



ENROLMENT APPLICATION 2022

Family Name: _____

Student Name: _____

Office Use Only

Date received: _____

Student Code: _____

Enrolment Date: _____

Family Code: _____

Year Level commencing: _____

VSN: _____

Sports House: _____

Copies of Certificates supplied:

Birth

Baptism

Immunisation

Eucharist

Confirmation

FAMILY MAILING DETAILS

Family Surname		
Mail to [eg Mr and Mrs Smith]		
Address	Suburb/City	Postcode
If your child doesn't live in the Parish of St Mary's Altona, please supply a letter letting us know why you'd like to attend St Mary's.		
Living with both parents? Yes <input type="checkbox"/> No <input type="checkbox"/>	Custody Arrangements / Court Orders Yes <input type="checkbox"/> No <input type="checkbox"/> (please attach copies)	

STUDENT DETAILS

First Name	<i>I give permission for St Mary's Altona staff to contact kindergarten / previous school to discuss my child's progress and to obtain relevant records</i>
Middle Name	
Surname	
Preferred Name	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	Signature: _____ Date: __/__/__
Date of Birth	Kindergarten <input type="checkbox"/> / Previous School (if applicable) <input type="checkbox"/>
Entry Year Level P 1 2 3 4 5 6 <small>If transferring from another school, please complete a <i>Consent to Transfer Information</i> form (available from the Office)</small>	Business Name
Commencement Year	Address
Religion: <small>If not Catholic, please supply a letter letting us know why you'd like a Catholic education for your child.</small>	Contact Number
Student Home Address	
Home / Mobile Number	
Nationality: In which country was your child born? Australia <input type="checkbox"/> Other <input type="checkbox"/> Which country? _____ Australian Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does your child speak any language other than English? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what language?
Does your child attend language school? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Language School
If yes, language being studied?	
Is your child of Aboriginal and/or Torres Strait Islander origin? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please select (one or both) Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>	
Does your child have a Visa? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please attach documentation)	
Residence Status: Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee <input type="checkbox"/>	
Date of Arrival in Australia	Visa Number
Visa Sub Class	Visa expiry date

SACRAMENTAL DETAILS

Sacrament	Date Received	Parish Received	Certificate Attached
Baptism			Yes <input type="checkbox"/>
Reconciliation			Yes <input type="checkbox"/>
Eucharist			Yes <input type="checkbox"/>
Confirmation			Yes <input type="checkbox"/>

MEDICAL INFORMATION

Doctor's Name		Phone Number	
Medicare Number	Private Health Fund	Health Care Card Number	
Expiry Date	Membership Number Expiry Date	Expiry Date	
Medical Conditions Does your child suffer from any of the following: Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> ADHD <input type="checkbox"/> Heart Condition <input type="checkbox"/> Eczema <input type="checkbox"/> Other <input type="checkbox"/> <div style="text-align: right;">Please specify:</div>			
If your child has Asthma, medication must be supplied to the school along with an Asthma Management Plan			
Allergies Is your child allergic to any of the following: Peanuts <input type="checkbox"/> Walnuts <input type="checkbox"/> Tree nuts <input type="checkbox"/> Milk <input type="checkbox"/> Bee stings <input type="checkbox"/> Fish <input type="checkbox"/> Eggs <input type="checkbox"/> Band-aids <input type="checkbox"/> Others, please specify:			
Anaphylaxis Does your child have an epipen/anapen? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If your child has Anaphylaxis/Allergies, medication must be supplied to the school along with an Anaphylaxis/ Allergy Management Plan			
Ambulance Cover Yes <input type="checkbox"/> No <input type="checkbox"/> Membership Number:			
<i>I authorise the teacher in charge to allow my child to receive such medical or surgical treatment as may be deemed necessary where it is impractical to communicate with me.</i>			
Signature:		Date:	

ADDITIONAL NEEDS

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into St Mary's Altona. It will assist us to develop appropriate strategies to meet your child's particular needs. We ask that you provide us with as much information as you can.

