



ST VINCENT DE PAUL PRIMARY SCHOOL ENROLMENT FORM

92-114 Woodland Street, Strathmore VIC 3041

PHONE: 9379 5723 FAX: 9374 2389

EMAIL: principal@svstrathmore.catholic.edu.au

Family Details	
Family Surname	
Mail to (eg Mr & Mrs Smith)	
Residential Address (student)	
Suburb	Post Code
Family Telephone Number	
Home Arrangement <input type="checkbox"/> Living with mother and father <input type="checkbox"/> Single parent: Mother / Father <i>(please circle)</i>	
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting
<input type="checkbox"/> Carer/Guardian	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

Student Details	
Surname	Middle Name
First Name	Preferred Name
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Date of Birth	Religion
Country of Birth	Nationality
Commencement Year/Date	Entry Grade
Language spoken at home	
Is the Applicant an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Is the student of Aboriginal or Torres Strait Islander origin</i> <input type="checkbox"/> No	
<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander

Previous School/Preschool	
Previous School/preschool	Year Level
I/We give permission for the school to contact the previous school or preschool to gather relevant reports and information to support educational planning: <input type="checkbox"/> No <input type="checkbox"/> Yes	
(If yes, please complete Form B Consent for Transferring Information.)	

For Office Use Only:	
Application Received:	<i>Documentation Provided</i>
Application Fee Receipt No.:	<input type="checkbox"/> Birth certificate <input type="checkbox"/> Reconciliation
Family: <input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> Baptism <input type="checkbox"/> Communion
Rates: <input type="checkbox"/> Strathmore <input type="checkbox"/> Other	<input type="checkbox"/> Immunisation <input type="checkbox"/> Confirmation
English as an Additional Language: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Sacramental Details		
Sacrament	Date	Parish
Baptism		
Reconciliation		
Communion		
Confirmation		
Current Parish		

If not born in Australia, Citizenship Status Required (Government requirement)		
Australian Citizen not born in Australia. <i>Please tick the relevant category and record the Visa Subclass number (original documents to be sighted and copies to be retained by the school)</i>		
<input type="checkbox"/> Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel of Country of Birth is not Australia)		
<input type="checkbox"/> Australian Passport Number (if applicable)	Passport No:	
<input type="checkbox"/> 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. <i>Please provide further details as appropriate below:</i>		
<input type="checkbox"/> Permanent Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/> Temporary Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/> 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 Details			
Doctor's Name		Phone Number	
Doctor's Address			
Doctor's Suburb		Doctor's Postcode	
Medicare Number		Ref number:	Expiry:
Private Health Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fund:	Number:
Ambulance Cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	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)		

Immunisation Details

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunization history statement for your child (visit myGov) and provide it to the school with this enrolment form.

Has the Immunisation Certificate been submitted? Yes No

If no, please provide explanation:

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

Date of Last tetanus Injection/Booster

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes No

Additional Needs

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.

Does your child have:

<input type="checkbox"/> Autism	<input type="checkbox"/> Behaviour disorders	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Language disorder	<input type="checkbox"/> Mental Health Issues
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Vision impairment	<input type="checkbox"/> Acquired brain injury
<input type="checkbox"/> Giftedness	<input type="checkbox"/> Physical impairment	
<input type="checkbox"/> Other (Please specify)		

Has your child ever seen a:

<input type="checkbox"/> Behavioural optometrist	<input type="checkbox"/> Audiologist	<input type="checkbox"/> Speech pathologist
<input type="checkbox"/> Educational psychologist	<input type="checkbox"/> Paediatrician	<input type="checkbox"/> Occupational therapist
<input type="checkbox"/> Psychiatrist	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Continence nurse
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Other specialist	

Have you attached all relevant information/reports? Yes No

Contact Details		
	Contact 1	Contact 2
Title		
Surname		
First Name		
Relationship to student		
Address - Street		
Suburb & Post Code		
Home care – Living with	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Telephone		
Work Telephone		
Mobile		
Email		
Occupation		
Occupation Group (please refer to “List of Parental Occupations”)	<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 (Not in Paid work)	<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 (Not in Paid work)
Highest Year of School Education	<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"/> 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
Level of Highest Qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1 to 1V (incl trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1 to 1V (incl trade certificate) <input type="checkbox"/> No non-school qualification
Do you speak a language(s) other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <input checked="" type="checkbox"/> Yes please list	<input type="checkbox"/> Yes <input type="checkbox"/> No If <input checked="" type="checkbox"/> Yes please list
Country of Birth		
Nationality		
Religion		

Court Orders

Are there any current court orders relating to the student? Yes No
If yes, copies of these court orders must be provided

Is there any other information you wish the school to be aware of?

Emergency Contact Details

In case of illness or accident, please nominate two emergency contact persons other than parents or guardians

	Emergency Contact 1	Emergency Contact 2
Full name		
Relationship to Student		
Home number		
Mobile number		

Applicant and Siblings

List all children in your family (include applicant)

	Full student name	School Year	Birth Order	School Attending
Child			1	
Child			2	
Child			3	
Child			4	
Child			5	

Fees Agreement

Please read and sign the agreement at the bottom of this page

I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Levies.

* These fees are current at the time of enrolment and will be revised at the beginning of 2020

School Fees are billed per family. Statements are sent out at the beginning of the year with the full amount payable by the due date as indicated on final invoice copy.

We accept payments by credit card, direct deposit or cash. If you have any concerns regarding the payment of school fees please make an appointment to see the School Principal.

