

St. Peter's Primary School Bentleigh East Enrolment Form



Melbourne Archdiocese
Catholic Schools



St. Peter's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

ENROLMENT FORM

Name of student:

Address where student lives:

Current school family: YES NO

Tel:

OFFICE USE ONLY	Date received:	Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Enrolment date:	English as an Additional Language:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Start date:	House colour:				
	Student ID:	VSN:				
	Immunisation history statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Visa information attached (if relevant):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)

Title: (Dr/Mr/Mrs/Ms)		Surname:		Given name:		Preferred name:	
House Number:		Street Name:					
Suburb:			State:		Postcode:		
Telephone:	Mobile:		Work:				
Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/>							
SMS messaging: (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/>							
Email:							
Relationship to student:							

Government Requirement	Occupation:	What is the occupation group? <i>(select from list of occupation groups in the School Family Occupation Index – Appendix 1)</i>	
Religion: <i>(include rite)</i>		Nationality: Ethnicity if not born in Australia:	
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other <i>(please specify):</i>			
Is the parent of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)</i> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>			
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i> Year 9 or below Year 10 or equivalent Year 11 or equivalent Year 12 or equivalent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? No post-school qualification Certificate I to IV <i>(including trade certificate)</i> Advanced diploma/Diploma Bachelor degree or above <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)

Title: <i>(Dr/Mr/Mrs/Ms)</i>	Surname:	Given name:	Preferred Name:
House Number:	Street Name:		
Suburb:		State:	Postcode:
Telephone:	Mobile:	Work:	
Silent number: Yes <input type="checkbox"/> No <input type="checkbox"/>			
SMS messaging: <i>(for emergency and reminder purposes)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Email:			
Relationship to student:			
Government Requirement	Occupation:	What is the occupation group? <i>(select from list of occupation groups in the School Family Occupation Index – Appendix 1)</i>	
Religion: <i>(include rite)</i>		Nationality: Ethnicity if not born in Australia:	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other <i>(please specify):</i>	

Is the parent of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)			
No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>	
What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed? (Persons who have never attended secondary school, tick Year 9 or below)			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?			
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

STUDENT DETAILS			
Surname:		Entry year (YYYY):	Entry level/grade:
Given name/s:		Preferred name:	
Date of birth:	Religion: (include rite)		
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Unspecified/Indeterminate/X: <input type="checkbox"/>	

PREVIOUS SCHOOL/PRESCHOOL		
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:	No <input type="checkbox"/>	Yes <input type="checkbox"/>

NATIONALITY			
Government Requirement	Nationality:	Ethnicity:	
In which country was the student born?	<input type="checkbox"/> Australia	<input type="checkbox"/> 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 <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>	
Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken.			
	Student	Student Contact 1 (Parent1/Guardian 1/Carer1)	Student Contact 2 (Parent2/Guardian 2/Carer2)

No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Student	Contact 1	Contact 2
Yes	Other – <i>please specify all languages</i>			

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)*

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**

SACRAMENTAL INFORMATION

Baptism	Date:	Parish:	
Confirmation	Date:	Parish:	
Reconciliation	Date:	Parish:	
Communion	Date:	Parish:	
Parish where the student lives:			

EMERGENCY CONTACTS – Other than student contacts (PARENT/GUARDIAN/CARER)

1. Name:	2. Name:
Relationship to Student:	Relationship to Student:
Mobile:	Mobile:

MEDICAL INFORMATION

Doctor's name:

Telephone:

Medicare number:

Ref number:

Expiry:

Private health insurance:

Yes No

Fund:

Number:

Ambulance cover:

Yes No

Number:

Health Care Card

Yes No

Health Care Card No:

Expiry:

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 or Anapen?

Yes No **IMMUNISATION (please attach an immunisation history statement)**

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (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 N/A

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This 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:

- | | | |
|--|--|--|
| <input type="checkbox"/> Autism (ASD) | <input type="checkbox"/> Behavioural concerns | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Intellectual disability/
developmental delay | <input type="checkbox"/> Mental health issues | <input type="checkbox"/> Oral language/communication
difficulties |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Acquired brain injury | <input type="checkbox"/> Vision impairment |
| <input type="checkbox"/> Giftedness | <input type="checkbox"/> Physical impairment | <input type="checkbox"/> Other condition <i>(please specify)</i> |

Has your child ever seen a:

- | | | |
|--|---|---|
| <input type="checkbox"/> Paediatrician | <input type="checkbox"/> Physiotherapist | <input type="checkbox"/> Audiologist |
| <input type="checkbox"/> Psychologist/counsellor | <input type="checkbox"/> Occupational therapist | <input type="checkbox"/> Speech pathologist |
| <input type="checkbox"/> Psychiatrist | <input type="checkbox"/> Continence nurse | <input type="checkbox"/> Other specialist <i>(please specify)</i> |

Have you attached all relevant information and reports? Yes No

SIBLINGS ATTENDING A SCHOOL / PRESCHOOL / AT HOME

List all children in your family attending school, preschool, at home (oldest to youngest) – include applicant:

Name	School/ Preschool / At Home	Year	Date of Birth

Marital Status: Married Separated Divorced Single Parent De facto Remarried Widowed

STUDENT LIVES WITH

<input type="checkbox"/> Both Parents	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Guardians / Carer	<input type="checkbox"/> Shared parenting, <i>e.g. one week with each parent:</i> Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other <i>(please specify)</i>

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?

