

St Roch's Parish Primary School Enrolment Form



St Roch's Parish Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

Student Details

Surname:			
First name/s:		Preferred First Name:	
Entry year (YYYY):		Entry level/grade:	
Date of Birth:		Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Unspecified/Indeterminate/X
Address:			
Suburb:		Postcode:	
Religion:		Current Parish:	
Is the student of Aboriginal or Torres Strait Islander origin? No <input type="checkbox"/> Yes <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)			
Does the student speak a language other than English at home?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, which language/s? (if more than one language, record all languages spoken)			

Previous Kindergarten, Pre-School or School

Name of previous Kindergarten, Pre-School or School:	
I/We give permission for the school to contact the previous Kindergarten, Pre-School or School and to gather relevant reports and information to support educational planning: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please complete the Consent for Transferring Information form Attachment 1)	

Immunisation (please attach an immunisation history statement)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form.	
A copy of your child's Immunisation History Statement is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, please provide explanation:	
If the student entered Australia on a humanitarian visa, did they receive a refugee health check? : <input type="checkbox"/> Yes <input type="checkbox"/> No	

Nationality/Citizenship Status (Government requirement)

<input type="checkbox"/>	Australian Citizen born in Australia
<input type="checkbox"/>	Australian Citizen not born in Australia:
	Australian Passport Number: (If applicable)
	Naturalisation Certificate Number :
	Visa Subclass recorded on entry to Australia
	Date of Arrival into Australia
<input type="checkbox"/>	Not currently an Australian Citizen (please provide further details as appropriate below):
	Please specify in which country the student was born:
<input type="checkbox"/>	Permanent resident
<input type="checkbox"/>	Temporary resident
<input type="checkbox"/>	Other/Visitor/Overseas Student
Visa Subclass No:	
Please attach Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia, visa/ Immigration Card / Letter of notification and passport photo page. Original documents to be sighted and copies to be retained by the school.	

Sacramental Information

Baptism:	Date:	Parish:	Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reconciliation:	Date:	Parish:	Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Communion:	Date:	Parish:	Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmation:	Date:	Parish:	Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Medical Information

Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed. Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur. Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

Doctor's name:		Telephone number:	
Ambulance Cover:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Medical Condition/s:			
Has the student been diagnosed as being at risk of Anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, does the student have an EpiPen or Anapen?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Allergies:			

Additional Needs

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist us to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) Support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child present with:	
<input type="checkbox"/> autism (ASD)	<input type="checkbox"/> behavioural concerns
<input type="checkbox"/> intellectual disability	<input type="checkbox"/> mental health issues
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> acquired brain injury
<input type="checkbox"/> giftedness	<input type="checkbox"/> physical impairment
	<input type="checkbox"/> hearing impairment
	<input type="checkbox"/> oral language/communication difficulties
	<input type="checkbox"/> vision impairment
	<input type="checkbox"/> other (please specify):
Has your child ever seen a:	
<input type="checkbox"/> paediatrician	<input type="checkbox"/> physiotherapist
<input type="checkbox"/> psychologist/counsellor	<input type="checkbox"/> occupational therapist
<input type="checkbox"/> psychiatrist	<input type="checkbox"/> continence nurse
	<input type="checkbox"/> audiologist
	<input type="checkbox"/> speech pathologist
	<input type="checkbox"/> other (please specify):
Have you attached all relevant information/reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Home Care Arrangements

The student is currently			
<input type="checkbox"/> Living together with both Parents	<input type="checkbox"/> Kinship Care	<input type="checkbox"/> Living with Carer/guardian	
<input type="checkbox"/> Single parent: Mother / Father (please circle)	<input type="checkbox"/> Out-of-home care	<input type="checkbox"/> Living with grandparents	
<input type="checkbox"/> Shared parenting arrangement:	details:		
<input type="checkbox"/> Other	details:		

Who will be responsible for the payment of the school fees and levies?

<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Father Only	<input type="checkbox"/> Other:
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Court Orders of Parenting Orders (if applicable)

Are there any current court orders or parenting orders relating to the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, copies of these orders e.g. AVOs, Family Court orders or other relevant court orders must be provided.</i>	
Is there any other information you wish the school to be aware of?	

