



St. John Bosco's School

6 Teague St Niddrie, 3042:
Postal Address: 29 Muriel Street, Niddrie Vic 3042 Phone 9337 2314,
e-mail: principal@sjbniddrie.catholic.edu.au

APPLICATION FOR ENROLMENT 2019

OFFICE USE ONLY

Name of Student:

Date Received:
Family Code:
Student Code::

FAMILY MAILING DETAILS

Family Surname

Mail to
[eg Mr & Mrs Smith]

Address

Suburb/City

Post Code

Family Phone Number
Y/N

Silent

Current Parish

STUDENT DETAILS

First Name

Commencement Year (YYYY)

Middle Name

Entry Year Level/Grade(eg: Prep)

Surname

1st Australian School Year (eg: 2019)

Preferred Name

Religion

Gender: Male Female (please tick one)

VSN(Victorian Student Number):

Date of Birth

(if transferring from another school)

What is the main language spoken at home?

NATIONALITY

Country of Birth

Nationality(if born overseas)

Date arrived in Australia

Indigenous Identifier Aboriginal \ Torres Strait Islander: **Yes** **No** (If Yes, please tick one below)
 Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

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

Naturalisation Certificate/ Australian Passport number / Document of Travel (please circle)

Document No

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 No)

Visa Subclass No:

***Please attach Visa/document of travel/letter of notification and passport photo page.**

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

**MOTHER/GUARDIAN
SIGNATURE:**

**FATHER/ GUARDIAN
SIGNATURE:**

MEDICAL INFORMATION

Doctor's Name:			
Medicare No.:		Ref No:	Expiry:
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. If applicable, please attach student's Action Plan.</i>		
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i>		
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"/> If yes, please attach Anaphylaxis Action Plan	

ADDITIONAL NEEDS

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.

Does your child have:

autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>		

Has your child ever seen a:

behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>		

If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/ support that he/she may be currently receiving. Please attach supporting documentation to this application.

I/We understand that it is a condition of entry that all information regarding a child's special needs be shared with the school prior to enrolment.

FATHER/ GUARDIAN: _____ SIGNATURE: _____

MOTHER/ GUARDIAN: _____ SIGNATURE: _____

The school will regularly assess its ability to provide adequate services for these needs.

MEDICAL AUTHORITY SIGNATURE

In case of an emergency, where I/we cannot be contacted, I/we give permission for the school to administer first aid or seek medical treatment as deemed necessary.

FATHER/ GUARDIAN: _____ SIGNATURE: _____

MOTHER/ GUARDIAN: _____ SIGNATURE: _____

SACRAMENTAL INFORMATION

Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current Parish:		

CONTACT DETAILS

Details	Father/Guardian	Mother/Guardian
First Name		
Surname		
Relationship		
Address – Street		
Suburb & Post Code		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Mobile		
Email Address		
Marital Status		
Occupation		
Employer		

Occupational and Educational Information as required by the Government.

Please ensure each question in this section is completed.

Occupational Group (Refer to list of Parental Occupation Groups attached)	Group A <input type="checkbox"/>	Group A <input type="checkbox"/>
	Group B <input type="checkbox"/>	Group B <input type="checkbox"/>
	Group C <input type="checkbox"/>	Group C <input type="checkbox"/>
	Group D <input type="checkbox"/>	Group D <input type="checkbox"/>
	Group N <input type="checkbox"/>	Group N <input type="checkbox"/>
Highest Year of School Education	Year 9 or equivalent or below <input type="checkbox"/>	Year 9 or equivalent or below <input type="checkbox"/>
	Year 10 or equivalent <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>
	Year 11 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>
	Year 12 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>
	Advanced Diploma/Diploma <input type="checkbox"/>	Advanced Diploma/Diploma <input type="checkbox"/>
	Certificate I to IV (inc trade cert) <input type="checkbox"/>	Certificate I to IV (inc trade cert) <input type="checkbox"/>
	No non-school qualification <input type="checkbox"/>	No non-school qualification <input type="checkbox"/>
What is the main language spoken at home?		
Country of Birth		
Nationality (if born overseas)		
Religion		
Working with Children Check (Required if volunteering in the school)	Card Type : Volunteer or Employee Card Number	Card Type : Volunteer or Employee Card Number
SIGNATURE		

COURT ORDERS

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.

FEES AGREEMENT

Please read and sign the agreement at the bottom of this page

- I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Levies below.

Annual Family Fee \$1,900 or Per Term \$475 or by arrangement e.g. Direct Debit

Student Levy: \$320 Prep- Year 5; \$370-Year 6; due the first week of Term 1

Capital fee \$100 (\$25 per term)

*These fees are current at the time of enrolment and will be revised at the beginning of 2019

School Fees are billed per family. Statements are sent out at the beginning of the year with the full amount payable by October 31 each year.

We accept payments by credit card, eftpos, cash or cheque and we can arrange payment via direct debit. If you have any concerns regarding the payment of school fees please make an appointment to see the School Principal.

PAYMENT ARRANGEMENTS

Account to be paid by (please tick):

- Both Parents Father only Mother only
- Split between Father _____% and Mother _____%
- Other - please specify:.....

EMAIL CONTACT ADDRESS

Please indicate your preferred email address for contact regarding your account. All statements and receipts will be emailed to this address.

NAME: _____ EMAIL: _____

- I/We agree that all fees and levies as determined by the School will be paid by the due date unless otherwise agreed in advance
- I/We confirm the fee payment arrangements above and agree to honour this commitment to be responsible for payment of school fees and levies for our child.
- I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at this school or any other Catholic school.
- I/we agree to the above financial requirements and understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

NAME OF PERSON(S) RESPONSIBLE FOR PAYMENT OF FEES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____

NB: All person(s) named as responsible for fees payment MUST sign this form as it will be considered legally binding.

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

You may be able claim extra assistance towards your school levies by claiming the Camps, Sports and Excursions Fund. To be eligible you must have a current Health Benefit Card, Health Care Card, or Pension Card. Please see the office for further details and forms.

Are you eligible to apply for the Camps, Sports and Excursions Fund (CSEF)? **Yes / No**

EMERGENCY CONTACT DETAILS

Please nominate those persons **other than a parent** who may be contacted in the event of an emergency

Name			
Home Phone		Mobile	
Relationship to Student			
Name			
Home Phone		Mobile	
Relationship to Student			

FAMILY DETAILS

Please list below all children in the family (including those not at school yet)

	Child's Full Name	School Year	Birth Order	School Attending
Child			1	
Child			2	
Child			3	
Child			4	
Child			5	

REQUIRED DOCUMENTATION

I/we have included copies of the following documents with this application for enrolment (please tick)

- Birth Certificate
 - Baptismal Certificate
 - Immunisation Certificate (Government requirement – must be provided prior to starting school)
 - Most recent previous school reports and external test results (where applicable)
 - Relevant Family Court Orders (where applicable)
 - Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
 - Citizenship documentation (where applicable)
- I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
- If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, Masses etc.).

FATHER/ GUARDIAN: _____ MOTHER/ GUARDIAN: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

Please note:

- Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

PARENTAL OCCUPATION GROUPS

Parental Occupation is defined as the **main** work undertaken by the parent/guardian.

If a parent/guardian has more than one job, report their main job.

If a parent /guardian has been unemployed for more than 12months please tick **Group N**

Group A: Senior management in large organisations, government administration & defence & 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

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]

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

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]

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]