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>Surname:</th>
<th>Christian name:</th>
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<th>Address:</th>
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<tr>
<th>Telephone: (H)</th>
<th>(B)</th>
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<table>
<thead>
<tr>
<th>Religion:</th>
<th>Australian Citizen: Yes No</th>
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<table>
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<tr>
<th>Country of Birth:</th>
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**Does the mother/guardian speak a language other than English at home?**  
If more than one language, indicate the one that is spoken most often

<table>
<thead>
<tr>
<th>English only</th>
<th>Other, please specify:</th>
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**Mother’s/guardian’s Occupation:**

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<th>________</th>
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**What is the occupation group of the mother/guardian?**

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

**Employer:**

<table>
<thead>
<tr>
<th>What is the highest year of primary or secondary school the mother/guardian has completed?</th>
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<tbody>
<tr>
<td>- Year 12 or equivalent</td>
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<tr>
<td>- Year 10 or equivalent</td>
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</table>

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

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

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#### FATHER/GUARDIAN 2 INFORMATION

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Christian name:</th>
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<tr>
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<th>Australian Citizen: Yes No</th>
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</table>

| Father/Guardian 2 information continued overleaf... |
**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

<table>
<thead>
<tr>
<th>RELIGIOUS DENOMINATION:</th>
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<tbody>
<tr>
<td>Baptism Date:</td>
<td></td>
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<tr>
<td>Parish/Place of Baptism:</td>
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<tr>
<td>SACRAMENTS already received:</td>
<td></td>
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<tr>
<td>Reconciliation Date:</td>
<td></td>
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<tr>
<td>Parish:</td>
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<tr>
<td>Communion Date:</td>
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<tr>
<td>Parish:</td>
<td></td>
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<tr>
<td>Confirmation Date:</td>
<td></td>
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<tr>
<td>Parish:</td>
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</table>

### 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  
- [x] 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.: ________________

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:  
Name: ___________________________ Relationship to child: ______________________

Contact Telephone: (H) _______________ (M) _______________ (B) _______________

Emergency 2:  
Name: ___________________________ Relationship to child: ______________________

Contact Telephone: (H) _______________ (M) _______________ (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

At St Anne's families are billed
The School Fees and Levies for St Anne's are as follows:

SCHOOL FEES: $1533 per year - billed in 3 instalments for one child
$2227 per year - billed in 3 instalments for two or more children

CURRICULUM LEVY: There is an annual fee per child of $275 covering all class needs. This fee is included in
the 1st Term account.

INTERSPORT LEVY: $80 per child Senior year levels

Other costs that may be incurred during the school year are:
- Swimming program
- Camp senior classes
- Sacramental program

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 Kilometers from school __________
**Occupation Group**

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/supervisor]

**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]