Does your child have:		
Autism <input type="checkbox"/>	Behaviour Disorders <input type="checkbox"/>	Hearing Impairment <input type="checkbox"/>
Intellectual Disability <input type="checkbox"/>	Language Disorders <input type="checkbox"/>	Mental Health Issues <input type="checkbox"/>
ADD / ADHD <input type="checkbox"/>	Vision Impairment <input type="checkbox"/>	Acquired Brain Injury <input type="checkbox"/>
Giftedness <input type="checkbox"/>	Other (Please specify) <input type="checkbox"/>	
Has your child ever seen a:		
Behavioural Psychologist <input type="checkbox"/>	Paediatrician <input type="checkbox"/>	
Educational Psychologist <input type="checkbox"/>	Speech Pathologist <input type="checkbox"/>	
Psychologist <input type="checkbox"/>	Occupational Therapist <input type="checkbox"/>	
Audiologist <input type="checkbox"/>	Other specialist <input type="checkbox"/>	
Please provide contact details for the relevant specialists:		
If your child has any additional learning needs as listed above, please provide the contact details for current specialists and attach any relevant documentation regarding their diagnosis/diagnoses <i>I give permission for St Mary's Altona staff to contact the Professional/s listed above to discuss my child's needs and to obtain any relevant reports / documentation.</i>		
Signature:		Date:

PARENT DETAILS

Contact

Details	Father	Mother
Title		
First Name		
Preferred Name		
Last Name		
Address (No. & Street)		
Suburb / Postcode		
Home / Mobile Number		
Work Phone Number		
Occupation Group <small>(see School Family Occupation index)</small>	Occupation: _____ N <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	Occupation: _____ N <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>
Employer Name		
Job Title		
Mobile Number		
Email Address		

HOME CARE ARRANGEMENTS

Living with both parents <input type="checkbox"/>	Single parent: Mother <input type="checkbox"/> Father <input type="checkbox"/>
Living in a step family <input type="checkbox"/>	Shared parenting (please specify arrangements)
Guardian <input type="checkbox"/>	Out-of-Home Care
Family Status: Married <input type="checkbox"/>	Separated <input type="checkbox"/> Divorced <input type="checkbox"/> DeFacto <input type="checkbox"/>

OTHER SIBLINGS

Name	School/Pre-school	Year/Grade	Date of Birth

Education

Highest Year of School Education	Year 9 or below <input type="checkbox"/>	Year 9 or below <input type="checkbox"/>
	Year 10 or equivalent <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>
	Year 11 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>
	Year 12 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
Level of Highest Qualification	No non-school qualification <input type="checkbox"/>	No non-school qualification <input type="checkbox"/>
	Certificate I – IV (including trade) <input type="checkbox"/>	Certificate I – IV (including trade) <input type="checkbox"/>
	Advanced Diploma / Diploma <input type="checkbox"/>	Advanced Diploma / Diploma <input type="checkbox"/>
	Bachelor Degree or above <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/>
Do you speak any other language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what language? _____	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what language? _____
Australian Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Country of Birth		
Nationality		
Residence Status	Permanent <input type="checkbox"/>	Permanent <input type="checkbox"/>
	Non Permanent <input type="checkbox"/>	Non Permanent <input type="checkbox"/>
	Refugee <input type="checkbox"/>	Refugee <input type="checkbox"/>
Religion		

EMERGENCY

Details	Emergency Contact 1	Emergency Contact 1
Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted.		
Title		
First Name		
Last Name		
Address (No & Street)		
Suburb / Postcode		
Home Phone Number		
Business Phone Number		
Mobile Phone Number		
Relationship to Child		

FINANCIAL INFORMATION

Name of person who will be responsible for paying accounts	
Name: :	_____
Address: :	_____ Postcode: _____
Email Address:	_____
Do you hold a current Health Care Card?	Yes <input type="checkbox"/> No <input type="checkbox"/>
School Fees:	
<i>I/We agree to honour the financial commitments required each year by the school as per the Schedule of Fees.</i>	
Signature:	Date:

PRIVACY POLICY

School

All personal information collected from our families is used and stored in accordance with our Privacy Policy and Collection Notice. These documents are readily available on our website.

If you have any queries about the storage and use of your personal details, please contact us.

