



# ENROLMENT APPLICATION 2020

Family Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_

## Office Use Only

Date received:

Student Code:

Enrolment Date:

Family Code:

Year Level commencing:

VSN:

Copies of Certificates supplied:

Birth ☐

Immunisation ☐

Baptism ☐

Confirmation ☐

Communication ☐

## FAMILY MAILING DETAILS

Family Surname		
Mail to [eg Mr and Mrs Smith]		
Address	Suburb/City	Postcode
<b>Living with both parents?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Custody Arrangements / Court Orders</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (please attach copies)	

## STUDENT DETAILS

First Name	Kindergarten Name
Middle Name	Address
Surname	
Preferred Name	
Sex      Male <input type="checkbox"/> Female <input type="checkbox"/>	Previous School (if applicable)
Date of Birth	Address
Entry Year Level      P    1    2    3    4    5    6	
Commencement Year	
Religion:	Yes <input type="checkbox"/> No <input type="checkbox"/> Signature: _____ <div style="text-align: right;">Date: _____</div>
Nationality:	Does your child speak any language other than English?  Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what language? _____
In which country was your child born? Australia <input type="checkbox"/> Other <input type="checkbox"/>	
Which country? _____ Australian Citizen?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child attend language school?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, language being studied?	Name of Language School
Is your child of Aboriginal and/or Torres Strait Islander origin?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please select (one or both)      Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>	
Does your child have a Visa?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please attach documentation)	
Residence Status    Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee <input type="checkbox"/>	
Date of Arrival in Australia	Visa Number
Visa Sub Class	Visa expiry date

## SACRAMENTAL DETAILS

Sacrament	Date Received	Parish Received	Certificate Attached
Baptism			Yes <input type="checkbox"/>
Reconciliation			Yes <input type="checkbox"/>
Eucharist			Yes <input type="checkbox"/>
Confirmation			Yes <input type="checkbox"/>

## MEDICAL INFORMATION

Doctor's Name		Phone Number	
Medicare Number	Private Health Fund		Health Care Card Number
Expiry Date	Membership Number Expiry Date		Expiry Date
<b>Medical Conditions</b> Does your child suffer from any of the following: Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> ADHD <input type="checkbox"/> Heart Condition <input type="checkbox"/> Eczema <input type="checkbox"/> Other <input type="checkbox"/> Please specify			
<b>If your child has Asthma, medication must be supplied to the school along with an Asthma Management Plan</b>			
<b>Allergies</b> Is your child allergic to any of the following: Peanuts <input type="checkbox"/> Walnuts <input type="checkbox"/> Tree nuts <input type="checkbox"/> Milk <input type="checkbox"/> Bee stings <input type="checkbox"/> Fish <input type="checkbox"/> Eggs <input type="checkbox"/> Band-aids <input type="checkbox"/> Others, please specify: <b>Anaphylaxis</b> Does your child have an epipen/anapen? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>If your child has Anaphylaxis/Allergies, medication must be supplied to the school along with an Anaphylaxis/ Allergy Management Plan</b>			
<b>Ambulance Cover</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Membership Number: <i>I authorise the teacher in charge to allow my child to receive such medical or surgical treatment as may be deemed necessary where it is impractical to communicate with me.</i> Signature: Date:			

## ADDITIONAL NEEDS

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into St Clare's. It will assist us to develop appropriate strategies to meet your child's particular needs. We ask that you provide us with as much information as you can.

<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 Disorders <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 Psychologist <input type="checkbox"/>	Paediatrician <input type="checkbox"/>	
Educational Psychologist <input type="checkbox"/>	Speech Pathologist <input type="checkbox"/>	
Psychologist <input type="checkbox"/>	Occupational Therapist <input type="checkbox"/>	
Audiologist <input type="checkbox"/>	Other specialist <input type="checkbox"/>	
Please provide contact details for the relevant specialists:		
<b>If your child has any additional learning needs as listed above, please provide the contact details for current specialists and attach any relevant documentation regarding their diagnosis/diagnoses</b> <i>I give permission for St Clare's staff to contact the Professional/s listed above to discuss my child's needs and to obtain any relevant reports / documentation.</i> Signature: Date:		

