

ST. JOSEPH'S COLLEGE ECHUCA

21 Dickson Street, ECHUCA. 3564
Tel: (03) 5482 2577 Fax: (03) 5480 6427 Website: www.sje.vic.edu.au
enquiry@sje.vic.edu.au



Kildare
MINISTRIES

APPLICATION FOR ENROLMENT

Please note that the completion and submission of this Application Form is not an acceptance of the enrolment by the College. Your application will be given consideration and you will be notified of our decision.

OFFICE USE ONLY

Date of Application:	Student Code:	Family Code:	Fee Code:
Interview Date:	Offer of Enrolment:	PAM Code:	
Date Accepted:	Commencement Date:	House:	LMG:

STUDENT DETAILS

Student's Surname:..... Given Names:.....

Year Level of Enrolment:..... Gender: Male Female

Date of Birth:/...../..... Religion:.....

Previous School:..... Starting Date: (ie: Prep)

FAMILY DETAILS

Residential Address:

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

Greeting: (eg: John & Mary)..... Family Phone:.....

Who lives at home? Both Parents Father Mother Guardian Other *please specify*

Student living at home? Yes No

Address if not at home

..... Postcode

Number of children in family: Girls Boys Position in family

Medical Clinic Phone

Health Fund Membership No.

Medicare Number Expiry Date.....

Ambulance Cover Yes No *Please tick one* Ambulance Number: Expiry Date:.....

Ambulance Number Expiry Date

Is the student of Aboriginal or Torres Strait Islander origin? *Please attach certificate*

No Aboriginal Torres Strait Islander Aboriginal and TSI

Does the student speak a language other than English at home?

FAMILY INFORMATION

MOTHER/CARER

Name Home Phone

Address Postcode

Preferred Email Address Mobile

Occupation

Employer Business Phone

Religion Country of Birth

Residential Guardian Yes No

Below section must be completed for legal purposes.

What is the highest year of primary or secondary school the Mother/Carer has completed? *Please tick only one*

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent

What is the level of the highest qualification the Mother/Carer has completed? *Please tick only one*

Bachelor Degree or above Advanced Diploma / Diploma Certificate I to IV
(Including trade certification) No Non-school qualifications

What is the occupation group of the Mother/Carer?

(Please select the appropriate occupation group letter from the back page) Please tick only one

Group A Group B Group C Group D Group N

If the 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 group of the person's last occupation. If the person has not been in paid work in the last 12 months, tick "Group N".

FATHER/CARER

Name Home Phone

Address Postcode

Preferred Email Address Mobile

Occupation

Employer Business Phone

Religion Country of Birth

Residential Guardian Yes No

Below section must be completed for legal purposes.

What is the highest year of primary or secondary school the Father/Carer has completed? *Please tick only one*

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent

What is the level of the highest qualification the Father/Carer has completed? *Please tick only one*

Bachelor Degree or above Advanced Diploma / Diploma Certificate I to IV
(Including trade certification) No Non-school qualifications

What is the occupation group of the Father/Carer?

(Please select the appropriate occupation group letter from the back page) Please tick only one

Group A Group B Group C Group D Group N

If the 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 group of the person's last occupation. If the person has not been in paid work in the last 12 months, tick "Group N".

FAMILY DETAILS

Sibling attended/attending St Joseph's College?

Name Year/s to House

Name Year/s to House

Name Year/s to House

Parent attended St Joseph's College?

Name Year/s to House

Name Year/s to House

MEDICAL INFORMATION

Does your child suffer from any of the following?

If yes to any, Action Plan to be attached

Allergies: Yes No Type:.....

Anaphylaxis: Yes No

Asthma: Yes No

Epilepsy: Yes No

Last Tetanus (full date) / /

Medical conditions that the school should know about

Health Care Card/Concession Card Number: *(attach copy)*

EMERGENCY CONTACT OTHER THAN PARENTS

Contact 1

Name Phone 1

Relationship to student Phone 2.....

Contact 2

Name Phone 1

Relationship to student Phone 2.....

SACRAMENTAL DETAILS

Baptism

Reconciliation

First Holy Communion

Confirmation

Please tick those received Current Parish

IF BORN OVERSEAS

Country of Birth:..... Date of Arrival in Australia:...../...../.....

First School in Australia:.....

First year of enrolment in an Australian School:/...../.....

Visa Number..... Visa Issue Date/...../..... Visa Expiry Date/...../.....

Attach copy of Visa Documentation

OTHER DETAILS

LEARNING DIFFICULTIES AND/OR PROBLEMS

Does your child currently receive additional support because of special learning needs? Yes No

Please specify the nature of any special learning needs. Supporting documentation **must** be provided.

Is your child currently receiving LNSNL funding? Yes No

DECLARATION FOR PAYMENT OF FEES:

Please nominate who is responsible for the payment of all fees and other associated costs for your child while they are a student at St Joseph's College. Account Mailing address:

Name/Names

This arrangement will remain in place unless the College is NOTIFIED IN WRITING of any changes and signed by both parents.

Signature Mother/Guardian Date:

Signature Father/Guardian Date:

SPLIT BILLING OF FEES:

Name of 1st person responsible for payment of fees and other associated costs:

Name: Date:

Address:

Percentage of fees: % or amount \$ Signature

Name of 2nd person responsible for payment of fees and other associated costs:

Name: Date:

Address:

Percentage of fees: % or amount \$ Signature

Are there any Court Orders in place in regards to the payment of School Fees? Yes No

If yes, please provide a copy to the College.

