

# ST PATRICK’S PRIMARY SCHOOL, MENTONE Enrolment Form

# Enrolment Form – Primary

St Patrick’s is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

**DUE DATE:**

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

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| ENROLMENT FORM |
| Name of student:  |  |
| Address where student lives:  |  |
| Current school family: Yes [ ]  No [ ]   |
| Tel: |  |

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| **OFFICE USE ONLY** | Date received:  | Birth certificate attached: | Yes [ ]  | No [ ]  |
| Enrolment date:  | English as an Additional Language: | Yes [ ]  | No [ ]  |
| Start date:  | House colour: |
| Student ID:  | VSN: |
| Immunisation history statement attached: | Yes [ ]  | No [ ]  | Visa information attached *(if relevant):* | Yes [ ]  | No [ ]  |

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| **Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)** |
| **Title:** (Dr/Mr/Mrs/Ms) |  | **Surname:** |  | **Given name:** |  |
| **House Number:**  |  | **Street Name:**  |  |
| **Suburb:**  |  | **State:**  |  | **Postcode:** |  |
| **Telephone:**  | **Home:**  | **Work:** |  | **Mobile:** |  |
| **Silent number:** Yes [ ]  No [ ]  |
| **SMS messaging:** *(for emergency and reminder purposes)* | Yes [ ]  | No [ ]  |
| **Email:** |  |
| **Relationship to student:**  |  |
| **Government Requirement** | **Occupation:** | **What is the occupation group?** *(select from list of occupation groups in the School Family Occupation Index*) |  |
| **Religion:** *(include rite)*  | **Nationality:** **Ethnicity if not born in Australia:**   |
| **Country of birth:** | [ ]  Australia | [ ]  Other *(please specify):*  |  |
| **What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?** *(Persons who have never attended secondary school, tick Year 9 or below)* |
| Year 9 or below [ ]  | Year 10 or equivalent[ ]  | Year 11 or equivalent[ ]  | Year 12 or equivalent[ ]  |
| **What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?** |
| No post-school qualification[ ]  | Certificate I to IV *(including trade certificate)*[ ]  | Advanced diploma/Diploma[ ]  | Bachelor degree or above[ ]  |

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| **Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)** |
| **Title:** (Dr/Mr/Mrs/Ms) |  | **Surname:** |  | **Given name:** |  |
| **House Number:**  |  | **Street Name:**  |  |
| **Suburb:**  |  | **State:**  |  | **Postcode:** |  |
| **Telephone:**  | **Home:**  | **Work:** |  | **Mobile:** |  |
| **Silent number:** Yes [ ]  No [ ]  |
| **SMS messaging:** *(for emergency and reminder purposes)* | Yes [ ]  | No [ ]  |
| **Email:** |  |
| **Relationship to student:** |  |
| **Government Requirement** | **Occupation:**  | **What is the occupation group?** *(select from list of occupation groups in the School Family Occupation Index)* |  |
| **Religion:** *(include rite)*  | **Nationality:** **Ethnicity if not born in Australia:**  |
| **Country of birth:** | [ ]  Australia | [ ]  Other *(please specify):* |
| **What is the highest year of primary or secondary school Student Contact 2 ( Parent 2 /Guardian 2/Carer 2) has completed?** *(Persons who have never attended secondary school, tick Year 9 or below)* |
| Year 9 or below [ ]  | Year 10 or equivalent [ ]  | Year 11 or equivalent [ ]  | Year 12 or equivalent[ ]  |
| **What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?** |
| No post-school qualification[ ]  | Certificate I to IV *(including trade certificate)* [ ]  | Advanced diploma/Diploma[ ]  | Bachelor degree or above[ ]  |

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| **STUDENT DETAILS** |
| **Surname:**  |  | **Entry year (YYYY):** |  | **Entry level/grade:** |  |
| **Given name/s:** |  | **Preferred name:** |  |
| **Date of birth:** |  | **Religion:** *(include rite)* |  |
| Male: [ ]  | Female: [ ]  | Unspecified/Indeterminate/X: [ ]  |

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| **PREVIOUS SCHOOL/PRESCHOOL** |
| **Name and address of previous school/preschool:** |
| I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: | No [ ]  | Yes [ ] (If yes, please complete the Consent for Transferring Information form.) |

