

# St Mary's School Enrolment Form – Primary



St Mary's School 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:** **Contact the School Office.** [admin@smgeelong.catholic.edu.au](mailto:admin@smgeelong.catholic.edu.au)

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.

## ENROLMENT FORM

**Name of student:**

**Address where student lives:**

**Current school family:** YES  NO

**Tel:**

<b>OFFICE USE ONLY</b>	Date received:	Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Enrolment date:	English as an Additional Language:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Start date:	House colour:				
	Student ID:	VSN:				
	Immunisation history statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Visa information attached (if relevant):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

<b>Title:</b> (Dr/Mr/Mrs/Ms)	<b>Surname:</b>		<b>Given name:</b>	
<b>House Number:</b>	<b>Street Name:</b>			
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>	
<b>Telephone:</b>	<b>Home:</b>	<b>Work:</b>		<b>Mobile:</b>
<b>Silent number:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>SMS messaging:</b> (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>Email:</b>				
<b>Relationship to student:</b>				

<b>Government Requirement</b>	<b>Occupation:</b>	<b>What is the occupation group?</b> <i>(select from list of occupation groups in the School Family Occupation Index)</i>	
<b>Religion:</b> <i>(include rite)</i>		<b>Nationality:</b> <b>Ethnicity if not born in Australia:</b>	
<b>Country of birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other <i>(please specify):</i>			
<b>What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b> <i>(Persons who have never attended secondary school, tick Year 9 or below)</i>			
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 Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)			
<b>Title:</b> <i>(Dr/Mr/Mrs/Ms)</i>		<b>Surname:</b>	
		<b>Given name:</b>	
<b>House Number:</b>		<b>Street Name:</b>	
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Silent number:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>SMS messaging:</b> <i>(for emergency and reminder purposes)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Email:</b>			
<b>Relationship to student:</b>			
<b>Government Requirement</b>	<b>Occupation:</b>	<b>What is the occupation group?</b> <i>(select from list of occupation groups in the School Family Occupation Index)</i>	
<b>Religion:</b> <i>(include rite)</i>		<b>Nationality:</b> <b>Ethnicity if not born in Australia:</b>	
<b>Country of birth:</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other <i>(please specify):</i>	
<b>What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed?</b> <i>(Persons who have never attended secondary school, tick Year 9 or below)</i>			
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"/>

**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

### STUDENT DETAILS

<b>Surname:</b>	<b>Entry year (YYYY):</b>	<b>Entry level/grade:</b>
<b>Given name/s:</b>	<b>Preferred name:</b>	
<b>Date of birth:</b>	<b>Religion: (include rite)</b>	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Unspecified/Indeterminate/X: <input type="checkbox"/>

### 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 <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please complete, the Consent to Transfer Information form <a href="#">available on the school website/school policies/enrolment</a> )
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### NATIONALITY

Government Requirement	Nationality:	Ethnicity:		
<b>In which country was the student born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):			
<b>Is the student of Aboriginal or Torres Strait Islander origin?</b> (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)				
No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>		
<b>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.</b>				
	Student	Student Contact 1 (Parent1/Guardian 1/Carer1)	Student Contact 2 (Parent2/Guardian 2/Carer2)	
<b>No</b>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify all languages			

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS\***

Please tick the relevant category below and record the visa subclass number as per government requirements:

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

**Australian citizen not born in Australia:**

Australian citizen *(Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)*

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

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

Permanent resident: *(if ticked, record the visa subclass number)*

Temporary resident: *(if ticked, record the visa subclass number)*

Other/visitor/overseas student: *(if ticked, record the visa subclass number)*

**\* Please attach visa/ImmiCard/letter of notification and passport photo page**

**SACRAMENTAL INFORMATION**

<b>Baptism</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Confirmation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Reconciliation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Communion</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Parish where the student lives:</b>			

**EMERGENCY CONTACTS – other than student contacts (PARENT/GUARDIAN/CARER)**

<b>1. Name:</b>	<b>2. Name:</b>
<b>Relationship to student:</b>	<b>Relationship to student:</b>
<b>Home telephone:</b>	<b>Home telephone:</b>
<b>Mobile:</b>	<b>Mobile:</b>

**MEDICAL INFORMATION**

Doctor's name:

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 **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://myGov)) 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

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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism (ASD)                                    | <input type="checkbox"/> behavioural concerns  | <input type="checkbox"/> hearing impairment                          |
| <input type="checkbox"/> intellectual disability/<br>developmental delay | <input type="checkbox"/> mental health issues  | <input type="checkbox"/> oral language/communication<br>difficulties |
| <input type="checkbox"/> ADD/ADHD  | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment                           |
| <input type="checkbox"/> giftedness                                      | <input type="checkbox"/> physical impairment   | <input type="checkbox"/> other condition <i>(please specify)</i>     |

#### Has your child ever seen a:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                              |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                       |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> other specialist <i>(please specify)</i> |

Have you attached all relevant information and reports? Yes  No

#### 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

#### HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Guardian/Carer	<input type="checkbox"/> Shared parenting, <i>e.g. one week with each parent:</i> Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other <i>(please specify)</i>

**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?

**FAMILY DETAILS**

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

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.

**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 its website: <https://www.smgeelong.catholic.edu.au>

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

**SIBLING DETAILS – not included on page 6 of the enrolment form:**

**Details of younger siblings not attending school/preschool: (if applicable)**

Name:	<b>M / F / O</b>	Date of Birth: / /	Proposed Year of Entry ( <i>Foundation</i> ):
Name:	<b>M / F / O</b>	Date of Birth: / /	Proposed Year of Entry ( <i>Foundation</i> ):
Name:	<b>M / F / O</b>	Date of Birth: / /	Proposed Year of Entry ( <i>Foundation</i> ):
Name:	<b>M / F / O</b>	Date of Birth: / /	Proposed Year of Entry ( <i>Foundation</i> ):



# St Mary's School School Family Occupation Index: Parent Occupation Groups



St Mary's School 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: 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 organisations
- 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** (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/EAL/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

- 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 investigator, 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, proofreader)

## Occupation Group C: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- 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)
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## **Enrolment Process**

If you are seeking enrolment for your child please complete the application for enrolment form and return it to the school with a copy of your child's Birth Certificate, Baptism Certificate (if Baptised) and an Immunisation History Statement/Certificate. Documents are required at the time of application lodgement.

***For non-current families to the school, there is a non-refundable enrolment application lodgement fee (which doesn't guarantee an Offer of Enrolment at St Mary's School) of \$50 which is to be paid via EFT Bank Transfer, at the time of your child's application, to the following bank account:***

### **St Mary's Primary School General Account**

BANK: NAB  
BSB: 083 347  
ACCOUNT: 647082051  
Reference: Name

**Note:** All **families of a Foundation student** who have not pledged to the parish Thanksgiving program, will be billed a \$260 levy, invoiced directly from the St Mary Of The Angels Parish, Geelong.

## **Enrolment Interviews with the Principal**

Once the application for enrolment form is lodged with the school, school administration will contact you to arrange a suitable time for yourself and your child to meet with the School Principal, to discuss your child's potential enrolment at the school.