

ENROLMENT FORM

APPENDIX 1
V.09/2019

ST FRANCIS XAVIER PRIMARY SCHOOL

100 Fortune Street, Ballarat East VIC 3350
PO Box 2027, Ballarat Mail Centre VIC 3354
Tel: 5331 6311
Email: office@sfxballarat.catholic.edu.au
Website: www.sfxballarat.catholic.edu.au



Office use only	Date received:	Birth certificate attached: Yes ☐ No ☐
	Enrolment date:	English as an Additional Language: Yes ☐ No ☐
	Start date:	House colour:
	Student/family code:	VSN:
	Immunisation history statement attached: Yes ☐ No ☐	Visa information attached (if relevant): Yes ☐ No ☐

STUDENT DETAILS

Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (include rite)	
Male: ☐	Female: ☐	Other: ☐

HOME ADDRESS OF STUDENT

Street number and name:	
Suburb:	Postcode:
Home phone:	

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:	2. Name:
Relationship to child:	Relationship to child:
Home phone:	Home phone:
Mobile:	Mobile:

SACRAMENTAL INFORMATION

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

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 B Sample Consent for Transferring Information.)

NATIONALITY

Government Requirement	Nationality:	Ethnicity:
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, tick 'Yes' for both.)		
No ☐	Yes, Aboriginal ☐	Yes, Torres Strait Islander ☐

Does the student or their parent(s)/guardian(s) speak a language other than English at home?

Note: Record all languages spoken.

		Student	Parent A/Guardian 1	Parent B/Guardian 2
No	English only	☐	☐	☐
Yes	Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS***Please tick the relevant category below and record the visa subclass number as per government requirements:**

(original documents to be sighted and copies to be retained by the school)

Australian citizen not born in Australia:
☐ 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:

Not currently an Australian citizen, please provide further details as appropriate below:
☐ Permanent resident: (if ticked, record the visa subclass number)

☐ Temporary resident: (if ticked, record the visa subclass number)

☐ Other/visitor/overseas student: (if ticked, record the visa subclass number)
*** Please attach visa/ImmiCard/letter of notification and passport photo page.****MEDICAL INFORMATION**

Doctor's name:

Street number and name:

Suburb:

Postcode:

Phone:

Medicare number:

Ref number:

Expiry:

Private health insurance:

Yes ☐No ☐

Fund:

Number:

Ambulance cover:

Yes ☐No ☐

Number:

Medical condition:

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.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

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 ☐**IMMUNISATION** (please attach an immunisation history statement for your child)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit [myGov](https://my.gov.au)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes ☐No ☐

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes ☐No ☐

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)	☐	behavioural concerns	☐	hearing impairment	☐
intellectual disability/ developmental delay	☐	mental health issues	☐	oral language/communication difficulties	☐
ADD/ADHD	☐	acquired brain injury	☐	vision impairment	☐
giftedness	☐	physical impairment	☐	other condition (please specify)	☐

Has your child ever seen a:

paediatrician	☐	physiotherapist	☐	audiologist	☐
psychologist/counsellor	☐	occupational therapist	☐	speech pathologist	☐
psychiatrist	☐	continence nurse	☐	other specialist (please specify)	☐

Have you attached all relevant information/reports? Yes ☐ No ☐

FAMILY DETAILS

Who will be responsible for payment of the school fees and levies?

Surname	First name	Address and email	Phone	Relationship to the student

Number in family: Boys ☐ Girls ☐ Parish: _____

Correspondence to: Both parents: ☐ Father only: ☐ Mother only: ☐ Other: _____

Postal Address: _____

Would you be happy to receive the following by email? (please tick)

School Newsletter ☐

School Fee Account Statements ☐

Preferred Email Address _____

PARENT A or GUARDIAN 1

Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:	
Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes ☐	No ☐
Email:					
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)			
Religion: (include rite)			Nationality:	Ethnicity if not born in Australia:	
Country of birth:	☐ Australia	☐ Other (please specify):			
What is the highest year of primary or secondary school Parent A/Guardian 1 has completed? (Persons who have never attended secondary school, tick '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 Parent A/Guardian 1 has completed?					
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/diploma ☐	Bachelor degree or above ☐		

