

ENROLMENT FORM

ST GERARD'S PRIMARY SCHOOL

Address: 71 Gladstone Road, Dandenong North VIC 3175
Email: principal@sgdandenongnth.catholic.edu.au
Tel: 03 9791 7553 **Fax:** 03 9793 7633



Office use only	Date received:	
	Enrolment date:	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	House colour:
	Student/family code:	VSN:

STUDENT DETAILS

Surname:	Entry year:	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

HOME ADDRESS OF STUDENT

Street number & name:	
Suburb:	Post Code:
Home phone:	

EMERGENCY CONTACTS – OTHER THAN PARENT

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

Enrolment of your child will not be finalised until we have all the current and correct information. It is therefore important that this application be completed thoroughly. If you have any questions please see the office.

PARENT/GUARDIAN DETAILS

MOTHER/GUARDIAN

Title (Mrs/Ms)		First name:	
Surname/Last Name:			
Street Number & Name:			
Suburb:			Postcode:
Home Phone:		Work Phone:	Mobile:
Would you like to receive SMS Messaging: (for emergency & reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:			
Religion:		Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
Government Requirement	Current Occupation:		
	Occupation Group: <i>Must be Completed</i> (Please refer to Appendix 1 – Parent Occupation Codes) <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Not in paid employment during the last 12 months		
Highest Year of School Education	<i>Must be completed</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent or below		
What is the level of the highest qualification the mother/guardian has completed:	<i>Must be completed</i> <input type="checkbox"/> Bachelor Degree or Above <input type="checkbox"/> Certificate I to IV (including Trade Certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification		

FATHER/GUARDIAN

Title: (eg Dr/Mr)		First Name:	
Surname/Last Name:			
Street Number & Name:			
Suburb:			Postcode:
Home Phone:		Work Phone:	Mobile:
Would you like to receive SMS Messaging: (for emergency & reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:			
Religion:		Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	

FATHER/GUARDIAN DETAILS CONTINUED	
Government Requirement	Occupation: Occupation Group: <i>Must be completed</i> Please refer to Appendix 1 – Parent Occupation Codes <input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Not in paid employment during the last 12 months
Highest Year of School Education	<i>Must be completed</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification the mother/guardian has completed:	<i>Must be Completed</i> <input type="checkbox"/> Bachelor Degree or Above <input type="checkbox"/> Certificate I to IV (including Trade Certificate) <input type="checkbox"/> Diploma/Advance Diploma <input type="checkbox"/> No non-school qualification

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION	
Name of previous school/pre-school:	
I/We give permission for school to contact previous school or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

NATIONALITY		
Government Requirement	Nationality:	
Student Country of Birth:	Australia <input type="checkbox"/>	Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>		

Language other than English spoken at home for Student, Mother/guardian or Father/Guardian				
		Student	Mother/guardian	Father/guardian
No	English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement			
Please tick the relevant category below and record the Visa Subclass number: (original documents to be sighted and copies to be retained by the school)			
Australian Citizen not born in Australia			
<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if 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 please provide further details as appropriate below:			
<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.			

SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL			
List all children in your family attending school or preschool (oldest to youngest) – include applicant			
Name	School/Pre-school	Year/Grade	Date of Birth

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current Parish:		

MEDICAL INFORMATION			
Doctor's name:			
Street number and name:			
Suburb:		Post Code:	Phone:
Medicare No.:		Ref No:	Expiry:
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
ALLERGIES - Does your child suffer from any of the following:			
Anaphylaxis	<input type="checkbox"/> Yes <input type="checkbox"/> No – Anaphylaxis Plan provided <input type="checkbox"/> Yes <input type="checkbox"/> No Epipen required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Asthma	<input type="checkbox"/> Yes <input type="checkbox"/> No – Asthma Management Plane provided <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Allergies			
<u>Other Medical Conditions</u>	Please indicate any other medical conditions the school should know about:		

IMMUNISATION – If you do not provide the certificate to the school your child may also be excluded from school as their immunisation status will be unknown.

School Entry Immunisation Certificate provided: ☐ Yes ☐ No

School Entry Immunisation Certificates are available from your local Medicare office, contacting the Immunisation Register on 1800 653 809 or can be downloaded from www.humanservices.gov.au/individuals/medicare.

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.

Yes No

Details of additional learning needs/additional needs provided (please provide all relevant information)

☐☐

Medical/allied health professional reports attached (please provide all relevant information)

☐☐

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

☐ Living with Mother & Father

☐ Single parent: Mother / Father (please circle)

☐ Living in a step family

☐ Shared parenting eg. One week with mother , next with father

FTE with Mother:

FTE with Father:

☐ Guardian

☐ Out-Of-Home Care

COURT ORDERS (IF APPLICABLE)

Are there any current court orders relating to the student? Yes ☐ No ☐

If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.

DECLARATION FOR PAYMENT OF FEES

The parents/carers signing this declaration agree to be responsible for the payment of all future fees and charges as raised by the school for all future years that your child remains enrolled at St Gerard's Primary School.

Mother/Carer:

Print Name

.....

Signature

...../...../.....

Date

Father/Carer:

Print Name

.....

Signature

...../...../.....

Date

Health Care Card/Concession Card Number:

ENROLMENT COMMITMENT & EXPECTATIONS

- ☐ I/we understand that by enrolling our child at St Gerard's Primary School I/we commit to work in partnership with the staff. I/we understand that this partnership requires members of the community behave in a manner that allows others to feel safe at all times, allows students to learn and teachers to teach and shows respect for our environment.
- ☐ I/we understand that if my child suffers from asthma, allergies or anaphylaxis requiring an Action Plan I must always provide the school with up to date Action Plan that has been approved by a General Practitioner
- ☐ I/We understand that my child must be picked up by 3:30 pm or After School Care arrangements must be made.
- ☐ I/we understand that all children are expected to take part in the whole school curriculum in and out of the classroom. Special activities include attendance at church liturgies, assemblies, swimming, camping program and excursions.
- ☐ I/we understand that everyone in the St Gerard's community has the right to be respected and feel secure in a safe environment.
- ☐ I/We support the Catholic ideas and values presented by St Gerard's Primary School and I agree to do my very best to present the same ideas and values in the home.
- ☐ I/We understand that the daily life of the school involves the children's participation in prayer, Mass and the sacraments. I am aware of my obligation to initiate and continue this participation in their lives.

Mother/Carer: /..... /.....
Print Name *Signature* *Date*

Father/Carer: *Print Name* *Signature* *Date*/...../.....

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

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 organisation

- **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, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **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

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

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, 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 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

- **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]



ST GERARD'S PRIMARY SCHOOL

ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian

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

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

Thank you for your continued support.

Carol Stewart
Acting Principal

STUDENT'S FULL NAME: _____ YEAR LEVEL: _____

- I give permission for my child's photograph/video and name to be published in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I understand and agree that if I do not wish to consent to my child's photograph/video 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.

Name of Parent

Signed: Parent/Guardian

Date:

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).