Parish

The school will share enrolment information with the Parish for Sacrament preparation purposes. To acknowledge your understanding of this, please sign below:

Signature: _____

Date: _____

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

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.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

Qualified 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, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts / media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**

- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

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.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Explanatory Statement

1. Preamble

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

2. Enrolment

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2. 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.

<ul style="list-style-type: none">• evidence of your child's date of birth, e.g. birth certificate, passport	<ul style="list-style-type: none">• information about the language(s) your child speaks and/or hears at home
<ul style="list-style-type: none">• religious denomination	<ul style="list-style-type: none">• nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
<ul style="list-style-type: none">• names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	<ul style="list-style-type: none">• doctor's name and telephone number
<ul style="list-style-type: none">• names of emergency contacts and their details	<ul style="list-style-type: none">• 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.)
<ul style="list-style-type: none">• specific residence arrangements	<ul style="list-style-type: none">• parenting agreements or court orders, including any guardianship orders

- 2.3. After lodgement of this 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. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by the parish priest, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
 - a) Catholic children who are residents of the parish
 - b) Catholic children who do not reside in the parish but are recognised as parishioners by the parish priest
 - c) Catholic children from other parishes (for pastoral reasons)
 - d) children from non-Catholic Eastern churches who reside in the parish
 - e) children from non-Catholic Eastern churches who reside outside the parish
 - f) other Christian children who reside in the parish
 - g) other Christian children who reside outside the parish
 - h) non-Christian children who reside in the parish
 - i) non-Christian children who reside outside the parish.

3. Fees

- 3.1. 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.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment 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.

4. Enrolment under minimum school entry age

- 4.1. Catholic Education Melbourne Enrolment for Schools Policy 2.4 is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Melbourne via the 'Application for Early Age Entry to School'.
- 4.2. In the rare situations where:
 - a) a parent/guardian seeks enrolment of a child under the minimum starting age
 - b) the principal supports the enrolment of that child at the school

the approval of the Executive Director of Catholic Education Melbourne is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. Child safe environment

- 5.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 5.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 5.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 5.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 5.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
 - a) Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
 - b) Catholic Education Melbourne's child safety page www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx.

6. Terms of enrolment regarding acceptable behaviour

- 6.1. Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises 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.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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.

7. Terms of enrolment regarding conformity with principles of the Catholic faith

- 7.1. As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

8. Terms of enrolment regarding provision of accurate information

- 8.1. 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.
- 8.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, 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.
- 8.3. 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.
- 8.4. 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.

9. Enrolment for children with additional needs

- 9.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
 - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
 - d) any limitations on the school's ability to provide the additional assistance requested.
- 9.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 9.3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
 - a) the additional assistance remains necessary and/or appropriate to the child's needs
 - b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
 - c) it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

10. Assessment and updates

- 10.1. 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.

Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, 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 required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- 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
- I will participate in a working bee once a year or make a financial contribution
- 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 1/Guardian 1 signature:		Date:
Parent 2/Guardian 2 signature:		Date:

Photo Permission

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

Melbourne Archdiocese of Catholic Schools (MACS) and the Catholic Education Commission of Victoria Ltd(CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video and name for the above purposes.
Please indicate below what your child's photograph and name can be used for.

****For questions relating to MACS/CECV the following applies:**

Licensed under NEALS: The photograph/video 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.

These preferences will remain in place for the duration of your child's time at St Mary's unless you inform us otherwise.

You may change your preferences at any time by contacting the school.

Each year, you will be sent a notification reminding you that you may change your current preferences.

My child's PHOTOGRAPH can appear in the school newsletter, which is published onto the School Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's NAME can appear in the school newsletter, which is published to the School Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's PHOTOGRAPH can appear on the School Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's NAME can be published to the School Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's PHOTOGRAPH/VIDEO can appear on the St Mary's Primary School Facebook page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's NAME can be published to the St Mary's Primary School Facebook page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's PHOTOGRAPH can appear on promotional materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's NAME can appear on promotional materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's PHOTOGRAPH/VIDEO can appear in newspapers or other media	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child's NAME can appear in newspapers or other media	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I authorise the MACS/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the MACS/CECV's promotional, marketing, media and educational purposes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I give permission for a photograph/video of my child to be used by the MACS/CECV in the agreed publications without acknowledgment, remuneration or compensation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature: _____

Date: _____