PARENT B or GUARDIAN 2				
Surname:		Title: (e.g. Mr/Mrs/Ms)		First name:
Address:				
Home phone:		Work phone:		Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes ☐	No ☐
Email:				
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index (attached))		
Religion: (include rite)		Nationality:	Ethnicity if not born in Australia:	
Country of birth:	☐ Australia	☐ Other (please specify):		
What is the highest year of primary or secondary school Parent B/Guardian 2 has completed? (Persons who have never attended secondary school, tick '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 Parent B/Guardian 2 has completed?				
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/diploma ☐	Bachelor degree or above ☐	

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL			
List all children in your family attending school or preschool (oldest to youngest) – include applicant:			
Name	School/preschool	Year/grade	Date of birth

HOME CARE ARRANGEMENTS	
☐ Living with immediate family	☐ Out-of-home care
☐ Carer/guardian	☐ Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 2:
☐ Kinship care	☐ Other (please specify)

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?	

SCHOOL POLICIES

In the event of injury or illness, when it is not possible to communicate with me, I authorise the School on my behalf, to obtain any medical treatment deemed necessary, I accept all transport, operations and anaesthetic risks involved and the responsibility for payment of any expenses thus incurred.

I undertake to indemnify the School for any costs associated in the recovery of unpaid fees. In signing this agreement, I take responsibility for the payment of school fees charged by the School. I agree to be held liable for any such fees incurred.

I/We understand that in accepting a position for my/our child at St Francis Xavier Primary School, I/We agree to support the policies and procedures of the school.

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.

Sisters of Mercy Connection

(please circle)

Parent/s Past Students St Francis Xavier College / Sacred Heart / St. Martins / Damscus / Other Mercy Connection

Relatives / Friends currently at SFX

Reason/s for choosing our school

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.sfxballarat.catholic.edu.au

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 Ballarat (CEB), relevant Parish, Diocese of Ballarat 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.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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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 CEB/Parish/Diocese of Ballarat/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEB/ Parish/ Diocese of Ballarat/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/CEB/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.

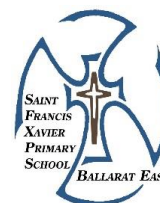
LICENSED UNDER NEALS: The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of parent/guardian (please circle):			
Signed: parent/guardian		Date:	
If the student is aged 15+, they may also sign: Signed: student		Date:	

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.

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Agreement Form



I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, 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 required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), 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
- I will participate in a working bee once a year or make a financial contribution
- 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:

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Family Occupation Index - Parent Occupation Groups

Please select the appropriate group from the following list.

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, 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/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, 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 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 C

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 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]

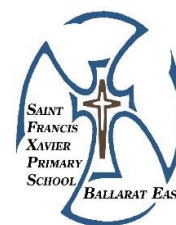
Hospitality, office staff

- **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]

Enrolment Form Explanatory Statement



1. PREAMBLE

- 1.1. 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.
- 1.2. 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 with the school by supporting the school in furthering the spiritual and academic life of their children.

2. ENROLMENT

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school.
- 2.2. To meet school government requirements, you will need to provide the school with a completed enrolment form including, amongst other things, the information listed below.

Evidence of your child's date of birth, e.g. birth certificate, passport and Immunisation History Statement	Information about the language(s) your child speaks and/or hears at home
Religious denomination	Nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted) where applicable.
Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians	Doctor's name and telephone number
Names of emergency contacts and their details	Information on additional learning needs (for example, does your child require additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
Specific residence arrangements	Parenting agreements or court orders, including any guardianship orders.

