



## APPLICATION FOR ENROLMENT

### St Mary's School, Rutherglen

St. Mary's School

High Street

PO Box 146

Rutherglen 3685

Telephone: (02) 6032 9284

email: [principal@smrutherglen.catholic.edu.au](mailto:principal@smrutherglen.catholic.edu.au)



#### FAMILY DETAILS:

Family Name .....

Address.....

.....

Postcode .....

Parish .....

Please return your signed application along with:-

- A copy of your child's full Birth Certificate
- A copy of your child's immunisation Certificate
- Existing family court orders (if applicable)

Home phone .....

Mobile.....

(for school SMS messages re excursions/sickness/emergency, etc.)

Email address.....

(for newsletters etc.)

No. of children in family .....

#### Student Name

.....

Year of Enrolment .....

Grade .....

Please insert a passport sized photo of your child

# Enrolment Policy

The Catholic School offers choice in education by making schooling based on the Catholic ethos available to those who seek it. Any parent is welcome to apply for enrolment at St Mary's and places will be allocated according to the following principles.

## ***Aims***

- To make Catholic Education available to all who seek it.
- To encourage parents to make an informed decision regarding their choice of school.
- To meet the needs of parents and children in their choice of school.
- To facilitate a smooth transition into primary school.

## ***Guiding Principles***

- Families wishing to enrol at St Mary's are expected to support the aims and expectations of all school policy statements.
- An academic, intellectual or physical capacity and behaviour criteria is not used as part of the enrolment decision-making process.
- Our school welcomes families who wish to enrol a child with additional learning needs and we will do everything reasonably practical to accommodate the child's needs.
- Whilst the school's primary aim is to provide a Catholic Education to Catholic families, families of other denominations are encouraged to apply for enrolment and places will be allocated in the following order:
  1. Baptised children of Catholic families
  2. Siblings of currently enrolled non-Catholic children
  3. Christened children of non-Catholic denominations
  4. Children not in the above 1, 2 & 3 groupings.

**Note:** The final decision regarding the acceptance of enrolment applications lies with the Parish Priest.

## ***Organisation***

1. Up to date editions of the School Information handbook and Application Enrolment Forms will be available on the School Open Day, the school Website and upon request.
2. Applications for enrolment will be advertised through the school newsletter, Parish Bulletin and local kindergartens prior to the Open Day.
3. Parents are asked to attend an interview with the Principal prior to an application being accepted.
4. A letter of invitation to inspect the school will be sent to families of eligible school age children (**5 yrs old before 30<sup>th</sup> April**) before the school Open Day.
5. For organizational purposes students for the coming year should be enrolled by the beginning of the fourth term.
6. New Foundation children will be invited to a school transition program to be held during fourth term (4 mornings). Parents will attend a meeting with the Principal on the last morning.
7. Enrolment applications close by the beginning of Term 4.
8. Enrolment policy will be implemented in accordance with the Sandhurst School Education Board Policy and Guidelines for Enrolment.

## STUDENT DETAILS:

Surname ..... Christian Names .....

VSN (Victorian Student Number) ..... \*\*

\*\* Note: Prep children and children from other States will have a VSN allocated to them from the Victorian Government upon enrolment. This VSN will be used throughout the child's education.

Date of Birth ...../ ...../ ..... Age ..... Gender: Male/Female

Position in Family ..... Nationality .....

Commencement Date ...../ ...../ ..... Year Level .....

---

Previous School or Pre-School attended .....

Year Level (Previous School) .....

Permission to contact previous School or Pre-School Yes ☐ No ☐

Transport to School .....(if bus, which one?)..... Km.....

Religion .....

Has your child been immunized? Yes ☐ No ☐ Date ..... (Please attach Immunisation Certificate)

Does your child speak a language other than English at home? ☐ No, English only ☐ Yes

If Yes, other, please specify..... (If more than one language, indicate the one that is spoken most often)

Is your child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes, Aboriginal
	<input type="checkbox"/>	Yes, Torres Strait Islander
	<input type="checkbox"/>	Yes, both Aboriginal & Torres Strait Islander

## Family Notes

(details we should know, e.g. Custody orders - please attach, family situations, etc.)

## Medical Information

Member of Ambulance Service ☐ Yes ☐ No

Name of Doctor ..... Phone .....

Address .....

**Any medical conditions:** Asthma, Dietary, Allergy, Anaesthetic, Phobias, etc.

Asthmatics must provide a management plan signed by their Doctor

**Any Learning Difficulties:** Autism, ADHD, etc.

## Other Children in family

Name ..... Date of Birth .....

