



MARY IMMACULATE PRIMARY SCHOOL

APPLICATION FOR ENROLMENT

Information on this form is strictly confidential

OFFICE USE ONLY

Name of Student:

Student Number:
Family Code:
VSN No:

Family Mailing Details

Family Surname

Mail to
[eg Mr & Mrs Smith]

Address

Suburb/City

Post Code

Family Phone Number

Current Parish

Student Details

First Name

Commencement Year (eg. Prep 2018)

Middle Name

Kindergarten Attended
Address

Surname

Previous School
Address
Year Level

Preferred Name

Religion

Sex Male Female (please tick one)

Nationality

Country of Birth

Date of Birth

Does the student speak a language other than English **at home**?

If more than one language, indicate the one that is spoken most often

No, English only Yes, Other – please specify _____

Does your child attend Language School?: Yes No

If yes, name of Language School attending: _____

If yes, specify language learnt at Language School: _____

Number of children in family: _____ Position of child in family: _____

Names of siblings attending this school: _____ Year Level: _____

_____ Year Level: _____

_____ Year Level: _____

Names of siblings not attending this school (and year level if applicable):

_____ Year Level: _____

_____ Year Level: _____

_____ Year Level: _____

Indigenous Identifier Aboriginal \ Torres Strait Islander: **Yes** **No** (If Yes, please tick one below)
 Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

Financial Information

Fee Payer and accounts to be addressed to (eg.Mr/Mrs/Ms):

Address accounts to be forwarded to:

Are you a Health Benefit Card, Health Care Card or Pension Card holder? **Yes** **No**

Do you intend to apply for the Camps, Sports and Excursions Fund? **Yes** **No**

(More information can be found at:<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx?Redirect=1>)

Medical Details

Doctor's Name

Phone Number

Address

Ambulance Subscription **Yes** **No**

Medicare No.:

Date of Last Tetanus Injection/Booster

Private Health Insurance **Yes** **No**
If yes, please specify

Fund Number

**Allergies /
Medical Alert**

Please specify **any allergies/ medical alerts** relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc).

Yes

No

Medical Authority

In the event of any illness, or accident, I accept responsibility and authorize the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary. Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: _____ Date: _____

Special Needs

Indicate whether the student applying for enrolment has any known or suspected **special needs** (please tick Yes or No for each of the following)

Physical Needs
Yes No

Medical Needs
Yes No

Educational Needs
Yes No

Behavioural Needs
Yes No

Allergies
Yes No

Any other special
needs
Yes No

If you have answered yes to any of the above, please attach **full details** of those needs and any assessment/intervention/support that he/she may be currently receiving (**Supporting documentation must be provided**).

If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs.

Parish/Sacramental Details

Sacrament

Date Received

Parish Received

Copy of Certificate supplied

Baptism

Yes No

Reconciliation

Yes No

Eucharist

Yes No

Confirmation

Yes No

**NOTE: THIS APPLICATION MUST BE ACCOMPANIED BY COPIES OF THE CHILD'S
BIRTH, BAPTISM AND IMMUNISATION CERTIFICATES**

Contact Details		
Details	Emergency Contact 1	Emergency Contact 2
	Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate a person other than a parent who may be contacted during school hours	Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate a person other than a parent who may be contacted during school hours
Relationship to Student		
Title		
First Name		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		

Agreement

Please tick the following boxes and sign below

I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Immunisation Certificate
- Citizenship documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)

1. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
2. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies).
3. If this enrolment application is successful, I agree to support all staff members in the education and wellbeing of my child.
4. If this enrolment application is successful, I agree to support the school's policies and procedures.
5. If this enrolment application is successful, I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.

SIGNED: _____ (Mother/Carer) **and/or** _____ (Father/Carer)

DATE: _____

Parental Occupation Definition:

Parental Occupation is defined as the **main** work undertaken by the parent/guardian.

If a parent/guardian has more than one job, report their main job.

****Please note this is a government requirement only, which determines funding for the school****

Group A: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [Section head or above), regional director, health/education/police/fire services administrator]

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

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group B: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

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.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group D: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [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, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Group N: If the person has not been in paid work in the last 12 months, enter 'N'.

(If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation)