

ENROLMENT FORM

Corpus Christi Primary School

13 – 21 Widford Street, Glenroy, Victoria 3046

Telephone: 9306 3062

9306 3322

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Email: principal@ccglenroy.catholic.edu.au

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<u>Office Use Only</u>	<u>Date Received:</u>	<u>Family Code:</u>
	<u>Enrolment Date:</u>	<u>Student Code:</u>
	<u>Start Date:</u>	<u>Entry Level /Grade:</u>
	<u>English Second Language:</u>	<u>VSN:</u>

STUDENT DETAILS

Surname:		
First Name:		
Preferred Name (if different to first):		
Date of Birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Entry Level:

HOME ADDRESS OF STUDENT

Address:	
Suburb:	Post Code:
Home Phone:	

NATIONALITY (GOVERNMENT REQUIREMENT)

Nationality:
In which country was the student born: Australia <input type="checkbox"/> Other- Please Specify
Is the Student of Torres Strait Islander origin? (for persons of both Aboriginal and Torres Strait Islander origin mark "Yes" to both) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>

CITIZENSHIP STATUS (GOVERNMENT REQUIREMENT) – NOT AUSTRALIAN BORN

Please tick the relevant category below and record the Visa Subclass number.

Original documents to be sighted and copies retained by the school.

Australian Citizen not born in Australia

<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport)		
<input type="checkbox"/>	Australian Passport Number	Passport No:	
<input type="checkbox"/>	Naturalisation Certificate	Certificate No:	
	Visa Subclass recorded on entry to Australia	Visa Subclass No:	
	Date of Arrival into Australia	Date:	

Not currently an Australian Citizen please provide further details as appropriate below:

<input type="checkbox"/>	Permanent Resident	Visa Subclass No:	
<input type="checkbox"/>	Temporary Resident	Visa Subclass No:	
<input type="checkbox"/>	Other / Visitor / Overseas Student	Visa Subclass No:	

❖ Please attach Visa / document of travel / letter of notification and passport photo page.

Office Use Only: (originals supplied to copy)

Birth Certificate	Baptism Certificate	Immunisation Certificate	Medicare Card	Centrelink Card
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Does the student, mother, father or guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)			
	Student	Mother/Guardian	Father/Guardian
No	English Only	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify		

MEDICAL INFORMATION			
Doctor's Name:			
Address:			
Suburb:		Post Code:	Phone:
Medicare Number:		Ref No:	Expiry:
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	Please specify any medical condition the student suffers from e.g. asthma, diabetes, and/or any prescribed medications taken by the student.		
Allergies:	Please list any known allergies the student has e.g. allergy to nuts, penicillin, bee stings including specific details.		
Has the student been diagnosed as being at risk of anaphylaxis?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, does the student have an EpiPen or Anapen?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ An Action Plan, provided by the parent and signed by a Doctor is to be submitted to the school with the appropriate medication			

ADDITIONAL NEEDS			
This application gives you the opportunity to provide information that will facilitate a smooth transition for your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made regarding this enrolment may be revised.			
Does your child have: (please tick appropriate box)			
Autism (ASD)	<input type="checkbox"/>	Behaviour Disorder	<input type="checkbox"/>
Intellectual Disability	<input type="checkbox"/>	Language Disorder	<input type="checkbox"/>
ADD / ADHD	<input type="checkbox"/>	Mental Health Issues	<input type="checkbox"/>
Giftedness	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Has your child ever seen a: (please tick appropriate box)			
Behavioural Optometrist	<input type="checkbox"/>	Audiologist	<input type="checkbox"/>
Educational Psychologist	<input type="checkbox"/>	Paediatrician	<input type="checkbox"/>
Psychologist	<input type="checkbox"/>	Other Specialist	<input type="checkbox"/>
If your child does have any of the above please provide the following information			
		Yes	No
Details of additional learning needs / additional needs (provide all relevant information)		<input type="checkbox"/>	<input type="checkbox"/>
Professional medical reports (provide all relevant information)		<input type="checkbox"/>	<input type="checkbox"/>

MOTHER/GUARDIAN				
Surname:		Title		First Name
Address:				
Home No:		Work No:		Mobile:
Email:				
Government Requirement	Current Occupation	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on the back page)		
Religion:			Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify)		
What is the highest year of schooling the mother has completed? (Persons never attending Secondary school tick Year 9 or below)				
Year 9 or below	<input type="checkbox"/>	Year 10 or equivalent	<input type="checkbox"/>	Year 11 or equivalent
			<input type="checkbox"/>	Year 12 or equivalent
				<input type="checkbox"/>
What is the level of the highest qualification the mother has completed?				
No post school qualification	<input type="checkbox"/>	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	Advanced diploma/ Diploma
			<input type="checkbox"/>	Bachelor degree or above
				<input type="checkbox"/>

FATHER/GUARDIAN				
Surname:		Title		First Name
Address:				
Home No:		Work No:		Mobile:
Email:				
Government Requirement	Current Occupation	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on the back page)		
Religion:			Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify)		
What is the highest year of schooling the father has completed? (Persons never attending Secondary school tick Year 9 or below)				
Year 9 or below	<input type="checkbox"/>	Year 10 or equivalent	<input type="checkbox"/>	Year 11 or equivalent
			<input type="checkbox"/>	Year 12 or equivalent
				<input type="checkbox"/>
What is the level of the highest qualification the father has completed?				
No post school qualification	<input type="checkbox"/>	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	Advanced diploma/ Diploma
			<input type="checkbox"/>	Bachelor degree or above
				<input type="checkbox"/>

EMERGENCY OTHER THAN PARENT	
Name:	Relationship to child:
Address	Suburb: Post Code:
Home Phone:	Mobile:

FAMILY ACCOUNT DETAILS				
Who will be responsible for the payment of the school fees and levies?				Please tick and sign.
<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father Only	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Guardian Only	<input type="checkbox"/> Other

I/We _____

agree to meet the financial commitment of paying all school fees and levies.

