

ST. FRANCIS OF THE FIELDS



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APPLICATION FOR ENROLMENT

STUDENT INFORMATION

FAMILY NAME: _____

SURNAME: _____
 (if not the same as above)

FIRST NAME: _____

SEX: MALE / FEMALE

ADDRESS:

 _____ **POSTCODE** _____

HOME PHONE: _____

COUNTRY OF BIRTH: _____

DATE OF BIRTH: / / 20

COMMENCEMENT DATE: / / 20

YEAR LEVEL AT COMMENCEMENT: _____

LAST SCHOOL OR PRE SCHOOL ATTENDED:

Religion: (Please ✓)

Roman Catholic Anglican Uniting

No religious denomination Other: _____

NATIONALITY: _____

DOES THE CHILD SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME ?

If more than one language, indicate the one that is spoken most often

NO English

YES Please specify: _____

OFFICE USE ONLY **STUDENT No:** _____

Year: _____ **Class:** _____

VSN (VICTORIAN STUDENT NO) IF KNOWN

→ BIRTH CERTIFICATE
 Please supply copy of your child's Birth Certificate

→ IMMUNISATION
HAS YOUR CHILD BEEN FULLY IMMUNISED? Y / N
 Please supply a copy of Immunisation History Statement obtainable from Australian Childhood Immunisation Register.

→ SACRAMENTS RECEIVED

BAPTISM:	Y / N
RECONCILIATION:	Y / N
EUCCHARIST:	Y / N
CONFIRMATION:	Y / N

Please supply copies of Certificates.

ABORIGINAL	Y / N
TORRES STRAIT ISLANDER	Y / N

PARISH Kennington Catholic Parish
 Other

(please state Parish even if your family is not catholic)

Position of this child in your family: _____

Other children in your family (for planning future enrolments)

Name	Date of Birth	Anticipated Year of Prep Enrolment
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____

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 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 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 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 / refuge / 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]

MOTHER/GUARDIAN 1 INFORMATION

Residential Parent Yes No

Preferred Title Mrs Ms Miss Dr

Surname:		Date of Birth: / /
		Former Name:
First name:		
Address:		P/code
Relationship to child: <input type="checkbox"/> Mother <input type="checkbox"/> Stepmother <input type="checkbox"/> Grandmother <input type="checkbox"/> Guardian		
Telephone: (H)		
(B)		
(M)		
(Email)		
Religion: <input type="checkbox"/> Catholic <input type="checkbox"/> Other _____ <input type="checkbox"/> No Religious Denomination		
Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other		
Nationality: <input type="checkbox"/> Australian <input type="checkbox"/> Other _____		
★ Does the mother/guardian speak a language other than English at home? <input type="checkbox"/> No (English only) <input type="checkbox"/> Yes, please specify _____		
The following information is required by Government bodies. All information is protected under the Privacy Act.		
Mother's/guardian's occupation: _____		
What is the occupation group of the mother/guardian? _____		
★ Please select the appropriate Parental Occupation Group from the lists provided (A, B, C, D or N)		
If the mother/guardian is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use her last occupation. If she has not been in paid work in the last 12 months, enter 'N'		
Employer:		
★ What is the highest year of primary or secondary school the mother/guardian has completed? For persons who have never attended school, mark 'Year 9 or equivalent or below'.		
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Year 9 or equivalent or below
★ What is the level of the highest qualification the mother/guardian has completed?		
<input type="checkbox"/> Bachelor Degree or above		<input type="checkbox"/> Advanced Diploma/Diploma
<input type="checkbox"/> Certificate I to IV (including Trade Certificate)		<input type="checkbox"/> No non-school qualifications

FATHER/GUARDIAN 2 INFORMATION

Residential Parent Yes No

Preferred Title Mr Dr

Surname:		Date of Birth: / /	
First name:			
Address:		P/code	
Relationship to child: <input type="checkbox"/> Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Grandfather <input type="checkbox"/> Guardian			
Telephone: (H)			
(B)			
(M)			
(Email)			
Religion: <input type="checkbox"/> Catholic <input type="checkbox"/> Other _____ <input type="checkbox"/> No Religious Denomination			
Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other _____			
Nationality: <input type="checkbox"/> Australian <input type="checkbox"/> Other _____			
★ Does the father/guardian speak a language other than English at home? <input type="checkbox"/> No (English only) <input type="checkbox"/> Yes, please specify _____			
★ The following information is required by Government bodies. All information is protected under the Privacy Act.			
Father's/guardian's occupation: _____			
★ What is the occupation group of the father/guardian? _____			
Please select the appropriate Parental Occupation Group from the lists provided (A, B, C, D or N)			
If the father/guardian is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use his last occupation. If he has not been in paid work in the last 12 months, enter 'N'			
Employer:			
★ What is the highest year of primary or secondary school the father/guardian has completed? For persons who have never attended school, mark 'Year 9 or equivalent or below'.			
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 11 or equivalent	
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Year 9 or equivalent or below	
★ What is the level of the highest qualification the father/guardian has completed?			
<input type="checkbox"/> Bachelor Degree or above		<input type="checkbox"/> Advanced Diploma/Diploma	
<input type="checkbox"/> Certificate I to IV (including Trade Certificate)		<input type="checkbox"/> No non-school qualifications	

