



Sacred Heart College Enrolment Application

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Child's Details

Application for entry into year: 7 8 9 10 11 or 12 Year of entry to SHC: _____

Child's last name: _____ Given Names: _____

Preferred Name: _____

Home address: _____

Town: _____ State: _____ Post Code: _____

Gender: Male Female DOB: _____

Does your child have any learning, physical, or emotional difficulties that the College should be aware of?

Yes No

If yes, please specify: _____

Does your child currently have the support of an aide? Yes No NA

If yes, is this support funded? Yes No NA

Please provide all relevant documentation pertaining to previous funding applications and attach to this application.

Country of birth: Australia Other (specify): _____

Does your child or the parent/guardian speak a language other than English at home? Please specify.

Student: _____ Mother: _____

Father: _____ Guardian: _____

Is your child of Aboriginal or Torres Strait Islander origin?

Aboriginal: Yes No Torres Strait Islander: Yes No NA

How does your child travel to school? Walk Bike Driven Bus

If your child travels by bus, what is the name of the bus run? _____

What school does / did your child attend? _____

Please attach copies of latest school report and NAPLAN test results.

Siblings currently enrolled at Sacred Heart College, Yarrowonga

Name: _____

Siblings enrolled at other schools

Name: _____

Child's Religion

What religion is your child? _____

Which of the Sacraments has your child received? **Please attach proof of Baptism if applicable.**

Baptism

Reconciliation

Eucharist

Confirmation

Parent Details

Parent/Guardian 1:

Last Name: _____ Given name: _____

Relationship to child: _____

Residential Address: _____

Town: _____ State: _____ Code: _____

Postal Address: _____

Home phone: _____ Mobile: _____ Work: _____

email: _____

Religion: _____ Country of birth: _____

Occupation: _____ Place of work: _____

Work address: _____

Parent/Guardian 2:

Last name: _____ Given name: _____

Relationship to child: _____

Residential Address: _____

Town: _____ State: _____ Code: _____

Postal Address: _____

Home phone: _____ Mobile: _____ Work: _____

email: _____

Religion: _____ Country of birth: _____

Occupation: _____ Place of work: _____

Work address: _____

Student Medical Information

Child's name: _____

Date of birth: _____

Doctor: _____

Doctor's address: _____ Phone number: _____

Medicare number: _____ Ref No: _____ ExpiryDate: _____

Ambulance: Yes No Policy number: _____

Private Health Insurance: Yes No Name of provider: _____

Membership number: _____

Medical Conditions

Does your child suffer from any of the following medical conditions? If yes, please indicate

Anaphylaxis	Asthma Blackouts	Diabetes	Dizzy spells	
Fits of any kind	Heart conditions	Migraine	Sleep walking	Travel sickness

Other: Please provide details: _____

NB: Anaphylaxis and Asthma Management Plans must be attached to this application.

Does your child suffer from any allergies? Yes No

If yes, provide details: _____

Tetanus immunisation

Last tetanus immunisation? (provide month and year) _____

If over 10 years since immunisation, please arrange for a booster immunisation to be administered.

Medication

Is your child on any type of medication that needs to be administered during school hours? Yes No

If yes, please complete the following statement and supply written notification from your doctor stating dosage and time for administration of this medication.

The College is not able to provide medication of any kind. All such medication as per guidelines above must be provided by the parent or guardian.

Name of medication: _____

Dosage: _____ Time to be administered: _____

All medication must be given to the Student Administration Office, who is responsible for overseeing its distribution. Students are not to carry medication in their bags, locker or on their person.

Asthma puffers are an exception.

Please advise the College if there is any further information that we should be aware of relating to your child.

Consent For Medical Attention

I authorise the teacher in charge of my child to consent or to arrange, where it is impractical to communicate with me, for my child to receive such medical or surgical treatment as may be deemed necessary in the event of an emergency.

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____

Emergency Contacts

Persons to be contacted in an emergency if parent or guardian named above is not available.

Please provide two separate contacts.

Person 1: _____

Relationship to student: _____

Address: _____

Home phone: _____ Mobile: _____

Person 2: _____

Relationship to student: _____

Address: _____

Home phone: _____ Mobile: _____

Other Information

Are there any special circumstances that the College needs to be aware of,

e.g. Court Orders, custody arrangements etc Yes: No:

If yes, provide details: _____

Please ensure all documents are signed where indicated and that all relevant documents are attached to this application.

- Birth Certificate
- Baptism Certificate, if applicable
- If the student is here on a VISA, a copy of the VISA must be attached to this application
- Court Orders
- Asthma Management Plan
- Anaphylaxis Management Plan
- NAPLAN (most recent)
- School Report (most recent)

Parent, Guardian Education and Occupation

1: What is the highest year of primary or secondary school that parents/guardians have completed?

