

ENROLMENT APPLICATION

ID
Form

Information provided in this application is strictly confidential

Applying to commence in **20** (year) Commencing In Year Level: **7 8 9 10 11 12** (please circle)

If a **sibling is a current or past student** of Simonds Catholic College, please advise name/s

School Preferences:

1 _____ 2 _____ 3 _____
List schools applying for enrolment to – in order of preference (including Simonds Catholic College)

STUDENT INFORMATION

Legal First Name	Preferred First Name	Middle Name	Surname
Date of Birth / /	<input type="checkbox"/> Local Student (provide VSN) <input type="checkbox"/> International Student <input type="checkbox"/> Transferring from Interstate	If Local Student, please provide Victorian Student Number (VSN) - usually found on school reports VSN: _____	
Current School (include suburb)			Current Year Level
Religion (or "none" if no religion)	Sacraments – if applicable, please advise year(s) received: Baptism 2 0 Reconciliation 2 0 Communion 2 0 Confirmation 2 0 _ _		
Country of Birth:	Citizenship (attach documentary evidence) If the student is an Australian citizen, please provide a copy of either his birth certificate, his passport or his citizenship certificate. OR If the student is NOT an Australian citizen, please provide copies of relevant documents that allow him to study in Australia (e.g. entry visa). If date of birth is not included on this document, please also provide copy of birth certificate or passport.		
Nationality:	<input type="checkbox"/> Australian Citizen OR <input type="checkbox"/> Dependent Child of Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Dependent Child of Permanent Resident <input type="checkbox"/> Temporary Resident / International Student		
First Year attended school in Australia: 2 0 _ _			
Special Categories Please tick those that apply <input type="checkbox"/> English is Second Language Please advise First Language: _____	<input type="checkbox"/> Is Aboriginal and/or <input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Arrived as Refugee Date of Arrival in Australia: / /	Special Conditions <input type="checkbox"/> Receives Special Needs Funding <input type="checkbox"/> Has been diagnosed with a medical or psychological condition that impacts on learning ability We will ask for reports and more information prior to enrolment interview with our Principal

ENROLMENT CHECKLIST

Please provide copies of the following documents:

- | | | |
|--|---|--|
| <input type="checkbox"/> BIRTH CERTIFICATE | <input type="checkbox"/> VISA/PASSPORT/NATURALISATION CERTIFICATE | <input type="checkbox"/> BAPTISM CERTIFICATE (IF APPLICABLE) |
| <input type="checkbox"/> LAST SCHOOL REPORTS | <input type="checkbox"/> LAST NAPLAN | <input type="checkbox"/> HEALTH CARE CARD (IF APPLICABLE) |

PARENT/GUARDIAN INFORMATION

	Child Lives with Parent/Guardian (1)	Child Lives with Parent/Guardian (2)	Child <u>DOES NOT</u> Live With Parent/Guardian
Title (please circle)	Mr / Mrs / Ms / Miss / Other	Mr / Mrs / Ms / Miss / Other	Mr / Mrs / Ms / Miss / Other
Surname			
Legal First Name <i>As per birth certificate</i>			
Preferred First Name			
Relationship to student <i>e.g. mother, stepfather, aunt foster parent, grand parent</i>			
Communication Who should we communicate with and email information and/or accounts to?	<input type="checkbox"/> Day to Day matters – by phone <input type="checkbox"/> Newsletters / Other Info – by mail <input type="checkbox"/> Reports <input type="checkbox"/> Send School Fee Accounts	<input type="checkbox"/> Day to Day matters – by phone <input type="checkbox"/> Newsletters / Other Info – by mail <input type="checkbox"/> Reports <input type="checkbox"/> Send School Fee Accounts	<input type="checkbox"/> Day to Day matters – by phone <input type="checkbox"/> Newsletters / Other Info – by mail <input type="checkbox"/> Reports <input type="checkbox"/> Send School Fee Accounts
Primary Contact Who should we contact first?	<input type="checkbox"/> First Contact	<input type="checkbox"/> First Contact	<input type="checkbox"/> First Contact
Residential Address Street Suburb Post Code			
Home Phone Number			
Mobile Phone Number			
Email Address <i>NB Must be supplied, all school notes/statements are now emailed</i>	-----	-----	-----
Postal Address <i>(or "as above" if same as Residential address)</i>			
Country of Birth			
First Language <i>What language do you usually speak at home?</i>			
Religion			
Current Occupation			
Occupation Group <i>Please circle - see last page for criteria</i>	A / B / C / D / N	A / B / C / D / N	A / B / C / D / N
Employer			
Work Phone			
Work Email			
Education Please advise highest year of School Education completed	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 or less	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 or less	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 or less
Qualifications Please advise the highest qualification completed	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Certificate 1-IV (including trade certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Certificate 1-IV (including trade certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Certificate 1-IV (including trade certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification

