



St Bedes Primary School Enrolment Form

St Bedes Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This form is informed by the St Bedes Enrolment Policy Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

| | | |
|--|----------------------|---|
| Office use only | Date received: | In -Parish/Out -Parish |
| | Enrolment date: | English second language: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Birth Certificate <input type="checkbox"/> | Start date: | House colour: |
| Baptism Certificate <input type="checkbox"/> | Student/family code: | VSN: |
| Immunisation Certificate <input type="checkbox"/> | Catholic: Yes/No | Orthodox: Yes/No |

| | | |
|---|----------------------------------|--------------------|
| STUDENT DETAILS – Please attach copy of Birth, Baptism & Immunisation certificates with Enrolment Form | | |
| Surname: | Entry year: | Entry level/grade: |
| First name/s: | | |
| Preferred first name: | | |
| Date of birth: | Religion: | |
| Male: <input type="checkbox"/> | Female: <input type="checkbox"/> | |
| Healthcare Card: Yes/No (Please attach copy of card) | | |

| | |
|--------------------------------|------------|
| HOME ADDRESS OF STUDENT | |
| Street number & name: | |
| Suburb: | Post Code: |
| Home phone: | |

| | | | |
|---|--|------------------------|--|
| EMERGENCY CONTACTS – OTHER THAN PARENT | | | |
| 1. Name: | | 2. Name: | |
| Relationship to child: | | Relationship to child: | |
| Home phone: | | Home phone: | |
| Mobile: | | Mobile: | |

| | | |
|---|-------|---------|
| SACRAMENTAL INFORMATION – PLEASE ATTACH COPY OF CERTIFICATES | | |
| Baptism: | Date: | Parish: |
| Confirmation: | Date: | Parish: |
| Reconciliation: | Date: | Parish: |
| Communion: | Date: | Parish: |
| Current Parish: | | |

| | |
|--|--|
| PREVIOUS KINDERGARTEN, PRE-SCHOOL OR SCHOOL PERMISSION | |
| Name of previous kindergarten, pre-school or School: | |
| I/We give permission for school to contact previous Kindergarten, Pre-School or School and to gather relevant reports and information to support educational planning:: Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, please complete the Consent for Transferring Information form Attachment 1 | |
| Was the previous school attended interstate? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, please complete the Interstate Data Transfer Note and Consent forms | |

NATIONALITY/CITIZENSHIP STATUS (GOVERNMENT REQUIREMENT)

| | | |
|-------------------------------|---------------------|-------------------|
| Government Requirement | Nationality: | Ethnicity: |
|-------------------------------|---------------------|-------------------|

In which country was the student born? Australia Other (please specify):

Date of arrival in Australia OR Date of return to Australia:

What is the residential status of the student? Permanent Temporary

Evidence of Australian Residency:

Australian Citizen Permanent Resident

Eligible for Australian Passport Temporary Resident

Other/Visitor/Overseas Student

Visa sub class**: Visa expiry date:

Previous visa sub class:

*** Please attach visa/ImmiCard/letter of notification and passport photo page**
**** Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information**
Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken.

| | | Student | Student Contact 1 (Parent1/Guardian1/Carer1) | Student Contact 2 (Parent2/Guardian2/Carer2) |
|------------|--------------------------------------|--------------------------|---|---|
| No | English only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes | Other – please specify all languages | | | |

Is the student of Aboriginal or Torres Strait Islander origin?
 (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)

No Yes, Aboriginal Yes, Torres Strait Islander

Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census

MEDICAL INFORMATION

| | | | |
|-------------------------|---|---------|---------|
| Doctor's name: | | | |
| Street number and name: | | | |
| Suburb: | Post Code: | Phone: | |
| Medicare No.: | 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: | <i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan is required and a copy MUST be supplied to the school</i> | | |
| Allergies: | <i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i> | | |

| | | |
|---|------------------------------|-----------------------------|
| 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"/> |

If the student has identified medical and/or health condition/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.

If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.

