



Enrolment Application Form



Student Name	
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PARENT/GUARDIAN DOCUMENT CHECKLIST

The following must be enclosed with this application for enrolment form:

<input type="checkbox"/>	A copy of the student's Australian birth certificate and/or passport
<input type="checkbox"/>	A copy of the student's current Visa Grant Notice (if not an Australian citizen) and passport
<input type="checkbox"/>	A copy of Immunisation History Statement from the Australian Immunisation Register (AIR)
<input type="checkbox"/>	Evidence of Catholic Sacraments (e.g. Baptism / Confirmation / Eucharist certificate)
<input type="checkbox"/>	For guardians (other than the parents), authority to act as a guardian
<input type="checkbox"/>	Any court orders or parenting agreements (if applicable)
<input type="checkbox"/>	A copy of student's most recent school report (if applicable)
<input type="checkbox"/>	A copy of student's most recent NAPLAN results (if applicable)
<input type="checkbox"/>	Information regarding Individual considerations requirements (if applicable)

All sections of this form must be completed and returned to:

Enrolments Office
Sacred Heart Primary School
PO Box 221, Colac, VIC, 3250
or email to enrolments@shcolac.catholic.edu.au

OFFICE USE ONLY

Date Received		Acknowledgment Sent	
All Documents Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application Fee Paid (if applicable)	

1. STUDENT DETAILS			
Grade/Year Level on entry		Year to commence	
Family name			
Given name/s			
Preferred name/s			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (please specify):		
Date of Birth		Country of birth	
Language/s spoken at home			
Is the student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If no, please provide copies of visa documentation & complete the below questions (in italics)</i>			
Nationality		Passport number	
Passport Expiry Date		Visa Sub-Class	
Visa Expiry Date <i>If bridging visa, write N/A</i>		<i>If bridging Visa, provide previous Visa Sub-Class</i>	
If born outside Australia, year commenced school in Australia			
Is the student of Aboriginal or Torres Strait Islander origin?		<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal & Torres Strait Islander	
What school/ early learning centre/ kindergarten does the student currently attend?			
Please list previous school(s)/ early learning centre(s)/kindergarten(s) attended			
Student's Residential Address <i>If different to residential address</i>			
	<input type="checkbox"/> This is also the Postal Address		
Student's Postal Address <i>If different to residential address</i>			
Home Phone		Student Mobile (<i>If applicable</i>)	
The student lives with	<input type="checkbox"/> Both parents <input type="checkbox"/> Mother only <input type="checkbox"/> Father only <input type="checkbox"/> Guardian <input type="checkbox"/> Shared care (please specify): <input type="checkbox"/> Other (please specify):		
Are there any court orders, parenting orders or parenting plans relating to the powers, duties, responsibilities or authorities of any parent or guardian in relation to the student or access to the student?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Details:			
Does the student have a Victorian Student Number (VSN)? <i>(All students in Victorian schools have a VSN)</i>		<input type="checkbox"/> Yes (please specify): <input type="checkbox"/> Yes, but the VSN is unknown <input type="checkbox"/> No, the student is enrolling for Foundation <input type="checkbox"/> No, the student has never been issued a VSN	

Has the student ever received or are they likely to require...? (If yes, please attach copies of any reports)	
Additional support in the classroom for their learning	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details:	
An individual learning, health, or adjustment plan	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details:	
A diagnostic report (e.g. Psychologist cognitive assessment, language assessment)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details:	
Adjustments for physical or sensory impairments	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details:	
Government funding for individual support (e.g. NDIS)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details:	
Has the student ever accessed any of the following services? <i>(Tick all which apply)</i>	<input type="checkbox"/> Paediatrician
	<input type="checkbox"/> Speech/Language Pathologist <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Psychologist <input type="checkbox"/> Counsellor <input type="checkbox"/> Behavioural specialist <input type="checkbox"/> Other (please specify):
Has the student had any significant behavioural or disciplinary issues at any previous school(s)/ early learning centre(s)/ kindergarten(s)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details:	
Has the student ever had a Behavioural Support or Student Safety Plan?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details:	

2. FAMILY DETAILS

Was the student previously enrolled at the school (returning)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year when left	
Please provide details of any other children in the family who are currently enrolled (<i>List name & age</i>)				
Please provide details of any other children in the family who are likely to enrol in future (<i>List name & age</i>)				
Please provide details of any other family members or relatives who have attended the school in the past (<i>e.g. either parent</i>).				
Name	Relationship	Proposed Year/ Years at school		
Any other connection with the school?				
Mailed correspondence				
To be addressed to	<input type="checkbox"/> Parent /Guardian 1 & 2 (at same address) <input type="checkbox"/> Parent /Guardian 1 only <input type="checkbox"/> Parent /Guardian 2 only <input type="checkbox"/> Other (Please specify): 			