PARENT DETAILS			
Contact			
Details	Father		Mother
Title			
First Name			
Preferred Name			
Last Name			
Address (No. & Street)			
Suburb / Postcode			
Home Phone Number			
Work Phone Number			
Occupation Group (see back)	N <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	N <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	
Employer Name			
Job Title			
Mobile Number			
Email Address			
Education			
Highest Year of School Education	Year 9 or below <input type="checkbox"/>	Year 9 or below <input type="checkbox"/>	
	Year 10 or equivalent <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	
	Year 11 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	
	Year 12 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>	
Level of Highest Qualification	No non-school qualification <input type="checkbox"/>	No non-school qualification <input type="checkbox"/>	
	Certificate I – IV (including trade) <input type="checkbox"/>	Certificate I – IV (including trade) <input type="checkbox"/>	
	Advanced Diploma / Diploma <input type="checkbox"/>	Advanced Diploma / Diploma <input type="checkbox"/>	
	Bachelor Degree or above <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/>	
Do you speak any other language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what language?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what language?	
Australian Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Country of Birth			
Nationality			
Residence Status	Permanent <input type="checkbox"/>	Permanent <input type="checkbox"/>	
	Non Permanent <input type="checkbox"/>	Non Permanent <input type="checkbox"/>	
	Refugee <input type="checkbox"/>	Refugee <input type="checkbox"/>	
Religion			
OTHER SIBLINGS			
Name	School/Pre-school	Year/Grade	Date of Birth
HOME CARE ARRANGEMENTS			
Living with both parents <input type="checkbox"/>	Single parent:    Mother <input type="checkbox"/> Father <input type="checkbox"/>		
Living in a step family <input type="checkbox"/>	Shared parenting (please specify arrangements)		
Guardian <input type="checkbox"/>	Out-of-Home Care		
Family Status:	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/> DeFacto <input type="checkbox"/>

EMERGENCY		
Details	Emergency Contact 1	Emergency Contact 1
Please nominate a person <b>other than a parent</b> who may be contacted in the event of an emergency, if parents cannot be contacted.		
Title		
First Name		
Last Name		
Address (No & Street)		
Suburb / Postcode		
Home Phone Number		
Business Phone Number		
Mobile Phone Number		
Relationship to Child		

FINANCIAL INFORMATION	
<b>Name of person who will be responsible for paying accounts</b>	
Name:	
Address:	Postcode:
Do you hold a current Health Care Card?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>School Fees:</b>	
<i>I/We agree to honour the financial commitments required each year by the school as per the Schedule of Fees.</i>	
Signature:	
Date:	

PRIVACY POLICY

All personal information collected from our families is used and stored in accordance with our Privacy Policy and Collection Notice. These documents are readily available on our website.  
If you have any queries about the storage and use of your personal details, please contact us.

# 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/gaming table supervisor]

## 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, kitchenhand, 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]



## PHOTO PERMISSION

At certain times, 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 your child's 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. Please note that **this form will be valid until your child leaves St. Clare's**, however if you wish to make any changes to the consent, you just need to notify the school.

*I give permission for my child's photograph/video and first name to be published in (please tick):*

- ☐ the school newsletter
- ☐ the year level websites
- ☐ the school website
- ☐ school displays
- ☐ social media
- ☐ promotional materials
- ☐ newspapers and other media

- 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 have 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.

**Licensed 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 licensed material wholly and freely for educational purposes.

### Seesaw App Group Photo Permissions

I understand that St Clare's uses the Seesaw App to communicate with me about my child's learning.

My child may sometimes be included in group photos that will be shared with other families.

I authorise my child's teacher to share my child's group photo with other families.

Yes ☐ No ☐

Name (Parent 1): \_\_\_\_\_

**Signed:** Parent/Guardian (1) \_\_\_\_\_ **Date:** \_\_\_\_\_

Name (Parent 2): \_\_\_\_\_

**Signed:** Parent/Guardian (2) \_\_\_\_\_ **Date:** \_\_\_\_\_