



ST. PAUL'S PRIMARY SCHOOL

Links Street, Sunshine West 3020

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MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

APPLICATION FOR ENROLMENT

St. Paul's 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

OFFICE USE ONLY	Date received:	Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Enrolment date:	Immunisation history statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Receipt No:	Visa information attached (if relevant):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Student/family code:	Sacramental Certificates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	VSN:	Working With Children Check	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	English as an Additional Language Yes <input type="checkbox"/> No <input type="checkbox"/>	Court Orders Medical Reports	Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/>

STUDENT DETAILS

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

HOME ADDRESS OF STUDENT

Street number and name:	
Suburb:	Postcode:
Home phone:	

PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool: _____	

I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

SACRAMENTAL INFORMATION**Certificate Supplier**

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

NATIONALITY**Government Requirement****Nationality:****Ethnicity:**
(if not born in Australia)In which country was the student born? ☐ Australia ☐ Other – please specify:Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐Is the main language spoken at home English Yes ☐ No ☐

Does the student or their parent(s)/guardian(s) speak a language other than English at home?

Note: Record all languages spoken.

		Student	Mother/Guardian 1	Father/Guardian 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*Please tick the relevant category below and record the visa subclass number as per government requirements:
(original documents to be sighted and copies to be retained by the school)**Australian citizen not born in Australia:**☐ Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

Not currently an Australian citizen, please provide further details as appropriate below:

- ☐ Permanent resident: (if ticked, record the visa subclass number)
- ☐ Temporary resident: (if ticked, record the visa subclass number)
- ☐ Other/visitor/overseas student: (if ticked, record the visa subclass number)

*** Please attach Visa/ImmiCard or document of travel or letter of notification. Passport photo page and copy of date of arrival into Australia from passport must be provided.**

MEDICAL INFORMATION

Doctor's name:

Street number and name:

Suburb:

Postcode:

Phone:

Medicare number:

Ref number:

Expiry:

Private health insurance: Yes ☐ No ☐

Fund:

Number:

Ambulance cover: Yes ☐ No ☐

Number:

Medical condition: 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.

Has the student been diagnosed as suffering from asthma? Yes ☐ No ☐

Has the student been diagnosed as being at risk of anaphylaxis? Yes ☐ No ☐

If yes, does the student have an EpiPen or Anapen? Yes ☐ No ☐

IMMUNISATION (please attach an immunisation history statement for your child)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit [myGov](https://my.gov.au)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes ☐ No ☐

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check? Yes ☐ No ☐

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 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.

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes ☐ No ☐

Does your child present with:

- | | | |
|--|--|---|
| <input type="checkbox"/> autism (ASD) | <input type="checkbox"/> behavioural concerns | <input type="checkbox"/> hearing impairment |
| <input type="checkbox"/> intellectual disability/developmental delay | <input type="checkbox"/> mental health issues | <input type="checkbox"/> oral language/communication difficulties |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> emotional issues | <input type="checkbox"/> vision impairment |
| <input type="checkbox"/> giftedness | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> Other condition (please specify) |
| | <input type="checkbox"/> physical impairment | |

Has your child ever seen a:

- | | | |
|--|---|--|
| <input type="checkbox"/> paediatrician | <input type="checkbox"/> physiotherapist | <input type="checkbox"/> audiologist |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist |
| <input type="checkbox"/> psychiatrist | <input type="checkbox"/> continence nurse | <input type="checkbox"/> other specialist (please specify) |

If your child does have a special need you MUST provide the following information:

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

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

MOTHER /GUARDIAN 1

Surname:

Title: (e.g.
Mr/Mrs/Ms)

First name:

Address:

Home phone:

Work phone:

Mobile:

Your mobile number will be used to SMS whole school announcements and reminders.

Email:

Health Care Card No.

Religion: (include rite)

Nationality:

Ethnicity(if not born in Australia):

Country of birth: ☐ Australia☐ Other (please specify):Interpreter
Required:☐ Yes☐ No

Current Working With Children Check Card No:

*Please provide copy of WWCC card***Government Requirement**

Occupation:

Occupation Group: A ☐ B ☐ C ☐ D ☐ N ☐

See back page

What is the highest year of primary or secondary school Mother/Guardian 1 has completed?

(Persons who have never attended secondary school, tick 'Year 9 or below'.)

