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www.sjfootscray.catholic.edu.au

APPLICATION FOR ENROLMENT

(Information on this form is strictly confidential)

OFFICE USE ONLY

Date Received: ____/____/____

Date Interviewed: ____/____/____

Offer Sent: ____/____/____

Time: _____

Offer Accepted: ____/____/____

En. Recorded: ____/____/____

Start Date: ____/____/____

Child's Name: _____

Child's Grade: _____

Student Code No: _____

Child's Class: _____

Student House Colour: _____

Copy of Certificates (attached)

☐ Birth

☐ Communion

☐ Baptism (if applicable)

☐ Confirmation

☐ Reconciliation

☐ Immunisation

Special Needs Support ☐ Yes ☐ No

English Second Language (ESL) ☐ Yes ☐ No

Visa Details Required and Attached ☐ Yes ☐ No

If Yes, Sub Class No.: _____

Health Care Card Details Required and Attached (if applicable) ☐ Yes ☐ No

RC: ☐ Yes ☐ No

D.O.B Check: _____

Zone: ☐ Yes ☐ No _____

STUDENT INFORMATION

(PLEASE PRINT)

FAMILY NAME: _____ **PREFERRED OR USUALLY CALLED:** _____

GIVEN NAME(S): _____

(No PO Boxes please)
ADDRESS: _____

SUBURB: _____ **POST CODE:** _____

HOME PHONE: _____ **Is this a Silent Number:** ☐ YES

Sex of child: ☐ Male ☐ Female (Please Tick) Child's date of birth: ____/____/____

1st Australian School Year (e.g.: 2019, 2020 etc.): _____

Is the student of Aboriginal or Torres Strait Islander origin?
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Both Aboriginal & Torres Strait Islander

In which country was the student born?
☐ Australia ☐ Other - Please Specify _____

If not Australia, date of arrival: ____/____/____

Are you a Refugee or were you a Refugee any time in the last 7 years? ☐ No ☐ Yes

STUDENT LANGUAGE DETAILS

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: _____

STUDENT RELIGIOUS DENOMINATION DETAILS

Religion: _____ Rite: _____

Present Parish of Worship: _____

Sacraments already received: (Please Tick)

<input type="checkbox"/> Baptism	Date: ____/____/____	Parish: _____
<input type="checkbox"/> Reconciliation	Date: ____/____/____	Parish: _____
<input type="checkbox"/> Eucharist	Date: ____/____/____	Parish: _____
<input type="checkbox"/> Confirmation	Date: ____/____/____	Parish: _____

PREVIOUS SCHOOL / KINDERGARTEN

GRADE (to be enrolled in this school): PREP 1 2 3 4 5 6 (Please Circle)

If enrolling for PREP, previous Kindergarten: _____

Address: _____

OR Previous School attended: _____

Location: _____ **Grade:** _____ (at previous school)

I give permission for St. John's to contact kinder/previous school.

Signature: _____

Victorian Student Number (VSN): _____ (from previous school - required)

OTHER CHILDREN IN THE FAMILY	M/F	Date of Birth	Kinder / School Attending	Year Level

STUDENT TRAVEL DETAILS

How will your child be travelling to school, most of the time. (Please Circle)

Walking Car Tram Bus Other: _____

STUDENT MEDICAL DETAILS

MEDICAL DETAILS

Doctor's Name: _____ Phone No.: _____

Dentist's Name: _____ Phone No.: _____

Date of Last Tetanus Injection / Booster: _____

Private Health Insurance: **YES / NO** (Please Circle)

Ambulance Fund: **YES / NO** (Please Circle)

If yes, which health fund? _____

Medicare No: _____ Expiry date: _____

Do you hold a **FAMILY Health Care Card**: **YES / NO** (Please Circle) *A copy is required, thank you.*

CRN: - - - Expiry date: _____

Dietary Requirements: **YES / NO** (Please Circle) If yes please explain, _____

Any ongoing medical conditions: **YES / NO** (Please Circle) (If YES, please TICK relevant below)

☐ Asthma, ☐ Anaphylaxis, ☐ Epilepsy/Seizures, ☐ Allergies, ☐ Eczema, ☐ Food, ☐ Diabetes,
☐ Other _____

If YES please explain, _____

Please list any medication/s your child will bring to school: _____

If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student (e.g.: diagnosis of medical conditions etc.)

SPECIAL STUDENT NEEDS AND CONSIDERATIONS

(a)	Does your child have any special achievements, talents?	YES / NO
(b)	Does your child have any Learning Problems / Needs?	YES / NO
(c)	Has your child attended any specialized agencies, special schools, units or centres?	YES / NO
(d)	Does your child have any special needs or considerations? (Disabilities, impediments, allergies, restrictions on physical activity, etc.)	YES / NO
(e)	Does your child require any special provisions to be made by the school. (e.g. medication, disabled access, etc.)	YES / NO
(f)	Does your child have any infectious diseases?	YES / NO
(g)	Has your child had any additional Assessments (e.g.: Medical, Physical, Speech, Psychological etc.)	YES / NO
If YES to any of the above questions, please supply copies of Assessment/Report and give details, using attachments if necessary. _____		