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| **NATIONALITY AND CITIZENSHIP** |
| **Government Requirement** | **Nationality:** | **Ethnicity:** |
| **In which country was the student born?** | [ ]  Australia  | [ ]  Other *(please specify):*  |
| **Date of arrival in Australia OR Date of return to Australia:**  |
| **What is the residential status of the student?** [ ]  Permanent [ ]  Temporary |
| **Evidence of Australian Residency:**[ ]  Australian Citizen [ ]  Permanent Resident[ ]  Eligible for Australian Passport [ ]  Temporary Resident[ ]  Other/Visitor/Overseas Student |
| **Visa sub class: Visa expiry date:** |
| **\* Please attach visa/ImmiCard/letter of notification and passport photo page** |

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| **Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home?** *Note: Record all languages spoken.* |
|  | Student | Student Contact 1 (Parent1/Guardian1/Carer1) | Student Contact 2 (Parent2/Guardian2/Carer2) |
| **No** | English only | [ ]  | [ ]  | [ ]  |
| **Yes** | Other – *please specify all languages* |  |  |  |
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| **Is the student of Aboriginal or Torres Strait Islander origin?***(For persons of both Aboriginal and Torres Strait Islander origin, tick ‘Yes’ for both)* |
| No [ ]  | Yes, Aboriginal [ ]  | Yes, Torres Strait Islander [ ]  |

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| **SACRAMENTAL INFORMATION** |
| **Baptism** | **Date:**  |  | **Parish:**  |   |
| **Confirmation** | **Date:**  |  | **Parish:** |  |
| **Parish where the student lives:** |  |

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| **EMERGENCY CONTACTS – other than student contacts (PARENT/GUARDIAN/CARER)** |
| **1. Name:** |  | **2. Name:** |  |
| **Relationship to student:** |  | **Relationship to student:** |  |
| **Home telephone:** |  | **Home telephone:** |  |
| **Mobile:** |  | **Mobile:** |  |

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| **MEDICAL INFORMATION** |
| **Doctor’s name:** |  |
| **Doctor's address:** |  |
| **Telephone:**  |  |
| **Medicare number:** |  | **Ref number:**  | **Expiry:**  |
| **Private health insurance:** | Yes [ ]  | No [ ]  | **Fund:**  | **Number:**  |
| **Ambulance cover:** | Yes [ ]  | No [ ]  | **Number:** |
| **Health Care Card:**  | Yes [ ]  | No [ ]  | **Health Care Card No:**  | **Expiry:**  |
| **Medical condition:** | Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur. |
| **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 [ ]  |

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| **IMMUNISATION *(please attach an immunisation history statement)*** |
| All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](https://my.gov.au/)) and provide it to the school with this enrolment form. | Immunisation history statement attached: |
| Yes [ ]  | No [ ] If no, please provide explanation: |
| If the student entered Australia on a humanitarian visa, did they receive a refugee health check? | Yes [ ]  | No [ ]  |

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| To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed. |
| **ADDITIONAL NEEDS** |
| **Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?** | Yes [ ]  | No [ ]  |
| **Does your child present with:** |
| [ ]  | autism (ASD) | [ ]  | behavioural concerns | [ ]  | hearing impairment |
| [ ]  | intellectual disability/ developmental delay | [ ]  | mental health issues | [ ]  | oral language/communication difficulties |
| [ ]  | ADD/ADHD | [ ]  | acquired brain injury | [ ]  | vision impairment |
| [ ]  | giftedness | [ ]  | physical impairment | [ ]  | other condition *(please specify)* |
| **Has your child ever seen a:** |
| [ ]  | paediatrician | [ ]  | physiotherapist | [ ]  | audiologist |
| [ ]  | psychologist/counsellor | [ ]  | occupational therapist | [ ]  | speech pathologist |
| [ ]  | psychiatrist | [ ]  | continence nurse | [ ]  | other specialist *(please specify)* |
| **Have you attached all relevant information and reports?** | Yes [ ]  | No [ ]  |

