



St Joseph's Numurkah Enrolment Application

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 (CES) Limited), 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 Limited's Enrolment Framework which is available at www.sjnumurkah.catholic.edu.au

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 ☐

STUDENT DETAILS		
Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:	Preferred first name:	
Date of birth:	Religion (include rite) :	
Male: ☐	Female: ☐	Other: ☐

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

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 ☐

Does the student or their 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			

NATIONALITY

Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	Australia ☐	Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)		
No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐		

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*

Please tick the relevant category below and record the visa subclass number as per government requirements: (original documents to be sighted and copies to be retained by the school)

Australian citizen not born in Australia:

☐	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)
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Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

Not currently an Australian citizen, please provide further details as appropriate below:

☐	Permanent resident: (if ticked, record the visa subclass number)
☐	Temporary resident: (if ticked, record the visa subclass number)
☐	Other/visitor/overseas student: (if ticked, record the visa subclass number)

* Please attach visa/ImmiCard/letter of notification and passport photo page.

IMMUNISATION (please attach an immunisation history statement for your child)All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit [myGov](https://my.gov.au)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes ☐ No ☐

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes ☐ No ☐

SACRAMENTAL INFORMATION					
Baptism:	Date:		Parish:		
Confirmation:	Date:		Parish:		
Reconciliation:	Date:		Parish:		
Communion:	Date:		Parish:		
Current parish:					
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:		
	<i>In the event of an emergency an ambulance will be called if required.</i>				
Medical condition:	<i>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.</i> <i>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</i>				
Has the student been diagnosed as being at risk of anaphylaxis?			Yes ☐ No ☐		
If yes, does the student have an EpiPen?			Yes ☐ No ☐		
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)	☐

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:			
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 ☐	
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:					
Government Requirement		Occupation:			
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 B/Guardian 2 has completed?					
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 B/Guardian 2 has completed?					
No post-school qualification ☐		Certificate I to IV (including trade certificate) ☐		Advanced diploma/diploma ☐	
				Bachelor degree or above ☐	

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)

COURT ORDERS OR PARENTING ORDERS <i>(if applicable)</i>
Are there any current court orders or parenting orders relating to the student? Yes ☐ No ☐
<i>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.</i>
Is there any other information you wish the school to be aware of?

FAMILY DETAILS				
Who will be responsible for payment of the school fees and levies?				
Surname	First name	Address and email	Phone	Relationship to the student

Emergency Contact 1 <i>Other than Parents within 30 km radius of school & able to collect child</i>					
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Relationship to child					
Home phone:		Work phone:		Mobile:	

Emergency Contact 2 <i>Other than Parents within 30 km radius of school & able to collect child</i>					
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Relationship to child					
Home phone:		Work phone:		Mobile:	

I/We acknowledge that I understand and accept the terms and conditions of enrolment. 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 per the payment methods provided by the school, 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
- 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.

Full details of our enrolment policy can be found on our school website www.sjnumurkah.catholic.edu.au

PARENT/CARER/GUARDIAN SIGNATURE:		
PARENT/CARER/GUARDIAN SIGNATURE:		

VOLUNTEERS WORKING WITH CHILDREN CHECK

We strongly recommend that every parent acquire a Working With Children Check for Volunteers, which will allow them to participate fully in all aspects of school life, including classroom activities, excursions and school activities in general. Volunteer Checks are free and can be obtained by accessing the following website and following the instructions.

<http://www.workingwithchildren.vic.gov.au/home/applications>

If you already hold a Working With Children Check please provide the following details;

Card Type: Volunteer/Employee Card No..... Expiry Date

PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian

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

Catholic Education Sandhurst Limited (CES Limited) and the Catholic Education Commission of Victoria Limited (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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- I give permission for my child's:
 - Name ☐
 - Photograph ☐
 - recording ☐to be published by the school on/in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise CES Limited/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CES Limited/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CES Limited/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

LICENSED UNDER NEALS: *The photograph/recording 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.*

Name of parent/guardian (please circle):			
Signed: parent/guardian		Date:	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available*