



# ST JAMES PRIMARY SCHOOL VERMONT ENROLMENT FORM

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Office use only	Date received:	Student No.
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## PART A: 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:

## CONTACTS : FATHER/GUARDIAN

## MOTHER/GUARDIAN

Name:		Name:	
Home phone:		Home phone:	
Mobile:		Mobile:	

## SACRAMENTAL INFORMATION

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

## 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:

## Fees

Who will be responsible for the payment of the school fees and levies? Please tick a box

Both Parents     Mother Only     Father Only     Guardian     Other:

Mothers Signature:

Fathers Signature

## NATIONALITY

### GOVERNMENT REQUIREMENT

Nationality:

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 mark 'Yes' to both)

No  Yes, Aboriginal  Yes, Torres Strait Islander

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

	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.****MEDICAL INFORMATION**

Doctor's 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:	
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete. (please attach all relevant information)</i>		
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details. (please attach all relevant information)</i>		
Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**IMMUNISATION**

Please attach a certificate from Medicare stating "This child has received all vaccines required by 5 years of age"

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.

**ADDITIONAL NEEDS****Does your child have:**

autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>		

**Has your child ever seen a:**

behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>		

**If your child does have a special need, please can you assist us by providing the following information:**

	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>

## PART B: FAMILY DETAILS

MOTHER/GUARDIAN				
Surname:		Title: (eg. Mrs/Ms)		First Name:
Address:				
Home Phone:		Work Phone:		Mobile:
Email:				
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family)		
Employer:				
Religion:			Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):		
<b>What is the highest year of primary or secondary school the mother/guardian has completed:</b> (Persons who have never attended secondary school, mark 'Year 9 or below')				
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
				<input type="checkbox"/>
<b>What is the level of the highest qualification the mother/guardian has completed:</b>				
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
				<input type="checkbox"/>

FATHER/GUARDIAN				
Surname:		Title:		First Name:
Address:				
Home Phone:		Work Phone:		Mobile:
Email:				
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family)		
Employer:				
Religion:			Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):		
<b>What is the highest year of primary or secondary school the father/guardian has completed:</b> (Persons who have never attended secondary school, mark 'Year 9 or below')				
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
				<input type="checkbox"/>
<b>What is the level of the highest qualification the father/guardian has completed:</b>				
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
				<input type="checkbox"/>

EMERGENCY CONTACTS OTHER THAN PARENTS			
Name:		Name:	
Home phone:		Home phone:	
Mobile:		Mobile:	
Relationship to Child:			

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

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:	
<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting eg. One week with mother , next with father FTE with Mother: _____ FTE with Father: _____
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

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

Please note:

- Acceptance of this application for enrolment is subject to the approval of the Parish Priest / Principal
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

Mother/Guardian Signature:		Date:	
Father/Guardian Signature:		Date:	

## Agreement

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 (where applicable)
  - 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)
  - Immunisation Certificate from Medicare
  
2. 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.
  
3. If this enrolment is accepted, I/we agree to support our child's participation in the religious life of the school and parish (eg masses, liturgies and sacraments). I/We understand that the teachings, values and traditions of the Catholic Church are paramount.
  
4. I/we understand that the school shares personal information with the Parish for the purpose of the Parish Sacramental Program and Parish Fundraising.
  
5. I/we accept that we will abide by school policies and code of conduct(s) as amended from time to time.
  
6. If this enrolment application is successful, I agree to honour the financial commitments required by the School/Parish as per the Schedule of Fees and Charges.
  
7. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and I/we will be responsible for the collection costs.
  
8. If, in time of emergencies, accidents or serious illness, I cannot be contacted I give permission for the Principal (or his/her representative to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.

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: \_\_\_\_\_ (Mother/Guardian)

\_\_\_\_\_ (Father/Guardian)

DATE: \_\_\_\_\_

# Explanatory Statement

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## 1. Preamble

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

## 2. Enrolment

- 2.1 You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

- |                                                                                                                       |                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ▪ evidence of your child's date of birth, e.g. birth certificate, passport                                            | ▪ information about the language(s) your child speaks and/or hears at home                                                                                                                                                                                                                   |
| ▪ religious denomination                                                                                              | ▪ immunisation certificate (showing whether your child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B)                                                                                                      |
| ▪ certificate of Baptism (and Reconciliation, Eucharist, Confirmation, if these sacraments have been completed)       | ▪ nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.                                                                                                                                         |
| ▪ names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians | ▪ doctor's name and telephone number                                                                                                                                                                                                                                                         |
| ▪ parent/guardian occupation and level of education attained                                                          | ▪ medical information about your child (for example, does the child suffer from asthma, diabetes, allergies, poor eyesight/hearing, a diagnosed disability, etc.) and details of any medication that the school will be requested to administer to the child or health/attendant care needs. |
| ▪ names of emergency contacts and their details                                                                       | ▪ information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)                                                |
| ▪ specific residence arrangements                                                                                     | ▪ parenting agreements or court orders, including any guardianship orders                                                                                                                                                                                                                    |

# 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]