GENERAL EDUCATIONAL ABILITY

Note: For all of the following questions, please tick Yes or No. If the answer is Yes, please provide full and complete details in the space provided, if there is insufficient space, please use page 5 for additional information. If a Yes response is selected, the school may seek parental consent to discuss the matter with the child, with a provider of medical or counselling information to obtain third party verification or opinion. All supporting information must be attached. Please note this information will in no way affect the selection process but will allow our teaching staff to fully support your son's learning.

What are your son's main strengths?

.....

Is extra support required in – (please tick)

Mathematics

Written Work

Reading & Organisation Skills

Spelling

What are your son's work management skills?

What are your son's mathematical abilities?

What are your son's reading abilities?

Has another school or teacher ever suggested that your son may suffer from a learning disability or has your son ever been assessed for a learning disability? Yes No

If yes, please attach details.

Are you aware of any emotional, physical or mental disability suffered by your son? Yes No

If yes, please attach details.

Has your son ever been referred to a speech therapist, occupational therapist or had any other kind of developmental assessment? Yes No

If yes, please attach details.

Has your son been expelled, suspended or asked to leave a school for any reason? Yes No

Has your son ever repeated a year, or been advanced a year at school? Yes No

I/WE understand that my/our son's enrolment may involve Simonds Catholic College obtaining information about my son such as formal education assessments or psychology and speech pathology reports for the purpose of my son's learning profile, educational and wellbeing needs.

I/We given permission for Simonds Catholic College to contact my son's current school and request them to provide any additional information required. Please note in line with Catholic Education Melbourne guidelines, details of all applications can be shared with other Catholic Colleges in our region.

Parent/Guardian Name (please print)	Signature Date / /
Parent/Guardian Name (please print)	Signature Date / /

Attachments: Student and Parent/Carer Code of Conduct

FEE AGREEMENT

2020 Fee Schedule		Fees*	ICT Levy	Laptop
	Year 7	\$2990	\$160	\$550
	Year 8	\$2990	\$160	\$440
	Year 9	\$2990	\$160	N/A
	Year 10	\$2990	\$160	\$550
	Year 11	\$3840	\$160	N/A
	Year 12	\$3840	\$160	N/A

*Please note fees are subject to change and students who study VET will be required to pay an additional fee, dependent on the VET subject and provider chosen.

Do you require split billing of your Fee Account? Yes No

Are there any Court Orders in place regarding the payment of School Fees? Yes No If yes, please attach a copy of the Order Health Care Card / Concession Card Number

Youth Allowance: Yes No (16 years and over)

Please note a \$265 Enrolment Administration Fee is payable (non-refundable) which will be deducted from your first school fee payment.

The Parents/Carers signing this agreement hereby agree to be responsible (jointly and/or severally) for the payment of all future fees and charges as raised by the school for all future years that your child remains enrolled at the school. If my/our financial situation should change, I/we will contact the College Business Manager immediately. **In the event that fees are in significant arrears (an amount as deemed by the College), a collection agency may be engaged to recover any debts, the cost of which is borne by the debtor/family,** (please refer to our Collection of Unpaid Fees Policy).