STUDENT'S MEDICAL HISTORY

Does your child suffer from any medical condition or has special needs (social, emotional, academic, etc) of which we need to be aware? Yes No

If yes, please provide details:

MEDICAL AUTHORITY

In the event of any illness, or accident, I accept responsibility and authorize the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary. Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Student's Doctor: _____ Phone: _____

Ambulance Cover: Yes No Medicare No: _____

SACRAMENTAL PROGRAM

All children are expected to participate in classroom teaching of the Sacraments. However, according to Diocesan Guidelines, the Sacraments of Reconciliation, Confirmation and Eucharist are for children who are baptised and have at least one parent a baptised Catholic.

If children or parents wish to be baptised into the Catholic Church, contact should be made with our Parish Priest.

ALLOWANCES AVAILABLE

- 1. Camps, Sports and Excursion Fund (CSEF) Yes No
 (parent must hold a Centrelink Pensioner Concession OR Health Care Card)
- 2. Conveyance Allowance Yes No

How many kilometres from school or nearest free school bus do you reside? _____ kms.
To claim this allowance a student must reside more than 4.8 klms from our school or to the nearest school bus service to school.

Please contact the office for further clarification.

INFORMATION ON THE USE OF STUDENT PHOTOGRAPHS (Optional)

At St. Francis of the Fields Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter and in displays around the school. Occasionally photographs of the students are included. We also use photographs of students in our School Information Booklet and brochures.

On the school website there will be images of students usually group photographs and we may identify the student by Christian name only.

We invite local press to school events and they are expected to follow School Procedures on the publication of photographs of students. When a story is about an individual achievement, we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child, only group photos are published

Students with medical conditions, that require specific care, will have their photograph displayed, along with relevant information, in the classroom, sickbay, tuckshop and perhaps other areas. This will enable all staff to be aware of individual children's medical needs.

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

- **the school website and school publications**
- **social media eg. Facebook, Flexibuzz, Twitter**
- **newspapers and other media.**

Yes No

SCHOOL FAMILY DIRECTORY (Optional)

Each year at St. Francis of the Fields we publish a Family Directory with business advertising. The Directory is made available to all school families and staff via the school app 'Flexibuzz'. The purpose of this Directory is to allow school families to make contact with each other.

The following information is listed for each family:-

- Parents names
- Names of children at St. Francis of the Fields and their class
- Address of home
- Home phone number

Do you agree to your family's information being included in our School Directory?

Yes No

CHECKLIST Please ensure you have attached copies of

- Birth Certificate (**must be provided**)
- Baptism, Reconciliation, Eucharist and Confirmation Certificates (if received) (**must be provided**)
- Immunisation History Statement from Australian Childhood Immunisation Register (**must be provided**)
- Information and reports relating to any medical condition or special needs of your child
- Relevant Family Court Orders, custody, access or guardianship documents (where applicable)
- Relevant medical/special needs information including clinical/educational assessments (where applicable)

SCHOOL FEES

School fees are an integral part of running our school. It is expected that parents/guardians will pay their accounts each year. However, parents experiencing difficulty in meeting payment are urged to contact the school to discuss other options for payment.

Direct debit is our preferred method of paying school fees

Person/s responsible for payment of school fees:

School Fee Statement to be addressed to:

Name: _____

Address: (as above) or _____ Post Code: _____

Email address for school fee statements: _____

Where the payment of school fees is to be divided please indicate percentage?

Name: _____ % of fees: _____

Name: _____ % of fees: _____

Accounts are sent home via email at least once per term.

PARENT/GUARDIAN AGREEMENT

In making this application for my child to be enrolled at St Francis of the Fields Primary School

I/we

- certify that the information herein is correct
- agree to co-operate to the best of my/our ability in matters relating to the school, such as parent/student/teacher meetings, school functions and events etc.
- undertake to pay the fees due to St Francis of the Fields Primary School
- ensure that the school office is notified of any changes to the details in this application
- understand that this is an application for enrolment only and that if successful I/we will be notified in writing by the Principal.

Signature of Parents/Guardians

Signed: _____ Name: _____ Date: / /201

Signed: _____ Name: _____ Date: / /201