



## Enrolment Policy

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

In order for a Student to be considered for a place at a Catholic School an Application for Enrolment must first be submitted by the Parent/Guardian of the child to the individual Catholic School. The information required in respect to this application is limited to the following; -

1. Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
2. The date of birth of the child (including the provision of a birth certificate);
3. The Immunisation history of the Child (to meet the requirements of the Victorian Registration and Qualifications Authority (VRQA));
4. The Religious denomination of the Student including whether the Student has been baptised Catholic;

### Enrolment Criteria

Taking into account the capacity of St. Francis of the Fields to accept students and following the provision of an application our school shall consider the application in line with the following order of priority:

#### Foundation (Prep) Enrolments

1. Sibling of existing students.
2. Baptised Catholic living within Kennington Parish.
3. Baptised Catholic living outside Kennington Parish.
4. Child who attended Assisi Kindergarten
5. Child of a parent teacher at St. Francis of the Fields.
6. Unbaptised Child of a Catholic parent
7. Child of other Christian denominations.
8. Child of other faith traditions.
9. Child of no faith tradition.

#### Year 1 – 6 Enrolments

1. Sibling of existing students.
2. Baptised Catholic living within Kennington Parish.
3. Baptised Catholic from Catholic schools moving into Kennington Parish.
4. Baptised Catholic from Catholic schools living outside Kennington Parish.
5. Child of a parent teacher at St. Francis of the Fields.
6. Unbaptised Child of a Catholic parent
7. Child of other Christian denominations.
8. Child of other faith traditions.
9. Child of no faith traditions.

The School shall notify the parents/guardians as to whether the application for Enrolment has been accepted or declined. For those children whose application has been accepted the School shall provide the Enrolment Terms and Conditions to the parents/guardians and a request for further information to facilitate completion of enrolment

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## Enrolment Requirement Checklist

Please complete Application for Enrolment and email to our school ([office@sfstrathfieldsaye.catholic.edu.au](mailto:office@sfstrathfieldsaye.catholic.edu.au)) or post to PO Box 404 Strathfieldsaye Vic 3551 together with required supporting documents.

The following supporting documents are required at the time of lodging application please:-

**CHECKLIST** Please ensure you have attached copies of .....

- Birth Certificate (must be provided)
- Immunisation History Statement from Australian Childhood Immunisation Register (available for download from the Medicare website)
- Baptism, Reconciliation, Eucharist and Confirmation Certificates (if received)
- 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)

Upon receipt of your Enrolment Application, parents can expect:

- A letter from the Principal stating whether enrolment is successful.
- Screening interview to become familiar with each child's educative, social and emotional needs.
- Visitation afternoons for enrolled students to assist with a smooth transition.
- An Orientation Day where children enjoy a learning session with their classmates and where possible, class teacher for the following year.

# APPLICATION FOR ENROLMENT – St Francis of the Fields

<b>Office use only</b>	Date received:	Student Number:
	Year Level:	House colour:
	Start date:	VSN (if known):
	Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	English as an Additional Language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	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		
Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (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:	

Does the student or their parent(s)/guardian(s) speak a language other than English at home? <small>Note: Record all languages spoken.</small>				
		Student	Parent A/Guardian 1	Parent B/Guardian 2
<b>No</b>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify all languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

OTHER CHILDREN IN FAMILY STILL TO COMMENCE SCHOOL <small>List other children in your family (for planning future enrolments)</small>			
Name	Anticipated year of Foundation Enrolment	Gender	Date of Birth

NATIONALITY		
<b>Government Requirement</b>	Nationality:	Ethnicity:
In which country was the student born?	Australia <input type="checkbox"/>	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 <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*	
<b>Please tick the relevant category below and record the visa subclass number as per government requirements:</b> (original documents to be sighted and copies to be retained by the school)	
<b>Australian citizen not born in Australia:</b>	
<input type="checkbox"/>	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:	
<b>Not currently an Australian citizen, please provide further details as appropriate below:</b>	
<input type="checkbox"/>	Permanent resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i>
<b>* Please attach visa/ImmiCard/letter of notification and passport photo page.</b>	

IMMUNISATION <i>(please attach an immunisation history statement for your child)</i>	
All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit <a href="https://my.gov.au">myGov</a> ) and provide it to the school with this enrolment form.	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide explanation:
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMERGENCY CONTACTS – OTHER THAN PARENT / GUARDIAN			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

