



Holy Trinity

Eltham North

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ENROLMENT APPLICATION FORM

Application into Year _____ in 2 _____ VSN: _____

STUDENT

SURNAME: _____ CHRISTIAN NAME: _____

ADDRESS: _____ P/CODE: _____

TELEPHONE: _____ DATE OF BIRTH: _____ MALE / FEMALE _____

COUNTRY OF BIRTH: _____ DATE ARRIVED IN AUSTRALIA: _____

BAPTISMAL DATE AND PLACE: _____ RELIGION: _____

PRESENT KINDER / SCHOOL: _____ CURRENT YEAR LEVEL: _____

LANGUAGE SPOKEN: 1. _____ [] 2. _____ []

(If more than one language is spoken at home indicate with a tick the one that is spoken most often.)

Is the student of Aboriginal or Torres Strait Islander origin? NO [] YES, Aboriginal []

Yes, Torres Strait Islander [] Yes, both Aboriginal and Torres Strait Islander []

FATHER/GUARDIAN

FULL NAME: _____ HOME PH: _____

ADDRESS: _____

BUS PH: _____ MOB PH: _____

EMAIL: _____

COUNTRY OF BIRTH: _____ RELIGION: _____

LANGUAGE SPOKEN: 1. _____ [] 2. _____ []

(If more than one language is spoken at home indicate with a tick the one that is spoken most often.)

What is the highest year of primary or secondary school completed? 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 completed? Bachelor degree or above []
 Advanced diploma / Diploma []
 Certificate 1 to 1V (including trade certificate) []
 No non-school qualification []

Occupation Group letter _____ (Please select the appropriate occupation group letter from the attached list).

What is your occupation? _____

MOTHER/GUARDIAN

FULL NAME: _____ HOME PH: _____

ADDRESS: _____

BUS PH: _____ MOB PH: _____

EMAIL: _____

COUNTRY OF BIRTH: _____ RELIGION: _____

LANGUAGE SPOKEN: 1. _____ [] 2. _____ []

(If more than one language is spoken at home indicate with a tick the one that is spoken most often.)

What is the highest year of primary or secondary school completed? 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 completed? Bachelor degree or above []
Advanced diploma / Diploma []
Certificate 1 to 1V (including trade certificate) []
No non-school qualification []

Occupation Group letter _____ (Please select the appropriate occupation group letter from the attached list).

What is your occupation? _____

Person Responsible for Accounts: _____

Billing Address: _____

Correspondence to be addressed to: _____ (eg: Ms or Mr A. L. & Mrs D. Smith)

Email Correspondence: _____

GENERAL FAMILY DETAILS

NO. OF CHILDREN IN FAMILY: _____ PLACE IN FAMILY: _____

NAMES OF BROTHERS AND SISTERS:

Name: _____ Date of Birth: _____ Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____ Name: _____ Date of Birth: _____

MEDICAL DETAILS

Does your child suffer from any medical conditions eg: Epilepsy, Diabetes, Asthma, Eyesight problems, hearing difficulties, speech/auditory problems etc.

If yes, please explain: _____

Other relevant information eg: Physical Disabilities, Special Needs, Behavioural Problems, Has your child repeated Kinder? etc.

If yes, please explain: _____

AMBULANCE COVER YES / NO NO: _____ MEDICARE NO: _____

GENERAL FAMILY DETAILS

EMERGENCY ARRANGEMENTS

If it is not possible to contact a parent, please indicate the name of two relatives or neighbours who may be contacted:

1. NAME: _____ PHONE NO: _____
RELATIONSHIP TO CHILD: _____ MOBILE NO: _____

2. NAME: _____ PHONE NO: _____
RELATIONSHIP TO CHILD: _____ MOBILE NO: _____

NAME OF DOCTOR: _____ PHONE NO: _____

CONSENT

I undertake to allow Holy Trinity Staff to arrange for medical treatment for my child, if it is considered necessary, if unable to contact either parent. I further undertake to pay any expenses incurred by such aid, including ambulance service.

SIGNATURE OF PARENTS/GUARDIAN: _____ / _____ **DATE:** _____

Holy Trinity Enrolment Policy requires the recommended C.E.O. procedures to be followed in accepting children with special needs. Failure to provide such known information may jeopardise the application.

SCHOOL FEES AND LEVIES

I / we agree to pay the fees and levies determined by Holy Trinity Catholic Primary School, Eltham North and St. Francis Xavier's Parish, Montmorency.

SIGNATURE OF PARENTS/GUARDIAN: _____ / _____ **DATE:** _____

HOLY TRINITY ADVISORY COUNCIL

I/we agree to a member of the Holy Trinity Advisory Council being given my phone number and contacting me.

SIGNATURE OF PARENTS/GUARDIAN: _____ / _____ **DATE:** _____

CURRENT KINDER/CHILDCARE

I/we agree to a teacher contacting my child's current Kinder/School prior to transition to Holy Trinity.

SIGNATURE OF PARENTS/GUARDIAN: _____ / _____ **DATE:** _____

Application to be returned to the school office as soon as possible.
See timeline in enrolment pack for closing date (usually 1st Friday in June)

CERTIFICATE VERIFICATION

The following certificates must be provided with enrolment application form:

1. BIRTH CERTIFICATE
2. BAPTISMAL CERTIFICATE
3. IMMUNIZATION CERTIFICATE (once completed)

OCCUPATION GROUP – QUESTION 5

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:
 - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional
 - *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:
 - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician / associate professional
 - *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]

STANDARD COLLECTION NOTICE

1. The School 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 [and 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]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
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 occasions 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 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 organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. [We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.]
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

* If appropriate