

# **Enrolment Procedure**

# **NEW PREP FAMILIES TO ST JOAN OF ARC SCHOOL**

Step 1

Parents complete enrolment form and explanatory form and forward it with $100.00 enrolment fee to school.   
This enrolment fee is non-refundable.

Parents must send to the school with the enrolment form a copy of the child’s:

* Birth Certificate
* Immunization Certificate
* Baptismal Certificate (if appropriate)

Step 2

1. Places will be allocated and parents informed by the first week of May   
   for the following school year.
2. Acceptance of offers must be returned from parents with a deposit of $500.00 which

is a part payment of Term 1 fees by the end of May.

1. Families not successful with enrolment will be sent a letter indicating this,   
   and where relevant an offer to be placed on a waiting list, pending further   
   enrolment vacancies.

Step 3

Parents will be expected to attend the Parent Information Night in November and your child is expected to attend the Orientation days in October and November for Preps and in December for all other year levels.

***Please Note:*** *Families with children already enrolled at St Joan of Arc only need to complete the enrolment form and send it and along with the required documents listed above to the school office.*

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| **ENROLMENT FORM** | |
| **St Joan of Arc Brighton Address: 30 Dendy St Brighton, 3186**  **Email: principal@sjbrighton.catholic.edu.au** **Tel:** **95923840** |  |

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| **Office use only** | Date received: |  |
|  | Enrolment date: | English second language: Yes  No |
|  | Start date: | House colour: |
|  | Student/family code: | VSN: |

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| **STUDENT DETAILS** | | | |
| Surname: | | Entry year (YYYY) | Entry level/grade: |
| First name/s: | |  |  |
| Preferred first name: | | | |
| Date of birth: | Religion: | | |
| Male: | Female: | | |

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| **HOME ADDRESS OF STUDENT** | |
| Street number & name: | |
| Suburb: | Post Code: |
| Home phone: | |

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| **EMERGENCY CONTACTS – OTHER THAN PARENT** | | | |
| 1. Name: |  | 1. Name: |  |
| Relationship to child: |  | Relationship to child: |  |
| Home phone: |  | Home phone: |  |
| Mobile: |  | Mobile: |  |

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| **SACRAMENTAL INFORMATION** | | |
| Baptism: | Date: | Parish: |
| Confirmation: | Date: | Parish: |
| Reconciliation: | Date: | Parish: |
| Communion: | Date: | Parish: |
| Current Parish: |  | |

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| **PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION** | |
| Name of previous school/pre-school: | |
| I/We give permission for school to contact previous school or pre-school: Yes  No | |
| Signature: | Signature: |

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| **NATIONALITY** | | |
| **GOVERNMENT REQUIREMENT** | Nationality: |  |
| 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 mark 'Yes' to both) | | |
| No  Yes, Aboriginal  Yes, Torres Strait Islander | | |

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| Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often) | | | | |
|  | | Student | Mother/guardian | Father/guardian |
| **No** | English Only |  |  |  |
| **Yes** | Other – please specify |  |  |  |

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| **IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**  **Please tick the relevant category below and record the Visa Subclass number:**  (original documents to be sighted and copies to be retained by the school) | | | | | |
| **Australian Citizen not born in Australia** | | | | | |
|  | Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia) | | |  | |
|  | Australian Passport Number: (If applicable) | Passport No: | |  | |
|  | Naturalisation Certificate Number : | * + - 1. Certificate No: | |  | |
|  | Visa Subclass recorded on entry to Australia | Visa Subclass No: | |  | |
|  | Date of Arrival into Australia | Date: | |  | |
|  | | | | | |
| **Not currently an Australian Citizen please provide further details as appropriate below:** | | | | | |
|  | Permanent resident, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |  |
|  | Temporary resident, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |  |
|  | Other/Visitor/Overseas Student, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |  |
| **\*Please attach Visa/document of travel/letter of notification and passport photo page.** | | | | | |

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| **MEDICAL INFORMATION** | | | | | | | |
| Doctor's name: |  | | | | | | |
| Street number and name: |  | | | | | | |
| Suburb: |  | | Post Code: | | | | Phone: |
| Medicare No.: |  | | | Ref No: | | | Expiry: |
| Private Health: | Yes  No | Fund: | | | | | Number: |
| Ambulance: | Yes  No | Number: | | | |  | |
| Medical Condition: | *Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.* | | | | | | |
| Allergies: | *Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.* | | | | | | |
| **Has the student been diagnosed as being at risk of anaphylaxis?** | | | | | Yes  No | | |
| **If yes, does the student have an EpiPen or Anapen?** | | | | | Yes  No | | |