Year 9 or below ☐Year 10 or equivalent ☐Year 11 or equivalent ☐Year 12 or equivalent ☐**What is the level of the highest qualification Mother/Guardian 1 has completed?**No post-school
qualification ☐Certificate I to IV (including
trade certificate) ☐Advanced diploma/
diploma ☐Bachelor degree or above ☐**FATHER/GUARDIAN 2**

Surname:

Title: (e.g.
Mr/Mrs/Ms)

First name:

Address:

Home phone:

Work phone:

Mobile:

Your mobile number will be used to SMS whole school announcements and reminders.

Email:

Health Care Card No.

Religion: (include rite)

Nationality:

Ethnicity(if not born in Australia):

Country of birth: ☐ Australia☐ Other (please specify):Interpreter
Required:☐ Yes☐ No

Current Working With Children Check Card No:

*Please provide copy of WWCC card***Government Requirement**

Occupation:

Occupation Group: A ☐ B ☐ C ☐ D ☐ N ☐

See back page

What is the highest year of primary or secondary school Father/Guardian 2 has completed?

(Persons who have never attended secondary school, tick 'Year 9 or below'.)

Year 9 or below ☐Year 10 or equivalent ☐Year 11 or equivalent ☐Year 12 or equivalent ☐**What is the level of the highest qualification Father/Guardian 2 has completed?**No post-school
qualification ☐Certificate I to IV (including
trade certificate) ☐Advanced diploma/
diploma ☐Bachelor degree or above ☐

FAMILY DETAILS

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

☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Guardian ☐ Other

Accounts correspondence to be addressed to:

Mr & Mrs / Mr / Mrs / Ms (Please circle)

(Initial/s)

(Surname)

Address:

Email:

Phone:

(If same details as previous write "As Previous")

HOME CARE ARRANGEMENTS

☐ Living with immediate family

☐ Out-of-home care CRIS ID: _____

This is an identifier assigned by DFFS to each child or young person in court ordered, statutory OOHC

☐ Carer/guardian

☐ Shared parenting,
e.g. one week with each parent:
Days with Mother/Guardian 1:
Days with Father/Guardian 2:

☐ Kinship care (family)

☐ Other (please specify)

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student?

Yes ☐

No ☐

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

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:

2. Name:

Relationship to
child:

Relationship to
child:

Home phone:

Home phone:

Mobile:

Mobile:

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/Grade	Date of birth



Parent/Guardian/Carer Code of Conduct



St. Paul's 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 Ltd (MACS). This Code of Code is created with reference to St. Paul's Primary School Enrolment Policy and St. Paul's Primary School Enrolment Agreement. Parents/Guardians/Carers are expected to read, sign, and comply with the Code of Conduct for the student's enrolment to be accepted.

Purpose

St. Paul's Primary School is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff and visitors of the school.

It is the intention of St. Paul's Primary School to provide clear guidelines to all parents and visitors regarding the conduct expected of them while in a school environment, engaging in school-related activities or representing the school. Parents/guardians/carers and visitors are expected to uphold the school's core values at all times.

Please read the Parent/Guardian/Carer Code of Conduct carefully and complete the table below to indicate acceptance:

- The complete Code of Conduct has been included in the Enrolment Pack or can be downloaded from the school website. If multiple students are being enrolled at the same time, only complete the details of all students in the table on one enrolment form.*
- Please include the names of all students currently attending St Paul's, even if the form has been completed previously.*

NAME OF YOUR CHILD/CHILDREN <i>(TÊN CỦA CON/CÁC CON)</i>	1.	
	2.	
	3.	
	4.	
	5.	
NAME OF PARENT/GUARDIAN /CARER <i>(TÊN PHỤ HUYNH/GIÁM HỘ/NGƯỜI CHĂM SÓC):</i>	Signature (chữ ký):	Date (ngày):
NAME OF PARENT/GUARDIAN /CARER <i>(TÊN PHỤ HUYNH/GIÁM HỘ/NGƯỜI CHĂM SÓC):</i>	Signature (chữ ký):	Date (ngày):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

PARENT/CARER/GUARDIAN SIGNATURE:		Date:
PARENT/CARER/GUARDIAN SIGNATURE:		Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy and available on www.spsunshinewest.catholic.edu.au

DECLARATIONS AND AUTHORISATIONS

☐ **School Fees and Charges**

I/We agree to pay all reasonable Fees and Charges levied by the school, relating to the education of my/our child.
I/We will pay the fees and charges within the time frame specified by the school.