3. PARENTS/GUARDIANS DETAILS

Parent / Guardian 1 (Mother/Father/Guardian)

Title (Mr/Mrs/Ms/Dr/Mx/other)		Family name			
Given name/s					
Relationship to student			Is this contact a residential guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Residential Address	<input type="checkbox"/> Same Student's Address				
Postal Address	<input type="checkbox"/> Same as Residential Address				
Home phone			Business phone		
Mobile no			Email		
Language spoken at home					
Occupation			Employer		
Position / title				Occupation group (See list)	
Country of birth			Religion		
What is the highest year of Secondary School completed?			<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent		
What is the highest qualification completed?			<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or above <input type="checkbox"/> Certification I to IV (<i>including trade certificate</i>) <input type="checkbox"/> No post-secondary qualification <input type="checkbox"/> Unknown		
Will this person take responsibility for the fees?			<input type="checkbox"/> Yes <input type="checkbox"/> No	% of fees	
Parent / Guardian 2 (Mother/Father/Guardian)					
Title (Mr/Mrs/Ms/Dr/Mx/other)		Family name			
Given name/s					
Relationship to student			Is this contact a residential guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Residential Address	<input type="checkbox"/> Same Student's Address				
Postal Address	<input type="checkbox"/> Same as Residential Address				
Home phone			Business phone		
Mobile no			Email		
Language spoken at home					
Occupation			Employer		

Position / title			Occupation group (See list)	
Country of birth			Religion	
What is the highest year of Secondary School completed?		<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent		
What is the highest qualification completed?		<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or above <input type="checkbox"/> Certification I to IV (<i>including trade certificate</i>) <input type="checkbox"/> No post-secondary qualification <input type="checkbox"/> Unknown		
Will this person take responsibility for the fees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	% of fees
Partner (of Parent / Guardian 1)				
Title (Mr/Mrs/Ms/Dr/Mx/other)		Family name		
Given name/s				
Relationship to student			Is this contact a residential guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Address	<input type="checkbox"/> Same Student's Address			
Postal Address	<input type="checkbox"/> Same as Residential Address			
Home phone			Business phone	
Mobile no			Email	
Language spoken at home				
Occupation			Employer	
Position / title			Occupation group (See list)	
Country of birth			Religion	
What is the highest year of Secondary School completed?		<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent		
What is the highest qualification completed?		<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or above <input type="checkbox"/> Certification I to IV (<i>including trade certificate</i>) <input type="checkbox"/> No post-secondary qualification <input type="checkbox"/> Unknown		
Will this person take responsibility for the fees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	% of fees
Partner (of Parent / Guardian 2)				
Title (Mr/Mrs/Ms/Dr/Mx/other)		Family name		
Given name/s				
Relationship to student			Is this contact a residential guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Address	<input type="checkbox"/> Same Student's Address			

Postal Address	<input type="checkbox"/> Same as Residential Address		
Home phone		Business phone	
Mobile no		Email	
Language spoken at home			
Occupation		Employer	
Position / title			Occupation group (See list)
Country of birth	Religion		
What is the highest year of Secondary School completed?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent		
What is the highest qualification completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or above <input type="checkbox"/> Certification I to IV (<i>including trade certificate</i>) <input type="checkbox"/> No post-secondary qualification <input type="checkbox"/> Unknown		
Will this person take responsibility for the fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	% of fees

ADDITIONAL EMERGENCY CONTACTS

Please give the names, addresses and phone numbers of at least two people, not already listed, who could be contacted by the school (e.g. grandparents, close friends). At least one emergency local contact is requested.

Emergency Contact 1

Full Name		
Relationship to student		
Mobile No.	Work/Home No.	

Emergency Contact 2

Full Name		
Relationship to student		
Mobile No.	Work/Home No.	

FEEDBACK

To be completed by the Parent /Guardian: What are you hoping for from your child's experience at the school?

Completed by		Relationship to student	
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DECLARATION

I/We have parental responsibility for my/our child named in Section 1 of this form.

I/We wish to enrol my/our child at the school.

I/We declare that the information contained in this application for enrolment form is true and correct. Updates can be provided prior to a place of enrolment being offered by contacting the school.

I/We understand that if our child receives an offer of enrolment at the school, each parent will be required to agree to be bound by the School's Enrolment Agreement and relevant Code of Conducts available on the school's website.

I/We agree that if our child is enrolled at the school, we will be jointly and severally liable for the payment of all tuition fees and course levies, and other charges and levies, imposed by the school (collectively, school fees) during my/our child's enrolment, and to pay all school fees by the due dates.

I/We understand that submitting this form and paying the enrolment application fee (if applicable) does not guarantee my/our child a place at the school.

I/We give permission for the School to contact the student's current and previous school(s)/ early learning centre(s)/ kindergarten(s) as listed above to discuss the student's behavioural and disciplinary history and needs?