STATEMENT OF COMMITMENT & CONFIRMATION OF INFORMATION

In applying for a place at Simonds Catholic College, I am / we are willing to abide by the conditions listed below with regard to the student covered by this application. I / We agree that this Enrolment Application Form is a legally binding document and signing the form is your acceptance of the terms and conditions of the College, including fee payment (please see the Fee Section). (This application requires the signature of both Parents/Carers and if both Parents/Carers have not signed the form the circumstances should be indicated). Please be aware that whoever signs the enrolment form is the person legally responsible.

1. To support the aims and practices of Simonds Catholic College, Catholic teachings and values are central to the life of Simonds Catholic College.
2. To support the school's education and faith development programs, and our son's participation in excursions, camps, retreats, reflection days and sports carnivals and we accept that exemptions can only be granted in exceptional circumstances.
3. To attend Parent Information Nights and Parent / Teacher interviews.
4. To ensure that correct uniform is purchased and worn in the appropriate way.
5. To purchase every item on the booklist for every subject my son is enrolled in, including general stationery items.
6. To purchase the laptop as directed by the College.
7. To undertake to adhere to all the rules made for the safe and effective operation of the school and to follow the Parent and Student Codes of Conduct attached to this document.
8. To check my son's diary, Newsletters and any correspondence in order to keep informed of College activities.

I/We confirm that the information provided in this form is accurate and up to date to the best of my/our knowledge and I/We agree to inform the College immediately of any errors of missing information as soon as it is known. As a party to this agreement you must continue to provide information as circumstances change and documents are created by us requesting up to date student information.

I/We the undersigned, understand and agree to the Conditions of Enrolment at Simonds Catholic College and understand that full and frank disclosure of all information relevant to our son's enrolment is required, otherwise initial and ongoing enrolment may be affected or terminated.

Parent/Guardian Name (please print)	Signature Date / /
Parent/Guardian Name (please print)	Signature Date / /

HOW DID YOU HEAR ABOUT US? Please tick all that apply:

Primary School Newsletter

Yellow Pages

Internet Search

Principal visit to student's Primary School

Past Student

Press Advertisements

Church Noticeboard

Catholic Schools Guide

Reputation/Word of Mouth

In making your decision to enrol your son at Simonds Catholic College, did you attend:

