

Mackillop College Enrolment Form – Secondary



Mackillop College is a college that operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Please ensure all relevant information is attached to this enrolment form when submitting. Please see the parent/carer documentation checklist at the end of the form. Please note, there is a non-refundable Enrolment Fee of \$154.00.

ENROLMENT FORM

Family Surname:

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

Email:

Residential Address:

Mailing Address:

Number of children in the family – Boys Girls Other Position of student in the family (eg. 1st child)

Victorian Student Number (VSN – please obtain from your primary school):

OFFICE USE ONLY

Date received:

Birth certificate attached:

Yes ☐

No ☐

Enrolment date:

English as an additional language:

Yes ☐

No ☐

Start date:

House colour:

Student code:

VSN:

Immunisation history
statement attached:

Yes ☐

No ☐

Visa information attached (if
relevant):

Yes ☐

No ☐

STUDENT DETAILS

Surname:

Year to Start (YYYY):

Year Level to be enrolled (eg. Year 7):

First name/s:

Preferred name:

Date of birth:

Religion (include rite):

Current school:

1st Australian School Year (eg. 2001):

Male: ☐

Female: ☐

Unspecified/Indeterminate/X: ☐

Government Requirement

Nationality:

Ethnicity:

In which country was the
student born?

☐ Australia

☐ Other – please specify:

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

Yes ☐

No ☐

If Yes ☒ please indicate the language(s):

Is the student of Aboriginal or Torres Strait Islander Origin?

No ☐

Aboriginal ☐

Torres Strait Islander ☐

Both, Aboriginal and Torres Strait Islander ☐

What Aboriginal or Torres Strait Islander group does the student identify with? (eg. Wurundjeri, Wathaurong)

HOME ADDRESS OF STUDENT

Street number and name:

Suburb:

Postcode:

Home phone:

FAMILY DETAILS

Who is responsible for paying fees and levies?

Surname:	First name:	Contact number:
Email address:	Relationship to students	
Address:		

	Parent 1/Carer 1	Parent 2/Carer 2
Title		
Surname		
First name		
Relationship to student		
Address – Street <i>(Please provide a copy of your drivers licence)</i>		
Suburb and Post Code		
Residential Parents/Carer	<input type="checkbox"/>	<input type="checkbox"/>
Non-Residential <i>Parent/Carer – tick to receive student correspondence</i>	<input type="checkbox"/> Parent Portal – SEQTA	<input type="checkbox"/> Parent Portal – SEQTA
Home phone number		
Work phone number		
Mobile phone number <i>(Mandatory)</i>		
SMS Messaging <i>(for emergency and reminder purposes)</i>		
Private email address <i>(Mandatory)</i>		
Employer		
Occupation <i>(Government Requirement)</i>		
Occupation Group <i>(Please see the list of occupation groups in the College Family Occupation Index, p. 8)</i>	<input type="checkbox"/> Group A <input type="checkbox"/> Group C <input type="checkbox"/> Group N <input type="checkbox"/> Group B <input type="checkbox"/> Group D	<input type="checkbox"/> Group A <input type="checkbox"/> Group C <input type="checkbox"/> Group N <input type="checkbox"/> Group B <input type="checkbox"/> Group D
Highest Year of Education completed	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 9 or below
Level of Highest Qualification completed	<input type="checkbox"/> 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"/> 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
Do you speak a language(s) other than English at home?	<input type="checkbox"/> Yes If <input checked="" type="checkbox"/> Yes, please specify all languages <input type="checkbox"/> No	<input type="checkbox"/> Yes If <input checked="" type="checkbox"/> Yes, please specify all languages <input type="checkbox"/> No
Do you require an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a past student of MacKillop College?	<input type="checkbox"/> Yes Final Year (<i>e.g. 1995</i>) <input type="checkbox"/> No Final Year Level	<input type="checkbox"/> Yes Final Year (<i>e.g. 1995</i>) <input type="checkbox"/> No Final Year Level
Country of Birth		
Nationality (<i>ethnicity</i>)		
Religion (<i>including rite</i>)		

