



Application for Enrolment

St Mel's Catholic Primary School

35 Hamilton Street, Shepparton, Vic, 3630
 Phone : 03 5821 3163
 Email : principal@smshepparton.catholic.edu.au
 Website: www.smshepparton.com



Successful **T**houghtful

Appreciative **R**esponsible

Office Use

Family Name:	Child:	Year Level:
Date received:	Child:	Year Level:
Application Status: Accepted / Withheld / Waiting List	Child:	Year Level:

St Mel's is a proud Catholic Education Community striving, learning and achieving together through Christ our light.

Vision Statements

St Mel's strives to:

Build a community illuminated by our Catholic Tradition and grounded in the teachings of Jesus Christ.

Nurture the spirit, mind, and body of each learner.

Create learning environments that invite learners to inquire, explore and discover.

Embrace all families working in partnership with parish and community to engage in life long learning.

Rejoice in the diversity of our community and celebrate its uniqueness.

Graduate Outcomes:

At St Mel's we endeavour to educate students who:

Demonstrate openness to faith and willingness to act justly.

- Are open to nurturing their personal spirituality
- Are curious engaged learners, risk takers in their learning and life long learners.
- Are literate and numerate.
- Have good self-awareness and confidence to explore possibilities
- Understand their responsibility in caring for all God's creation.
- Show understanding and appreciation of the diversity of society.
- Are respectful, cooperative, and can communicate and work with others harmoniously.

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

How will you, the parent support us in this?

At St Mel's there are many ways that this is possible.

As you consider these statements we acknowledge the vital partnership that we have with you the parent and the child entering St Mel's community. Ensuring that you and your child belong and feel welcome is very important to build community. In entering this partnership we come with an openness of heart, a readiness to explore the possibilities and knowledge that we are here to support each other.

Along with this enrolment application it is expected that you meet with the Principal or Deputy Principal of St Mel's School. An appointment should be made with our office staff for an interview where the child/ren to be enrolled are given the opportunity to meet us and get to know you.

Please note this application will only be considered if all sections are completed.

School Student No:

Name of Student:		(If existing Victorian Student) VSN: _____
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Family Mailing Details

Family Surname		
Mail to [eg Mr & Mrs Smith]	Account to (if different to mail to)	
Mailing Address	Town	Post Code
Family Phone Number:	Email Address:	

Student Details

First Name	Commencement Date	
Middle Name	1 st Australian School Year (eg: 2006):	
Surname	Previous School/Kinder	Year Level
Preferred Name	Religion	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Country of Birth	Nationality
Residential Address:	Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below:	
Date of Birth	1.	2.
Year Level: eg: Year 4, Prep	Means of Transport to school:	Kms from School:
Indigenous Identifier Aboriginal \ Torres Strait Islander: Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please tick <input checked="" type="checkbox"/> one below) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres Strait Islander		

Children in Family
Please list below all children in the family

	Full Name	School Year Or At Home	Birth Order	School Attending
Child			1	
Child			2	
Child			3	
Child			4	

Medical Details

Doctor's Name	Phone Number
Student's Medicare No.	Expiry: __ / __ / __ Date of Last Tetanus Injection/Booster
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings, etc, asthma management, etc) and relieving medications used
Signed asthma and anaphylaxis plans are required for students.	
Immunisations	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>
Asthma	Does the child suffer from asthma? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, an Asthma Management Plan is required
Ambulance	Ambulance Subscription Yes <input type="checkbox"/> No <input type="checkbox"/>
Private Health	Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance	If Yes Fund Name _____ Member Number _____

Contact Details		
Details	Non Residential Parent (if applicable)	Emergency Contacts
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person or persons other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		
Employer		N/A
Occupation		
Occupational Group (Refer to 'Parental Occupation Definitions' attached)	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify: 1. _____ 2. _____	
Country of Birth		
Nationality		
Religion		
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)	
Fee Payer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Percentage of Fees to be Paid	%	N/A

Visa Student Is the Student an Overseas Student? Yes <input type="checkbox"/> No <input type="checkbox"/> Country of Birth:		
School attended overseas:		
Office Use Only (obtain copies of Passport Info pages, Visa pages & Entry pages):		
Residence Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee	Visa Sub-Class	Visa Class:
Date of Arrival in Australia	Visa Number	
Passport Number	Visa Expiry Date	
OSHC Membership Number	OSHC Expiry Date	
Confirmation of Enrolment – Course Code	Course Description	
Confirmation of Enrolment Number	Course Start Date	Course End Date
OS <input type="checkbox"/> BRVS <input type="checkbox"/> RSVS <input type="checkbox"/> ETV <input type="checkbox"/> LBOTE <input type="checkbox"/> ESLASSIST <input type="checkbox"/> NA\CIEC <input type="checkbox"/> CSS <input type="checkbox"/> SSCL <input type="checkbox"/> OHS <input type="checkbox"/>		

Students transferring from another school in Australia

Name of School last attended:

Address of previous School:

Phone Number:

Classroom Teacher's Name:

Number of years at School:

Reason for transfer:

The following documents are required to be submitted with this enrolment form:

Birth Certificate

Immunisation Certificate

Baptism Certificate

Sacramental Certificates *(if applicable)*Visa / Passport *(if applicable)*Family Court Order *(if applicable)***Agreement****Please tick the following boxes and sign below**

1. I have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Sacramental Certificates *(if 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

2. I agree to give the school permission to examine my child for head lice if necessary.

3. I give permission for my child to use the internet (note: the school has high speed and secure internet access).

4. I understand that if this application is successful the information that I have provided must be kept up to date throughout the period of enrolment.

5. If this enrolment is accepted I agree to support our child's participation in the religious life of the school (eg school liturgies).

6. If this enrolment application is successful I agree to honour the financial commitments required by the school.

7. I give permission for the school to use photographs and information such as academic and sporting achievements, pupil activities and other news, to be published in School newsletters, magazines, media and on our web-site.

I have read all of the information in the Enrolment Package, including the Parent Information Book, and understand the policies that we will need to abide by should this enrolment application be successful. I understand that if any misleading information has been provided, or any omission of significant, relevant information has been made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer) **and / or**

_____ (Mother/Carer)

DATE: _____

Privacy Statement – Privacy Act – Standard Collection Notice

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwth)*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
 - another school to facilitate the transfer of a student;
 - government departments;
 - medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include: Name, Email Address and Student Date of Birth

Personal information held by GAFE will be stored in accordance with APPs.
9. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
10. The School's Privacy Policy is accessible via the school website, or from the school office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
12. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

Please sign to confirm that you consent to this disclosure, processing and storage of your personal information.

Parent/Guardian's Signature: _____

Parental Occupation Definition:

Parental Occupation is defined as the **main** work undertaken by the parent/guardian.

If a parent/guardian has more than one job, report their main job.

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: 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.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]