Should I/we be in a situation where we are unable to meet our financial obligations to the school, we will contact the Principal to make suitable alternative arrangements.

☐ **Head Lice Inspections**

I/We give permission for my/our child's hair to be checked for head lice by a nurse/health officer when required.

☐ **Accident Declaration**

In the event of an accident or injury to my/our child whilst at school, on an excursion, or travelling to or from school, I/we authorise the Principal or senior staff member in charge of my/our child – where it is impractical to communicate with me/us – to consent to emergency medical arrangements on my/our behalf as are deemed necessary by a qualified medical practitioner. After notification by the School, I/we will accept responsibility as soon as possible for any further action necessary in the care of my/our child, including prompt attendance at any place to which my/our child may be taken for treatment. I/we accept all operative, blood transfusions and/or other anaesthetic risks involved and the responsibility for payment of any expenses thus incurred. Such consent includes anaesthetics, blood transfusions and operations.

☐ **Privacy and Enrolment Policies**

The school collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the school.

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. Certain laws governing or relating to the operation of schools require that particular information is collected. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to the St Paul's Parish, West Sunshine, other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers. *(Please see complete St. Paul's Privacy Policy, updated March 2017, for more information).*

If you do not consent to personal information being used by the school, please notify the Principal in writing.

Permission to Use Student Photographs and Display Work

I/We give consent for my/our child's photograph/video/work and name to be published in:

- ☐ the school website
- ☐ the school newsletter
- ☐ displays of work
- ☐ school brochures and prospectus
- ☐ newspapers and other media
- ☐ social media (eg Facebook, Twitter, Instagram)
- ☐ digital portfolio (eg SeeSaw)

☐ I/we do not consent to my/our child's photograph/video appearing in any of the publications above.

Parental Declaration

- ☐ I/We declare that the information contained in this Application for Enrolment is true and correct.
- ☐ I/We acknowledge that failure on my/our part to disclose information about my/our child may jeopardise their enrolment.
- ☐ Upon acceptance of my/our child at St. Paul's School I/we agree to abide by the Policies and Procedures of the School and to support the School in the Religious Education of my/our child.
- ☐ **I/We understand that this permission is valid for the period of my/our child's primary school years and that should I/we wish to withdraw any of the afore mentioned authorities I am/we are required to notify the Principal in writing.**

Signature of Parents/Guardians:

Signature of Witness:
(Principal)

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: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

Elected officials

- ☐ Mayor, parliamentarian, alderperson, trade union secretary, board member

Senior executives/managers, management in large business organisations

- ☐ Senior Executive/Manager/Department Head in industry, commerce, media or other large organisations
- ☐ Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- ☐ 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 sector manager (e.g. public service manager (section head or above), regional director, hospital/health services education)
- ☐ 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)
- ☐ Law (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)
- ☐ Social (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- ☐ Engineering (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- ☐ Science (e.g. geologist, meteorologist, metallurgist, other scientist)
- ☐ Computing (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- ☐ Business (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- ☐ 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/professionals

- ☐ 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)
- ☐ Specialist manager (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- ☐ Financial services manager (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- ☐ Retail sales/services manager (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

Arts/media/sportspersons

- ☐ Artist/writer (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer))
- ☐ Sports (e.g. sportsperson, coach, trainer, sports official)
- Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- ☐ Medical, science, architectural, building, surveying, 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, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, 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, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- ☐ Defence Forces (e.g. senior non-commissioned officer)
- ☐ Other (e.g. library technician, museum/gallery technician, research assistant, proofreader)

Occupation Group C: Tradespeople, Clerks and Skilled Office, Sales, Carer and Service Staff

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

- ☐ Trades (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

Advanced/intermediate-clerical, officer, carer and service staff

- ☐ Clerk (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despacher, 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, real estate agent)
- ☐ Carer (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- ☐ Service (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, 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/train driver, driving instructor, 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)
- ☐ Other machine operator (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

Sales, office, Hospitality and other assistants

- ☐ Sales staff (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, 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, office assistant, general clerk)

- ☐ **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, 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, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- ☐ **Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)