



ST. THERESE'S PRIMARY SCHOOL

ALBION STREET, KENNINGTON, 3550

PHONE: (03) 5443 3200 FAX: (03) 5442 6454

email: adminoff@stkennington.catholic.edu.au

E N R O L M E N T F O R M

FAMILY INFORMATION

FAMILY SURNAME
CHILD'S FULL NAME

MAIL TO
 (TO WHOM ALL CORRESPONDENCE IS TO BE ADDRESSED)

ADDRESS
 RESIDENTIAL

POSTAL

FAMILY PHONE

PARISH

FAMILY DOCTOR

DOCTOR'S ADDRESS

DOCTOR'S PHONE

MEDICARE NUMBER

HEALTH FUND NUMBER

AMBULANCE COVER YES NO NUMBER
 (PLEASE CIRCLE)

LANGUAGE BACKGROUND
 (IF LANGUAGE OTHER THAN ENGLISH IS SPOKEN AT HOME)

OTHER CHILDREN IN THE FAMILY

NAME	D.O.B.	ATTENDING HERE?

PARENTAL/CARER PERMISSION

In the event of an emergency involving your child/ren, has the Principal or Teacher in Charge your permission to:

CONTACT DOCTOR YES NO
 AMBULANCE YES NO
AUTHORISE ANAESTHETIC YES NO

Please note all costs incurred are the responsibility of the parent/guardian.



STUDENT INFORMATION

CLASS
GRADE

(OFFICE USE ONLY)

VSN
(VICTORIAN STUDENT NUMBER)

GENDER MALE FEMALE
(PLEASE CIRCLE)

SURNAME

GIVEN NAMES

DATE OF BIRTH COUNTRY OF BIRTH

ABORIGINAL/TORRES STRAIT ISLANDER YES NO
(PLEASE CIRCLE)

POSITION OF CHILD IN THE FAMILY
(EXAMPLE: ELDEST, SECOND, THIRD, YOUNGEST)

COMMENCEMENT YEAR DATE

FIRST AUSTRALIAN SCHOOL YEAR (FOR CHILDREN IN GRADES OTHER THAN PREP)

PREVIOUS GRADE (IF APPLICABLE)

PREVIOUS SCHOOL/KINDERGARTEN
KINDERGARTEN GROUP
KINDERGARTEN SESSION

TRAVEL METHOD CAR WALK BUS BIKE COUNTRY BUS
(PLEASE CIRCLE)

DISTANCE FROM SCHOOL IN KILOMETRES

RELIGION CATHOLIC ANGLICAN UNITING OTHER
(PLEASE CIRCLE)
IF OTHER, PLEASE GIVE DETAILS

SACRAMENTS RECEIVED BAPTISM YES NO
RECONCILIATION YES NO
EUCCHARIST YES NO
CONFIRMATION YES NO

According to Diocesan Guidelines, the Sacraments of Reconciliation, Confirmation and Eucharist are for children who are baptised and have at least one parent/carer a baptised Catholic. If children/parents/carers wish to be baptised into the Catholic Church, contact should be made with our Parish Priest.

MEDICAL INFORMATION
(PLEASE INDICATE ANY MEDICAL CONDITIONS WE NEED TO BE AWARE OF SUCH AS ASTHMA, ALLERGIES, ETC.)

NOTE: ALL CHILDREN SUFFERING FROM ASTHMA MUST HAVE A SEPARATE MANAGEMENT PLAN

SPECIAL NEEDS
(PLEASE INDICATE IF YOUR CHILD HAS ANY SPECIAL NEEDS SUCH AS SPEECH, INTEGRATION, ETC.)

DOCUMENTS ATTACHED PERTAINING TO THIS APPLICATION REQUEST

BIRTH CERTIFICATE
BAPTISM CERTIFICATE
IMMUNISATION CERTIFICATE
FAMILY LAW COURT ORDER



PARENT/CARER INFORMATION

RESIDENTIAL GUARDIAN?
YES NO
(PLEASE CIRCLE)

CARER 1 DETAILS

M F
(PLEASE CIRCLE)

SURNAME []
GIVEN NAMES []
ADDRESS []
PHONE HOME [] BUSINESS []
MOBILE []

IN THE CASE OF ILLNESS OR ACCIDENT, IS IT OKAY TO CONTACT YOU AT WORK? YES NO
(PLEASE CIRCLE)

EMAIL ADDRESS []
EMPLOYER []
OCCUPATION []
COUNTRY OF BIRTH []
RELIGION CATHOLIC ANGLICAN UNITING OTHER
(PLEASE CIRCLE)
IF OTHER, PLEASE GIVE DETAILS []
MAIDEN NAME (if applicable) []

THE FOLLOWING INFORMATION IS REQUIRED BY GOVERNMENT BODIES.
ALL INFORMATION IS CONFIDENTIAL UNDER THE PRIVACY ACT.
PLEASE CIRCLE THE CATEGORY THAT APPLIES IN EACH CASE TO YOU.

