



St Joseph's Primary School

44 Mernda Village Drive
 Mernda Vic 3754
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APPLICATION FOR ENROLMENT

OFFICE USE ONLY

Student Code:
 Family Code:

Name of Student:

Family Mailing Details

Family Surname		
Mail to [eg Mr & Mrs Smith]		
Address	Suburb/City	Post Code
Family Phone Number	Other	
Current Parish		

Student Details

First Name	1 st Australian School Year e.g. 2009
Surname	Current Year Level eg: Kinder, Year 2
Preferred Name	Religion
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Country of Birth
Date of Birth	Nationality
Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List.	1. 2.
Current School or Child Care Centre / Kindergarten	
Address	
Telephone No.	

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

Medical Details

Doctor's Name	Phone Number
Medicare Number	Private Health Fund Name
Expiry Date	Card No.
Ambulance Subscription No. (if applicable)	
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	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>
Consent for Medical Attention	Where the school is unable to contact me, or it is otherwise impracticable to contact me, I authorise the school to : <ul style="list-style-type: none"> ❖ Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner ❖ Administer such first aid as the school may judge to be reasonably necessary
SIGNATURE	

Special Needs

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

Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Allergies Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you have answered yes to any of the above, please provide **full details** of those needs and any assessment/intervention/support that he/she may be currently receiving (**Supporting documentation must be provided**).

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

Parish/Sacramental Details

Sacrament	Date Received	Parish Received	Copy of Certificate supplied
Baptism			Yes / No
Reconciliation			Yes / No
Eucharist			Yes / No
Confirmation			Yes / No

Contact Details

Details	Father/Guardian/Carer	Mother/Guardian/Carer
First Name		
Surname		
Relationship		
Address – Street		
Suburb & Post Code		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Fax		
Mobile		
Email Address		
Employer		
Occupation		
Occupational Group (Refer to insert "List of Parental Occupations")	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <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?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.
Country of Birth		
Nationality		
Religion		
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes - Supporting documentation must be provided.)	
SIGNATURE		

Contact Details		
Details	Emergency Contact 1. Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.	Emergency Contact 2. Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.
First Name		
Surname		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		
Details	Emergency Contact 3.	Emergency Contact 4.
First Name		
Surname		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		

SIBLING DETAILS				
	Full Student Name	School Year	Birth Order	School Attending
Child			1	
Child			2	
Child			3	
Child			4	

SCHOOL FEES & LEVIES	
Please nominate to whom accounts are to be billed	<input type="checkbox"/> FATHER OR <input type="checkbox"/> MOTHER

SIGNATURE

DATE

Agreement

Please tick the following boxes and sign below

1. I/We have read and agree to the following conditions (please tick all boxes as read):
 - a) Consent to Medical Attention
 - b) Schedule of Fees and Charges
 - c) Special Needs Enrolment Protocols

2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
 - Birth Certificate (copy)
 - Immunization Certificate (copy)
 - Baptismal Certificate (copy required if your child was not baptised at St Joseph's Parish)
 - Reconciliation Certificate (if applicable)
 - Eucharist Certificate (if applicable)
 - Confirmation Certificate (if applicable)
 - Proof of Residential Address (current Rate Notice)
 - 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)

3. 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.

4. 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).

5. 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.

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

DATE: _____

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).

Parental Occupation Definition:

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

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

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

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

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

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

Defence Forces Commissioned Officer

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

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

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

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

Group 2: Other business managers, arts/media/sportspersons and associate professionals

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

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

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

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

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

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

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

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

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

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

Skilled office, sales and service staff.

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

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

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

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

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

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

Office assistants, sales assistants and other assistants.

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

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

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

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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

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