ENROLMENT POLICY

St Anne’s primary school is a Catholic community where gospel values and Catholic traditions are nurtured. Within this community we seek to foster faith, prayer and a sense of belonging in an atmosphere of trust and acceptance. Enrolment at St. Anne’s indicates a willingness to participate in the Parish and school by the child’s family.

St. Anne’s Parish takes up the responsibility to assist parents to provide education as a Catholic.

Points to be considered for enrolment include:
- completion of application for enrolment (together with appropriate certificates).
- interview – as required.
- availability of places.

Priority for enrolment:
- baptised Catholic children living within the Parish
- siblings of existing families
- baptised Catholic children living outside the Parish if parents can provide good reasons for wanting to come to St Anne’s
- baptised Eastern Orthodox children

The Parish Principal and Education Board will be guided by the enrolment policy statement of the Archdiocese of Melbourne in matters concerning enrolment of children.

Policy formulated by the St. Anne’s Education Board May 1998, and reviewed in 2001 and 2006.

Signature of Parent/Guardian: __________________________ Date: __________/________/________
### FAMILY DETAILS

#### MOTHER/GUARDIAN 1 INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Christian name</td>
<td></td>
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<tr>
<td>Address</td>
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<tr>
<td>Phone (H)</td>
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<td>Phone (B)</td>
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<td>Phone (M)</td>
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<td>Email</td>
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<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Australian Citizen</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
<tr>
<td>Does the mother/guardian speak a language other than English at home?</td>
<td>☐ English only ☐ Other, please specify __________________________</td>
</tr>
<tr>
<td>Mother’s/guardian’s Occupation</td>
<td></td>
</tr>
<tr>
<td>What is the occupation group of the mother/guardian?</td>
<td>________</td>
</tr>
<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>What is the highest year of primary or secondary school the mother/guardian has completed?</td>
<td>☐ Year 12 or equivalent ☐ Year 11 or equivalent</td>
</tr>
<tr>
<td></td>
<td>☐ Year 10 or equivalent ☐ Year 9 or equivalent or below</td>
</tr>
<tr>
<td>What is the level of the highest qualification the mother/guardian has completed?</td>
<td>☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma</td>
</tr>
<tr>
<td></td>
<td>☐ Certificate I to IV (including Trade Certificate) ☐ No non-school qualifications</td>
</tr>
</tbody>
</table>

#### FATHER/GUARDIAN 2 INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
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<td>Christian name</td>
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<td>Email</td>
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<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Australian Citizen</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
</tbody>
</table>
FATHER/GUARDIAN 2 INFORMATION CONTINUED

Country of Birth:

Does the father/guardian speak a language other than English at home?
If more than one language, indicate the one that is spoken most often

☐ English only ☐ Other, please specify ________________________________

Father’s/guardian’s Occupation: __________________________

What is the occupation group of the Father/guardian? ______

Please select the appropriate parental occupation group from the attached list (A, B, C, D or N)

If person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation. If person has not been in paid work in the last 12 months, enter ‘N’

Employer:

What is the highest year of primary or secondary school the father/guardian has completed?
For persons who have never attended school, mark ‘Year 9 or equivalent or below’.

☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

What is the level of the highest qualification the father/guardian has completed?

☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma
☐ Certificate I to IV (including Trade Certificate) ☐ No non-school qualifications

FAMILY STATUS

☐ Married ☐ Separated ☐ Divorced ☐ Single Parent Family ☐ Defacto

Is there a Parenting Plan? ☐ No ☐ Yes (Please provide copy to school)

STUDENT INFORMATION

SURNAME: ______________________________________________________
CHRISTIAN NAME/S: ________________________
PREFERRED NAME: ______________________________________
ADDRESS: ________________________________________________
__________________________________________________________ Post Code: _______

DATE OF BIRTH: /______/_____  SEX: ☐ Male  ☐ Female

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both Aboriginal & Torres Strait Islander

In which country was the student born?

☐ Australia ☐ Other – please specify ______________________________

If not Australia, date of arrival: /______/______ Vic. Student No. ____________
STUDENT RELIGIOUS DENOMINATION DETAILS

RELIGIOUS DENOMINATION: _________________________________

Baptism Date: _______________ Parish/Place of Baptism: __________________________

SACRAMENTS already received:

Reconciliation Date: _______________ Parish: __________________________
Communion Date: _______________ Parish: __________________________
Confirmation Date: _______________ Parish: __________________________

STUDENT LANGUAGE DETAILS

Does the student speak a language other than English at home?  
If more than one language, indicate the one that is spoken most often

☐ No, English only  ☐ Yes, Other – please specify _____________________________

Does your child attend Language School?:  ☐ Yes   ☐ No

If yes, name of Language School attending: ________________________________
If yes, specify language learnt at Language School: ____________________________

PREVIOUS SCHOOL/KINDERGARTEN

YEAR LEVEL (to be enrolled in this school): ______

IF ENROLLING FOR PREP, PREVIOUS KINDERGARTEN: __________________________

ADDRESS: ______________________________________________________________

OR

PREVIOUS SCHOOL: _______________________________________________________

ADDRESS: ______________________________________________________________

YEAR LEVEL: _____________________________ (at previous school)

How many children in family: __________________ Position in Family: __________________

Names of Siblings attending this school: ___________________________ Year level: ________

_________________________ Year level: ________

_________________________ Year level: ________

Names of Siblings not attending this school (and year level if applicable):

_________________________ Year level: ________

_________________________ Year level: ________

_________________________ Year level: ________
EMERGENCY INFORMATION

Name of Family Doctor: ___________________________ Telephone No. ____________

Address: ______________________________________

Ambulance Subscription: ☐ Yes ☐ No Medicare No.: ______________________ Expiry _________

Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate two relatives, neighbours, or friends who can drive and are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted an ambulance will be called.

