APPLICATION PROCESS / PROCEDURE

Families are invited to lodge applications from February prior to the year that your son / daughter will begin school. We close our applications for Prep at the end of May and advise families of their placement in the middle of June.

If you are intending to lodge this application can you please ensure that the following documentation is attached:

- A copy of the Birth Certificate
- A copy of the Baptismal Certificate (this is not required if baptised at St. Francis of Assisi)
- The original School Entry Immunisation Certificate supplied from the Council or a Certificate from the Australian Childhood Immunisation Register
- If your child was born out of Australia we require a copy of their Visa and Date of Entry into Australia stamp

Pleasing Note: An enrolment administration fee of $80 applies to new families ($40 for existing). This is payable at the time lodging an application.

Upon acceptance of a place a $200 non-refundable deposit is to be paid. This amount will be deducted from the Term 1 school fees.

If you require further information regarding our Open Days, Enrolment Policy, Fees & Charges, Programs and Policies as well as general information please refer to our website. Should you wish to visit the school for a tour you are most welcome to call to make an appointment for a personal tour.

Yours sincerely,

Mark Basile
Principal
**ENROLMENT FORM**

ST FRANCIS OF ASSISI PRIMARY SCHOOL
312 CHILDS ROAD, MILL PARK. 3082
Email: principal@sfmillpark.catholic.edu.au
Tel: 9407 3100

<table>
<thead>
<tr>
<th>Office use only</th>
<th>Date received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment date:</td>
<td>English second language: Yes ☐ No ☐</td>
</tr>
<tr>
<td>Start date:</td>
<td>House colour:</td>
</tr>
<tr>
<td>Student/family code:</td>
<td>VSN:</td>
</tr>
</tbody>
</table>

### STUDENT DETAILS
- **Surname:**
- **Entry year**
- **Entry level/grade:**
- **First name/s:**
- **Preferred first name:**
- **Date of birth:**
- **Religion:**
- **Male:** ☐
- **Female:** ☐

### HOME ADDRESS OF STUDENT
- **Street number & name:**
- **Suburb:**
- **Post Code:**
- **Home phone:**

### EMERGENCY CONTACTS – OTHER THAN PARENT
1. **Name:**
   - Relationship to child:
   - Home phone:
   - Mobile:
2. **Name:**
   - Relationship to child:
   - Home phone:
   - Mobile:

### SACRAMENTAL INFORMATION
- **Baptism:**
  - Date:
  - Parish:
- **Confirmation:**
  - Date:
  - Parish:
- **Reconciliation:**
  - Date:
  - Parish:
- **Communion:**
  - Date:
  - Parish:
- **Current Parish:**

### PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION
- **Name of previous school/pre-school:**
- **I/We give permission for school to contact previous school or pre-school:** Yes ☐ No ☐

### NATIONALITY
- **Nationality:**
- **In which country was the student born:** Australia ☐ Other – please specify:
- **Is the student of Aboriginal or Torres Strait Islander origin?**
  - For persons of both Aboriginal and Torres Strait Islander origin mark ‘Yes’ to both
  - No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐
- **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:** English Only ☐ Other – please specify
  - **Mother/guardian:**
  - **Father/guardian:**
Enrolment Form

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

☐ Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)
☐ Australian Passport Number: (If applicable) Passport No:
☐ 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:

☐ Permanent resident, *(if ticked, record the Visa Subclass Number) Visa Subclass No:
☐ Temporary resident, *(if ticked, record the Visa Subclass Number) Visa Subclass No:
☐ 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 number and name: 
Suburb: | Post Code: | Phone: 
Medicare No.: | Ref No: | Expiry: 
Private Health: Yes No Fund: Number: 
Ambulance: Yes No Number: 

Medical Condition: Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete. 

Allergies: Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details. 

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 indicate if the student has been immunized against the following)*

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diptheria/Tetanus/Whooping Cough</td>
<td>Yes No</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>Haemophilus Influenza type B (Hib)</td>
<td>Yes No</td>
<td>Polio</td>
</tr>
<tr>
<td>Measles-Mumps-Rubella</td>
<td>Yes No</td>
<td>Rotavirus</td>
</tr>
<tr>
<td>Meningococcal C disease</td>
<td>Yes No</td>
<td>Chicken Pox</td>
</tr>
<tr>
<td>Human Papillomavirus (HPV) (12-18yrs)</td>
<td>Yes No</td>
<td>Pneumococcal disease</td>
</tr>
</tbody>
</table>

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.