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) and provide it to the school 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 school, please provide all required information. This will assist the school 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 NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes No

Does your child present with:

- | | | |
|--|---|---|
| <input type="checkbox"/> autism (ASD) | <input type="checkbox"/> behavioural concerns | <input type="checkbox"/> hearing impairment |
| <input type="checkbox"/> intellectual disability/developmental delay | <input type="checkbox"/> mental health concerns | <input type="checkbox"/> oral language/communication difficulties |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment |
| <input type="checkbox"/> giftedness | <input type="checkbox"/> physical impairment | <input type="checkbox"/> other condition (please specify) |

Has your child ever seen a:

- | | | |
|--|---|--|
| <input type="checkbox"/> paediatrician | <input type="checkbox"/> physiotherapist | <input type="checkbox"/> audiologist |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist |
| <input type="checkbox"/> psychiatrist | <input type="checkbox"/> continence nurse | <input type="checkbox"/> 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 |
|------|------------------|------------|---------------|
| | | | |
| | | | |

FAMILY DETAILS

Who will be responsible for the payment of the school fees and levies? Please tick a box

 Both Parents
 Mother Only
 Father Only
 Guardian
 Other:
STUDENT CONTACT 1 (PARENT1/GUARDIAN 1/CARER 1)

| | | |
|--|---|---|
| Surname: | Title: (eg. Mrs/Ms) | First Name: |
| Address: | | |
| Home Phone: | Work Phone: | Mobile: |
| Would you like to receive SMS Messaging: (for emergency & reminder purposes) | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Email: | | |
| Government Requirement | Occupation: | What is the occupation group? (select from list of parental occupation groups in the School Family) |
| Religion: | | Nationality: |
| Country of Birth: | <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): | |

What is the highest year of primary or secondary school the mother/guardian has completed:*(Persons who have never attended secondary school, mark 'Year 9 or below')*
Year 9 or below
Year 10 or equivalent
Year 11 or equivalent
Year 12 or equivalent
What is the level of the highest qualification the mother/guardian has completed:
No post school qualification
Certificate I to IV (including trade certificate)
Advanced diploma/Diploma
Bachelor degree or above
STUDENT CONTACT 2 (PARENT 2/GUARDIAN 2/CARER 2)

| | | |
|--|---|---|
| Surname: | Title: | First Name: |
| Address: | | |
| Home Phone: | Work Phone: | Mobile: |
| SMS Messaging: (for emergency & reminder purposes) | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Email: | | |
| Government Requirement | Occupation: | What is the occupation group? (select from list of parental occupation groups in the School Family) |
| Religion: | | Nationality: |
| Country of Birth: | <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): | |

What is the highest year of primary or secondary school the father/guardian has completed:*(Persons who have never attended secondary school, mark 'Year 9 or below')*
Year 9 or below
Year 10 or equivalent
Year 11 or equivalent
Year 12 or equivalent
What is the level of the highest qualification the father/guardian has completed:
No post school qualification
Certificate I to IV (including trade certificate)
Advanced diploma/Diploma
Bachelor degree or above

HOME CARE ARRANGEMENTS

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

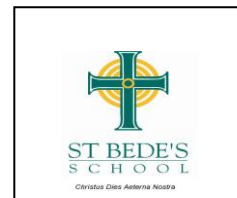
COURT ORDERS OR PARENTING ORDERS (*if applicable*)

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 school to be aware of?

ST. BEDE'S PRIMARY SCHOOL 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 Office Melbourne (CEOM) 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
(please circle) _____

Signed: Parent/Guardian _____ **Date:** _____

**If Student is aged 15+, student
may also sign:**

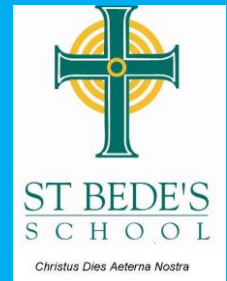
Signed: Student _____ **Date:** _____

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

| | |
|--|--|
| OFFICE USE Date of Photograph/Video: (month & year) | |
|--|--|



School Family Occupational Index: Parent Occupation Groups



St Bedes is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Purpose

The Family Occupational Index: Parent Occupation Groups collects information about the parent/guardian/carer occupations. This information is needed by the government as part of the enrolment process for St Bedes. Please select the relevant group and use this to answer the Occupation group question on the St Bedes Enrolment Form.

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: 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 organisation
- Other administrator** (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)
- Education** (e.g. schoolteacher, university lecturer, professor, VET, special education)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)
- Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)

- 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. sportsperson, 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: Tradespeople, 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

- 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 desk, 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)
- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- 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)
- Other Machine 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 office)

From *List of Parental Occupation Groups published in Student Background Characteristics*, [ACARA](#), 2022.