- 2.3. After lodgement of this form, school staff may need to request further information from you, 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. An interpreter may be organised, if you require it.
- 2.4. Subject to any special exercise of discretion by the Governing Authority, the following list provides an agreed order of priority for enrolment in DOBCEL schools, which is consistent with the enrolment policy for all Catholic primary schools. The order of priority is:-
 - Siblings of children already enrolled in the school
 - Baptised Catholic children who are resident in the parish.
 - Baptised Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
 - Baptised children of Catholic families from parishes that do not have a Catholic school.
 - Baptised children of Catholic families from other parishes (for pastoral reasons).
 - Children not baptised from families in the parish with one parent a baptised Catholic

- Children from another Christian tradition where adult baptism is active in that tradition
- Children baptised in another Christian tradition who reside in the parish
- Children baptised in another Christian tradition who reside outside the parish
- Children from a faith background other than Christian or other pastoral considerations.

3. FEES

- 3.1. The setting of fee levels and other compulsory charges in Catholic primary 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.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment 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.

4. ENROLMENT UNDER MINIMUM SCHOOL ENTRY AGE

This Enrolment Policy is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian Government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-prep programs requires approval from Catholic Education Ballarat via Application for Early Age Entry to School. The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

4.1. In the rare situations where:

- a) a parent/guardian seeks enrolment of a child under the minimum starting age
- b) the Principal supports the enrolment of that child at the school if approval were granted

The approval of the Director of Catholic Education is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR

- 5.1. Our schools exemplify the Gospel values of love, forgiveness, justice and truth. The school community recognises 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.
- 5.2. Every person at the school has a right to feel safe, to be happy and to learn, therefore Catholic schools aim:
 - a) to promote the values of honesty, fairness and respect for others;
 - b) to acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
 - c) to maintain good order and harmony;
 - d) to affirm cooperation as well as responsible independence in learning; and
 - e) to foster self-discipline and to develop responsibility for one's own behaviour.
- 5.3. The school leadership team, 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 the school's Code of Conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 5.4. 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.

6. TERMS OF ENROLMENT REGARDING CONFORMITY WITH PRINCIPLES OF THE CATHOLIC FAITH

- 6.1. As a provider of Catholic education, the Principal will take into account the need for the school community to represent and conform to the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Pupils and families who are members of other faiths are

warmly welcomed in Catholic schools. However, the school reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

7. TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION

- 7.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon his or her physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 7.2. Parents and guardians must provide accurate and up to date information when completing an enrolment form and must supply the school, prior to enrolment, 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.
- 7.3. 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.
- 7.4. The provision of false information including 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.

8. ENROLMENT FOR CHILDREN WITH ADDITIONAL NEEDS

- 8.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma);
 - b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant);
 - c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals; and
 - d) any limitations on the school's ability to provide the additional assistance requested.

8.2 The school will liaise with staff from the CEOB before a final enrolment decision is made.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

- 8.3 As every student's educational needs can change over time, it will often be necessary for the school to review any adjustments that may be required, in consultation with parents/guardians and the student's treating medical/allied health professionals, in order to assess:
 - e) whether the adjustments remain necessary and are appropriate to the student's needs
 - f) whether the adjustments are having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals
 - g) whether it remains within the school's ability to continue to provide the adjustments, given any limitations that may exist.

9. EDUCATION PROGRAM

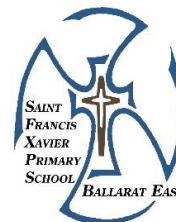
The school curriculum is consistent with Diocesan and Victorian government requirements. Learning is developed through subject and multi-disciplinary areas. The capabilities are integrated into the learning experiences. Individual student needs are supported through the provision of reasonable adjustments to the learning program and targeted strategies. The school website provides further information.

10. ASSESSMENT AND REPORTING

Various opportunities are provided during the year to let you know 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 progress with the teachers. In addition, you can always contact the school to arrange a meeting with the teachers if you have concerns or wish to have an update on progress.