Student Contact 1 (Parent 1/Guardian 1/Carer 1)

Surname:		Title:	
First name/s:		Relationship to student:	
Address: (if different from student)			
Suburb:		Postcode:	
Email:			
Mobile:		Home Phone:	
Nationality:		Country of Birth::	
Religion (include rite):			
Does the Contact speak a language other than English at home?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, which language/s? (if more than one, record all languages spoken)			
Government Requirement:			
Occupation:			
Have you been in paid work for the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parental Occupation Groups (POG) Please refer to Attachment 2		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> N	
What is the highest year of school completed? (If never attended secondary school, mark 'Year 9 or below') <input type="checkbox"/> Year 9 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		What is the level of the highest qualification completed? <input type="checkbox"/> No post school qualification <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Bachelor degree or above	

Student Contact 2 (Parent 2/Guardian 2/Carer 2)

Surname:		Title:	
First name/s:		Relationship to student:	
Address: (if different from student)			
Suburb:		Postcode:	
Email:			
Mobile:		Home Phone:	
Nationality:		Country of Birth::	
Religion (include rite):			
Government Requirement:			
Occupation:			
Have you been in paid work for the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parental Occupation Groups (POG) Please refer to Attachment 2		<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> N	
What is the highest year of school completed? (If never attended secondary school, mark 'Year 9 or below') <input type="checkbox"/> Year 9 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent		What is the level of the highest qualification completed? <input type="checkbox"/> No post school qualification <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Bachelor degree or above	

Siblings (Please list all children in your family attending school or preschool (oldest to youngest) – include applicant)

Name	School/Pre-school	Year Level	Date of Birth

Emergency Contacts other than Parents

Emergency Contacts is someone other than the parent who the school can contact who can assist the student in an emergency situation. Emergency Contacts will only be contacted if the school is unable to reach Parents/Carers.

Name:		Name:	
Relationship to child:		Relationship to child:	
Mobile:		Mobile:	

Permission to disclose your contact information to Parents and Friends

To assist the Parents and Friends in arranging fundraising and social activities (i.e. birthday parties) they require basic contact information regarding families and students in the school. Do you give permission for the school to disclose your email address and phone number to representatives of the Parents and Friends?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Limited	If limited please specify:	
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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.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website [<https://www.srgleniris.catholic.edu.au/>].

Parent/Guardian Carer Documentation Checklist

<input type="checkbox"/>	Copy of Birth Certificate attached
<input type="checkbox"/>	A copy of your child's Immunisation History Statement is attached
<input type="checkbox"/>	Baptism Certificate attached
<input type="checkbox"/>	Consent to contact previous school or preschool
<input type="checkbox"/>	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
<input type="checkbox"/>	Visa information – visa/ImmiCard/letter of notification and passport photo page
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child
<input type="checkbox"/>	Any current court orders or parenting orders relating your child
<input type="checkbox"/>	Any additional information you wish the school to be aware of

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

Student Contact 1 (Parent 1/Guardian 1/Carer 1):	Student Contact 2 (Parent 2/Guardian 2/Carer 2):
Signature:	Signature:
Date:	Date:

St Roch's Parish Primary School
**Consent to Transfer Information
 (Attachment 1)**



Student Details

Surname:	
First name/s:	
Date of Birth:	

School Transfer Details

Current Kindergarten, Pre-School or School Transfer Details

E No (if applicable):	
Name:	
Suburb:	

New School

E No:	E1128
Name:	St Roch's Parish Primary School
Suburb:	Glen Iris

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, 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 the current school, detailed below, to be provided to the new school. I understand that this information will be collected and used by St Roch's Parish Primary School to inform health and safety management strategies and educational programming for my child.

Type of information to be provided

Please provide all information relevant to the student. This may include personalised learning plans and student program, medical reports, specialist notes, information regarding adjustments, Medical Management Plans, attendant care plans, Behaviour Support Plans or safety plans.

Student Information

Date	Author (psychologist, medical practitioner name)	Title (speech pathologist, paediatrician)	Description (cognitive/language assessment)

CONSENT

Student Contact 1 (Parent 1/Guardian 1/Carer 1):		Student Contact 2 (Parent 2/Guardian 2/Carer 2):	
Signature:		Signature:	
Date:		Date:	

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

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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 organisations
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

Government Administration

- Public service manager (Section head or above)** (e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator)
- Defence Forces Commissioned Officer**

Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)
- Social Welfare** (e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. scientist, geologist, meteorologist, metallurgist)
- Computing** (e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer)
- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

Occupation Group B: Other Business Owners/Managers, Arts/Media/ Sportspersons and Associate Professionals

Business owner/manager

- Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building /construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business)
- Specialist manager** (e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations)
- Financial services manager** (e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station)

Arts/media/sportspersons

- Artist/writer** (e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor)
- Sports** (e.g. sportsman/woman, coach, trainer, sports official)

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

- 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 investigator, law clerk, court officer, bailiff)
- Business/administration** (e.g. Recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library technician, museum/gallery technician, research assistant, proof reader)

Occupation Group C: Tradesmen/Women, Clerks and Skilled Office, Sales and Service Staff

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- 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/ despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Carer** (e.g. aged/disabled/refuge care worker, child care assistant, nanny)
- Service** (e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor)

Occupation Group D: Machine Operators, Hospitality Staff, Office Assistants, Labourers and Related Workers

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

- Driver or mobile plant operator** (e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/ excavator operator, farm/horticulture/forestry machinery operator)
- Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, 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 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)