



St Joseph's Primary School

67 Read Street

COLERAINE VIC 3315

Phone : 03 5575 2131

www.sjcoleraine.catholic.edu.au

Email : principal@sjcoleraine.catholic.edu.au

APPLICATION FOR ENROLMENT

OFFICE USE ONLY

Student Code:

Family Code:

Name of Student:

Family Mailing Details

Family Surname :

Address :

Suburb/City:

Post Code:

Home:

Business:

Mobile:

Email:

Email:

Office Use Only: Flag

Student Details

First Name:

Commencement Year or Date:

Middle Name:

1st Australian School Year (eg: 2001):

Surname:

Previous School:

Year Level:

Preferred Name:

Religion:

Current Parish:

Date of Birth:

Language spoken at home:

Gender:

Male

☐

Female

☐

Year **e.g.** Prep - Year 6:

Does the student speak a language other than English at home:

NO, English only ☐ **YES** ☐ Please specify:

Family Members:

Boys

☐

Girls

☐

Country of Birth:

Rank in Family:

Nationality:

Centrelink Concession Card: Yes ☐ No ☐

(Please attach a copy)

Family Assistance Scheme: Yes ☐ No ☐

(Please see attached details)

Travel Method • Walk • Bicycle • Car • Bus

Conveyance Allowance – Please contact school office. ☐

Indigenous Identifier: Yes ☐ No ☐ (If Yes, please tick ☐ one below)

☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal & Torres Strait Islander

Medical Details

Doctor's Name:

Address:

Phone Number:

MEDICARE NO

Date of last tetanus injection:

Allergies / Medical Alert

Please specify **any allergies/ medical alerts** relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings, asthma management etc.)

MEDICATION

(If your child requires medication to be dispensed at school, please fill out our form indicating dosage etc. This form is available from school office)

AMBULANCE

DO YOU HAVE AN AMBULANCE COVER Yes ☐ No ☐ MEMBERSHIP No:

PRIVATE HEALTH

DO YOU HAVE PRIVATE HEALTH COVER Yes ☐ No ☐ MEMBERSHIP No:

FUND NAME:

IMMUNISATIONS

Has the Immunisation Certificate been submitted to the school? Yes ☐ No ☐

Special Needs					
Indicate whether the student applying for enrolment has any known or suspected special needs (please tick <input type="checkbox"/> 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"/>
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 Y/N
Baptism			
Reconciliation			
Eucharist			
Confirmation			

Contact Details		
Details	Father/Carer Residing at the same address	Mother/Carer Residing at the same address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Gender		
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		
*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 type="checkbox"/> Please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input type="checkbox"/> Please list below: 1. 2.
* Country of Birth		
* Nationality		
* Religion		
Working With Children's Check	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SIGNATURE		

* Essential information

Additional Contact Details		
Details	Non Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Email Address		N/A
Relationship to Student		
Employer		N/A
Occupation		
* Occupational Group (Refer to insert "List of Parental Occupations")	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	
* 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"/>	
* 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"/>	
* Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input type="checkbox"/> Please Specify: 1. 2.	
* Country of Birth		
* Nationality		
* Religion		
SIGNATURE		N/A
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.)	N/A
Office Use Only: FP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Office Use Only: CPD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

* Essential information

Please tick the following boxes and sign below

1. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
 - ☐ Birth Certificate
 - ☐ Baptismal Certificate
 - ☐ Relevant Family Court Orders (where applicable)
 - ☐ Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
 - ☒ Immunisation Certificate – Please note an Immunisation History Statement from the Australian Immunisation Register is a requirement for enrolling in a primary school, however there is currently no requirement for the statement to show the child is up to date with all immunisations. For further information visit my.gov.au and link Medicare or contact school office.
 - ☐ Concession Card
 - ☐ Working with Children's Check
2. I/we understand that the information that I/we have provided must be kept up to date throughout the period of enrolment.
3. I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).

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

1. **Headlice:** This is a problematic condition faced by all school communities. In order to best manage known treatments I/we give permission for my/our child/ren hair to be checked for head lice by a trained professional or school nurse.

Signature_____ Date_____
2. **Permission for contact details in class list:** I/we give permission for contact details to be provided for a school contact phone list. The purpose of this is for the teachers to discharge their duty of care to your child.

Signature_____ Date_____
3. **Permission in case of an accident:** We/I accept all operation, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of any such expense this incurred. This permission is given providing every effort will be made to contact me personally before any decision is taken to anaesthetise and operate.

Signature_____ Date_____
4. **Permission to attend local excursions:** My child..... has my permission to attend **swimming, sporting** and **local excursions** within the local area. Parents will be informed of all prior excursions by the school newsletter. All excursions expenses will be met through the School Fees.

Signature_____ Date_____
5. **Permission to use photographic / video material:** I/We give permission for my child/ren to be photographed/ filmed while being involved in St Joseph's School events and activities and for those photos to be used for educational activities/promotion of the school without acknowledgement, remuneration or compensation.

Signature_____ Date_____

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

A

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

B

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

C

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 D: Machine operators, hospitality staff, assistants, labourers and related workers

D

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]

The Privacy Collection Statement

Your privacy is important to St. Joseph's, the following statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school

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 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, your local diocese and the 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. We may include your contact details in a class list and School directory. If you do not agree to this you must advise the school immediately.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why that they can access that information if they wish and that the School does not usually disclose the information to third parties.