



# ENROLMENT APPLICATION FORM

St Augustine's College Kyabram

## Office Use Only

Date Received

D	D	M	M	Y	Y
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Enrolment Date

D	D	M	M	Y	Y
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Start Date

D	D	M	M	Y	Y
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Student's Name

Student's Year Level

Family Code No.

Student Code No.

Victorian Student No.

### Copy of Certificates Attached

- Birth                       Baptism                       Immunisations  
 School Reports               Court Orders

***All items must be supplied prior to starting***

Special Needs Support

- Yes     No

Information on this form is strictly confidential

# Guidelines for completing Application for Enrolment

1. Please print all answers.
2. Please ensure that any relevant attachments are included in this application. Please tick boxes below to indicate that attachments are included.
  - Birth Certificate
  - Immunisation Certificate
  - Baptismal Certificate (if applicable)
  - Copy of latest school reports
  - Asthma Plan (if applicable)
  - Anaphylaxis Plan (if applicable)
  - Court Orders (if applicable)
  - Bus Forms (if applicable)
  - Direct Debit Form (if applicable)
3. Please ensure ALL signatures are in place and that every field on the application form has been completed.
4. Please ensure that you have read the Financial Commitment and the Parent/Guardian Agreement sections of this enrolment form.
5. You will be informed in writing of your acceptance or non acceptance of a position of enrolment. At that time you will also be asked to pay an enrolment fee of \$250 which will be deducted from your school fees.

In making application for my son/daughter to be enrolled at St Augustine's College, I undertake to assist my son/daughter in upholding the values of the school and abiding by all school rules. I acknowledge that my son/daughter will be required to participate in school activities and excursions.

I/We also undertake to pay fees and levies charged by the school by the due date.

By signing this application form we commit to respect and support the Catholic ethos and practices of the school. This includes participation in the Religious Education Program and prayer life at St Augustine's College.

**Parent/Guardian Signature**

**Date**

D	D	M	M	Y	Y
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**Parent/Guardian Signature**

**Date**

D	D	M	M	Y	Y
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## 1. Student Details

### 1A Student Information

Surname

Given name/s

Address

Postcode

Date of birth

D	D	M	M	Y	Y	Y	Y
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Male  Female

Is the student of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, both Aboriginal & Torres Strait Islander

Country of birth

If not Australia, date of arrival

D	D	M	M	Y	Y	Y	Y
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### 1B Religious Denomination

Religious denomination

Current Parish

Parish/Place of baptism

Date of baptism

D	D	M	M	Y	Y
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Sacraments already received:

Reconciliation

Date

D	D	M	M	Y	Y
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Parish

Communion

Date

D	D	M	M	Y	Y
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Parish

Confirmation

Date

D	D	M	M	Y	Y
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Parish

### 1C Language Details

Does the student speak a language other than English at home?

No, English only  Yes, other (please specify)

**1D Previous School/Kindergarten**Year level to be enrolled in at this school Year to be enrolled 

2	0		
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**If enrolling for Foundation**Name of preschool attended Address **If enrolling for other year levels**Previous school Address Previous year level **1E Special Needs****Please indicate whether the student applying for enrolment has any special needs**

Physical needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Medical needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Educational needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Behavioural needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Vision/Hearing needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Any other special needs or concerns	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure

**If you have answered yes or unsure to any of the above, please provide additional details****1F Bus Travel**

Government school buses are available for students. Please refer any inquiries regarding the school bus system and its availability to the Enrolment Officer.

**Conveyance Allowance**

Conveyance allowance is a form of financial assistance for parents/carers who transport children to and from school in rural and regional Victoria who reside more than 4.8km from their closest school of denomination when no public transport is available or when children reside more than 4.8km from the nearest bus stop.

Please indicate if you believe you may be eligible  Yes  No

## 2. Family Details

### 2A Family Circumstances

Are there any circumstances within the family the school should be aware of?

Are there any Family Court Orders in place in relation to this child?  No  Yes (please provide copy)

### 2B Mother/Guardian One Information

Surname

Given name/s

Address

Postcode

Telephone

(H)

(W)

(M)

Email

Religion

Country of birth

Australian citizen

Yes

No

Do you speak a language other than English at home? *If more than one, indicate the one that is spoken most often*

No, English only

Yes, other (please specify)

Occupation

Employer

Occupation Group

A

B

C

D

N

Please refer to information on page 10 to select the appropriate parental occupation group

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. If you have not been in paid work in the last 12 months, enter 'N'.

Do you have a Working with Children's Check?  No  Yes - card number

What is the highest year of school you have completed?

*For persons who have never attended school, mark 'Year 9 or equivalent'.*

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

What is the highest qualification you have completed?

Bachelor Degree or above

Advanced Diploma/Diploma

Certificate I to IV (including Trade Certificate)

No non-school qualifications

**2C Father/Guardian Two Information**

**Surname**

**Given name/s**

**Address**

**Postcode**

**Telephone** (H)  (W)  (M)

**Email**

**Religion**

**Country of birth**  **Australian citizen**  Yes  No

**Do you speak a language other than English at home?** *If more than one, indicate the one that is spoken most often*

No, English only  Yes, other (please specify)

**Occupation**

**Employer**

**Occupation Group**  A  B  C  D  N

**Please refer to information on page 10 to select the appropriate parental occupation group**  
 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. If you have not been in paid work in the last 12 months, enter 'N'.

