



St Francis School Nathalia

Offer of Enrolment:

Request for Information Form

St Francis' Nathalia is a school which operates with the consent of the Bishop of the Catholic Diocese of Sandhurst and is owned, operated and governed by Catholic Education Sandhurst (CES) Limited, where formation and education are based on principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life. This form is part of the CES Limited's Enrolment Framework which is available at www.sfnathalia.catholic.edu.au

2nd Stage INFORMATION TO COMPLETE ENROLMENT
 To be completed after an Offer of Enrolment is made by the school

| | | |
|------------------------|---|---|
| Office use only | Date received: | Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Enrolment date: | Student / Family code: |
| | Start date: | 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: | Entry year (YYYY): | Entry level/grade: |
| First name/s: | | |
| Preferred first name & surname: | | |
| Date of birth: | Religion (include rite): | |
| Male <input type="checkbox"/> | Female <input type="checkbox"/> | Other <input type="checkbox"/> |

| RESIDENTIAL ADDRESS OF STUDENT | |
|--------------------------------|-----------|
| Street Number & Name: | |
| Postal: | |
| Suburb: | Postcode: |
| Home phone: | |

| EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN | | | |
|---|--|------------------------|--|
| Name: | | Name: | |
| Relationship to child: | | Relationship to child: | |
| Home phone: | | Home phone: | |
| Mobile: | | Mobile: | |

| PREVIOUS SCHOOL |
|---|
| Name & address of previous school: |
| Commencement date: |
| I/We give permission for St Francis School Nathalia to contact the previous school or preschool and to gather relevant reports and information to support educational planning, in line with the Privacy Policy (please refer to the school website for this policy): Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please contact the school to discuss this matter further) |

| 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | Other – please specify all languages | | | |

| MEDICAL INFORMATION | | | |
|--|--|-------------|---------|
| Doctor's name: | | | |
| Street name & number | | | |
| Suburb | | Postcode: | Phone: |
| Medicare number | | Ref number: | Expiry: |
| Private Health Insurance | Yes <input type="checkbox"/> No <input type="checkbox"/> | Fund: | Number: |
| Ambulance cover: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Number: | Expiry: |
| <i>In the event of an emergency an ambulance will be called if required.</i> | | | |

| | |
|---|--|
| <p>Medical conditions: <i>(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.)</i></p> | <p>Medical Conditions (Please list):</p> <p>Allergies (Please list): <i>(Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.)</i></p> |
| Has the student been diagnosed as being at risk of anaphylaxis | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, does the student have an EpiPen? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please attach Action Plans or other documentation as needed | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please provide all required information to allow us to meet our duty of care, obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes No

Does your child present with:

| | | | | | |
|--|--------------------------|-----------------------|--------------------------|--|--------------------------|
| Autism (ASD) | <input type="checkbox"/> | Behavioural concerns | <input type="checkbox"/> | Hearing impairment | <input type="checkbox"/> |
| Intellectual disability/ Developmental delay | <input type="checkbox"/> | Mental Health Issues | <input type="checkbox"/> | Oral Language / Communication difficulties | <input type="checkbox"/> |
| ADD/ADHD | <input type="checkbox"/> | Acquired brain injury | <input type="checkbox"/> | Vision impairment | <input type="checkbox"/> |
| Giftedness | <input type="checkbox"/> | Physical Impairment | <input type="checkbox"/> | Other condition (Please specify) | <input type="checkbox"/> |

Has your child ever seen a:

| | | | | | |
|--|--------------------------|------------------------|--------------------------|-----------------------------------|--------------------------|
| Paediatrician | <input type="checkbox"/> | Physiotherapist | <input type="checkbox"/> | Audiologist | <input type="checkbox"/> |
| Psychologist/counsellor | <input type="checkbox"/> | Occupational Therapist | <input type="checkbox"/> | Speech Pathologist | <input type="checkbox"/> |
| Psychiatrist | <input type="checkbox"/> | Continence Nurse | <input type="checkbox"/> | Other specialist (please specify) | <input type="checkbox"/> |
| Have you attached all relevant information/reports? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | |

| PARENT A / GUARDIAN 1 | | | |
|--|---|---|--|
| Surname: | | Title: e.g. Mr/Mrs/Ms | First Name: |
| Address: | | | |
| Home Phone: | | Mobile: | Work Phone: |
| SMS messaging: (for emergency and reminder purposes): | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Email: | | | |
| Employer: | Work Address: | | |
| Government Requirement (All fields required) | Occupation: | <i>What is the occupation group? (select from list of occupation groups in the School Family Occupation index on pages 9 & 10)</i> Occupation Group (please circle): 1 2 3 4 | |
| Religion (include rite): | Nationality: Ethnicity if not born in Australia: | | |
| Country of Birth: | <input type="checkbox"/> Australia | <input type="checkbox"/> 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 <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 A /Guardian 1 has completed? | | | |
| No post-school qualification <input type="checkbox"/> | Cert I to IV (including trade certificate) <input type="checkbox"/> | Advance diploma/diploma <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/> |

| PARENT B / GUARDIAN 2 | | | |
|---|---|---|--|
| Surname: | | Title: e.g. Mr/Mrs/Ms | First Name: |
| Address: | | | |
| Home Phone: | | Mobile: | Work Phone: |
| SMS messaging: (for emergency and reminder purposes): | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Email: | | | |
| Employer: | Work Address: | | |
| Government Requirement (All fields required) | Occupation: | <i>What is the occupation group? (select from list of occupation groups in the School Family Occupation index on pages 9 & 10)</i> Occupation Group (please circle): 1 2 3 4 | |
| Religion (include rite): | Nationality: Ethnicity if not born in Australia: | | |

| PARENT B /GUARDIAN 2 cont... | | | |
|--|--|--|---|
| Country of Birth: | <input type="checkbox"/> Australia | <input type="checkbox"/> 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 <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 B /Guardian 2 has completed? | | | |
| No post-school qualification <input type="checkbox"/> | Certificate I to IV (including trade certificate) <input type="checkbox"/> | Advance diploma/diploma <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/> |