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| **SIBLINGS ATTENDING A SCHOOL/PRESCHOOL** |
| List all children in your family attending school or preschool (oldest to youngest) – include applicant: |
| **Name** | **School/preschool** | **Year/grade** | **Date of birth** |
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| **HOME CARE ARRANGEMENTS** |
| [ ]  | Living with immediate family | [ ]  | Out-of-home care |
| [ ]  | Guardian/Carer | [ ]  | Shared parenting, *e.g. one week with each parent:*Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:  |
| [ ]  | Kinship care | [ ]  | Other *(please specify)* |

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| **COURT ORDERS OR PARENTING ORDERS *(if applicable)*** |
| Are there any current court orders or parenting orders relating to the student? | Yes [ ]  | No [ ]  |
| *If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.* |
| Is there any other information you wish the school to be aware of? |

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| **FAMILY DETAILS** |
| To whom the account for school fees and levies is sent? |
| Surname | First name | Address and email | Telephone | Relationship to the student |
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**Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.**

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| **Student Contact 1 PARENT 1/GUARDIAN 1/ CARER 1 SIGNATURE:** |  | Date: |
| **Student Contact 2 PARENT 2 /GUARDIAN 2/ CARER 2 SIGNATURE:** |  | Date: |

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

***Consent***

The signature of:

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

Notes for informal carer:

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

***Disclaimer:*** *Personal information will be held, used and disclosed in accordance with the school’s Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on the school website.*

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| **PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST** |
| **Please ensure that the following documents are attached to the Enrolment Application form *(as applicable to your child*):** |
| [ ]  | Birth certificate |
| [ ]  | Immunisation history statement |
| [ ]  | Baptism certificate |
| [ ]  | Consent to contact previous school or preschool |
| [ ]  | Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia |
| [ ]  | Visa information *–* visa grant notice/ImmiCard/letter of notification and passport photo page |
| [ ]  | Medical Management Plan signed by a relevant medical practitioner |
| [ ]  | All relevant information and reports concerning additional needs of your child |
| [ ]  | Any current court orders or parenting orders relating your child |
| [ ]  | Any additional information you wish the school to be aware of |



School Family Occupation Index:
Parent Occupation Groups

St Patrick’s is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

***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: Elected officials, Senior executives/managers,management in large business organisations, government administration and defence, and qualified professionals

**Elected officials**

[ ]  Mayor, parliamentarian, alderperson, trade union secretary, board member

**Senior executives/managers, management in large business organisations**

[ ]  **Senior executive/manager/department head** in industry, commerce, media or other large organisations

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

[ ]  **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 sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education

[ ]  **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** (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, professor, VET, special education)

[ ]  **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)

[ ]  **Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)

[ ]  **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)

[ ]  **Science** (e.g. geologist, meteorologist, metallurgist, other scientist)

[ ]  **Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)

[ ]  **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)

[ ]  **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/professionals**

[ ]  **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)

[ ]  **Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

[ ]  **Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)

[ ]  **Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

**Arts/media/sportspersons**

[ ]  **Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)

[ ]  **Sports** (e.g.sportsperson, coach, trainer, sports official)

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

[ ]  **Medical, science, architectural, building, surveying, 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, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, 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, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)

[ ]  **Defence Forces** (e.g. senior non-commissioned officer)

[ ]  **Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

**Tradespeople** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

[ ]  **Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

**Advanced/intermediate clerial, office, sales, carer and service staff**

[ ]  **Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/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, real estate agent)

[ ]  **Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)

[ ]  **Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, 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/train driver, driving instructor, 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)

[ ]  **Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

**Sales, office, hospitality and other assistants**

[ ]  **Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, 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, office assistant, general clerk)

[ ]  **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, 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, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

[ ]  **Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)



**THE FINISH LINE………….**

Please check you have read, signed & completed all parts before returning them to the school office. This includes the:

🞏 St Patrick’s Primary School Mentone, Enrolment Form

🞏 Consent to Transfer Information

🞏 Completed the Emergency Information & attached reports if necessary

🞏 Completed Enrolment Agreement – Melbourne Archdiocese Catholic Schools (MACS)

🞏 Permission for the Catholic Education Commission of Victoria Ltd (CECV) and MACS to use a

Photograph/Video/Podcast

🞏 St Patrick’s Primary School Mentone Family Occupation Index: Parent Occupation Groups (MUST be completed)

🞏 Attached: Baptism Certificate, Birth Certificate and Medicare Immunisation History Certificate

🞏 Administration/Enrolment fee non-refundable $100.00**NISH LINE………….**