11. PRIVACY POLICY

- 11.1. The school collects personal information, which may include sensitive information such as health information, both before and during the course of a student's enrolment at the school.
- 11.2. Where personal information is given to the school in confidence, it will not be disclosed without authority of the parent/guardian or person providing the information. Only staff who 'need to know' and have authorisation from the Principal will be given access to the relevant information.
- 11.3. Certain laws governing or relating to the operation of schools require that certain information is collected.
- 11.4. The school handles the personal information of pupils and parents/guardian that it collects and holds in accordance with the Commonwealth *Privacy Act 1988* and the Australian Privacy Principles in that Act. The school handles any health records of pupils and parents/guardians that it collects and holds them in its records in accordance with the *Health Records Act 2001* (Vic) and the Health Privacy Principles in that Act. In the rare case of a breach of data security, the school will make the necessary notifications required by the Privacy Amendment (Notifiable Data Procedures Act 2017)
- 11.5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include other schools (including secondary school application and enrolment purposes), government departments, the Catholic Education Office, the Catholic Education Commission, our local dioceses and the parish, other diocese, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
- 11.6. Personal information collected from pupils is regularly disclosed to their parents/guardians. On occasion, information such as academic and sporting achievement is published by the school and other local news providers. Permission and consent is sought from a parent/guardian (and from the pupil if they are aged 15 or over) for photographs and videos that may be taken of the pupil to be used and published for certain purposes (through annual completion of the Photograph/Video Permission Form). Photographs and videos may then be used and published for the permitted purposes without further notice being provided. Any permission and consent given may be withdrawn by the parent/guardian or pupil (if they are aged 15 or over) by notifying the school.
- 11.7. Parents/guardians may seek access to and request correction of personal information collected about them and their son/daughter by contacting the school. Students may also seek access to and request correction of personal information about them. However, there will be occasions when access to personal information is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence.
- 11.8. The school from time to time engages in fundraising activities and will also communicate with you about events or offers which the school considers relevant. Your information may be used for these purposes. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose, e.g. the Social & Fundraising Committee. The school will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 11.9. If you provide the school with the personal information of others, such as doctors or emergency contacts, you should only provide information that the school requires and we encourage you to inform them that you are disclosing that information to the school.
- 11.10. The school has a Privacy Policy which explains how it manages personal information that it collects and holds.



Family Fee Assistance Scheme

Tuition Fees Discounts

The Family Fee Assistance Scheme (the Scheme) operates across all Ballarat Diocesan Catholic Primary Schools. Families that qualify for the Scheme will pay \$520 per annum (\$10 per week) for primary school tuition fees.

Tuition fee discounts are available to holders of a means tested family Health Care Card or Pensioner Concession Card and must be eligible for the Education Maintenance Allowance. The Scheme offers tuition fee discounts to both Catholic and non-Catholic families; new and current students. Although a family may be eligible to receive a fee discount, families may choose not to apply for the fee discount and pay the full school fee.

The discounted fee covers **tuition and capital fees only**.

It does **not** cover additional charges such as camps, book hire, subject levies; however, parents may approach the Principal as it may be possible to have these additional charges discounted. If you are receiving the Family Fee Assistance tuition fee discount, your child will be able to take part in compulsory school activities, trips and excursions. Providing your child meets the school's requirements for all students, your child will not be prevented from taking part because they are receiving a fee discount. However, you may be required to pay for activities which require additional payment.

It is expected the Scheme will continue to operate for the length of the child's enrolment at the school whilst a family is eligible for the Health Care Card/Pensioner Concession Card.

Eligibility

For the purposes of the Scheme, references to a means tested Health Care Card holder include, Centrelink Pensioner Concession Card, Veteran Affairs Pensioner or evidence that you are a Foster Parent with a Temporary Care Order. Centrelink issues a number of cards for a variety of reasons. For some cards the income test requirements are stringent whilst for other cards it is more generous or non-existent. The aim of the Scheme is to assist families with limited financial resources and therefore, only cards with the lower income test requirements are automatically eligible.

If you receive a Health Care Card during the school year but after Term 1, the reduced fee will apply on a prorata basis. For example, if you receive the card in June you will be charged two terms at the full rate and two terms at the reduced rate. If you pay the tuition fee for the whole year and your card is no longer valid or is not renewed, you should inform the school immediately once the card is no longer valid. A new account will be issued.

If you are not eligible for the Family Fee Assistance discount and are experiencing financial difficulty, you should apply for fee assistance through the school principal. You will be asked to provide information to assist the school in assessing your individual claim for assistance.