**Do you have a Working with Children's Check?**  No  Yes - card number

**What is the highest year of school you have completed?**  
*For persons who have never attended school, mark 'Year 9 or equivalent'.*

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent

**What is the highest qualification you have completed?**

Bachelor Degree or above  Advanced Diploma/Diploma  
 Certificate I to IV (including Trade Certificate)  No non-school qualifications

**2D Siblings/Other Children**

**How many children in the family?**  **Position of this child in the family?**

**Names of siblings attending this school (and year level)**

**Names of siblings who will attend this school in the future (and year level if applicable)**

### 3. Medical Details

#### 3A Emergency Information

Family Doctor

Telephone

Clinic/Address

Family Dentist

Telephone

Clinic/Address

Ambulance Cover

Yes  No

Medicare No

Exp Date

Health Insurance

Yes  No

Health Fund

Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate two relatives, neighbours or friends who can drive and are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted an ambulance will be called.

#### EMERGENCY CONTACT ONE

Name

Relationship to child

Telephone

(H)

(W)

(M)

#### EMERGENCY CONTACT TWO

Name

Relationship to child

Telephone

(H)

(W)

(M)

#### 3B Medical Authority

In the event of an accident or illness, I/We authorise the person in charge to consent, where it is impractical to communicate with me/us, to the student named on this form receiving such medical or surgical treatment as may be deemed necessary, including the arrangement of an ambulance where required.

Parent/Guardian signature

Date

D	D	M	M	Y	Y
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#### Please note

We recommend all families have ambulance cover as an ambulance will be called for your child should it be deemed necessary by the first aid officer or teacher on duty. Families are then responsible for any costs incurred.

Does your child suffer from any medical conditions which we need to be aware of?  Yes  No

If yes, please provide details here:

**Allergies**

**Anaphylaxis**

**Epipen**  Yes  No

**Plan attached**  Yes  No

**Special needs**

**Dietary**

**Asthma**

**Plan attached**  Yes  No

**Past operations**

**Ongoing medication**

**Diabetes**

**Last tetanus**

## 4. Publications Permission

I/We  Do  Do not

give permission for photos of my child, taken at school activities, to be used in the school magazine, newsletter, website, school pamphlet, school social media accounts, other school publicity including "The Sandpiper" Diocesan Newspaper, other Diocesan publications and for local newspaper publicity.

**Parent/Guardian signature**

**Date**

D	D	M	M	Y	Y
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### NEWSLETTER

To minimise cost to the College, the Newsletter may be emailed to your preferred email address. The newsletter is also available on our website.

Email address



## 5. Financial Details

### 5A Fees and Levies

School Fees are billed per family. Statements are sent out at the beginning of the year with the full amount payable by 30th November. School fees can be paid in full prior to the start of each school year or by direct debit. If you have any concerns regarding the payment of school fees, please make an appointment with the Business Manager.

#### Payment Options

- Direct debit - please complete enclosed application
- Full payment - prior to the start of the school year
- Centrepay

For schools to receive additional Government funding we are required to report the number of families who hold either a Health Care or Pension Card.

#### Do you hold one of these cards?

Health Care Card number

Pension Card number

### 5B Account Information

#### Financial Commitment

As the parent/guardian submitting this enrolment application, it is important that you are aware that you are entering into a legal contract and will be required to abide by the conditions of the school as outlined. In addition the **parent/guardian signing this form must be aware that they are legally bound to pay the fees and charges that apply to this student** (added to the fee account set up for the student making application for enrolment). \*Please note also that the College uses the services of a debt collection agency to collect fees that remain unpaid. In the event that a debt collection agency is employed to collect outstanding fees, costs of collection will be added to the outstanding debt.

*\* Families facing financial hardship are asked to meet with the Business Manager to discuss payment options.*

If fee account is to be split between parents, please state proportion (ie: 50%, 60/40%), as per financial commitment. Both parents are to sign below.

#### Account to be addressed to:

Name

%

Address

#### Signature

Name

%

Address

#### Signature

*All parties must sign or application will be denied*

## 6. Declaration

**In dealing with this application, it may be necessary for the school to look at documents held by previous educational institutions, health care professionals or other agencies. This information will be collected, used and stored consistent with legislative requirements. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.**

I/We consent to the school gaining access to relevant information about the student to be enrolled which is held by previous educational institutions, health care professionals and other agencies. I/We understand that the school may approach these bodies directly. The information they request may include information related to any of the questions I have answered in the Application for Enrolment.

I/We have read all the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I declare that the information provided in this Application for Enrolment is to the best of my/our knowledge and belief, accurate and complete. I/We understand that if any misleading information has been provided, or there is 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.

	Parent/Guardian (1) residing with child	Parent/Guardian (2) residing with child	Parent not residing with child (if applicable)
<b>Signature</b>			
<b>Surname</b>			
<b>Given Name</b>			

**Please note:**

- Acceptance of this Application for Enrolment is subject to the approval of the school's Enrolment Panel.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).
- If this form is not complete and signatures are not in place, it will be returned for completion, which may delay this application.

# Occupation Groups

Please select the appropriate group from the following list. 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 group field on the enrolment form.

## GROUP A

### 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 B

### 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

# Occupation Groups Cont.

## 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
- **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 / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

## GROUP D

### 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, kitchen hand, 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)