

MacKillop College Enrolment Form – Secondary



MacKillop College is a college that operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Please ensure all relevant information is attached to this enrolment form when submitting. Please see the parent/carer documentation checklist at the end of the form.

ENROLMENT FORM

Family Surname:

Mail to (eg. Mr P & Mrs M Smith):

Residential Address:

Mailing Address:

Victorian Student Number (VSN – please obtain from your primary school):

OFFICE USE ONLY	Date received:	Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Enrolment date:	English as an additional language:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	Start date:	House colour:				
	Student code:	VSN:				
	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:	Year to Start (YYYY):	Year Level to be enrolled (e.g. Year 7):
First name/s:		
Preferred name:		
Date of birth:	Religion (include rite):	
Current primary school:		
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Unspecified/Indeterminate/X: <input type="checkbox"/>
Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other – please specify:
Do you wish to identify your Indigenous Status:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes <input checked="" type="checkbox"/> , please indicate:		
Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/>	Both, Aboriginal and Torres Strait Islander <input type="checkbox"/>
What Aboriginal or Torres Strait Islander group does the student identify with? (e.g. Wurundjeri, Wathaurong)		

HOME ADDRESS OF STUDENT

Street number and name:	
Suburb:	Postcode:

FAMILY DETAILS

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

Surname:

First name:

Residential Address:

Email:

Telephone:

Relationship to the student:

PARENT 1/CARER 1

Surname:

Title (*Dr/Mr/Mrs/Ms*):

First name:

Residential Address:

Mailing Address:

Residential Carer: Yes No

Home telephone:

Work telephone:

Mobile (*Mandatory*):SMS messaging (*for emergency and reminder purposes*):Yes No Email (*Mandatory*):**Government Requirement**Occupation:
*(*Please also complete the School Family Occupation Index: Parent Occupation Groups [see page 10])*What is the occupation group?
*(select from list of occupation groups in the College Family Occupation Index)*Religion: (*include rite*)Nationality:
Ethnicity if not born in Australia:

Country of Birth:

What is the highest year of primary or secondary school Parent 1/Carer 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 1/Carer 1 has completed?

No post-school qualification

Certificate I to IV
(including trade certificate)

Advanced diploma/Diploma

Bachelor degree or above

Is Parent 1/Carer 1 a past student of MacKillop College? Yes No Final Year (*e.g. 1995*) _____Final Year Level (*e.g. Year 10*) _____**PARENT 2/CARER 2**

Surname:

Title (*Dr/Mr/Mrs/Ms*):

Residential Address:

Mailing Address:

Residential Carer: Yes No

Home telephone:

Work telephone:

Mobile
(Mandatory):SMS messaging (*for emergency and reminder purposes*):Yes No Email (*Mandatory*):

Government Requirement	Occupation: <i>(*Please also complete the School Family Occupation Index: Parent Occupation Groups [see page 10])</i>	What is the occupation group? <i>(select from list of occupation groups in the College Family Occupation Index)</i>	
Religion: <i>(include rite)</i>		Nationality: Ethnicity if not born in Australia:	
Country of Birth:			
What is the highest year of primary or secondary school Parent 1/Carer 1 has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i>			
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"/>
What is the level of the highest qualification Parent 1/Carer 1 has completed?			
No post-school qualification <input type="checkbox"/>	Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>
Is Parent 2/Carer 2 a past student of MacKillop College?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Year <i>(e.g. 1995)</i> _____	Final Year Level <i>(e.g. Year 10)</i> _____

EMERGENCY CONTACTS – OTHER THAN PARENT/CARER

1. Name:	2. Name:
Relationship to student:	Relationship to student:
Home number:	Home number:
Work number:	Work number:
Mobile:	Mobile:

PREVIOUS SCHOOL PERMISSION

Name of previous school:		
I/we give permission for the College to contact the previous school to gather relevant reports and information to support educational planning:	No <input type="checkbox"/>	Yes <input type="checkbox"/> <i>(If yes, please complete Consent for Transferring Information form.)</i>

LANGUAGE SPOKEN AT HOME

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

Note: Record all languages spoken.