EMERGENCY CONTACTS – OTHER THAN PARENT/CARER

1. Name:	2. Name:
Relationship to student:	Relationship to student:
Home telephone:	Home telephone:
Work telephone:	Work telephone:
Mobile:	Mobile:

PREVIOUS SCHOOL PERMISSION

Name of previous school:

I/we give permission for the College to contact the previous school to gather relevant reports and information to support educational planning:

No ☐Yes ☐*(If yes, please complete Consent for Transferring Information form.)***IF STUDENT NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS***Please tick the relevant category below and record the visa subclass number as per government requirements
(original documents to be sighted and copies to be retained by the College)**Australian citizen not born in Australia:**☐ Australian citizen *(Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)*

Australian passport number:

Naturalisation certificate number:

Visa sub-class recorded on entry to Australia:

Date of arrival in Australia:

Not currently an Australian citizen, please provide further details as appropriate below:☐ Permanent resident: *(if ticked, record the visa sub-class number)*☐ Temporary resident: *(if ticked, record the visa sub-class number)*☐ Other/visitor/overseas student: *(if ticked, record the visa sub-class number)**** Please attach visa/ImmiCard/letter of notification and passport photo page****MEDICAL INFORMATION**

Doctor's name:

Medical Clinic:

Medical Clinic Address:

Phone number:

Medicare number:

Ref. number *(of student)*:

Expiry:

Private health insurance: Yes ☐ No ☐

Fund:

Membership number:

Ambulance cover: Yes ☐ No ☐

Membership number:

Medical condition: Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

Has the student been diagnosed as being at risk of anaphylaxis?

Yes ☐No ☐

If yes, does the student have an EpiPen or Anapen?

Yes ☐No ☐

IMMUNISATION (please attach an immunisation history statement)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](https://my.gov.au)) and provide it to the College with this enrolment form.

Immunisation history statement attached:

Yes ☐

No ☐

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes ☐

No ☐

To meet duty of care obligations and facilitate the smooth transition of your child into the College, please provide all required information. This will assist the College to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL STUDENT NEEDS

Please tick if your child has participated in any of the following programs:

English as an Additional Language (EAL) ☐

New Arrivals Program ☐

Literacy/Numeracy Support ☐

Integration ☐

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?

Yes ☐

No ☐

Does your child present with:

☐ autism (ASD)

☐ behavioural concerns

☐ hearing impairment

☐ intellectual disability/developmental delay

☐ mental health issues

☐ oral language/communication difficulties

☐ ADD/ADHD

☐ acquired brain injury

☐ vision impairment

☐ giftedness

☐ physical impairment

☐ other condition (please specify)

☐ language disorder

Has your child ever seen a:

☐ paediatrician

☐ physiotherapist

☐ audiologist

☐ psychologist/counsellor

☐ occupational therapist

☐ speech pathologist

☐ psychiatrist

☐ continence nurse

☐ other specialist (please specify)

Have you attached all relevant information and reports?

Yes ☐

No ☐

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

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

Name	School/Preschool	Year/Grade	Date of birth

HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Carer	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent 1/Carer 1: Days with Parent 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes ☐ No ☐

If yes, copies of these court orders/parenting 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 College to be aware of?

Please note that the completion, signing and lodgement of this enrolment form is a prerequisite for consideration of the enrolment of your child at the College, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the College. Please refer to the terms and conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the College, once offered and accepted.

Parent 1/Carer 1 signature:

Date:

Parent 2/Carer 2 signature:

Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- student, if they are over 15 and living independently. Secondary students may complete parts of the form and co-sign
- parent as defined in the *Family Law Act 1975* (Cth)
 - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the College
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required, e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Disclaimer: Personal information will be held, used and disclosed in accordance with the College's Privacy Policy and Privacy Collection Notice. These can be found on the College website <https://www.mackillopwerribee.com.au/information/school-policies/>.

