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| **Insert School Name****Offer of Enrolment:****Request for Information Form** |

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*This Form has been approved by the CES Ltd Board for application in each Sandhurst Catholic school and must be customised for use in each particular school in accordance with the instructions outlined in this Framework.*

This is a school which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned, operated and governed by Catholic Education Sandhurst Limited (CES Ltd) where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life. This Form is part of CES Ltd’s Enrolment Framework which is available at this school.

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| **2nd Stage – INFORMATION TO COMPLETE ENROLMENT****– to be completed after an Offer of Enrolment is made by the School** |

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| **Office use only** | Date received:       | Birth certificate attached: Yes [ ]  No [ ]  |
| Enrolment date:       | English as an Additional Language: Yes [ ]  No [ ]  |
| Start date:       | House colour:       |
| Student/family code:       | VSN:       |
| Immunisation history statement attached: Yes [ ]  No [ ]  | Visa information attached (if relevant): Yes [ ]  No [ ]  |

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| **STUDENT DETAILS** |
| Surname:       | Entry year (YYYY): | Entry level/grade: |
| First name/s:       |       |       |
| Preferred first name:       |
| Date of birth:       | Religion: (included rite)       |
| Male: [ ]  | Female: [ ]  | Other: [ ]  |

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| **HOME ADDRESS OF STUDENT** |
| Street number and name:       |
| Suburb:       | Postcode:       |
| Home phone:       |

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| **EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN** |
|  | Name: |       |  | Name: |       |
| Relationship to child: |       | Relationship to child: |       |
| Home phone: |       | Home phone: |       |
| Mobile: |       | Mobile: |       |

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| **PREVIOUS SCHOOL/PRESCHOOL PERMISSION** |
| Name and address of previous school/preschool:       |
| I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning, in line with the Privacy Policy *(please refer to the School Website for this Policy):* Yes [ ]  No [ ]  *(If no, please contact the school to discuss this matter further)* |

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| **Does the student or parent(s)/guardian(s) speak a language other than English at home?**Note: Record all languages spoken. |
|  | Student | Parent A/Guardian 1 | Parent B/Guardian 2 |
| **No** | English only | [ ]  | [ ]  | [ ]  |
| **Yes** | Other – please specify all languages |       |       |       |
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| **MEDICAL INFORMATION** |
| Doctor’s name: |       |
| Street number and name: |       |
| Suburb: |       | Postcode:       | Phone:       |
| Medicare number: |       | Ref. number:       | Expiry:       |
| Private health insurance: | Yes [ ]  No [ ]  | Fund:       | Number:       |
| Ambulance cover: | Yes [ ]  No [ ]  | Number:       |
| *In the event of an emergency an ambulance will be called if required.* |
| Medical condition: | *Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.*     *Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.*      |
| **Has the student been diagnosed as being at risk of anaphylaxis?** | Yes [ ]  No [ ]  |
| **If yes, does the student have an EpiPen?** | Yes [ ]  No [ ]  |

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| 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. |
| **ADDITIONAL NEEDS** |
| **Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?** Yes [ ]  No [ ]  |
| **Does your child present with:** |
| autism (ASD) | [ ]  | behavioural concerns | [ ]  | hearing impairment | [ ]  |
| intellectual disability/developmental delay | [ ]  | mental health issues | [ ]  | oral language/communication difficulties | [ ]  |
| ADD/ADHD | [ ]  | acquired brain injury | [ ]  | vision impairment | [ ]  |
| giftedness | [ ]  | physical impairment | [ ]  | other condition (please specify) | [ ]  |
|       |

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| **Has your child ever seen a:** |
| paediatrician | [ ]  | physiotherapist | [ ]  | audiologist | [ ]  |
| psychologist/counsellor | [ ]  | occupational therapist | [ ]  | speech pathologist | [ ]  |
| psychiatrist | [ ]  | continence nurse | [ ]  | other specialist (please specify) | [ ]  |
|       |
| **Have you attached all relevant information/reports?** Yes [ ]  No [ ]  |

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| **PARENT A/GUARDIAN 1** |
| Surname: |       | Title: (e.g., Mr/Mrs/Ms) |       | First name: |       |
| Address: |       |
| Home phone: |       | Work phone: |       | Mobile: |       |
| SMS messaging: (for emergency and reminder purposes) | Yes [ ]  No [ ]  |
| Email: |       |
| **Government Requirement** | Occupation:       | What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index) |       |
| Religion: (include rite)  | Nationality:       Ethnicity if not born in Australia:       |
| Country of birth: | [ ]  Australia | [ ]  Other (please specify):       |
| **What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?***(Persons who have never attended secondary school, tick ‘Year 9 or below’.)* |
| Year 9 or below [ ]  | Year 10 or equivalent [ ]  | Year 11 or equivalent [ ]  | Year 12 or equivalent [ ]  |
| **What is the level of the highest qualification Parent A/Guardian 1 has completed?** |
| No post-school qualification [ ]  | Certificate I to IV(including trade certificate) [ ]  | Advanced diploma/diploma [ ]  | Bachelor degree or above [ ]  |

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| **PARENT B/GUARDIAN 2** |
| Surname: |       | Title: (e.g., Mr/Mrs/Ms) |       | First name: |       |
| Address: |       |
| Home phone: |       | Work phone: |       | Mobile: |       |
| SMS messaging: (for emergency and reminder purposes) | Yes [ ]  No [ ]  |
| Email: |       |

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| **Government Requirement** | Occupation:       | What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index) |       |
| Religion: (include rite)  | Nationality:       Ethnicity if not born in Australia:       |
| Country of birth: | [ ]  Australia | [ ]  Other (please specify):       |
| **What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?***(Persons who have never attended secondary school, tick ‘Year 9 or below’.)* |
| Year 9 or below [ ]  | Year 10 or equivalent [ ]  | Year 11 or equivalent [ ]  | Year 12 or equivalent [ ]  |
| **What is the level of the highest qualification Parent A/Guardian 1 has completed?** |
| No post-school qualification [ ]  | Certificate I to IV(including trade certificate) [ ]  | Advanced diploma/diploma [ ]  | Bachelor degree or above [ ]  |

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| **HOME CARE ARRANGEMENTS** |
| [ ]  Living with immediate family | [ ]  Out-of-home care |
| [ ]  Carer/guardian | [ ]  Shared parenting, e.g., one week with each parent:Days with Parent A/Guardian 1:      Days with Parent B/Guardian 2:       |
| [ ]  Kinship care | [ ]  Other (please specify)       |

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| **COURT ORDERS OR PARENTING ORDERS** *(if applicable)* |
| Are there any current court orders or parenting orders relating to the student? Yes [ ]  No [ ]  |
| *If yes, copies of these court orders/parenting orders, e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders, must be provided.* |
| Is there any other information you wish the school to be aware of?      |

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| **PARENT/CARER/GUARDIAN SIGNATURE:** |  |       |
| **PARENT/CARER/GUARDIAN SIGNATURE:** |  |       |

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

Consent can be provided through the signature of:

* student, if they are over 15 and living independently
* parent as defined in the *Family Law Act 1975*

**Note:** In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.

* both parents (for parents who are separated), or a copy of the court order with any impact on the relationship between the family and the school
* an informal carer, with a statutory declaration.
* Carers:
* may be a relative or other carer
* have day-to-day care of the student with the student regularly living with them
* may provide any other consent required e.g., excursions.

**Notes for informal carer:**

* statutory declarations apply for 12 months
* the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

**Note:** Secondary students may complete parts of the form and co-sign.

***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 website**