

St Mary's College Enrolment Form



St Mary's is a College which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

DUE DATE: Friday, 13 May 2022

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

STUDENT DETAILS			
Surname:		Entry year (YYYY):	Entry level/grade:
Given name/s:		Preferred name:	
Address where student lives:			
Date of birth:		Religion: (include rite)	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Unspecified/Indeterminate/X: <input type="checkbox"/>	
Current Family: Yes <input type="checkbox"/> No <input type="checkbox"/>		Telephone:	
Defence Family: Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you previously been posted to Seymour: Yes <input type="checkbox"/> (Year) No <input type="checkbox"/>	

PREVIOUS SCHOOL/PRESCHOOL		
Name and address of previous school/preschool:		
I/We give permission for the College to contact the previous school or preschool and to gather relevant reports and information to support educational planning:	No <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please complete the Consent for Transferring Information Form B.)

OFFICE USE ONLY	Date received:	Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Enrolment date:	English as an Additional Language:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Start date:	House Mentor Group:	Class:	
	Student ID:	VSN:		
	Immunisation history statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Visa information attached (if relevant):
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

FAMILY A: Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

Title:(Dr/Mr/Mrs/Ms)		Surname:		Given name:	
Address		Street Name:			
Suburb:			State:		Postcode:
Telephone:	Home:		Work:		Mobile:
Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/>		SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
Relationship to student: Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/>					
Government Requirement	Occupation:	What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)			A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:			
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):					
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick 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"/>					
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? 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"/>					

FAMILY A: Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

Title:(Dr/Mr/Mrs/Ms)		Surname:		Given name:	
Address		Street Name:			
Suburb:			State:		Postcode:
Telephone:	Home:		Work:		Mobile:
Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/>		SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
Relationship to student: Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/>					
Government Requirement	Occupation:	What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)			A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:			
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):					
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick 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"/>					
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? 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"/>					

FAMILY B (if student resides at multiple addresses) Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

Title:(Dr/Mr/Mrs/Ms)		Surname:		Given name:	
Address		Street Name:			
Suburb:			State:		Postcode:
Telephone:	Home:		Work:		Mobile:
Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/>		SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
Relationship to student: Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/>					
Government Requirement	Occupation:	What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)			A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:			
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):					
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick 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"/>					
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? 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"/>					

FAMILY B (if student resides at multiple addresses) Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

Title:(Dr/Mr/Mrs/Ms)		Surname:		Given name:	
Address		Street Name:			
Suburb:			State:		Postcode:
Telephone:	Home:		Work:		Mobile:
Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/>		SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:					
Relationship to student: Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/>					
Government Requirement	Occupation:	What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)			A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:			
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):					
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick 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"/>					
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? 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"/>					

NATIONALITY				
Government Requirement		Nationality:		Ethnicity:
In which country was the student born?		<input type="checkbox"/> 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, tick 'Yes' for both)				
No <input type="checkbox"/>		Yes, Aboriginal <input type="checkbox"/>		Yes, Torres Strait Islander <input type="checkbox"/>
Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken.				
		Student	Student Contact 1 (Parent1/Guardian 1/Carer1)	Student Contact 2 (Parent2/Guardian2/Carer2)
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:	
<input type="checkbox"/>	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:	
<input type="checkbox"/>	Permanent resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Temporary resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Other/visitor/overseas student: (if ticked, record the visa subclass number)
* Please attach visa/ImmiCard/letter of notification and passport photo page	

SACRAMENTAL INFORMATION			
Baptism	Date:	Parish:	
Confirmation	Date:	Parish:	
Reconciliation	Date:	Parish:	
Communion	Date:	Parish:	
Parish where the student lives:			

EMERGENCY CONTACTS – other than student contacts (PARENT/GUARDIAN/CARER)	
1. Name:	2. Name:
Relationship to student:	Relationship to student:
Home telephone:	Home telephone:
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