School/Occupation.....

Name ..... Date of Birth .....

School/Occupation.....

Name ..... Date of Birth .....

School/Occupation.....

## Emergency Contacts

Name ..... Relationship to child .....

Home Phone ..... Work Phone ..... Mobile .....

Name ..... Relationship to child .....

Home Phone ..... Work Phone ..... Mobile .....

Name ..... Relationship to child .....

Home Phone ..... Work Phone ..... Mobile .....

Name ..... Relationship to child .....

Home Phone ..... Work Phone ..... Mobile .....

## Mother's/Guardian's Details

First Name ..... Surname .....

Marital Status ..... Country of Birth .....

Address (if different from Family Address) .....

Home Phone ..... Mobile ..... Religion .....

Occupation ..... Employer's name .....

Business Phone ..... Email Address .....

Will you be responsible for the payment of School Fees? Yes ☐ No ☐

### Supplementary Enrolment Form Mother/Guardian details

Q1. Does the mother/guardian speak a language other than English at home?

No, English only ☐

Yes, other - please specify

Q2. What is the **highest** year of primary or secondary school the mother/guardian has completed? *Tick one box only (for persons who have never attended school, mark Year 9 or equivalent or below'.)*

Year 12 or equivalent ☐

Year 11 or equivalent ☐

Year 10 or equivalent ☐

Year 9 or equivalent or below ☐

Q3. What is the level of the **highest** qualification the mother/guardian has completed? *Tick one box only*

No non-school qualification ☐

Certificate I to IV (including trade certificate) ☐

Advanced Diploma/Diploma ☐

Bachelor degree or above ☐

Q4. What is the **occupation** of the mother/guardian? If the mother/guardian 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 mother/guardian has not been in paid work in the last 12 months, enter 'N'.

Occupation Group letter

(Please select the appropriate occupation group letter from the list on the back of this form.)

Signed .....

Date .....

## Father's/Guardian's Details

First Name ..... Surname .....

Marital Status ..... Country of Birth .....

Address (if different from Family Address) .....

Home Phone ..... Mobile ..... Religion .....

Occupation ..... Employer's name .....

Business Phone ..... Email Address .....

Will you be responsible for the payment of School Fees? Yes ☐ No ☐

### Supplementary Enrolment Form

#### Father/Guardian details

Q1. Does the father/guardian speak a language other than English at home?

No, English only

☐

Yes, other - please specify

Q2. What is the **highest** year of primary or secondary school the father/guardian has completed? *Tick one box only (for persons who have never attended school, mark Year 9 or equivalent or below').*

Year 12 or equivalent

☐

Year 11 or equivalent

☐

Year 10 or equivalent

☐

Year 9 or equivalent or below

☐

Q3. What is the level of the **highest** qualification the father/guardian has completed? *Tick one box only*

No non-school qualification

☐

Certificate I to IV (including trade certificate)

☐

Advanced Diploma/Diploma

☐

Bachelor degree or above

☐

Q4. What is the **occupation** of the father/guardian? If the father/guardian 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 father/guardian has not been in paid work in the last 12 months, enter 'N'.

Occupation Group letter

(Please select the appropriate occupation group letter from the list on the back of this form.)

Signed .....

Date .....

**Address for correspondence/accounts**

Street Address .....

Town/City .....

State .....

Postcode .....

**Or**

Post Office Box .....

Town/City .....

State .....

Postcode .....

**PARENT DECLARATION**

If my child is enrolled at this school I will abide by the conditions of enrolment. In particular I accept that:-

- My child will be educated in the Catholic faith within a Christian educational environment.
- My support of school staff and co-operation concerning school activities is essential.
- I will be responsible for the payment of School Fees and Levies associated with the education of my child.

**Accidents:** In the case of an injury being sustained by my child, I desire that a doctor be called if it seems advisable in the opinion of the Principal, or Acting Principal, of the school. In the case of emergency the school will contact an ambulance if necessary, and any cost will be incurred by me.

**Signatures**

.....

Date.....

**Mother/Guardian**

.....

Date.....

**Father/Guardian**

Any other comments:

.....

.....

.....

.....

.....

.....

## Occupation Group - Question 4

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 code' field on the enrolment form.

### List of Parental Occupations

#### Occupation Group A

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

**Senior Executive/Manager/Departmental Head** in industry, commerce, media or other large organisations

**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 a 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)

#### Occupation 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 & support managers & 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 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

#### Occupation 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]