ADDITIONAL NEEDS

Does your child have:

- autism
- intellectual disability
- ADD/ADHD
- giftedness
- hearing impairment
- language disorder
- visual impairment
- mental health issues
- acquired brain injury
- other (please specify)

Enrolment Form 2 of 5
<table>
<thead>
<tr>
<th>Has your child ever seen a:</th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>behavioural optometrist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>audiologist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>educational psychologist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>paediatrician</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>speech pathologist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>occupational therapist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>psychologist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>other specialist</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

If your child does have a special need, please can you assist us by providing the following information:

Details of additional learning needs/additional needs provided (please provide all relevant information)  
Medical/allied health professional reports attached (please provide all relevant information)

### 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:

#### MOTHER/GUARDIAN

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title: (eg. Mrs/Ms)</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>Address:</th>
<th>Home Phone:</th>
<th>Work Phone:</th>
<th>Mobile:</th>
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<td></td>
<td></td>
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</tbody>
</table>

Would you like to receive SMS Messaging: (for emergency & reminder purposes)

- Yes ☐
- No ☐

Email:

<table>
<thead>
<tr>
<th>Occupation:</th>
<th>What is the occupation group? (select from list of parental occupation groups in the School Family)</th>
</tr>
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<tbody>
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<table>
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<tr>
<th>Religion:</th>
<th>Nationality:</th>
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<table>
<thead>
<tr>
<th>Country of Birth:</th>
<th>☐ Australia</th>
<th>☐ Other (please specify):</th>
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<td>Australia</td>
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**What is the highest year of primary or secondary school the mother/guardian has completed:**  
(Persons who have never attended secondary school, mark '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 the mother/guardian has completed:**

- ☐ No post school qualification
- ☐ Certificate I to IV (including trade certificate)
- ☐ Advanced diploma/Diploma
- ☐ Bachelor degree or above

#### FATHER/GUARDIAN

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
<th>First Name:</th>
</tr>
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<tbody>
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</tbody>
</table>

<table>
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<tr>
<th>SMS Messaging: (for emergency &amp; reminder purposes)</th>
<th>Yes ☐</th>
<th>No ☐</th>
</tr>
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</table>

Email:

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**What is the highest year of primary or secondary school the father/guardian has completed:**  
(Persons who have never attended secondary school, mark '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 the father/guardian has completed:**

- ☐ No post school qualification
- ☐ Certificate I to IV (including trade certificate)
- ☐ Advanced diploma/Diploma
- ☐ Bachelor degree or above
SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL
List all children in your family attending school or preschool (oldest to youngest) – include applicant

<table>
<thead>
<tr>
<th>Name</th>
<th>School/Pre-school</th>
<th>Year/Grade</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

- [ ] Living with Mother & Father
- [ ] Single parent: Mother / Father (please circle)
- [ ] Living in a step family
- [ ] Shared parenting eg. One week with mother, next with father
- [ ] Guardian
- [ ] FTE with Mother: _FTE with Father:
- [ ] Out-Of-Home Care

Do you have a Health Care Card?  [ ] Yes  [ ] No

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?

COMMITMENT OF PARENTS

I/We make a personal commitment that I/we will enable our child to participate in both Church and School activities as active members of the Parish
I/We accept the duty to pay the school fees and subject levies etc.  I/We agree to contact the School Bursar to explain my/our inability to pay within the time set.
I/We agree to observe the regulations regarding uniform and conduct.
I/We understand that our family information will be shared between the school and the parish

PERMISSION FOR SUNSCREEN APPLICATION & HEAD LICE INSPECTION

- [ ] I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.
- [ ] 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.
- [ ] 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.

MOTHER'S SIGNATURE:

FATHER'S SIGNATURE:
Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter, website, social media or classroom blogs 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
  • classroom blogs
  • 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 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.

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.

Name of Parent / Guardian (please circle)

Signed: Parent/Guardian ____________________________ Date: ____________

If Student is aged 15+, student may also sign:
Signed: Student ____________________________ 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)
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** [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, tile, 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,
sewage, 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/lade [e.g. trades’ assistant,
school/teacher's aide, dental assistant,
vetinary 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]