PARENT A / GUARDIAN 1					
Surname:		Title: (e.g.Mr/Mrs/Ms)		First name:	
Address:				DOB:	
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/>				Employer:	
Email:			Health Care Card: Yes <input type="checkbox"/> No <input type="checkbox"/> Number		
<b>Government Requirement</b>	Occupation:		What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 12)		
Religion: (include rite)			Nationality: Ethnicity if not born in Australia:		
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 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 B / GUARDIAN 2					
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Address:				DOB:	
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/>				Employer:	
Email:			Health Care Card: Yes <input type="checkbox"/> No <input type="checkbox"/> Number		
<b>Government Requirement</b>	Occupation:		What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 12)		
Religion: (include rite)			Nationality: Ethnicity if not born in Australia:		
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"/>		

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:

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)	<input type="checkbox"/>

Has your child ever seen a:

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)	<input type="checkbox"/>

Have you attached all relevant information/reports? Yes  No

### HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with both parents	<input type="checkbox"/> Out-of-home care
<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"/> Carer/guardian
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

### PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool:

I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: No  Yes   
(If yes, please complete Form - *Consent for Transferring Information*.)

### 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?

MEDICAL INFORMATION			
Doctor's name:			
Street number and name:			
Suburb:		Postcode:	Phone:
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fund: Number:
Ambulance cover:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number:
Medical condition:	<p>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.</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p>		
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"/>	

PARENT/CARER/GUARDIAN SIGNATURE:		Date:
PARENT/CARER/GUARDIAN SIGNATURE:		Date:

**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.

Note: Secondary students may complete parts of the form and co-sign.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [www.sfnathalia.catholic.edu.au](http://www.sfnathalia.catholic.edu.au)

# Terms & Conditions of Enrolment

## 1. Enrolment

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

- a. names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
- b. names of emergency contacts and their details;
- c. information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- d. medical conditions;
- e. specific residence arrangements;
- f. parenting agreements or court orders, including any guardianship orders
- g. nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable;

After lodgement of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have.

## 2. Fees

- 2.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 2.2. The fees must be paid for a child to continue to be enrolled at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 2.3. The school may at its sole discretion determine not to continue an enrolment for the following school year should fees and other compulsory charges remain outstanding for greater than six months.

## 3. Terms of enrolment regarding acceptable behaviour

- 3.1 The school community recognizes that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 3.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
  - a) promote the values of honesty, fairness and respect for others
  - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c) maintain good order and harmony
  - d) affirm cooperation as well as responsible independence in learning
  - e) foster self-discipline and develop responsibility for one's own behaviour.
- 3.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.



3.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

#### 4. Terms of enrolment regarding provision of accurate information

4.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

4.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school with any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

4.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.

4.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

#### 5. Assessment and updates

5.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

### Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment. I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as per the payment methods provided by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies

are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent A / Guardian 1 signature:		Date:
Parent B / Guardian 2 signature:		Date:

PERSON RESPONSIBLE FOR THE PAYMENT OF FEES			
Who will be responsible for payment of the school fees and levies?			
Surname		Address:	
First name		Email:	
Phone		Signature Parent A / Guardian 1	
Relationship to the student		Signature Parent B / Guardian 2	

# PHOTOGRAPH/RECORDING PERMISSION FORM

## Dear Parent/Guardian

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

Catholic Education Sandhurst (CES) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child’s photograph/recording for the above purposes. Please complete the permission form below and return it to the school as soon as possible. Thank you for your continued support.

<b>STUDENT’S FULL NAME:</b>		<b>YEAR LEVEL:</b>	
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- I give permission for my child’s:
  - Name
  - photograph
  - recording

to be published by the school on/in:

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

<b>Name of parent/guardian (please circle):</b>			
<b>Signed:</b> parent/guardian		<b>Date:</b>	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school’s Privacy Collection Notice and Privacy Policy available on its website [insert school web address].

# SCHOOL FAMILY OCCUPATION INDEX

## PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### OCCUPATION GROUP 1

#### 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, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals*

- **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 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 2

#### 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, Business/administration*

- **Medical, science, building, engineering, computer technician/associate professional**

#### 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.

- **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, proof reader]

### OCCUPATION GROUP 3

#### **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 4

#### **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]

##### **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, trolley collector, car park attendant]

## Consent to Transfer Information

### STUDENT DETAILS:

First Name		Surname		DOB	
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### SCHOOL TRANSFER DETAILS:

Current School					
E No.	E	School		Suburb	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
E No.	E	School		Suburb	

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We provide informed and express consent for all relevant health and/or educational information held by school A, **detailed below**, to be provided to school B. I understand that this information will be collected and used by to inform health and safety management strategies and educational programming for my child.

### TYPE OF INFORMATION:

(e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, medical management plans, attendant care plans, behaviour support plans, safety plans)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

### CONSENT:

<b>Parent/Carer/Guardian Name:</b>	<b>Parent/Carer/Guardian Signature:</b>  <b>Date:</b>
<b>Parent/Carer/ Guardian Name:</b>	<b>Parent/Carer/Guardian Signature:</b>  <b>Date:</b>

Please refer to each school's information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principals.