For persons who have never attended school, mark Year 9 equivalent or below. Circle only one section per parent/guardian.

Mother or Guardian:

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

Father or Guardian:

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

2: What is the highest level of qualification the parents or guardians have completed?

Circle only one section per parent/guardian.

Mother or Guardian:

Bachelor Degree Advanced Diploma / Diploma Certificate I to IV (include Trade certificate)

Non school qualification

Father or Guardian:

Bachelor Degree Advanced Diploma / Diploma Certificate I to IV (include Trade certificate)

Non school qualification

Parent Guardian Occupation Group

Please select the appropriate parental occupation group from the list in Schedule 1 and place the "group number" in the space provided.

- If the person is not currently in paid work, but has had a job in the last 12 months or has retired in the past 12 months, please use the person's last occupation.
- If the person has not been in paid work in the past 12 months, enter " 8 " in the line below.

What is the occupation group of the mother/guardian? _____

What is the occupation group of the father/guardian? _____

Schedule 1

List of Parental Occupation Groups

(Place group number in space provided next to question on page 2, column 1)

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

Enrolment Agreement

We are aware of the expectations of Sacred Heart College and by enrolling our child we undertake to fully support the College, its Mission and Vision.

We will:

- participate in the College's Religious Education Program and Faith Life
- respect all students and staff
- observe all school policies
- ensure the full and complete Sacred Heart College uniform is worn by the student
- ensure student attendance at all compulsory school events, e.g. swimming, athletics and cross country sporting carnivals and liturgical celebrations.

We understand that from time to time parents and/or students will be contacted to discuss issues related to academic and behavioural progress. We agree to actively participate in these discussions.

As a student enrolled at Sacred Heart College, I also support the College, its Mission and Vision and the statements outlined above.

Student's name: _____

Student's signature: _____ Date: _____

Parent/Guardian 1 name: _____

Parent/Guardian 1 signature: _____ Date: _____

Parent/Guardian 2 name: _____

Parent/Guardian 2 signature: _____ Date: _____

Financial Commitment

As the parent/guardian signing this Enrolment Application, it is important that you are aware that you are entering into a legal contract and are therefore legally bound to pay all fees and charges for the enrolled child. While enrolment at Sacred Heart College is not dependent on ability to pay fees, all families are expected to contribute to the best of their ability. Where circumstances dictate that full payment is not possible, the obligation remains with the parent/guardian to discuss this with the College Business Manager at the time of enrolment. Subsequent to enrolment, a change in circumstances does not absolve the signatory(s) from their obligation for payment. Any change impacting the financial commitment of the signatory(s) should be communicated to the College immediately.

Please note that the College uses the services of a debt collection agency to collect fees that remain unpaid.

Parent/Guardian 1 name: _____

Parent/Guardian 1 signature: _____ Date: _____

Parent/Guardian 2 name: _____

Parent/Guardian 2 signature: _____ Date: _____

Our Purpose

Sacred Heart College is a welcoming, child safe, Christian community devoted to educating the whole person whilst striving to be always faithful to its Catholic and Mercy heritage. "Show your instructions in your actions as much as you can."

Catherine McAuley

Commitment to Child Safety

All children enrolled, and any child visiting Sacred Heart College has the right to feel safe and to 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.

Our Vision

At Sacred Heart College we believe that:

- The College is a child safe learning community where students, teachers, parents and community members work in partnership to contribute to the development of the individual
- Learning in Catholic education helps individuals understand what it means to live in God's image and to serve as stewards of our community
- Education empowers individuals to be responsible for their lives and to contribute to society
- A holistic Catholic education community, in which the life-giving values of Jesus and the Catholic ethos are taught and lived, enables the integration of Faith, Life and Culture
- A dynamic and relevant Catholic education is faithful to the past but attentive to the needs of the future.

Our Graduates

Inspired by John 10:10, "I came that they may have life to the full," at Sacred Heart College our graduates should be:

- Individuals who act with honesty and integrity and who have the courage to be always faithful to themselves
- Equipped with the skills and abilities to contribute enthusiastically and successfully to the wider community
- Confident, compassionate, articulate and resilient people who are responsible and respectful
- Self-directed, life-long learners who aspire to be more rather than have more
- Environmentally and socially responsible
- Reflective, creative, and holistic thinkers who solve problems and make responsible decisions with a moral conscience informed by the Catholic tradition
- Discerning believers formed in the Catholic faith and affirmed in the Mercy tradition.

Our Commitment

I have read Sacred Heart College's statement of Purpose, Vision and Graduate Outcomes and I fully support all policies and procedures implemented to achieve them.

Student: _____ Date: _____

Parent: _____ Date: _____