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

| COURT ORDERS OR PARENTING ORDERS (If applicable) |
|---|
| Are there any current court orders or parenting orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <i>If yes, copies of these court orders/parenting orders (e.g. AVO's, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.</i> |
| <i>Is there any other information you wish the school to be aware of?</i> |

| | | |
|------------------------------------|--|-------|
| PARENT A/ GUARDIAN 1 SIGNATURE: | | Date: |
| PARENT B/ GUARDIAN 2 SIGNATURE: | | Date: |

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

1. student, if they are over 15 and living independently
2. 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.

3. 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.
4. an informal carer, with a statutory declaration.
5. Carers:
 1. may be a relative or other carer.
 2. have day-to-day care of the student with the student regularly living with them.
 3. may provide any other consent required e.g. excursions.

Notes for an informal carer:

1. statutory declarations apply for 12 months
2. the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

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

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

| SCHOOL FEES | |
|--|--------|
| I/We acknowledge that all School accounts must be paid by the end of each School year, inclusive of all fees and levies. | |
| Please ensure you complete each of the following sections | |
| I/We wish to pay our School fees by: | |
| <input type="checkbox"/> Direct Debit - <input type="checkbox"/> EFT (Directly to school bank account) <input type="checkbox"/> EFTPOS / Cash | |
| Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Each Term <input type="checkbox"/> | |
| *Families are welcome to pay their account balance in full at any time. | |
| Do you have a health care card / Pension Card? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If Yes – Health Care Card / Pension Card Number: | |
| FEE PAYER INFORMATION (This information will be used to establish your fee account) | |
| Is split billing required? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| <i>(Please note for split billing both parents/debtors must sign below.</i> | |
| If yes, please state % of split. Debtor 1 = _____% Debtor 2 = _____% | |
| The persons listed below acknowledge their responsibility and agreement to the St Francis School Enrolment Agreement – refer to Page 3 of Terms and Conditions of Enrolment with respect to the payment of all fees and charges payable and pertaining to the student named on this enrolment form. | |
| Debtor 1 (Accounts are established in joint names unless you are a single parent or split billing is required) | |
| Name or Joint Names: | |
| Address: | |
| Phone: | Phone: |
| Signature (Parent/Guardian 1): | Date: |
| Signature (Parent/Guardian 2 if joint account) : | Date: |
| Debtor 2 (for split billing only) | |
| Full Name: | |
| Address: | |
| Phone: | |
| Signature: | Date: |

PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian/Carer

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

Catholic Education Sandhurst Limited (CES Limited) and the Catholic Education Commission of Victoria Limited (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 | |
|----------------------------|--|-------------------|--|

- I give permission for my child's:
 - Name
 - Photograph
 - Recording

To be published by the school on / in:

- The school website
 - Social media
 - Promotional materials
 - Newspapers and other media
- I authorise CES Limited/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CES Limited / the CECV's promotional, marketing, media and educational purposes.
 - I give permission for a photograph / recording of my child to be used by the schools/CES Limited/ 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 | | |
| Signed: Parent / Guardian | | Date: |

Any permission and consent given may be withdrawn by the parent/guardian or by notifying the school in advance of any photograph or recording being made.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available www.smotanathalia.catholic.edu.au*

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

OCCUPATION GROUP 1

SENIOR MANAGEMENT IN LARGE BUSINESS

ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

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

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public service manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- **Defence Forces commissioned officer**

Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others

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

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical / civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP 2

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business owner/manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts/media/sportspersons

- **Artist/writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

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

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

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.

advisor, private investigator, law clerk, court officer, bailiff]

- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP 3

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **Trades** [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP 4

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, trolley collector, car park attendant]

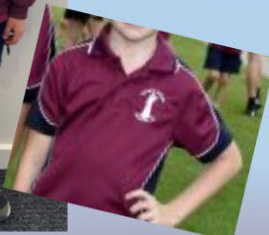


St Francis Primary School Uniforms

Please ensure that all items are clearly marked with your child's name

Girls Uniform:

- Navy blue and white checked dress / navy blue skirt / navy blue pants
- St Francis School Maroon Polo Shirt (Navy shirt for Gr 6 only).
- St Francis School Maroon Windcheater
- Navy tights / Plain black or white socks (no logos)
- Black school shoes or runners/ sneakers (any colour)
- School Soft Shell Jacket (optional)



Boys Uniform:

- Navy blue pants or shorts
- St Francis School Maroon Polo Shirt (Navy shirt for Gr 6 only).
- St Francis School Maroon Windcheater
- Plain black or white socks (no logos)
- Black school shoes or runners/sneakers (any colour)
- School Soft Shell Jacket (optional)

St Francis School hats must be worn during Term 1 and Term 4. Hats are available for purchase from the school office.

All uniforms can be purchased from Casual Step, Nathalia. Phone: 5866 2475

St Francis School Backpacks are optional and can be purchased from the school office.

Some second hand uniform items may be available, enquire at the school office.



St Francis School
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(PO Box 66)
Nathalia Victoria 3638

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Email: admin@sfnathalia.catholic.edu.au

www.sfnathalia.catholic.edu.au