



*St. Mary's School*  
High Street  
Rutherglen 3685  
Telephone: (02) 6032 9284  
Fax: (02) 6032 8166

## APPLICATION FOR ENROLMENT

### FAMILY DETAILS:

Family Name ..... Address.....  
Postcode..... No. of children in family ..... Parish .....  
Phone ..... email address .....  
Mobile phone ..... (for school SMS messages re excursions/sickness/emergency, etc.)

### STUDENT DETAILS:

Surname ..... Christian Names .....  
VSN (Vic Student No) ..... **\*\* (see note)** Date of Birth ..... Age ..... Sex .....  
Position in Family ..... Nationality ..... Religion .....  
Sacraments: Baptised Yes/No Date ..... Eucharist: Yes/No Confirmed: Yes/No  
Commencement Date ..... Year Level .....  
Has your child been immunised? Yes/No Date ..... (Please attach Immunisation Certificate)  
Previous School or Pre-School attended .....  
Permission to contact previous School or Pre-School Yes  No   
Transport to School ..... (if bus, which one?) ..... Km.....  
Does your child speak a language other than English at home? No, English only   
(If more than one language, indicate the one that is spoken most often.) Yes, other, please specify .....  
Is your child of Aboriginal or Torres Strait Islander origin? No   
Yes, Aboriginal   
Yes, Torres Strait Islander   
Yes, both Aboriginal & Torres Strait Islander

### Medical Information

Member of Ambulance Service Yes/No

Name of Doctor..... Address ..... Phone.....

Any medical conditions: Asthma, Dietary, Allergy, Anaesthetic, Phobias, etc.  
.....  
.....

Asthmatics must provide management plan

### Family notes (details we should know, e.g. Custody orders, family situations, etc.)

Give details .....  
.....

**\*\* Note:** Prep children and children from other States will have a VSN allocated to them from the Victorian Government upon enrolment. This VSN (Victorian Student Number) will be used throughout the child's education.

**Father's/Guardian's Details**

Name..... Marital Status..... Country of Birth .....  
Address (if different from above).....Phone..... Mobile phone .....  
Religion..... Occupation..... Employed by .....  
Business phone..... Will this person take responsibility for the payment of Fees? Yes  No

**Mother's/Guardian's Details**

Name..... Marital Status..... Country of Birth .....  
Address (if different from above).....Phone..... Mobile phone .....  
Religion..... Occupation..... Employed by .....  
Business phone..... Will this person take responsibility for the payment of Fees? Yes  No

**Address for correspondence/accounts** .....

**Emergency Contacts**

Name..... Phone ..... Work phone ..... Mobile .....  
Relationship to child (grandparent, neighbour, etc.) .....  
Name..... Phone ..... Work phone ..... Mobile .....  
Relationship to child (grandparent, neighbour, etc.) .....  
Name..... Phone ..... Work phone ..... Mobile .....  
Relationship to child (grandparent, neighbour, etc.) .....

**Other children in family**

Name..... Date of Birth..... School/Occupation.....  
Name..... Date of Birth..... School/Occupation.....  
Name..... Date of Birth..... School/Occupation.....

**PARENT DECLARATION**

If my child is enrolled at this school I will abide by the conditions of enrolment. In particular I accept that -

- My child will be educated in the Catholic faith within a Christian educational environment.
- My support of school staff and co-operation concerning school activities is essential.
- I will be responsible for the payment of School Fees and Levies associated with the education of my child.

**Accidents:** In the case of an injury being sustained by my child, I desire that a doctor be called if it seems advisable in the opinion of the Principal, or Acting Principal, of the school. In the case of emergency the school will contact an ambulance if necessary, and any cost will be incurred by me.

**Signatures** .....  
Parent/Guardian Date Parent/Guardian Date

**Please return the completed form to St Mary's together with**

- Attached Supplementary Enrolment Form
- Copy of birth certificate.
- Baptismal certificate.
- Immunisation Certificate.
- Latest school report and/or reference from previous school.
- Documentation relating to special needs.
- Any custody order or related information.

# Supplementary Enrolment Form

## Parent/Guardian details

Parent/Guardian 1 name .....

Parent/Guardian 2 name .....

		Mother/ Parent/Guardian 1	Father/ Parent/Guardian 2
<b>Q1. Does the mother/guardian or father/guardian speak a language other than English at home?</b> <small>Tick box only in each column</small>	No, English only....	<input type="checkbox"/>	<input type="checkbox"/>
	Yes, other – please specify ....	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>
<b>Q2. What is the highest year of primary or secondary school the parent/guardian has completed?</b> <small>Tick box only in each column (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</small>	Year 12 or equivalent...	<input type="checkbox"/>	<input type="checkbox"/>
	Year 11 or equivalent...	<input type="checkbox"/>	<input type="checkbox"/>
	Year 10 or equivalent...	<input type="checkbox"/>	<input type="checkbox"/>
	Year 9 or equivalent or below...	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q3. What is the level of the highest qualification the parents/guardians have completed?</b> <small>Tick box only in each column</small>	Bachelor degree or above...	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced Diploma/Diploma..	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I to IV (including trade certificate)...	<input type="checkbox"/>	<input type="checkbox"/>
	No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q4. What is the occupation of the parents/guardians?</b> <small>If person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in <u>paid</u> work in the last 12 months, enter 'N'.</small>	<b>Occupation Group letter</b> <small>(Please select the appropriate occupation group letter from the list on the back of this form.)</small>	<b>Group</b> <input style="width: 80px; height: 50px;" type="text"/>	<b>Group</b> <input style="width: 80px; height: 50px;" type="text"/>

Signed ..... Date .....

# Occupation Group – Question 4

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 Parental 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, valuer]
- *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, sportsman/woman, coach, trainer, sports official]

**Associate Professionals** - generally have diploma/technical qualifications & support managers & 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 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

**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 adjuster, 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, telemarketer, 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]