



# St Mary's Primary School

45 – 49 King Edward Street (P.O. Box 251)

Cohuna 3568

Tel: 03 5456 2062

E-mail :principal@smcohuna.catholic.edu.au

## LEARNER ENROLMENT

OFFICE USE ONLY

Name of Child:

Student Code:

Family Code:

### Family Mailing Details

Family Surname

Mail to  
[eg Mr & Mrs Smith]

Address

Suburb/City

Post Code

Postal Address (if Different to above)

Family Phone Number

Other

Current Parish

Office Use Only: FFlag

### Child Details

First Name

Commencement Year or Date

Middle Name

1<sup>st</sup> Australian School Year (eg: 2001):

Surname

Previous School

Year Level

Preferred Name

Religion

Sex  Male  Female (please tick one)

Nationality

Place of Birth

Does the learner speak a language(s) other than English at home? Yes  No  If Yes  Please List Below:

Country of Birth

Date of Birth

1. 2.

Year eg: Kinder, Year 7

Office Use Only: FFlag

**Victorian Student Number (VSN) If Known:** \_\_\_\_\_

If your child has previously been enrolled at a Victorian School they will have a 9 Digit VSN. Please provide this number if it is known to you.

**Indigenous Identifier** Aboriginal \ Torres Strait Islander: Yes  No  (If Yes, please tick  one below)  
 Aboriginal  Torres Strait Islander  Both Aboriginal & Torres Strait Islander

**Visa Learner** - Is the Learner a Visa Learner? Yes  No  (Go to next section)

#### Office Use Only:

Residence Status:  Permanent  Non Permanent  Refugee

Visa Sub 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  BRVS  RSVS  ETV  LBOTE  ESLASSIST  NA\CIEC  CSS  SSCL  OHS

Medical Details	
Doctor's Name	Telephone No:
Learner's Medicare No: _____ Ref: _____ Expiry Date: ____ / ____ / ____	Date of Last Tetanus Injection/Booster ____ / ____ / ____
<b>Immunisation</b>	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Health Fund / Hospital Cover</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Fund Name _____ Number _____
<b>Ambulance</b>	Ambulance Member Number : _____
<b>Health Care Card</b>	Health Care Card No : _____ Expiry : _____
<b>Allergies / Medical Alert</b>	Please specify <b>any allergies/ medical alerts</b> relating to the Learner applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc).
<b>Head Lice Check</b>	I give permission for my child to take part in regular Head Lice Checks at the school Yes <input type="checkbox"/> No <input type="checkbox"/>

Special Needs					
Indicate whether the learner applying for enrolment has any known or suspected <b>special needs</b> (please tick <input checked="" type="checkbox"/> Yes or No for each of the following)					
Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Allergies Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please provide <b>full details</b> of those needs and any assessment/intervention/support that he/she may be currently receiving ( <b>Supporting documentation must be provided</b> ).					
<b>If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the learner. The school will regularly assess its ability to provide adequate services for these needs.</b>					
_____					
_____					
_____					
_____					
_____					
_____					

Parish/Sacramental Details			
Sacrament	Date Received	Parish Where Sacrament Received	Copy of Certificate supplied
Baptism			Yes /No
Reconciliation			
Eucharist			
Confirmation			

## Parent / Guardian - Contact Details

Details	Father/Carer – Residing at Same Address	Mother/Carer – Residing at Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Sex		
Address – Street		
Postal Address (if different to above)		
Suburb & Post Code		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Fax		
Mobile		
Email Address		
Occupation		
Employer		
Employer's Address		
Street / Postal		
Suburb / Postcode		
Employer's Phone Number		
Occupational Group (Refer to insert "List of Parental Occupations)	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <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"/>	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"/>	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(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below:  1.  2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below:  1.  2.
Country of Birth		
Nationality		
Religion		
<b>SIGNATURE</b>		
<b>Office Use Only:</b> FP	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Office Use Only:</b> CPD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Details for Non- Custodial Parent (If Applicable)		Emergency Contact
Details	Non Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Learner's Home Address	Please nominate a person <b>other than a parent</b> 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.		
Email Address		N/A
Relationship to Learner		
Employer		N/A
Employer's Address Street / Postal Suburb / Postcode		
Employer's Phone Number		
Occupation		
Occupational Group (Refer to insert "List of Parental Occupations)	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		
<b>SIGNATURE</b>		N/A
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling learner?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)	N/A
<b>Office Use Only:</b> FP	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Office Use Only:</b> CPD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Children in Family at Catholic Systemic Schools**

(Please list below all children in the family attending Catholic Systemic Schools)

	<b>Full Learner Name</b>	<b>School Year</b>	<b>Birth Order</b>	<b>School Attending</b>
Child			1	
Child			2	
Child			3	
Child			4	

**Total Number of Children in Family:** \_\_\_\_\_ **Position in Family** (e.g. eldest, middle, youngest) \_\_\_\_\_

**Sibling Names & Ages (If not listed above):** \_\_\_\_\_

**Working With Children Check and National Police Check**

<b>WORKING WITH CHILDREN CHECK</b>		<b>YES/NO</b>	
Name	No		Expiry
Name	No		Expiry
<b>NATIONAL POLICE CHECK</b>		<b>YES/NO</b>	
Name	No		Expiry
Name	No		Expiry

**School Privacy Information**

1. The school (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses appropriate information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, our diocese and the parish – St Mary's, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment on your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. (On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.)
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Learners may also seek access to personal information about them. However, there will 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 pupil, or where pupils have provided information in confidence.
9. We will include your contact details in a class list for staff and in our school directory for staff use only.
10. If you provide the School with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that 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 the information to third parties.



**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

**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]

**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, 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]