(For more information about the school's enrolment process, please see the Enrolment Policy available on the school's website).

Parent/Guardian 1

Parent /Guardian 2

Signature

Signature

Name

Name

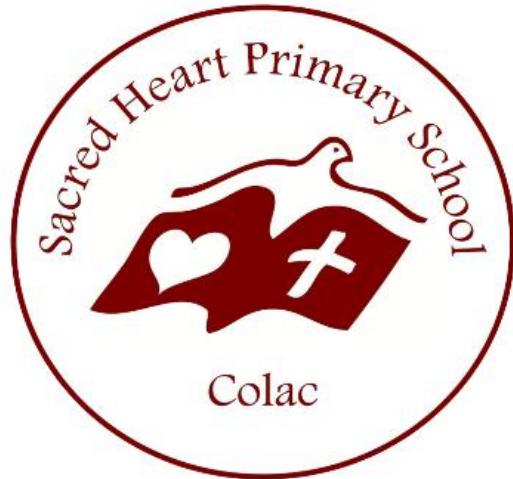
Date

Date

OCCUPATION GROUPS

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. If you have not been in paid work for the last 12 months, enter "N" in the occupation code field on the enrolment form.

<p>OCCUPATION GROUP A</p> <p>Senior management in large business organisations, government administration & defence and qualified professionals</p> <p>Senior management in large business organisations</p> <p>Senior Executive / Manager /Department Head in industry, commerce, media or other large organisation</p> <p>Government administration</p> <ul style="list-style-type: none"> - Public Service Manager (Section head or above) [e.g. health services / nurse administrator, school principal, faculty head] - Defence Forces Commissioned officer <p>Qualified Professionals</p> <p>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</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport</p> <ul style="list-style-type: none"> - Health [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, veterinarian] - Education [e.g. teacher, university lecturer, VET/special education, education officer] - Law [e.g. judge, barrister, coroner, solicitor, lawyer] - Social Welfare [e.g. social worker, counsellor, librarian] - Engineering [e.g. architect, surveyor, civil engineer] - Science [e.g. scientist, geologist, meteorologist, metallurgist] - Computing [e.g. software engineer, programmer] - Business [e.g. management consultant, accountant, auditor] - Air/sea transport [e.g. pilot, air traffic controller, captain] 	<p>OCCUPATION GROUP B</p> <p>Other business owners/managers, arts/media/sportspersons and associate professionals</p> <p>Business Owner / Manager</p> <ul style="list-style-type: none"> - Farm/business owner/manager - Specialist manager [e.g. sales/marketing manager, customer service manager, property manager] - Financial services manager [e.g. bank branch manager] - Retail sales/services manager [e.g. shop, post office, restaurant, petrol station, hotel/motel/caravan park] <p>Arts /media / sportspersons</p> <ul style="list-style-type: none"> - Artist/Writer [e.g. editor, journalist, author, photographer, musician, actor, dancer, painter] - Sports [e.g. sportsman/woman, coach, trainer, sports official] <p>Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration</p> <ul style="list-style-type: none"> - Medical, science, building, engineering, computer technician - Health/social welfare [e.g. enrolled nurse, paramedic / ambulance officer, dental technician] - Law [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer] - Business/administration [e.g. recruitment/industrial relations officer, office/business manager] - Defence Forces [e.g. senior non-commissioned officer] - Other [e.g. library technician, museum/gallery technician, research assistant]
<p>OCCUPATION GROUP C</p> <p>Tradesmen/women, clerks and skilled office, sales and service staff</p> <p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <ul style="list-style-type: none"> - Trades [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer] <p>Clerks, Skilled office, sales and service staff</p> <ul style="list-style-type: none"> - Clerk [e.g. bookkeeper, payroll clerk] - Office [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator] - Sales [e.g. sales representative, insurance agent] - Carer [e.g. aged/disabled/refugee care worker, child care assistant, nanny] - Service [e.g. meter reader, postal delivery worker, travel agent, fitness instructor] 	<p>OCCUPATION GROUP D</p> <p>Machine operators, hospitality staff, office assistants, labourers and related workers</p> <p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality, office staff</p> <ul style="list-style-type: none"> - Sales staff [e.g. sales assistant, motor vehicle salesperson] - Office staff [e.g. data entry clerk, receptionist] - Hospitality staff [e.g. waiter, kitchenhand, housekeeper] - Assistant/aide [e.g. teacher's aide, dental assistant, vet nurse] <p>Labourers and related workers</p> <ul style="list-style-type: none"> - Defence Forces other ranks (below senior NCO) - Agriculture, horticulture, forestry, fishing, mining worker [e.g. shearer, farm hand, gardener] - Other worker [e.g. labourer, factory hand, guard, cleaner]



125 Hart Street, Colac, Victoria, 3250

(03) 5231 5292

