



# St. Francis of Assisi Primary School Enrolment Form

312 Childs Road, Mill Park. Phone 9407.3100

email [principal@sfmillpark.catholic.edu.au](mailto:principal@sfmillpark.catholic.edu.au)

Confidential

PUPIL'S SURNAME

APPLICATION FOR GRADE

IN

2021

## APPLICATION PROCESS / PROCEDURE

Families are invited to lodge applications from February prior to the year that your son / daughter will begin school. We close our applications for Prep at the end of May and advise families of their placement in the middle of June.

If you are intending to lodge this application can you please ensure that the following documentation is attached:

- A copy of the Birth Certificate
- A copy of the Baptismal Certificate
- The original School Entry Immunisation Certificate supplied from the Council or a Certificate from the Australian Childhood Immunisation Register
- If your child was born out of Australia we require a copy of their Visa and Passport
- PLEASE NOTE: An enrolment administration fee of \$80 applies to new families (\$40 for existing). This is payable at the time lodging an application.
- Upon acceptance of a place a \$200 non-refundable deposit is to be paid. This amount will be deducted from the Term 1 school fees.

If you require further information regarding our Open Days, Enrolment Policy, Fees & Charges, Programs and Policies as well as general information please refer to our website. Should you wish to visit the school for a tour you are most welcome to call to make an appointment for a personal tour.

Yours sincerely,

*Mark Basile*  
*Principal*

# ENROLMENT FORM - 2021

ST FRANCIS OF ASSISI PRIMARY SCHOOL  
312 CHILDS ROAD, MILL PARK. 3082  
Email: principal@sfmillpark.catholic.edu.au  
Tel: 9407 3100

APPLICATION FOR  
YEAR \_\_\_\_\_ 2021



## Office Use Only

Date Received:

Enrolment Fee Paid:

EFTPOS / Cash / Credit / Cheque

## STUDENT DETAILS

Surname:

First Names:

Preferred first name:

Date of birth:

Male:

Female:

## HOME ADDRESS OF STUDENT

Street number & name:

Suburb & postcode:

Home Phone:

## RELIGION

Please indicate Rite of Catholic Church:

Roman

Maronite

Chaldean

Melkite

Coptic

Syrian

Armenian

Ukranian

Russian

Orthodox: Greek Orthodox

Macedonian Orthodox

Other Orthodox .....

Other Religion: .....

## SACRAMENTS (Please note a copy of the Baptism Certificate *must* accompany this form)

Date of Baptism:

Name of Church/Town/City

Date of Reconciliation:

Name of Church

Date of First Eucharist:

Name of Church

Date of Confirmation:

Name of Church

Current Parish:

## SIBLINGS

List all children in your family

Name	School/Pre-school/Not Yet	Year/Grade	Date of Birth

## PREVIOUS SCHOOL/PRE-SCHOOL/KINDERGARTEN PERMISSION

Name of previous school/pre-school/kinder (including kinder group)

I/We give permission for school to contact previous school or pre-school Yes

No

## PARENTS CHOICE OF PRIMARY SCHOOL

Principals of Catholic Primary and Secondary Schools in this area work together to ensure that, where possible parents are given their choice of Catholic School. Please indicate your order of choice for schools to which you have made (or will make) an application:

Is St Francis of Assisi Primary School your first choice? Yes

No  Other—Please indicate .....

**NATIONALITY— GOVERNMENT REQUIREMENT**

In which country was the student born:	Australia	Other – please specify:
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Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)

No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>
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**IF STUDENT NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**

Please tick the relevant category below and record the Visa Subclass number: (original documents to be sighted and copies to be retained by the school)

**Australian Citizen not born in Australia**

<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)	
<input type="checkbox"/>	<b>Date of Arrival into Australia</b>	<b>Date:</b>
<input type="checkbox"/>	Naturalisation Certificate Number :	Certificate No:
<input type="checkbox"/>	Visa Subclass recorded on entry to Australia	Visa Subclass No:
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:

**Not currently an Australian Citizen please provide further details as appropriate below:**

<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	

**\*Please attach Visa/document of travel/letter of notification and passport photo page.**

**FATHER/GUARDIAN**

Surname:		Title: (eg. Mr)		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Email:					
<b>Government Requirement</b>	Occupation:	What is the occupation group? (List of parental occupation groups at the rear of this form).			

Religion:

Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):
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**What is the highest year of primary or secondary school the father/guardian has completed:**

(Persons who have never attended secondary school, mark '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"/>
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**What is the level of the highest qualification the father/guardian 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"/>
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**MOTHER/GUARDIAN**

Surname:		Title: (eg. Mrs/Ms)		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Email:					
<b>Government Requirement</b>	Occupation:	What is the occupation group? (List of parental occupation groups at the rear of this form).			

Religion:

Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):
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**What is the highest year of primary or secondary school the mother/guardian has completed:**

(Persons who have never attended secondary school, mark '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"/>
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**What is the level of the highest qualification the mother/guardian 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"/>
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Does the student or their father/guardian or their mother/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

	Student	Father/guardian	Mother/guardian
No <input type="checkbox"/>	English Only		
Yes <input type="checkbox"/>	Other – please specify		

### MEDICAL INFORMATION

Doctor's name:			
Street number			
Suburb:		Post Code:	Phone:
Medicare No.:		Ref No:	Expiry:
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.</i>		
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i>		
Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

### IMMUNISATION (please indicate if the student has been immunized against the following) It is a government requirement that the school is provided with a current Certificate of Immunisation.

	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date		Yes <input type="checkbox"/> No <input type="checkbox"/>	Date
Diphtheria/Tetanus/Whooping Cough	Yes <input type="checkbox"/> No <input type="checkbox"/>		Hepatitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Haemophilus Influenza type B (Hib)	Yes <input type="checkbox"/> No <input type="checkbox"/>		Polio	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Measles-Mumps-Rubella	Yes <input type="checkbox"/> No <input type="checkbox"/>		Rotavirus	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Meningococcal C disease	Yes <input type="checkbox"/> No <input type="checkbox"/>		Chicken Pox	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Human Papillomavirus (HPV) (12- 18yrs)	Yes <input type="checkbox"/> No <input type="checkbox"/>		Pneumococcal disease	Yes <input type="checkbox"/> No <input type="checkbox"/>	

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

### ADDITIONAL NEEDS

Does your child have:

autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<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 optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>		

If your child does have a special need, please can you assist us by providing the following information:

	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>



# ST FRANCIS OF ASSISI PRIMARY SCHOOL PHOTOGRAPH/VIDEO PERMISSION FORM



St Francis of Assisi  
PARISH PRIMARY SCHOOL

## Dear Parent/Guardian

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

The Catholic Education Office Melbourne (CEOM) 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 for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:

\_\_\_\_\_

YEAR LEVEL:

\_\_\_\_\_

- I give permission for my child's photograph/video and name to be published in:  
the school website  
classroom blogs  
social media  
promotional materials  
newspapers and other media.
- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CEOM/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.

Name of Parent / Guardian  
(please circle )

\_\_\_\_\_

**Signed:** Parent/Guardian

\_\_\_\_\_

Date:

\_\_\_\_\_

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).*

# 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

## 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]

◇

**Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing 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]