ENROLMENT APPLICATION

I/We recognise our financial commitment to pay full tuition for the duration of my/our child's education at St Joseph's College. if my/our financial situation should change, I/we will contact the College.

I/We support

- the Catholic ethos and Brigidine Core Values
- School rules and expectations of involvement in whole school activities

I/We hereby apply for enrolment of my/our child
at St Joseph's College.

I/We understand this is a legal agreement between the undersigned and Kildare Education Ministries which is the legal and civil authority responsible for conducting the school.

Signature Mother/Guardian Date:

Signature Father/Guardian Date:

Please return this completed Application Form with the \$100 Enrolment Admission Fee (non-refundable).

WE UNDERTAKE TO OBSERVE ALL OF THE RULES MADE FOR THE SAFE AND EFFECTIVE OPERATION OF THE SCHOOL AND TO SUPPORT ALL ASPECTS OF THE CURRICULAR AND EXTRA CURRICULAR PROGRAM.

STUDENT EXPECTATIONS & PERMISSIONS

A STUDENT AT ST JOSEPH'S IS EXPECTED TO:

- Wear the College uniform
- Be on time and attend all classes
- Be prepared for class
- Respect the rights of others to learn
- Listen to and follow instructions
- Care for the school environment and property
- Act in a safe and orderly manner
- Accept difference
- Be polite and considerate
- Complete allocated tasks to the best possible standard
- Remain on school grounds unless permission to leave has been granted
- Not eat or drink in the classroom (water only)
- Not carry items which could cause harm to people or property
- Not smoke at school or be under the influence of illicit drugs or alcohol at school or in a school uniform
- Not bully, fight, excessively tease or put down other people
- Behave in a manner that brings credit to his/herself at all times
- Use technology only in the intended manner for the learning outcome
- Contribute to a positive school culture by participating in all College co-curricular activities, such as Retreat and Reflection Days, Aspire Days, Sports Days and the like
- Be responsible for actions and accept consequences for unacceptable behaviour
- Observe the College's OHS rules and procedures

I understand the above expectations of the College and shall work hard to support them at all times.

Student Signed: **Date:**

I have read and discussed with my child the above expectations for students and will support them in fulfilling these expectations.

Parent/Guardian Signed: **Date:**

EXCURSION PERMISSION FORM:

My child has permission to attend ALL excursions, camps and activities and also attend local class based excursions within a 5 km radius of the school as part of their education at St Joseph's College. (Please ✓)

I understand I will receive notifications of such events/excursions as they occur.

Approval is also given for supervised use of Victoria Park Oval at lunchtimes. (Please ✓)

In the event of any illness or accident, I authorize the obtaining on my behalf of such emergency transport and medical assistances as my child may require. I accept all risks involved in operations, blood transfusions and/or anaesthetics, and the responsibility for payment of any expenses thus incurred.

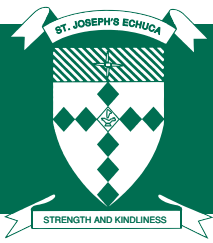
Parent/Guardian Signed: **Date:**

PERMISSION TO PUBLISH:

The Catholic Education Office (CEO) and the Catholic Education Commission of Victoria Ltd (CECV) may wish to use student photographs/videos in print and online promotional marketing, media and educational materials. St Joseph's College Echuca also produces a range of printed (eg: annual magazine, handbooks and newsletters) and electronic media (eg: website). We also place information in wider community media, such as local newspapers, radio and television.

We are asking for permission for the name and photo/video of your son/daughter to be included in these publications.

I give permission for my child to be included in **ALL MEDIA** Yes No



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ENROLMENT FORM INFORMATION

DOCUMENTS REQUIRED

to accompany this application

- A copy of your child's Birth Certificate for Australian born resident students
- A copy of Passport, Visa or travel documents for non-Australian resident of non-Australian born
- A copy of your child's Baptismal certificate
- A copy of your child's most recent school report (and their grade 5 Naplan statement if Year 7 enrolment).
- Custody and/or Court Order documents if applicable
- Enrolment Administration fee \$100 (non-refundable)

ENROLMENT CRITERIA

This selection process is governed by the following criteria, in order of priority.

- Catholics (baptised) & siblings current status
- Students in Catholic Primary or Secondary Schools
- Children of current/new staff to the school
- Christian children who have not attended a Catholic School
- All other children

The Principal reserves the right to vary the application of the above priority list in special situations.

PRIVACY POLICY

This application form is treated as a confidential document and personal information you provide will be used for College purposes only. The information will not be supplied to any other party except for the Catholic Education Office who require information to collate for census purposes. More information regarding Privacy can be found under the Policy section of our website at www.sje.vic.edu.au.

CHILD SAFETY

St Joseph's College and Kildare Education Ministries (the schools legal and governing body) has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. More information on our child safety commitments and a copy of the child safety code of conduct can be found on our website at www.sje.vic.edu.au.

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 Public Service Manager
- Other administrator
- Defence Forces
- Professionals

Occupation Group B

- Other business managers, arts/media/sportspersons and associated professionals
- Owner / Manager
 - Specialist Manager
 - Financial Services Manager
 - Arts / media / sports
 - Associate Professionals

Occupation Group C

Tradesmen and women, clerks and skilled office, sales and service staff

Occupation Group D

- Machine operators, hospitality staff, assistance, labourers and related works
- Drivers, mobile plant, production / processing machinery and other machinery operators
- Hospitality staff
- Office assistants, sales assistants and other assistants
- Labourers and related workers

Occupation Group N

If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.