

## Confidential

Student's Surname .....

Student's First Name .....

### APPLICATION FOR GRADE

### IN 2027

**EXISTING** school family

*Please select one*

**NEW** school family

Date of this application .....

## 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**
- Signed copy of the Enrolment Form
- Latest school reports (Years One – Six)

• **PLEASE NOTE:** An enrolment administration fee of **\$100 applies to new families & \$50 for existing families (non refundable)**

**This is payable at the time lodging an application.** Via our office: - either in cash, Credit Card payment or via direct deposit to:

Please include your **SURNAME** and note **Enrolment Dep**  
in the reference  
*Thank you.*

**St Francis of Assisi School Fees Account**  
**BSB 083 347**  
**Account 528 755 292**

• 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**



St Francis of Assisi Catholic Primary School  
**Enrolment Form 2027**



St Francis of Assisi Catholic 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), 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.

<b>OFFICE USE ONLY</b>	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/family code:	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 DETAILS**

<b>Surname:</b>	Entry year (YYYY):	Entry level/grade:
<b>First name/s:</b>		
<b>Preferred first name:</b>		
<b>Date of birth:</b>	<b>Religion:</b> (include rite)	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Other: <input type="checkbox"/>

**HOME ADDRESS OF STUDENT**

Street number and name:	
Suburb:	Postcode:
Home phone:	

**SACRAMENTAL INFORMATION**

Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:
Current parish:		

**PREVIOUS SCHOOL/PRESCHOOL**

<b>Name and address of previous school/preschool:</b>
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**SIBLINGS**

List <b>ALL</b> children in your family (oldest to youngest) – include applicant:			
Name	School / preschool	Year/grade	Date of birth

**STUDENT 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

**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

**IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS**

Please fully complete this if applicable

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.

**IMMUNISATION (please attach an immunisation history statement for your child- most recent)**

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

**MEDICAL INFORMATION**

Doctor's name:

Street number and name:

Suburb:

Postcode:

Phone:

Medicare number:

Ref number:

Expiry:

<b>Private health insurance:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fund:	Number:
<b>Ambulance cover:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number:	
<b>Medical condition:</b>	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.			
<b>Has the student been diagnosed as being at risk of anaphylaxis?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, does the student have an EpiPen or Anapen?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Please provide the most recent Anaphylaxis Action Plan</b>				

**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:**

- |  |  |   |
|--|--|---|
| <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 (please specify)         |

**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 (please specify) |

**Have you attached all and any relevant information/reports?** Yes  No

#### FAMILY DETAILS

**Who Will Be Who Will Be The Nominated Person/s To Receive Fee Invoices & Statements**

Surname	First name	Phone	Relationship to the student
<b>Address</b>			
<b>Email:</b> Please write clearly			

**PARENT /GUARDIAN - MOTHER**

Surname:		Title: (Mrs/Ms/Dr)	First Name:
Address:			
Home phone:		Work phone:	Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Email:</b> Please write clearly			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation, attached)	
Religion: (include rite)		Country of Birth:	
<input type="checkbox"/> Australia		<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Parent A/Guardian 1 MOTHER has completed?</b> (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"/>
<b>What is the level of the highest qualification Parent A/Guardian 1 has completed?</b>			
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"/>

**PARENT /GUARDIAN - FATHER**

Surname:		Title: (Mr/ Dr )	First Name:
Address:			
Home phone:		Work phone:	Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Email:</b> Please write clearly			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation, attached)	
Religion: (include rite)		Country of Birth:	
<input type="checkbox"/> Australia		<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?</b> (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"/>
<b>What is the level of the highest qualification Parent B/Guardian 2 has completed?</b>			
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"/>

## HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Carer/guardian	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

## EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN (in the event we cannot contact you )

1. Name:	2. Name:
Relationship to child:	Relationship to child:
Home phone:	Home phone:
Mobile:	Mobile:

## 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?

## COMMITMENT OF PARENTS

I/We undertake the responsibility for payment of school fees and levies for the duration of the student's enrolment at St Francis of Assisi.

I/We acknowledge that all signatories listed on this application remain jointly and severally liable for 100% of all school fees, levies and charges for students enrolled at St Francis of Assisi.

I/We understand that any future changes to my/our marital status does not impede the responsibility of either signatory in regards to the above terms and conditions.

I/We make a personal commitment that I/we will enable our child to participate in both Church and School activities as active members of the Parish

I/We agree to observe the regulations regarding uniform and conduct.

I/We understand that our family information will be shared between the school and the parish.

**Mother's Signature:** ..... **Date:** .....

**Print Name:** .....

**Father's Signature:** ..... **Date:** .....

**Print Name:** .....

**PERMISSION FOR HEAD LICE INSPECTION**

I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.

I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.

**Mother's Signature:** ..... **Date:** .....

**Print Name:** .....

**Father's Signature:** ..... **Date:** .....

**Print Name:** .....

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 after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

**MOTHER – Print Name**

Date:

**PARENT/CARER/GUARDIAN**

**SIGNATURE:**

**FATHER - Print Name**

Date:

**PARENT/CARER/GUARDIAN**

**SIGNATURE:**

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

*Consent*

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.

**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://sfmillpark.catholic.edu.au/>.



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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)