NON-SCHOOL EDUCATION

OCCUPATION GROUP

SEE INCLUDED OCCUPATION GROUP LETTER

- 8 NO NON-SCHOOL QUALIFICATION A GROUP A
- 7 BACHELOR DEGREE OR ABOVE B GROUP B
- 6 ADVANCED DIPLOMA/DIPLOMA C GROUP C
- 5 CERTIFICATE I TO IV (INCLUDES TRADE) D GROUP D
- N NOT IN PAID EMPLOYMENT IN PAST 12 MONTHS

SCHOOL EDUCATION

- 4 YEAR 12 OR EQUIVALENT
- 3 YEAR 11 OR EQUIVALENT
- 2 YEAR 10 OR EQUIVALENT
- 1 YEAR 9 OR EQUIVALENT

PARENT/CARER SIGNATURE

IS THIS PERSON RESPONSIBLE FOR THE PAYMENT OF FEES? []



PARENT/CARER INFORMATION

RESIDENTIAL GUARDIAN?	
YES	NO

CARER 2 DETAILS

M **F**
(PLEASE CIRCLE)

(PLEASE CIRCLE)

SURNAME

GIVEN NAMES

ADDRESS

PHONE HOME BUSINESS

MOBILE

IN THE CASE OF ILLNESS OR ACCIDENT, IS IT OKAY TO CONTACT YOU AT WORK? YES NO
(PLEASE CIRCLE)

EMAIL ADDRESS

EMPLOYER

OCCUPATION

COUNTRY OF BIRTH

RELIGION CATHOLIC ANGLICAN UNITING OTHER
(PLEASE CIRCLE)

IF OTHER, PLEASE GIVE DETAILS

MAIDEN NAME (If applicable)

THE FOLLOWING INFORMATION IS REQUIRED BY GOVERNMENT BODIES.
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NON-SCHOOL EDUCATION

OCCUPATION GROUP

SEE INCLUDED OCCUPATION GROUP LETTER

- | | | | |
|---|--------------------------------------|---|------------------------------------------|
| 8 | NO NON-SCHOOL QUALIFICATION | A | GROUP A |
| 7 | BACHELOR DEGREE OR ABOVE | B | GROUP B |
| 6 | ADVANCED DIPLOMA/DIPLOMA | C | GROUP C |
| 5 | CERTIFICATE I TO IV (INCLUDES TRADE) | D | GROUP D |
| | | N | NOT IN PAID EMPLOYMENT IN PAST 12 MONTHS |

SCHOOL EDUCATION

- 4 YEAR 12 OR EQUIVALENT
- 3 YEAR 11 OR EQUIVALENT
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- 1 YEAR 9 OR EQUIVALENT

PARENT/CARER SIGNATURE

IS THIS PERSON RESPONSIBLE FOR THE PAYMENT OF FEES?



EMERGENCY CONTACTS
(PERSONS OTHER THAN PARENT/S)
DETAILS FOR 1ST CONTACT

RELATIONSHIP TO CHILD:

(E.G. GRANDMA, AUNTY ,ETC.)

SURNAME

GIVEN NAMES

ADDRESS

PHONE HOME BUSINESS

MOBILE

EMPLOYER

OCCUPATION

COUNTRY OF BIRTH



EMERGENCY CONTACTS
(PERSONS OTHER THAN PARENT/S)
DETAILS FOR 2ND CONTACT

RELATIONSHIP TO CHILD:

(E.G. GRANDMA, AUNTY ,ETC.)

SURNAME

GIVEN NAMES

ADDRESS

PHONE HOME BUSINESS

MOBILE

EMPLOYER

OCCUPATION

COUNTRY OF BIRTH



STANDARD COLLECTION NOTICE

the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School Newsletters, Magazines and on our website. Publishing the image and name, or work of students on the School website and in School publications that go beyond the School community requires the prior permission of the parent/guardian.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know St. Therese's School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a Class List and School Directory with your specific consent.
11. If you provide St. Therese's School with the personal information of others, such as Doctors or Emergency Contacts, we encourage you to inform them that you are disclosing that information to us and why, so that they can access that information if they wish. St. Therese's School does not usually disclose the information to third parties.

SIGHTED

(PARENT/CARER SIGNATURE)

OCCUPATION GROUP

Please select the appropriate group from the following list. 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.

LIST OF CARER OCCUPATIONS

OCCUPATION GROUP A

Senior Management in large business organisation, government administration and defence, and qualified professionals.

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisation.

Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator.

Other Administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director).

Defence Forces Commissioned Officer.

Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.

Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary,

Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller).

OCCUPATION GROUP B

Other business managers, arts/media/sportspersons and associate professionals.

Owner/Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

Specialist Manager (finance/engineering/production/personnel/industrial relations/sales/marketing).

Financial Services Manager bank branch manager, finance/investment/insurance broker, credit/loans officer).

Retail sales/Services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency).

Arts/Media/Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsperson, coach, trainer, sports official).

Associate Professionals - generally have diploma/technical qualifications and support managers and professionals:

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.

Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager).

Defence Forces Senior Non-Commissioned Officer.

OCCUPATION GROUP

LIST OF CARER OCCUPATIONS cont.

OCCUPATION GROUP C

Tradespersons, clerks and skilled office, sales and service staff.

Tradespersons generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group.

Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk).

Skilled office, sales and service staff:

Office (secretary, personal assistant, desktop publishing operator, switchboard operator).

Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjustor, market researcher).

Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).

OCCUPATION GROUP D

Machine operators, hospitality staff, assistants, labourers and related workers.

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper).

Office assistants, sales assistants and other assistants:

Office (typist, word processing/data entry/business machine operator, receptionist, office assistant).

Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketeer, shelf stacker).

Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant).

Labourers and related workers:

Defence Forces (ranks below senior NCO not included above).

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand).

Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).