APPLICATION FOR ENROLMENT

for

Name.....................................................................................................................

Year Level ...............................................................................................20.............

Sacred Heart School is an integral part of the Parish. The school finds its meaning in the context of this Catholic community, who have worked and supported the school for 120 years.

OFFICE USE ONLY    Fm No......

Date of Application ........................................
Commencement date .................................
Year Level .............................................
Copy of:  
  Birth Certificate   □
  Baptism Certificate □
  Immunisation Certificate □

Interviewed by...........................................

Date: ......................................................

Approved by ..........................................

Date: ......................................................

Enrolment No ...........................................

Parish Member   YES / NO

Special Circumstances   YES / NO
### FAMILY DETAILS

#### MOTHER/GUARDIAN 1 INFORMATION

<table>
<thead>
<tr>
<th>(Title)</th>
<th>Dr / Mrs / Miss / Ms (Circle one)</th>
<th>Surname:</th>
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</thead>
<tbody>
<tr>
<td>Christian name:</td>
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<td>Address:</td>
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<td>Telephone: (H)</td>
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<td>(B)</td>
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<td>Email:</td>
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<tr>
<td>Religion:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Citizen:</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Country of Birth:</td>
<td></td>
<td></td>
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<tr>
<td>Does the mother/guardian speak a language other than English at home?</td>
<td>☐ English only ☐ Other, please specify____________________</td>
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<td>Mother’s/guardian’s Occupation:</td>
<td>________________________________</td>
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<tr>
<td>What is the occupation group of the mother/guardian?</td>
<td>________</td>
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<tr>
<td>Please select the appropriate parental occupation group from the attached list (A, B, C, D or N)</td>
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<tr>
<td>Employer:</td>
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<tr>
<td>What is the highest year of primary or secondary school the mother/guardian has completed?</td>
<td>☐ Year 12 or equivalent ☐ Year 11 or equivalent</td>
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<tr>
<td>☐ Year 10 or equivalent ☐ Year 9 or equivalent or below</td>
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<tr>
<td>What is the level of the highest qualification the mother/guardian has completed?</td>
<td>☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma</td>
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<tr>
<td>☐ Certificate I to IV (including Trade Certificate) ☐ No non-school qualifications</td>
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</table>

#### FATHER/GUARDIAN 2 INFORMATION

<table>
<thead>
<tr>
<th>(Title)</th>
<th>Dr / Mr (Circle one)</th>
<th>Surname:</th>
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</thead>
<tbody>
<tr>
<td>Christian name:</td>
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<td>Country of Birth</td>
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</table>

Father/Guardian 2 information continued overleaf…
Does the father/guardian speak a language other than English at home?
If more than one language, indicate the one that is spoken most often
☐ English only ☐ Other, please specify ____________________________

Father’s/guardian’s Occupation: ______________________________
What is the occupation group of the Father/guardian? ______
Please select the appropriate parental occupation group from the attached list (A, B, C, D or 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. If person has not been in paid work in the last 12 months, enter ‘N’

Employer:

What is the highest year of primary or secondary school the father/guardian has completed?
For persons who have never attended school, mark ‘Year 9 or equivalent or below’.
☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

What is the level of the highest qualification the father/guardian has completed?
☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma
☐ Certificate I to IV (including Trade Certificate) ☐ No non-school qualifications

FAMILY STATUS

☐ Married ☐ Separated ☐ Divorced ☐ Single Parent Family ☐ De facto
Is there a Parenting Plan? ☐ No ☐ Yes (Please provide copy to school)

STUDENT INFORMATION

SURNAME: _____________________________________________
CHRISTIAN NAME/S: __________________________________
PREFERRED NAME: _____________________________________
ADDRESS: _____________________________________________ Post Code: __________
DATE OF BIRTH: ______/_____/_______ SEX: ☐ Male ☐ Female
Does the student have a Victorian Student Number?
Please circle
☐ Yes – please specify ____________________________
☐ Yes – but VSN is unknown
☐ No – the student has never been issued a number

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: ______/_____/_______
# Student Religious Denomination Details

**Religious Denomination:**

**Baptism Date:**

**Parish/Place of Baptism:**

**Sacraments already received:**

- **Reconciliation**
  - **Date:**
  - **Parish:**

- **Eucharist**
  - **Date:**
  - **Parish:**

- **Confirmation**
  - **Date:**
  - **Parish:**

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# 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

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Does your child attend Language School?:

- [ ] Yes
- [ ] No

If yes, name of Language School attending:

If yes, specify language learnt at Language School:

---

# Previous School/Kindergarten

**Year Level (to be enrolled in this school):**

**If enrolling for Prep, Previous Kindergarten:**

**Address:**

Or

**Previous School:**

**Address:**

**Year Level:** (at previous school)

---

How many children in family:__________

Position 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:__________
## SPECIALIST ASSESSMENTS

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Name of Centre</th>
<th>Date of 1st Visit</th>
<th>Still attending</th>
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## MEDICAL HISTORY

<table>
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<tr>
<th>Yes/No</th>
<th>Details of medication / treatment</th>
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List any medication which your child is taking regularly__________________________________________

## OTHER INFORMATION

Indicate any other physical, social/emotional, or intellectual conditions which may affect learning, school activities or which may require additional or emergency attention at school.