A School Tour

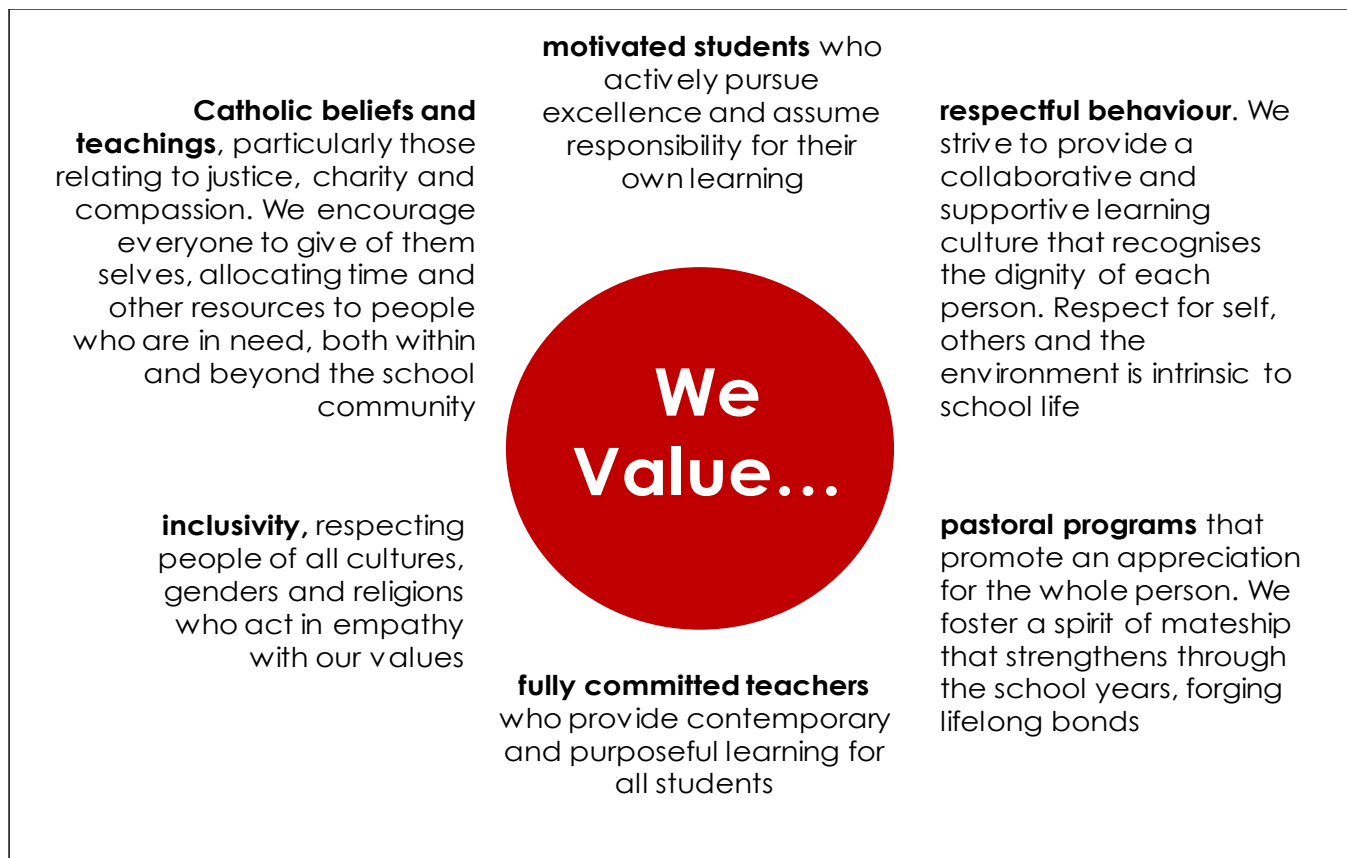
Open Afternoon

EDUCATIONAL SERVICES

Our academic program and our Vision and Values are key to the education of every student at Simonds Catholic College. This thirst for learning is fostered by expert teachers in every subject, who share their passion with their students. The pastoral care of each student is a high priority and Careers education and counselling are integral to a holistic education, and the values which spring from religious education are at the core of the School's curriculum. Students participate in community service programs and social justice initiatives which aim to develop their awareness of social issues in the broader community.

A rich and life-giving curricular program includes visual arts, music, physical education, technology and a variety of clubs and activities which offer students a wealth of experiences to complement their academic pursuits.

Our Values are illustrated below –



COLLECTION NOTICE

1. The College collects personal information, including sensitive information about students, parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling to the student for whom this application is being made.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. We may ask you to provide medical information and reports from time to time. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy act and is treated accordingly.
5. If we do not obtain the information referred to above we may not be able to enrol or continue enrolment of the student.
6. Personal information collected from students and academic and sporting results are regularly disclosed to parents / guardians. On occasion, information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines, social media and on our website.
7. The College discloses personal and sensitive information to others for administrative and educational purposes from time to time. 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 College, including specialist visiting teachers, coaches and volunteers.
8. Parents may seek access to personal information collected about them and their son by contacting the College. Students 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 College's duty of care to the student, or where students have provided information in confidence.
9. The college may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. 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 College directory. If you do not agree to this you must advise us in writing.
11. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

OCCUPATION GROUPS

Please select the appropriate group from the following list.

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 [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

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/despacher, 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]

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.

ADDITIONAL INFORMATION