PARENT/CARER DOCUMENTATION CHECKLIST	
Please ensure that the following documents are attached to the enrolment application form <i>(as applicable to your child):</i>	
Enrolment Fee \$154.00 (non-refundable)	<input type="checkbox"/>
Copy of Birth certificate	<input type="checkbox"/>
Copy of Immunisation history statement	<input type="checkbox"/>
Copy of Baptism certificate	<input type="checkbox"/>
Copy of Reconciliation certificate	<input type="checkbox"/>
Copy of Communion certificate	<input type="checkbox"/>
Copy of Confirmation certificate	<input type="checkbox"/>
Consent to contact previous school	<input type="checkbox"/>
Copy of full school reports (Semester 1 and 2) for previous two years. (If Grade 5 students, provide Grade 3 and Grade 4 reports.)	<input type="checkbox"/>
Copy of Year 3, Year 5, Year 7 and/or Year 9 NAPLAN Test	<input type="checkbox"/>
Copy of Australian passport or Citizenship certificate / document for travel if country of birth is not Australia	<input type="checkbox"/>
Copy of Visa information – visa/ImmiCard/letter of notification and passport photo page	<input type="checkbox"/>
Medical Management Plan signed by a relevant medical practitioner	<input type="checkbox"/>
All relevant information and reports concerning additional needs of your child	<input type="checkbox"/>
Copy of parent's/carer's driver's licence	<input type="checkbox"/>
Copy of relevant court orders or parenting/caring orders relating your child	<input type="checkbox"/>
Any additional information you wish the College to be aware of	<input type="checkbox"/>

MacKillop College Consent to Transfer Information



STUDENT DETAILS

First name:

Surname:

Date of birth:

SCHOOL TRANSFER DETAILS

CURRENT SCHOOL/COLLEGE:

E No.:

School:

Suburb:

NEW SCHOOL/COLLEGE:

E No.:

School:

Suburb:

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports, details regarding the educational program will be supplied.

I/we provide informed and express consent for all relevant health and/or educational information held by the current school, detailed below, to be provided to the new school. I understand that this information will be collected and used by MacKillop College to inform health and safety management strategies and educational programming for my child.

Type of information to be provided

Please provide all information relevant to the student. This may include personalised learning plans and student program, medical reports, specialist notes, information regarding adjustments, Medical Management Plans, attendant care plans, Behaviour Support Plans or safety plans.

STUDENT INFORMATION

Date	Author (name of psychologist, medical practitioner)	Title (speech pathologist, paediatrician)	Description (cognitive assessment, language assessment)

CONSENT

Parent 1/Carer 1 signature:

Date:

Parent 2/Carer 2 signature:

Date:

Please refer to the College's information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principal of the College.

MacKillop College School Family Occupation Index: Parent Occupation Groups



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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: ELECTED OFFICIALS, SENIOR EXECUTIVES/MANAGERS, MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE, AND QUALIFIED PROFESSIONALS

Elected officials

- Mayor, parliamentarian, alderperson, trade union secretary, board member

Senior executives/managers, management in large business organisations

- Senior executive/manager/department head** in industry, commerce, media or other large organisations
- Other administration** (e.g. school principal, faculty head/dean, library/museum/gallery director, research facility director)
- 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 sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- 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)
- Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)

- Education** (e.g. school teacher, university lecturer, professor, VET/special education)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)
- Science** (e.g. geologist, meteorologist, metallurgist, other scientist)
- Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- 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/professionals

- 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)
- Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

Arts/media/sportspersons

- Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)
- 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, architectural, building, surveying, 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, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, 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, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

OCCUPATION GROUP C: TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES, CARER AND SERVICE STAFF

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

- Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

Advanced/intermediate clerical, office, sales, carer and service staff

- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/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, real estate agent)
- Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

OCCUPATION GROUP D: MACHINE OPERATORS, SALES/OFFICE/SERVICE/HOSPITALITY STAFF, 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/train driver, driving instructor, 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, driller, miner)

Sales, office, hospitality and other assistants

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, 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, office assistant, general clerk)
- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, 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, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security officer)