FAMILY DETAILS

Contact Details		
Details	Father/Carer Residing at Same Address	Mother/Carer Residing at Same Address
Title		
First Name		
Surname		
Preferred Name		
Date of Birth		
Relationship to Student		
Address – Street		
Suburb & Postcode		
Student resides with		
Residential Guardian (Please Circle)	Yes / No If No , Authorised to Collect ? Yes / No	Yes / No If No , Authorised to Collect ? Yes/No
Home Phone Number		
Work Phone Number		
Mobile		
Email Address		
Occupation		
Employer		
Occupational Group (Refer to insert “List of Parental Occupations”)	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>
Highest Year of School Education:	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 or below <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 or below <input type="checkbox"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language/s other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please list below: 1. _____ 2. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Please list below: 1. _____ 2. _____
Country of Birth		
Date of arrival in Australia (if applicable)		
Copy of Visa details (if applicable)	<input type="checkbox"/> Copy attached	<input type="checkbox"/> Copy attached
Nationality		
Religion		
SIGNATURE:		
School Account should be sent to: <input type="checkbox"/> Above (Both) <input type="checkbox"/> Other (Please State) _____		

Contact Details (Cont...)		
Details	Emergency Contact	Emergency Contact
	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.
Title		
First Name		
Surname		
Preferred Name		
Address - Street		
Suburb & Postcode		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Email Address	N/A	N/A
Relationship to Student		
Employer	N/A	N/A
Occupation		
Occupational Group (Refer to insert "List of Parental Occupations")		
Highest Year of School Education:		
Level of Highest Qualification		
Do you speak a language other than English at home?		
Country of Birth		
Nationality		
Religion		
SIGNATURE	N/A	N/A
Are there any Family Court Orders/ Parenting Plans that have been issued in relation to the enrolling student?	N/A	N/A
I would like newsletters and information sent to me via email.		

LIST OF PARENTAL OCCUPATION GROUPS

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, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

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]

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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, 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/despacher, 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]

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]

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

Please attach a copy of the following documents to this Application before submission: (Please Tick)

1. A copy of your child's Birth Certificate
2. A copy of your child's Immunisation certificate
3. A copy of your child's Baptismal certificate (if applicable)
4. A copy of your Family Health Care Card (if applicable)
5. Any Court order or related information regarding custody of the child (if applicable)
6. Latest school report and/or reference from previous schools (if applicable)
7. Documentation relating to special needs (Any reports, action plans, assessments, etc.) (if applicable)
8. A copy of your **Passport** - Parents and children (if applicable)
9. A copy of **Visa Entry** details - Parents and children (if applicable)

PERMISSION FOR 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 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:

RELEASE OF INFORMATION

1. The School respects the privacy of personal and sensitive information regarding your family. The School collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child. A copy of the School's Privacy policy is enclosed.
2. In situations where parents are separated, it is the policy of the School to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the School will abide by any Court orders which prevent the release of such information.
3. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic Schools, government departments, Commission for Catholic Schools, Catholic Education Offices, local Parish, medical practitioners and people providing services to the School including specialist visiting consultants and advisors from the Catholic Education Offices, sport coaches and volunteers.
6. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
7. The School from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements and other news is published in the School newsletter, magazine and our website.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the School. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. In applying to enrol my child at this school I/we accept that he/she will be educated in the Catholic faith within a Christian

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- educational environment and will participate in school liturgies, prayer and celebrations etc.
13. I/we accept that support of School staff and co-operation concerning School activities is essential.
 14. I/we accept that we will abide by School policies as amended from time to time.
 15. I/we accept that participation in camps is compulsory and that membership in School sporting teams takes priority over competing sporting interests.
 16. I/we accept that the School reserves the right to suspend or expel a student for serious or continued breaches of School rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School.
 17. I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
 18. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School (except where exemptions/remissions have been sought and granted).
 19. I/we give consent for the School to contact any other Catholic School which my child has previously attended for the purpose of ascertaining my/our fee paying record.
 20. I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.

I acknowledge and accept all of the above terms and conditions (Clauses 1-20).

Mother/Guardian (signature): _____ **Date:** _____

Father/Guardian (signature): _____ **Date:** _____

Please state your reasons for choosing this Catholic School for your child's education:

I declare that all of the information provided in this application is, to the best of my knowledge, true.

Mother/Guardian (signature): _____ **Date:** _____

Father/Guardian (signature): _____ **Date:** _____

PLEASE NOTE

In due course applicants will be contacted regarding their application for enrolment. If applicants accept an offer of enrolment, the terms and conditions detailed in this *Application for Enrolment* are incorporated in the Enrolment Contract.

**St. John's School
Privacy Regulations
Information for New Enrolments**

Please read and sign the following information and return to the School with your Enrolment Application:

1. St. John's School respects the privacy of personal and sensitive information regarding your family. The School collects personal information, including sensitive information about the student and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. In situations where parents are separated, it is the policy of the School to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the School will abide by any court that prevent the release of such information.
3. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic Schools, government departments, Catholic Education Offices, local Parish, medical practitioners and people providing services to the School including specialist visiting consultants and advisers from the Catholic Education Offices, sports coaches and volunteers.
6. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
7. The School from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to enroll or continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements and other news is published in the School newsletter, magazine and our website.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the School. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

I acknowledge and accept all of the above terms and conditions (clauses 1-12)

Mother/Guardian (signature)_____ **Date:** _____

Father/Guardian (signature)_____ **Date:** _____