Payment Arrangements

Account to be paid by (please tick):

Both Contact 1 & 2 Contact 1 only Contact 2 only

Split between Contact 1 _____ % and Contact 2 _____ %

Other - please specify: _____

I/We agree that all fees and levies as determined by the School will be paid by the due date unless otherwise agreed in advance

I/We confirm the fee payment arrangements above and agree to honour this commitment to be responsible for payment of school fees and levies for our child.

I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at this school or any other Catholic school.

I/we agree to the above financial requirements and understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

NAME OF PERSON(S) RESPONSIBLE FOR PAYMENT OF FEES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

NB: All person(s) named as responsible for fees payment MUST sign this form as it will be considered legally binding.

Camps, Sports and Excursions Fund

You may be able to claim extra assistance towards your school levies by claiming the Camps, Sports and Excursions Fund. To be eligible you must have a current Health Benefit Card, Health Care Card, or Pension Card. Please see the office for further details and forms.

Are you eligible to apply for the Camps, Sports and Excursions Fund (CSEF)? Yes / No

Please note:

- Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

Agreement

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, retreat programs).
3. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
4. I/We have included the enrolment fee of **\$50** with this application for the enrolment and I/we understand that this money will not be refunded if the application is unsuccessful.
5. I/We will support my/our child's education through my/our involvement in school activities where and when I/we am able
6. I/We have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application, [or if discovered after acceptance] then acceptance will not be granted and the enrolment will be withdrawn.

Signature of Mother/Guardian _____ Date _____

Signature of Father/Guardian _____ 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.

Note: Secondary students may complete parts of the form and co-sign.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.svstrathmore.catholic.edu.au.



PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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- I give permission for my child's:
 - name
 - photograph
 - recording
 to be published by the school on/in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise CEM/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEM/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CEM/the 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/recording 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/recording 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:	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

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Explanatory Statement

1. Preamble

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2. To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

<ul style="list-style-type: none">• evidence of your child's date of birth, e.g. birth certificate, passport	<ul style="list-style-type: none">• information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none">• religious denomination	<ul style="list-style-type: none">• nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none">• names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	<ul style="list-style-type: none">• doctor's name and telephone number
<ul style="list-style-type: none">• names of emergency contacts and their details	<ul style="list-style-type: none">• information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
<ul style="list-style-type: none">• specific residence arrangements	<ul style="list-style-type: none">• parenting agreements or court orders, including any guardianship orders

- 2.3. After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
 - a) Siblings of children already attending St Vincent de Paul Primary School
 - b) Catholic children who are residents of the parish
 - c) Catholic children who do not reside in the parish but are recognised as parishioners by the parish priest
 - d) Catholic children from other parishes (for pastoral reasons)
 - e) children from non-Catholic Eastern churches who reside in the parish
 - f) children from non-Catholic Eastern churches who reside outside the parish
 - g) other Christian children who reside in the parish
 - h) other Christian children who reside outside the parish
 - i) non-Christian children who reside in the parish
 - j) non-Christian children who reside outside the parish.

3. Fees

- 3.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

4. Enrolment under minimum school entry age

4.1. Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.

4.2. In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the principal supports the enrolment of that child at the school

the approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. Child safe environment

- 5.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 5.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 5.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 5.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 5.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - a) Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - b) Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

6. Terms of enrolment regarding acceptable behaviour

- 6.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 6.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a) promote the values of honesty, fairness and respect for others
 - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c) maintain good order and harmony
 - d) affirm cooperation as well as responsible independence in learning
 - e) foster self-discipline and develop responsibility for one's own behaviour.
- 6.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 6.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

7. Terms of enrolment regarding conformity with principles of the Catholic faith

- 7.1. As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

8. Terms of enrolment regarding provision of accurate information

- 8.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 8.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 8.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 8.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

9. Enrolment for children with additional needs

- 9.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)

- c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
- d) any limitations on the school's ability to provide the additional assistance requested.

9.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

9.3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

- a) the additional assistance remains necessary and/or appropriate to the child's needs
- b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

10. Assessment and updates

10.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

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Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Contact 1 signature:		Date:
Contact 2 signature:		Date:

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Parental Occupation Groups

Parent 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.

Occupation 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 directors, 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 then teach others:
 - Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
 - Business (managements 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)

Occupation Group B:

Other business managers, arts/media/sports persons 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, Commuting 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

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
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recoding/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 adjustor, market researcher)
 - Service (aged/disable/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Occupation 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, kitchen hand, 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 assistant.
- **Labourers & 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, forest/logging worker, miner, seafarer/fishing hand)
 - Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worked, trolley collector car park attendant.

Occupation Group N:

If you have not been in paid work for the last 12 months.

- Home Duties
- Carer

FORM B –Consent to Transfer Information

STUDENT DETAILS:

First Name		Surname		DOB	
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SCHOOL TRANSFER DETAILS:

Current School					
E No.	E	School		Suburb	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
E No.	E1145	School	St Vincent de Paul School	Suburb	Strathmore

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We provide informed and express consent for all relevant health and/or educational information held by my child's school/preschool, **detailed below**, to be provided to St Vincent de Paul School. I understand that this information will be collected and used by St Vincent de Paul School to inform health and safety management strategies and educational programming for my child.

TYPE OF INFORMATION:

(e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, medical management plans, attendant care plans, behaviour support plans, safety plans)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

CONSENT:

Parent/Carer/Guardian Name:	Parent/Carer/Guardian Signature: Date:
Parent/Carer/ Guardian Name:	Parent/Carer/Guardian Signature: Date:

Please refer to each school's information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principals.