



Enrolment Application

Entry into year level (please circle) 7 8 9 10 11 12	Entry year (please circle) 2020 2021 2022
<input type="checkbox"/> New family <input type="checkbox"/> Existing family	Mid-year Enrolment Anticipated start date:

STUDENT INFORMATION

Surname: _____

Given name: _____

Preferred name: _____

Preferred name will be used for reports, certificates, class roles, etc. VCE will reference a student's legal name as supplied on birth certificate.

Date of birth: _____ **Sex:** Male Female Other
(Attach copy of birth certificate)

Home address of student: _____

Postal address (if different from street address): _____

Student mobile: _____

Order in the family (e.g. 2nd of 4 children) _____

Names of other family members currently or previously at the College:

Office Use Only

Application received date		Student code	
Application fee paid		Family code	
Data entered into SAS by		House	
Date entered into SAS		VSN	

STUDENT INFORMATION

Sacramental Information			
Student's religion		Parish Church	
Baptism date		Reconciliation date	
Confirmation date		Eucharist date	

Nationality	
Country of birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other, specify and complete next section
Does the student speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes, specify language
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait <input type="checkbox"/> Both

Citizenship Status, if not born in Australia	
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: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i>
* Please attach visa/ImmiCard/letter of notification and passport photo page.	

Student Educational Details			
Name of current school		Catholic	Government Independent (please circle)
Date of enrolment at current school		Current year level	
Address of school			
Has the student previously been enrolled in a Victorian school?			
If known, provide Victorian Student Number (VSN)			
Does the student travel to school by bus? <input type="checkbox"/> No <input type="checkbox"/> Yes - which bus run?			
If the student does not travel to school by bus, how do they get to/from school? (eg, walk, car)			

Student Medical Information

Medicare number:	Reference number:	Expiry:
Private health insurance <input type="checkbox"/> Yes <input type="checkbox"/> No	Fund:	Number:
Ambulance cover <input type="checkbox"/> Yes <input type="checkbox"/> No	Number:	

If your child has a medical condition, please summarise here (e.g. asthma, anaphylaxis).

A comprehensive Student Medical Form will be forwarded for completion upon enrolment acceptance.

Immunisation

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunization history statement for your child (visit myGov) and provide it to the College with this enrolment form.

Immunisation history statement attached Yes No If no, please provide explanation

Emergency Contacts (other than a parent/guardian)

Please give the name and number of a person who will act as a contact should your child become ill at school.

	Emergency contact 1	Emergency contact 1
Name of emergency contact		
Phone number of emergency contact		
Relationship to student (e.g. grandparent)		
Contact's address		

Student Support Services		
Do you give permission for your current school to forward relevant information about the student's learning to assist with the student's transition to SHC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the student currently receive assistance for their learning? (If yes, please provide details below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student eligible or currently receiving National Disability Insurance Scheme (NDIS) support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the student require any assistance from student support services (e.g. Wellbeing, Allied Health)? (If yes, please provide details below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have a diagnosis? (If yes, please provide details/mental health plan/care plan below & attach supporting documents)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any other information about the student's learning and care that should be taken into account in our planning for his/her possible enrolment and transition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to any of the questions above, please provide details here.		
If yes, is your child aware of his/her condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has, or is, your child accessing any specialist support services?		
<input type="checkbox"/> Paediatrician	<input type="checkbox"/> Psychologist	<input type="checkbox"/> Psychiatrist
<input type="checkbox"/> General Practitioner/Doctor	<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Speech Therapist
<input type="checkbox"/> Childfirst	<input type="checkbox"/> Headspace	<input type="checkbox"/> Other
If other, please specify		
<p><i>Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school 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.</i></p>		

FAMILY INFORMATION

Parent/Guardian Information		
	Parent/Guardian 1	Parent/Guardian 2
Surname of Parent/Guardian		
Given names of Parent/Guardian		
Preferred Name		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth		
Relationship to student		
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> De facto	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> De facto
Street Address		
Town, State, Postcode		
Mobile phone number		
Preferred email for contact		
Work phone		
Occupation		
Employer		
Religion		
Country of Birth		
Nationality		
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes, language:	<input type="checkbox"/> No <input type="checkbox"/> Yes, language:
Do you have a Health Care?	<input type="checkbox"/> No <input type="checkbox"/> Yes, number:	<input type="checkbox"/> No <input type="checkbox"/> Yes, number:
	Highest level of secondary education? <input type="checkbox"/> Year 9 or equivalent / below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent Highest level of qualification? <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate / Trade <input type="checkbox"/> No non-school qualification Occupational Group (see next page) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Highest level of secondary education? <input type="checkbox"/> Year 9 or equivalent / below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent Highest level of qualification? <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate / Trade <input type="checkbox"/> No non-school qualification Occupational Group (see next page) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

OCCUPATION GROUP DEFINITIONS

GROUP 1

Senior Management in large business organisation, government administration, defence, and qualified professionals

Senior Executive/Manager/ Department Head
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 & associate professionals

Owner/Manager
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 four year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group

Clerks
bookkeeper, bank/Post Office clerk, statistical/actuarial clerk, accounting/claims/sudit 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 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, 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 & 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

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

LIVING ARRANGEMENTS

Dual living arrangements

Where a student lives with both parents in separate residences, both parents will be regarded by the College as 'residential parents'. If applicable, please indicate percentage of dual living arrangements, e.g. 50 / 50

Court Orders

Are there any Court Orders/Parenting Agreements relating to the powers and responsibilities of the parents in relation to the child or access to the child? No Yes

Attach copy of Court Order

OTHER INFORMATION

Parent Access Module (PAM)

Parent Access Module (PAM) is a web-based software that allows parents and guardians to access students':

- Latest results and marks
- Courses (including homework and assessment tasks)
- Attendance
- Timetables
- School Reports
- Medical Information – Upload/Viewing/Confirmation (refer to our Collection Notice and Privacy Policy)
- Excursion Information and Permissions

Both parents have a right to access their child's reports unless there are court orders stating contrary arrangements.