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| **IMMUNISATION** *(please indicate if the student has been immunized against the following)* | | | | | |
|  | | **Date** |  | | **Date** |
| Diptheria/Tetanus/Whooping Cough | Yes  No |  | Hepatitis B | Yes  No |  |
| Haemophilus Influenza type B (Hib) | Yes  No |  | Polio | Yes  No |  |
| Measles-Mumps-Rubella | Yes  No |  | Rotavirus | Yes  No |  |
| Meningococcal C disease | Yes  No |  | Chicken Pox | Yes  No |  |
| Human Papillomavirus (HPV) (12- 18yrs) | Yes  No |  | Pneumococcal disease | Yes  No |  |

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| This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised. | | | | | | | |
| **ADDITIONAL NEEDS** | | | | | | | |
| **Does your child have:** | | | | | | | |
| autism |  | behaviour disorders |  | hearing impairment | |  | |
| intellectual disability |  | language disorder |  | mental health issues | |  | |
| ADD/ADHD |  | vision impairment |  | acquired brain injury | |  | |
| giftedness |  | other (please specify) |  |  | |  | |
| **Has your child ever seen a:** | | | | | | | |
| behavioural optometrist |  | audiologist |  | speech pathologist | |  | |
| educational psychologist |  | paediatrician |  | occupational therapist | |  | |
| psychologist |  | other specialist |  |  | |  | |
| **If your child does have a special need, please can you assist us by providing the following information:** | | | | | | | |
|  | | | | | Yes | | No |
| Details of additional learning needs/additional needs provided (please provide all relevant information) | | | | |  | |  |
| Medical/allied health professional reports attached (please provide all relevant information) | | | | |  | |  |

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| **FAMILY DETAILS** | | | | |
| Who will be responsible for the payment of the school fees and levies? Please tick a box | | | | |
| Both Parents | Mother Only | Father Only | Guardian | Other: |

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| **MOTHER/GUARDIAN** | | | | | | | | | | | | | | | |
| Surname: |  | | | | Title: (eg. Mrs/Ms) | | |  | | First Name: | |  | | | |
| Address: |  | | | | | | | | | | | | | | |
| Home Phone: |  | | | | Work Phone: | |  | | | Mobile: |  | | | | |
| Email: |  | | | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | | |  |
| Religion: | | | | | | | | | Nationality: | | | | | | |
| Country of Birth: | | Australia | | | | Other (please specify): | | | | | | | | | |
| **What is the highest year of primary or secondary school the mother/guardian has completed:**  *(Persons who have never attended secondary school, mark 'Year 9 or below')* | | | | | | | | | | | | | | | |
| Year 9 or below | | | | Year 10 or equivalent | | | | | Year 11 or equivalent | | | | | Year 12 or equivalent | |
| **What is the level of the highest qualification the mother/guardian has completed:** | | | | | | | | | | | | | | | |
| No post school qualification | | | Certificate I to IV  (including trade certificate) | | | | | | Advanced diploma/Diploma | | | | Bachelor degree or above | | |

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| **FATHER/GUARDIAN** | | | | | | | | | | | | | |
| Surname: | |  | | | | Title: | | |  | First Name: | | |  |
| Address: | |  | | | | | | | | | | | |
| Home Phone: | |  | | | | Work Phone: | | |  | Mobile: | | |  |
| Email: |  | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | |  |
| Religion: | | | | | | | | Nationality: | | | | | |
| Country of Birth: | | | Australia | | | | Other (please specify): | | | | | | |
| **What is the highest year of primary or secondary school the father/guardian has completed:**  *(Persons who have never attended secondary school, mark 'Year 9 or below')* | | | | | | | | | | | | | |
| Year 9 or below | | | | | Year 10 or equivalent | | | Year 11 or equivalent | | | | Year 12 or equivalent | |
| **What is the level of the highest qualification the father/guardian has completed:** | | | | | | | | | | | | | |
| No post school qualification | | | | Certificate I to IV  (including trade certificate) | | | | Advanced diploma/Diploma | | | Bachelor degree or above | | |

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| **SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL** | | | |
| List all children in your family attending school or preschool (oldest to youngest) – include applicant | | | |
| **Name** | **School/Pre-school** | **Year/Grade** | **Date of Birth** |
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| **PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:** | |
| Living with Mother & Father | Single parent: Mother / Father (please circle) |
| Living in a step family | Shared parenting eg. One week with mother , next with father  FTE with Mother:       FTE with Father: |
| Guardian | Out-Of-Home Care |

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| **COURT ORDERS (if applicable)** |
| Are there any current court orders relating to the student? Yes  No |
| *If yes, copies of these court 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? |

**SCHOOL FAMILY OCCUPATION INDEX**

**PARENT OCCUPATION GROUPS**

Please select the appropriate group from the following list.

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| **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, GOVERNMENTADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS**

**Senior management in large business organisations**

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

* **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* professional, Business, Air/sea transport

* **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/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

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

* **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, 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 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.

**Tradesmen/women**

* **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]