemical / civil / electrical / mechanical / mining / other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]

- **Computing** [e.g. IT services manager, computer systems designer / administrator, software engineer, systems / applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air / Sea Transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain / officer / pilot]

## **OCCUPATION GROUP B**

### **OTHER BUSINESS OWNERS / MANAGERS, ARTS / MEDIA / SPORTSPERSONS AND ASSOCIATE PROFESSIONALS**

#### **Business Owner / Manager**

- **Farm / Business Owner / Manager** [e.g. crop and/or livestock farmer / farm manager, stock and station agent, building / construction, manufacturing, mining, wholesale, import / export, transport business manager, real estate business]
- **Specialist Manager** [e.g. works manager, engineering manager, sales / marketing manager, purchasing manager, supply / shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial Services Manager** [e.g. bank branch manager, finance / investment / insurance broker, credit / loans officer]
- **Retail Sales / Services Manager** [e.g. 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]

#### **Arts / Media / Sportspersons**

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman / woman, coach, trainer, sports official]

**Associate Professionals** – generally have diploma / technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing Technician / Business / Administration*

- **Medical, science, building, engineering, computer technician / associate professional**
- **Health / Social Welfare** [e.g. enrolled nurse, community health worker, paramedic / ambulance officer, massage therapist, welfare / parole officer, youth worker, dental hygienist / technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational / environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business / Administration** [e.g. recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / business manager, project manager / administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum / gallery technician, research assistant, proof reader]

## OCCUPATION 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.

#### Tradesmen / Women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

#### Clerks, Skilled Office, Sales and Service Staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical / actuarial clerk, accounts / claims / audit / 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, customer inquiry / complaints / service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent / assessor / loss adjuster, market researcher]
- **Carer** [e.g. aged / disabled / refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide,
- flight attendant, fitness instructor, casino dealer /

## OCCUPATION GROUP D

### MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

#### Drivers, Mobile Plant, Production / Processing Machinery and Other Machinery Operators

- **Driver or Mobile Plant Operator** [e.g. car, taxi, truck, bus, tram or train driver, courier / deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer / loader / grader / excavator operator, farm / horticulture / forestry machinery operator]
- **Production / Processing Machine Operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood / paper, glass, clay, stone, concrete, production / processing machine operator]
- **Machinery Operator** [e.g. photographic developer / printer, industrial spray painter, boiler / air-conditioning / refrigeration plant, railway signals / points, crane / hoist / lift, bulk materials handling machinery]

#### Hospitality, Office Staff

- **Sales Staff** [e.g. 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** [e.g. typist, word processing / data entry / business machine operator, receptionist]
- **Hospitality Staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, fast food cook, usher, porter, housekeeper]
- **Assistant / Aide** [e.g. trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, home helper, salon assistant, animal attendant]

#### Labourers and Related Workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, Horticulture, Forestry, Fishing, Mining Worker** [e.g. farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry / logging worker, miner, seafarer / fishing hand]
- **Other Worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]