Please indicate who you would like to have access to the PAM details

	Parent/Guardian 1	Parent/Guardian 2	Other (if more than two guardians)
Latest results and marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion information & permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LOCAL EXCURSIONS

As part of the Learning and Teaching programs Sacred Heart College, students will be required to undertake off-campus excursions to venues in the local Yarrowonga/Mulwala area. In most subject areas off-campus activities will be irregular, however, Physical Education / VET / VCAL classes may be off-campus on a more regular basis.

Students will walk or travel by bus to the venues. Qualified supervision, appropriate to the activity being undertaken, will be provided at all venues and staff will have access to relevant medical information should first aid or medical attention be required.

All local off-campus excursions are assessed against the College's Excursion Policy so that legal staff/student ratios and risk management procedures are followed. A separate information letter and permission note will be provided for activities that are assessed to carry a higher degree of risk, or are more than a couple of hours in duration.

I hereby give consent for the student named on this form to attend local off campus excursions as outlined in the attached information notice. I also acknowledge that this consent will remain in effect for the duration of my child's enrolment at Sacred Heart College unless otherwise notified in writing.

Students will walk to, ride a bike to or travel by bus to the nominated venue. Where I am unable to be contacted or it is otherwise impracticable for me to be contacted, I authorise the staff member in charge of the excursion to:

- Consent to the student named on this form receiving medical or surgical assistance as recommended by a medical practitioner in the event of any illness or accident
- Administer or consent to such first aid as the teacher in charge of the excursion may consider necessary in the event of any illness or accident.

I accept all risks involved in the administration of medical, surgical or first aid treatments considered necessary and the responsibility for payment of all expenses incurred in relation to such treatment and any emergency transportation required.

I am aware of the College's Code of Conduct for behaviour on excursions and accept that my child may be returned early from the excursion or activity in the event of serious misbehaviour.

Parent 1 signature _____

Parent 2 signature _____

MEDIA CLEARANCE

At certain times throughout the year, students may have the opportunity to be photographed or filmed for school publications such as the College newsletter, website and social media, or to promote the school in newspapers and other media forms.

Catholic Education Sandhurst (CES) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use photographs and or videos in print and online promotional, marketing, media and educational materials.

- I give permission for my child's Name Photograph Recording to be published on the school website, in social media, promotional materials, newspapers and other media.
- I authorise CES/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CES/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CES/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

LICENSED UNDER NEALS: The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [insert school web address].

Parent 1 signature _____

Parent 2 signature _____

TERMS & CONDITIONS OF ENROLMENT

1. Enrolment

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

- a. names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
- b. names of emergency contacts and their details;
- c. information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- d. medical conditions;
- e. specific residence arrangements;
- f. parenting agreements or court orders, including any guardianship orders
- g. nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable;

After lodgment of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have.

2. Fees

- 2.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 2.2. The fees must be paid for a child to continue to be enrolled at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 2.3. The school may at its sole discretion determine not to continue an enrolment for the following school year should fees and other compulsory charges remain outstanding for greater than six months.

3. Terms of enrolment regarding acceptable behaviour

- 3.1 The school community recognizes that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 3.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a) promote the values of honesty, fairness and respect for others
 - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c) maintain good order and harmony
 - d) affirm cooperation as well as responsible independence in learning
 - e) foster self-discipline and develop responsibility for one's own behaviour.
- 3.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 3.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

4. Terms of enrolment regarding provision of accurate information

- 4.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 4.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school with any additional information as may be requested, including copies of documents such as

medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

4.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

4.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

5. Assessment and updates

5.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

ENROLMENT AGREEMENT

I acknowledge that I understand and accept the terms and conditions of enrolment. I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as per the payment methods provided by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties. I understand that the signatories below are joint & severally liable for school fees incurred during the student's time at the College.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their 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.
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent/Guardian 1 signature:		Date:
Parent/Guardian 2 signature:		Date:

Thank you for your interest in applying for enrolment for your child at Sacred Heart College.

Please return this agreement to reception, 30 Witt Street, Yarrawonga
or post to PO Box 286, Yarrawonga VIC 3730.

Please call 03 5742 1300 if you have questions.

The College will not process this agreement until the following checklist has been completed.

A non-refundable enrolment fee of \$50 is payable on submission of the Application Form.

CHECKLIST

- Birth Certificate**
- VISA & Citizenship documents (if applicable)**
- Immunisation History Statement**
- Court Order (if applicable)**
- PAM Access delegation**
- Enrolment Agreement Signed**