Fee Payer Signature/s _____

Date _____/_____/_____

PREVIOUS SCHOOL / PRE-SCHOOL PERMISSION

Name of Previous School / Pre-School:

I / We give permission for Corpus Christi to contact previous school or pre-school to obtain additional information and reports to assist with my child's learning: Yes No

Parent / Guardian Signature

Parent / Guardian Signature

IMMUNISATION (please circle yes/no to the immunisations the child has received)

	Yes	No	Date		Yes	No	Date
Diphtheria/Tetanus/Whooping Cough				Hepatitis B			
Haemophilus Influenza type B (Hib)				Polio			
Measles – Mumps -Rubella				Rotavirus			
Meningococcal C disease				Chicken Pox			
Pneumococcal disease							

SACRAMENTAL INFORMATION

Baptism	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:
Confirmation	Date:	Parish:
Current Parish		

HOME CARE ARRANGEMENTS FOR THIS STUDENT

<input type="checkbox"/> Living with Mother and Father	<input type="checkbox"/> Single Parent: Mother/Father (please circle)
<input type="checkbox"/> Living in a Step Family	<input type="checkbox"/> Shared Parenting: FTE Mother: FTE Father:
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out of Home Care

COURT ORDERS (if applicable)Are there any current court orders relating to the student? Yes No

If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates court orders or other relevant court orders must be provided.

Is there any other information you wish the school to be aware of?

SIBLINGS ATTENDING A SCHOOL / PRE-SCHOOL

List all children in your family attending school or pre-school (oldest to youngest) – include applicant

Name	School/Pre-school	Year/Level	Date of Birth

PERMISSION FOR HEAD LICE INSPECTION I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required. I understand that the permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.**MOTHER'S SIGNATURE:****FATHER'S SIGNATURE:**



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Dear parents,

At Corpus Christi we make extensive use of digital technologies, utilising a range of equipment and creating content in a variety of ways.

All students must have an agreement signed by their parents in order to have access to digital technologies at Corpus Christi.

This agreement needs to be signed on PAGE 1 and 2 and returned to school as soon as possible or submitted with your enrolment. It will be kept on file.

This agreement will remain valid through the duration of your child's enrolment at Corpus Christi. The Acceptable Use policy (page 3) is for you to keep.

Thankyou,
Tamara Moravski
ICT Leader

Intranet and Internet Access

Within our school we use the Intranet and Internet as an important learning and communication tool. We share information as well as collaborate with peers and the wider community. Use of the Intranet and Internet is password protected.

I give permission for my child's name, photo and work to be published, utilising various programs and contemporary learning tools.

Educational Presentations

Our school values collegial professional learning; we often present information to other schools in the areas of Learning and Teaching and Digital Technologies. During these sessions, we wish to show samples of student work and photos of our students "in action".

I give permission for my child's Christian name, photo and work to be used in presentations to others for educational purposes.

Wider Community

Our school strives to maintain communication with the wider community through our website, advertising and online spaces. Occasionally we include photographs of learning in action, our work within the community and student achievement.

I give permission for my child's photo and work to be published by Corpus Christi School to the wider community (including the school website, online spaces, school documentation and advertising).

PARENT SIGNATURE: _____

Parent signature indicates permission is granted.

Corpus Christi Glenroy

Responsible Use Agreement

Please discuss this agreement with your child and sign at the bottom.

When using digital technologies at Corpus Christi School, my child will:

- Use them as an educational tool
- Create folders, files and file names that contain language or images that are appropriate within our school
- Not add programs, apps, plug ins or extensions without permission
- Not add or change passwords to any accounts, files or programs
- Respect other people's work by not opening or altering work, and not changing file and folder names
- Delete only my own files
- Respect all equipment and report any damage to a teacher immediately

When I am online at Corpus Christi School, my child will:

- Use technology for learning, including Researching (finding information), Communicating (sending and receiving information) and Collaborating (sharing ideas and learning)
- Immediately click on HOME and inform the teacher if I find myself in unsuitable locations
- Only work on the Internet for purposes specified by my teacher
- Not give out my own or others' personal information such as surnames, photographs, addresses, telephone numbers or parents' details
- Compose e-mail messages using only language I understand is acceptable in my school
- Not use copyrighted material (including graphics, text, sound and video), unless I have permission from the person who created the material (If I am unsure whether the material is subject to copyright, I will check with my teacher.)
- Remember that information on the Internet may not be accurate, so try to check or validate it
- Not use chat, hangout, or messaging at any time
- Not use my school email address or Google account to sign up for, join or play anything online, unless I have permission from my teacher

I agree to my child using digital technologies at Corpus Christi in accordance with the Student Responsible Use agreement. I also understand that there will be consequences for inappropriate use of digital technologies.

Student Name:

Parent Signature:

Date:

CORPUS CHRISTI PRIMARY SCHOOL GLENROY

ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes.

Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME: _____

YEAR LEVEL: _____

- I give permission for my child's photograph/video and name to be published in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
- ❖ I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

LICENSED UNDER NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent /Guardian _____

Signature _____ **Date** _____

❖ Any Personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

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

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **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]