FEE PAYMENT DETAILS					
Please indicate who will be responsible or payment of the Collge fees and levies?					
Surname	First name	Address and email	Portion (split families)	Telephone	Relationship to student
			%		
			%		
I/we agree to take responsibility for the payment of the College fees and levies as they fall due, unless prior arrangements are made with the College.					
Signature:			Date: / / 20		

COURT ORDERS OR PARENTING ORDERS (if applicable)		
Are there any current court orders or parenting orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>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.</i>		
Is there any other information you wish the school to be aware of?		Yes <input type="checkbox"/> No <input type="checkbox"/>

HOME CARE ARRANGEMENTS	
<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Guardian/Carer	<input type="checkbox"/> Shared parenting, <i>e.g. one week with each parent:</i> Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (<i>please specify</i>)

IMMUNISATION (<i>please attach an immunisation history statement</i>)	
All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit myGov) and provide it to the school with this enrolment form.	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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MEDICAL INFORMATION		
Doctor's name:		
Telephone:		
Medicare number:	Ref number:	Expiry:
Private health insurance: Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance cover: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Health Care Card Yes <input type="checkbox"/> No <input type="checkbox"/>	Health Care Card No:	Expiry:
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 being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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To meet duty of care obligations and facilitate the smooth transition of your child into the College, please provide all required information. This will assist the College 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.

ADDITIONAL NEEDS

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"/> acquired brain injury	<input type="checkbox"/> vision impairment
<input type="checkbox"/> giftedness	<input type="checkbox"/> physical impairment	<input type="checkbox"/> other condition (<i>please specify</i>)

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 (<i>please specify</i>)

Have you attached all relevant information and reports? Yes No

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the College, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the College. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the College, once offered and accepted.

Student Contact 1 PARENT 1/GUARDIAN 1/ CARER 1 SIGNATURE:		Date:
Student Contact 2 PARENT 2 /GUARDIAN 2/ CARER 2 SIGNATURE:		Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- student, if they are over 15 and living independently. Secondary students may complete parts of the form and co-sign
- parent as defined in the *Family Law Act 1975*
 - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school’s Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website www.smseymour.catholic.edu.au

METHOD OF TRANSPORT

Please indicate below the methods of transport your child will use to and from the College

<input type="checkbox"/> Walk/Ride	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> Car*	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> Bus (Town Service)**	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> Bus (School Service)***	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<input type="checkbox"/> Train	<input type="checkbox"/> AM	<input type="checkbox"/> PM

*if you drive more than 4.8km to the nearest bus stop and attending the nearest Catholic School you may be eligible to a conveyance allowance

**if you reside in the Seymour Township your are required to pay \$1.20 per trip

***if you reside more than 4.8km to the nearest Catholic School you may be eligible to free bus travel

More information regarding the bus routes, payment and application forms for bus travel and conveyance allowance is available on the College website <https://www.smseymour.catholic.edu.au/enrolment-information/bus-and-travel-information/>

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are signed and submitted with your Enrolment Application form:

<input type="checkbox"/>	Enrolment Form (pg 5 & 7)
<input type="checkbox"/>	Enrolment Agreement
<input type="checkbox"/>	Student Code of Conduct
<input type="checkbox"/>	Parent/Guardian/Carer Code of Conduct
<input type="checkbox"/>	Photography and Reecording Permission Form
<input type="checkbox"/>	Consent to Transfer Student Data (Form B)

Please ensure that the following documents are attached to the Enrolment Application form *(as applicable to your child)*:

<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	Immunisation history statement
<input type="checkbox"/>	Baptism certificate
<input type="checkbox"/>	Consent to contact previous school or preschool (Form B)
<input type="checkbox"/>	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
<input type="checkbox"/>	Visa information – visa/ImmiCard/letter of notification and passport photo page
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child
<input type="checkbox"/>	Any current court orders or parenting orders relating your child
<input type="checkbox"/>	Any additional information you wish the school to be aware of