__________________________________________________________

Indicate any other information which may assist with this enrolment application.

__________________________________________________________

## SACRED HEART PARISH INVOLVEMENT

*Please list your current participation in / or current contribution to the life of Sacred Heart Parish*

__________________________________________________________

__________________________________________________________

__________________________________________________________

I / We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child.

__________________________________________________________

Signature ..............................................................................................................................

Date ........................................
FINANCIAL INFORMATION

ACCOUNT DETAILS

Account to be addressed to:

(Title) Dr / Mr / Mrs / Miss / Ms Name: ____________________________

Address: __________________________________________ Post Code: ________

(Title) Dr / Mr / Mrs / Miss / Ms Name: ____________________________

Address: __________________________________________ Post Code: ________

If 2 accounts are required eg split bill – 50% Mum & 50% Dad (Separated families) please specify:

_____________________________________________________________________________

Signature from both parties, acknowledging their willingness to accept the responsibility for paying the account is required:

Signed: ______________________________________ Mother / Guardian Date: ____________

Signed: ______________________________________ Father / Guardian Date: ____________

PARISH

Do you contribute to Sacred Heart Parish through Thanksgiving Offering Envelopes?
☐ Yes ☐ No

SCHOOL

FAMILY FEES: Fees for the year are charged on the basis of the number of children each family has at the school. Three accounts will be billed each year. These three accounts cover fees and levies for the whole school year.

STUDENT FEES: There is an annual fee per child covering curriculum needs and excursions. This fee is charged at the beginning of the school year with the school fees. Camp and swimming fees will be charged separately prior to commencing activities.

You can claim extra assistance towards your school fees if you are a holder of a Health Benefit Card, Health Care Card, or Pension Card. Do you hold one of these Cards?
☐ Yes ☐ No

ALLOWANCES CLAIMED:

Education Maintenance Allowance ☐ Yes ☐ No
Conveyance Allowance ☐ Yes ☐ No

Number of Kilometers from school __________
Agreement

Please tick the following boxes and sign below

1. I / we have presented the following original documents with this application for enrolment (please tick appropriate boxes)
   - [ ] Birth Certificate
   - [ ] Baptismal 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)
   - [ ] Immunisation Certificate

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 is accepted I / we agree to pledge our support to the school through working bees and other functions which will help strengthen the relationship between school and home.

4. If this enrolment application is successful I / we agree to honour the financial commitments required by the school as set down annually by the School's Education Board.

5. 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 another Catholic school.

6. I/we will ensure that our child observes all school regulations regarding school uniform and conduct and will participate fully in the total school program.

7. I/we understand that the submission of the application does not guarantee acceptance by the school.

8. I/we understand that children entering Prep will be accepted subject to their readiness. This decision will be made in conjunction with the Principal, Parish Priest, Infant Co-ordinator and Pre-School Teacher.

9. I/we understand that parents of all new children to the school will be required to attend an interview.

10. Within one week of receiving a letter of acceptance, I /we are required to accept the place in writing and pay a holding fee of $700 which will be deducted from the following year's tuition fees. This deposit is non-refundable.

Please Note:
Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary)

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 for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Signed: ___________________________________  Mother / Guardian  Date: ____________

Signed: ___________________________________  Father / Guardian  Date: ____________
Re: .................................................
(Child's Name)

Give permission to Sacred Heart School staff to contact my child's Kindergarten / Child Care Centre/ School and speak to them regarding my child’s progress.

I also give permission to the school to receive any reports / documentation / assessments / history relating to my child.

Signed: .................................................

Date: .................................................
STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils 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 schools, government departments, Catholic Education Office, the Catholic Education Commission, Sacred Heart Parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. 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 pupil, or where pupils have provided information in confidence.

9. 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. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. 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.

11. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

PARENT / GUARDIAN: ............................................................ ..................................................  
(Name)  (Signature) 

DATE: .................................................................
**Occupation Group**

Please select the appropriate group from the following list. 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.

**List of Parental Occupations:**

**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 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:
  - 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]

**Occupation 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:
  - 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, 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 / 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 [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - Traffic [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]