FAMILY DETAILS

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

STUDENT PHOTOGRAPH/RECORDING PERMISSION

At various times throughout the school year classroom, level and school events are celebrated. Often these are photographed or recorded. These photos / recordings can be shared through newsletters, school website, promotional material and social media. No students' full name is ever given or displayed.

I give permission for my child's photograph/video and name to be published in:

- The school website and school publications
 - Social media
 - Promotional materials
 - Newspapers and other media
- I authorise MACS/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for MACS/CECV's promotional, marketing, media and educational purposes.
 - I give permission for a photograph/video of my child to be used by MACS/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/video 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/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.

Signature

Date

I do not give permission for my child's photograph/video and name to be published.

In enrolling my/our child at this school, I accept that she/he will be educated in the Catholic faith within a Christian educational environment

- I will treat all members of the School community with respect as befits a Catholic school.
- I accept that support of school staff and co-operation concerning school activities is essential. In the event I have any concerns, I will raise them initially with the relevant teacher or the School Principal.
- I accept the standards the school sets regarding grooming, uniform and personal presentation.
- I will pay the current School fees and levies for my child either in a lump sum by the end of March each year or in instalments as specified in the St. Peter's Payment Options Plan. I will notify the school immediately if I am experiencing financial difficulties.
- I accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
- I understand that excursions, incursions, swimming, and overnight camps are an integral component of the School's Educational Program and I fully support my/our child's participation in these events.
- I agree to give the School permission to contact any educational or medical agency to aid my child receiving the best possible education whilst at this school.
- In the case of an illness or injury being sustained by my child, I desire that a Doctor be called if it seems advisable in the opinion of the Principal or other staff member in charge at the time. In case of injury or emergency and a doctor or parent cannot be contacted, I am willing for my child to be taken to a hospital, in an ambulance if necessary, if in the opinion of the Principal or other staff member in charge at the time, that it is warranted.
- I agree for staff from St Peter's, (after my child has been accepted) to contact my child's pre-school / school to assist in the transition into school.
- As a parent/guardian, I will support the vision of MACS, the School and parish. In accepting the enrolment, I agree to abide by all of MACS' and School's Policies, Procedures (including processes, guidelines and other governance documentation), which 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.). I understand that the consequence of not complying with MACS' and the School's Policies and Procedures may result in the termination of the enrolment.

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised following an offer for enrolment being made by the School and acceptance of the offer by the parents/guardians.

Student Contact 1 PARENT 1/GUARDIAN 1/ CARER 1 SIGNATURE:	Date:
Student Contact 2 PARENT 2 /GUARDIAN 2/ CARER 2 SIGNATURE:	Date:

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

Consent

The signature of:

- 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.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website <https://spbentleigheast.catholic.edu.au/>

All students attending St Peter's Primary School have the right to feel safe. The care, safety and wellbeing of children and young people is a fundamental responsibility of all within our school. Please visit our school website <https://spbentleigheast.catholic.edu.au/> for our Policies in relation to Child Safety.

[MACS Child Safety Policy](#)

[MACS Child Safe Code of Conduct](#)

[MACS PROTECT Identifying and Responding to Abuse Reporting Obligations](#)

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form (as applicable to your child):

<input type="checkbox"/>	Birth Certificate
<input type="checkbox"/>	Immunisation History Statement
<input type="checkbox"/>	Baptism Certificate (Only if Baptised Catholic)
<input type="checkbox"/>	Passport or naturalisation certificate number/document for travel (If country of birth is not Australia / In Australia on a Visa)
<input type="checkbox"/>	Visa information – visa/ImmiCard/letter of notification and passport photo page (If Applicable)
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner (If Applicable)
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child
<input type="checkbox"/>	Any current court orders or parenting orders relating your child (If Applicable)
<input type="checkbox"/>	Any additional information you wish the school to be aware of

St. Peter's Primary School

School Family Occupation Index:

Parent Occupation Groups



Melbourne Archdiocese
Catholic Schools



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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 organisations
- 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** (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/EAL/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

- 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 investigator, 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, proofreader)

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

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All Tradesmen/women are included in this group.

- 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)