		Student	Parent 1/Carer 1	Parent 2/Carer 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other (please specify all languages)			
Do you require an Interpreter?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

IF STUDENT 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 College)

Australian citizen not born in Australia:

<input type="checkbox"/>	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)
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Australian passport number:

Naturalisation certificate number:

Visa sub-class recorded on entry to Australia:

Date of arrival in Australia:

Not currently an Australian citizen, please provide further details as appropriate below:

<input type="checkbox"/>	Permanent resident: <i>(if ticked, record the visa sub-class number)</i>
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa sub-class number)</i>
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa sub-class number)</i>

*** Please attach visa/ImmiCard/letter of notification and passport photo page**

MEDICAL INFORMATION

Doctor's name:

Medical Clinic:

Phone number:

Medicare number:

Ref. number:

Expiry:

Private health insurance:

Yes No

Fund:

Membership number:

Ambulance cover:

Yes No

Membership 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)**

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit myGov) and provide it to the College 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

To meet duty of care obligations and facilitate the smooth transition of your child into the College, please provide all required information. This will assist the College 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 STUDENT INFORMATION

Please tick if your child has participated in any of the following programs:

English as an Additional Language (EAL)

New Arrivals Program

Literacy/Numeracy Support

Integration

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*)

language disorder

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 and reports?

Yes

No

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

Shared parenting,
e.g. one week with each parent:
Days with Parent 1/Carer 1:
Days with Parent 2/Carer 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 College to be aware of?

Please note that the completion, signing and lodgement of this enrolment form is a prerequisite for consideration of the enrolment of your child at the College, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the College. Please refer to the terms and conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the College, once offered and accepted.

Parent 1/Carer 1 signature:

Date:

Parent 2/Carer 2 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. Secondary students may complete parts of the form and co-sign
- parent as defined in the *Family Law Act 1975 (Cth)*
 - 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 College
- 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.

Disclaimer: Personal information will be held, used and disclosed in accordance with the College's Privacy Policy and Privacy Collection Notice. These can be found on the College website <https://www.mackillopwerribee.com.au/information/school-policies/>.

PARENT/CARER DOCUMENTATION CHECKLIST	
Please ensure that the following documents are attached to the enrolment application form (as applicable to your child):	<input type="checkbox"/>
Enrolment Fee \$154.00 (non-refundable)	<input type="checkbox"/>
Copy of Birth certificate	<input type="checkbox"/>
Copy of Immunisation history statement	<input type="checkbox"/>
Copy of Baptism certificate	<input type="checkbox"/>
Copy of Reconciliation certificate	<input type="checkbox"/>
Copy of Communion certificate	<input type="checkbox"/>
Copy of Confirmation certificate	<input type="checkbox"/>
Consent to contact previous school	<input type="checkbox"/>
Copy of full school reports (Semester 1 and 2) for previous two years. (If Grade 5 students, provide Grade 3 and Grade 4 reports.)	<input type="checkbox"/>
Copy of Year 3, Year 5, Year 7 and/or Year 9 NAPLAN Test	<input type="checkbox"/>
Copy of Australian passport or Citizenship certificate / document for travel if country of birth is not Australia	<input type="checkbox"/>
Copy of Visa information – visa/ImmiCard/letter of notification and passport photo page	<input type="checkbox"/>
Medical Management Plan signed by a relevant medical practitioner	<input type="checkbox"/>
All relevant information and reports concerning additional needs of your child	<input type="checkbox"/>
Copy of parent's/carer's driver's licence	<input type="checkbox"/>
Copy of relevant court orders or parenting/caring orders relating your child	<input type="checkbox"/>
Any additional information you wish the College to be aware of	<input type="checkbox"/>

MacKillop College Consent to Transfer Information



STUDENT DETAILS

First name:
Surname:
Date of birth:

SCHOOL TRANSFER DETAILS

CURRENT SCHOOL/COLLEGE:

E No.: School: Suburb:

NEW SCHOOL/COLLEGE:

E No.: 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, 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 the current school, detailed below, to be provided to the new school. I understand that this information will be collected and used by MacKillop College to inform health and safety management strategies and educational programming for my child.

Type of information to be provided

Please provide all information relevant to the student. This may include personalised learning plans and student program, medical reports, specialist notes, information regarding adjustments, Medical Management Plans, attendant care plans, Behaviour Support Plans or safety plans.

STUDENT INFORMATION

Date	Author (name of psychologist, medical practitioner)	Title (speech pathologist, paediatrician)	Description (cognitive assessment, language assessment)

CONSENT

Parent 1/Carer 1 signature:

Date:

Parent 2/Carer 2 signature:

Date:

Please refer to the College’s information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principal of the College.

MacKillop College School Family Occupation Index: Parent Occupation Groups



MacKillop College is a school that operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

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** (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/EAL/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

- 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, proofreader)

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)