



"Where two or three are gathered in my name."

Parish Priest: Fr Sang Ho
Principal : Basil Flynn
Deputy Principals :
Christine Brennan/Louise
Anderson

Clairvaux Catholic School
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Application for Enrolment 2021

Office Use Only

VSN:

Student Code:

Family Code:

Name of Student:

Family Mailing Details

Family Surname

Mail to
[eg Mr & Mrs Smith]

Address

Suburb/City

Postcode

Family Phone Number

Other

Residing with both Parents YES/NO

Custody Arrangements/Court Orders

YES/NO - Please attach copy

Student Details

First Name

Commencement Year

Middle Name

Year first attended a school in Australia:

Surname

Kindergarten Name:

Group (Eg:Blue)

Previous School (If applicable)

Preferred Name

Religion

Sex Male Female (please tick)

Nationality

Country of Birth

Does the student speak a language(s) other than English at home? Yes No If Yes

Please List Below:

Date of Birth

1.

2.

Entry Year Level: Prep 1 2 3 4 5 6

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

Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

Visa Student Is the Student a Visa Student? Yes No (Please provide documentation)

Residence Status: Permanent Non Permanent Refugee

Visa Sub Class _____

Date of Arrival in Australia

Visa Number

Passport Number

Visa Expiry Date

Medical Details	
Doctor's Name	Phone Number
Medicare Number	Health Care Card No:
Expiry Date	Ambulance Cover: Yes No
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc). (Supporting documentation must be supplied) If your child has a life threatening allergy, medication must be supplied to the school with a Management Plan.
Asthma	If your child has Asthma, medication must be supplied to the school with a current Asthma Management Plan each year.
Does your child have Anaphylaxis ?	Yes No Is Epipen/Anapen Required ? Yes No
Immunisations	Immunisation Certificate must be presented to school.

Special Needs					
Does your child have:					
Autism	<input type="checkbox"/>	Behaviour disorders	<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>
Intellectual disability	<input type="checkbox"/>	Language disorder	<input type="checkbox"/>	Mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	Vision impairment	<input type="checkbox"/>	Acquired brain injury	<input type="checkbox"/>
Giftedness	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Has your child ever seen a:					
Behavioural optometrist	<input type="checkbox"/>	Audiologist	<input type="checkbox"/>	Speech pathologist	<input type="checkbox"/>
Educational psychologist	<input type="checkbox"/>	Paediatrician	<input type="checkbox"/>	Occupational therapist	<input type="checkbox"/>
Psychologist	<input type="checkbox"/>	Other specialist	<input type="checkbox"/>		
If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/ support that he/she may be currently receiving (Supporting documentation must be provided).					
It is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs.					

Parish/Sacramental Details			
Sacrament	Date Received	Parish Received	Copy of Certificate must be supplied
Baptism			<input type="checkbox"/> Received
Reconciliation			<input type="checkbox"/> Received
Eucharist			<input type="checkbox"/> Received
Confirmation			<input type="checkbox"/> Received

Parent Contact Details

Details	Father	Mother
Title		
First Name		
Surname		
Address – Street		
Suburb & Postcode		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Number		
Occupation		
Occupation Group Refer Pages 6+7	Please circle A B C D N	Please circle A B C D N
Employer Name		
Mobile Number		
Email Address		
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or below <input type="checkbox"/>
Level of Highest Qualification	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak any language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.
Country of Birth		
Nationality		
Religion		

Children in Family - Please list

	Full Student Name	School Year	Birth Order	School Attending
Child			1	
Child			2	
Child			3	
Child			4	

Emergency Contact Details

Details	Emergency Contact No 1	Emergency Contact No 2
	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted (preferably local)	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted (preferably local)
Title		
First Name		
Surname		
Address - Street		
Suburb & Postcode		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		

PRIVACY POLICY

1. The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health & Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the Parish, Schools within other Dioceses, medical practitioners, and people providing services to the school including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where such 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 pupil, or where pupils have provided information in confidence.
9. As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to our own fundraising committee).

Agreement

Please tick the following boxes and sign below

1. I/we have read and agree to the conditions outlined in the following document (please tick all boxes as read):

FAITH COMMITMENT:

As parents are the first educators of their children in the Catholic faith it is necessary to have family participation in our Parish Celebrations of the Liturgy to help us in our School's Religious Education of your child.

Therefore in enrolling your child in our Parish Primary School we ask you to:

1. Support the Religious Education of the school
2. Attend meetings covering the Curriculum area of Religious Education
3. Attend meetings held in preparation for the Sacraments
4. Be present with your child in Liturgical Celebrations.

SCHOOL POLICIES & PROCEDURES

I/We the parent/s agree to abide by the policies and procedures (including car parking) established by the school.

SCHOOL FEES

Father Mother Both agree to honour the financial commitments required on an annual basis by the school as per the Schedule of Fees and Charges.

MEDICAL AUTHORITY

In the event of any illness or accident, and should the school not be able to contact either parent, I/We accept responsibility and authorise the person in charge to obtain such medical assistance as my child may require. I/We also authorise the doctor called to administer an anaesthetic if necessary.

Following notification by the school, I/we will promptly attend any location to which my child may be taken for treatment.

I give permission for the school to check my child's hair for head lice if necessary.

SCHOOL INVOLVEMENT

I/We understand that families are expected to actively participate in school activities eg: working bees, school committees, parent discussions, carnivals.

LEARNING TECHNOLOGIES ACCEPTABLE USE POLICY

I/We have read the learning technologies acceptable use policy published on the school website and accept the conditions outlined.

PHOTOS

From time to time, your child may be involved in a photo, video or movie images as part of the ongoing life of the school/Parish. Photographs and or video /movie footage could be used in:

- | | |
|-------------------------------------|------------------------------|
| Classroom/school displays | Parent evenings |
| Newsletters | Inservicing of educators |
| School/Parish promotional materials | Children's learning projects |
| School/Parish web page / School App | Newspaper stories/promotions |
| Special projects | Social media sites |

Permission is Given Not Given for my child/children to be filmed for the images to be published as outlined above.

Permission is given for the school to contact the Kindergarten/School my child previously attended to discuss my child and their transition to school.

I/we understand that the information that I/we have provided must be kept up to date throughout the period of enrolment.

I/we agree to support our child's participation in the religious life of the school (eg school liturgies).

I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by. I/we understand that if any misleading information has been provided, or if there is any omission of significant, relevant information made with respect to our application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father) _____ (Mother)

DATE: _____ DATE: _____

Checklist for Parents:	Baptism Certificate supplied <input type="checkbox"/>	Asthma Plan required <input type="checkbox"/> Yes <input type="checkbox"/> No
Both Parent Signatures <input type="checkbox"/>	Birth Certificate Supplied <input type="checkbox"/>	
Photo Permission <input type="checkbox"/>	Immunisation Certificate Supplied <input type="checkbox"/>	

SCHOOL 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 organisation

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

Government administration

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

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

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

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

OCCUPATION GROUP B

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

Business Owner / Manager

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

Arts / media / sportspersons

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

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

- **Medical, science, building, engineering, computer** technician/associate professional
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

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

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

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

Clerks, Skilled office, sales and service staff

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

OCCUPATION GROUP D

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

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

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

Hospitality, office staff

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

Labourers and related workers

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