Emergency 1:                                           Emergency 2:

Name: ____________________________________________ Name: ______________________________________

Relationship to child: ____________________________ Relationship to child: __________________________

Contact Telephone: (H)______________ Contact Telephone: (H)______________

(M)______________  (M)______________

(B)______________  (B)______________

STUDENT’S MEDICAL HISTORY

Does your child suffer from any medical conditions of which we need to be aware? ☐ Yes ☐ No

If yes, please provide details: ________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

MEDICAL AUTHORITY

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

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

Signature of Parent/Guardian: ___________________________ Date: ___________________________
FINANCIAL INFORMATION

ACCOUNT DETAILS
Account to be addressed to:

Name:______________________________________________________________
Address:__________________________________________________________ Post Code:____

Name:____________________________________________________________
Address:__________________________________________________________ Post Code:____

SCHOOL FEES
The School Fees for 2016 include all tuition and curriculum costs. You will receive one account at the start of the year. Amounts are as follows:

One child
Tuition fee $1540.00
Curriculum fee $ 360.00
TOTAL $1900.00

Two children
Tuition fee $2145.00
Curriculum fee $ 720.00
TOTAL $2865.00

Three children (or more)
Tuition fee $2420.00
Curriculum fee $ 1080.00
TOTAL $3500.00

Excursion Levy: $ 30 per child – Years 3 & 4
Interschool sport Levy: $120 per child – Years 5 & 6
ICT Levy: $100 per child – Years Foundation – 2
$200 per child – Years 3 - 6

Other costs that may be incurred during the school year are:

- Swimming program
- Camp – Senior classes
- Books and stationery, depending upon class needs
- A $50 working bee levy will be charged per family, per annum

From 2013, school families who do not contribute at least $250 per year via the Parish Stewardship Program will be asked to make a parish-school contribution of $250. This will be invoiced to families directly from the parish. This contribution will help to maintain the parish facilities (including our churches) that we all use. It will also cover the extra costs associated with the celebration of sacraments (Reconciliation, First Eucharist and Confirmation) with the result that the per child sacrament levies on school fees will be abolished.
**VOLUNTARY DONATIONS**
You are invited to contribute to the *School Building and Maintenance Fund* and the *School Library Fund*. Donations are Tax deductible.

Donations to the *School Building and Maintenance Fund* help to fund the capital repayments on loans taken out to finance major refurbishments such as those recently completed.

Donations to the *School Library Fund* assist us with provision of new book stock and other capital items in the school library.

You can claim extra assistance towards your school fees if you are a holder of a Health Benefit Card, Health Care Card, or Pension Card. Do you hold one of these Cards? ☐ Yes ☐ No

**ALLOWANCES CLAIMED:**
- Education Maintenance Allowance ☐ Yes ☐ No
- Conveyance Allowance ☐ Yes ☐ No

Number of Kilometres from school __________
Please select the appropriate group from the following list. 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.

List of Parental Occupations:

**OCCUPATION GROUP A**
Senior management in large business organisation, government administration and defence, and qualified professionals

- Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation
- Public Service Manager (Section head or above), regional director, health / education / police / fire services administrator
- Other administrator [school principal, faculty head / dean, library / museum / gallery director, research facility director]
- Defence Forces Commissioned Officer
- Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:
  - Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
  - Air/sea transport [aircraft / ship’s captain / officer / pilot, flight officer, flying instructor, air traffic controller]

**OCCUPATION GROUP B**
Other business managers, arts/media/sportspersons and associate professionals

- Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist Manager [finance / engineering / production / personnel / industrial relations / sales / marketing]
- Financial Services Manager [bank branch manager, finance / investment / insurance broker, credit / loans officer]
- Retail sales / Services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- Arts / Media / Sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- Associate Professionals - generally have diploma / technical qualifications and support managers and professionals:
  - Business / administration [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
- Defence Forces senior Non-Commissioned Officer
**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.
- **Clerks** [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- **Skilled office, sales and service staff:**
  - **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - **Service** [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/manager]

**Occupation Group D**

**Machine operators, hospitality staff, assistants, labourers and related workers**

- **Drivers, mobile plant, production / processing machinery and other machinery operators**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
  - **Office** [typist, word processing / data entry / business machine operator, receptionist, office assistant]
  - **Sales** [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
  - **Assistant / aide** [trades’ assistant, school / teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
  - **Defence Forces** - ranks below senior NCO not included above
  - **Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand]
  - **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]