



Sacred Heart Parish School

11 Fernhill Road
Sandringham 3191

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E-mail: admin@shssndhm.melb.catholic.edu.au

Principal: Miss Erin Macdonald Parish Priest: Fr Frank O'Loughlin

A registration fee of \$50.00(non refundable) must accompany the Application for Enrolment. Cheques to be made payable to Sacred Heart Parish School.

The Application for Enrolment does not constitute an offer of a place.

Copies of Child's Birth, Baptism, Immunisation and any Court Orders or related information regarding the custody of your child must accompany this form. (Enrolments other than Prep must submit a recent copy of the student's School Report.**)**

APPLICATION FOR ENROLMENT

PLEASE COMPLETE ALL UNSHADED AREAS

PLEASE PRINT CLEARLY

Family Mailing Details	
Family Surname	Mail to [eg Mr & Mrs Smith]
Address	Suburb/City Post Code
Family Phone Number	Other Phone
Email:	
Current Parish	Office Use Only: FFlag
VSN (Victorian Student Number):	
Or tick NEW(if Prep or new to Victoria): <input type="checkbox"/>	

Student Details	
First Name	Commencement Year or Date
Middle Name	1 st Australian School Year (eg: 2001):
Surname	Previous School Year Level
Preferred Name	Religion
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Nationality
Date of Birth / /	Does the student 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:
Country of Birth	1. 2.
Name of Kinder/Day Care facility: (If enrolling to start school)	Name of previous school: (If already started school)

Indigenous Identifier Aboriginal \ Torres Strait Islander: Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please tick <input checked="" type="checkbox"/> one below) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres Strait Islander

Visa Student: Is the Student a Visa Student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Residence Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee	Visa Sub Class
Date of Arrival in Australia	Visa Number
Passport Number	Visa Expiry Date
Office Use Only:	Office Use Only:
OSHC Membership Number	OSHC Expiry Date
Confirmation of Enrolment – Course Code	Course Description
Confirmation of Enrolment Number	Course Start Date Course End Date
OS <input type="checkbox"/> BRVS <input type="checkbox"/> RSVS <input type="checkbox"/> ETV <input type="checkbox"/> LBOTE <input type="checkbox"/> ESLASSIST <input type="checkbox"/> NA\CIEC <input type="checkbox"/> CSS <input type="checkbox"/> SSCL <input type="checkbox"/> OHS <input type="checkbox"/>	

Medical Details	
Doctor's Name	Phone Number
Student's Medicare Number	Date of Last Tetanus Injection/Booster
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc).
Immunisations	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact Details		
Details	Non Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	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		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		
Employer		N/A
Occupation		
Occupational Group <i>(Refer to last page "Parent Occupation Definitions")</i>	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		
SIGNATURE		
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)	N/A
If any changes to a Family Court Order occur at any time while your child is enrolled at the school, this must be advised in <u>WRITING</u> as soon as possible complete with a copy of the updated court orders.		

OFFICE USE ONLY	
Date application received: / /	Baptism Cert: Yes/No
New Family: Yes/No	Birth Cert: Yes/No
Enrolment Fee Paid: Yes/No	Imm. Cert: Complete Incomplete Not received
Visit Parish Priest confirmed: / /	
Out of Parish application: Yes/No	VSN: NEW UNKNOWN NUMBER: _____
Clearance given: / /	
Authorised by:	
FOLLOW UPS REQUIRED:	

AGREEMENT (MUST BE COMPLETED FOR APPLICATION TO BE PROCESSED)

Please read this page thoroughly, complete as appropriate and sign below – all enrolment forms must be signed by both parents or all custodial guardians before enrolment can be considered.

1. I/We have read and agree to the conditions outlined in the following policies (please tick all boxes as read):

- a) Fees and Charges Schedule (as per Prospectus)
- b) Enrolment Policy (as per Prospectus)
- c) Standard Collection Notice (See next page)

2. I/We have included copies of the following documents, information or requirements as stated with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Citizenship/Visa documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Emergency contact details for a person other than the child's parents/guardians to be contacted in the event of an emergency when the school is unable to locate the parents/guardians (Page 3).
- Immunisation Certificate (This certificate is sent to you after completion of all school entry immunisation requirements – **please do not send copies of health care book**)
- \$50 non-refundable enrolment fee.

3. I/we understand that if this application is successful the information that I/we have provided **must be kept up to date throughout the period of enrolment.**
4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
5. If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
6. I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.
7. **MEDICAL AUTHORITY**
In the event of any illness, or accident, I accept responsibility and authorize the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary.

Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: _____ Date: _____

8. **INTENTION TO REMAIN AT SACRED HEART:** I/We intend to send our child/ren for their whole/remaining primary education (Please tick one):

YES NO UNSURE

9. **NON-SCHOOL AGE SIBLING INFORMATION**

Information relating to younger children assists with planning for future years. Please complete following if applicable:

CHILD'S NAME: _____ D.O.B.: _____
CHILD'S NAME: _____ D.O.B.: _____
CHILD'S NAME: _____ D.O.B.: _____

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer) **and/ or** _____ (Mother/Carer)

DATE: ____/____/____

Please note:

- Acceptance of this application for enrolment is subject to the approval of the Parish Priest and School Principal.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

Parental Occupation Definition:

Parental Occupation is defined as the **main** work undertaken by the parent/guardian.
If a parent/guardian has more than one job, report their main job.

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

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

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, 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]

STANDARD COLLECTION NOTICE FOR SACRED HEART PARISH SCHOOL SANDRINGHAM

1. Sacred Heart School 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 be 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 personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, Catholic Education Commission Victoria, your local diocese and the parish, Schools within other Dioceses/other Dioceses 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 of 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 possibly on our website. (Only with specific permission)
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We shall include your contact details in a class group list for each class group and provide a complete list of details to office bearers of the Parents Association.
11. If you provide the School with the 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.

The above 'Standard Collection Notice' is a requirement of schools made by the Commonwealth Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000 which came into effect on December 21st 2001.