



## ENROLMENT FORM

### **STUDENT DETAILS:**

**FIRST NAME:**

\_\_\_\_\_

\_\_\_\_\_

**SURNAME:**

\_\_\_\_\_

\_\_\_\_\_

**GRADE LEVEL:**

\_\_\_\_\_

**ENROLMENT DATE:**

\_\_\_\_\_

\_\_\_\_\_

*Please attach photo  
of child here*

Christ the Priest Catholic Primary  
54 Caroline Springs Boulevard  
Caroline Springs VIC 3023  
PO Box 3482  
Phone: 03 9361 8600  
Email:

[enquiries@ctpcs.catholic.edu.au](mailto:enquiries@ctpcs.catholic.edu.au)

*Inspiring learners to grow, learn and succeed within a dynamic Catholic community.*

<b>OFFICE USE ONLY</b>	Date received:	Living in zone: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Paid \$50 application fee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Catholic: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enrolment year level:	Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Student ID:	Proof of residency attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Class:	English as an Additional Language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	House colour:	Visa information attached ( <i>if relevant</i> ): Yes <input type="checkbox"/> No <input type="checkbox"/>
	Family Code:	Legal school age: Yes <input type="checkbox"/> No <input type="checkbox"/>
	VSN:	Consent to contact previous school: Yes <input type="checkbox"/> No <input type="checkbox"/> Permissions & Agreements: Yes <input type="checkbox"/> No <input type="checkbox"/>

**This enrolment form is to be used for enrolments into Christ the Priest Catholic Primary School in the Parish of St Catherine of Siena Catholic Parish.**

St Catherine of Siena Catholic Parish  
28 College Street  
Caroline Springs VIC 3023  
PO Box 3014

Email:

[csparish@bigpond.com](mailto:csparish@bigpond.com)

Phone: 03 8390 7352



# Christ the Priest Catholic Primary School Enrolment Form – Primary



Christ the Priest Catholic 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 (MACS).

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.

## STUDENT DETAILS

<b>Surname:</b>	<b>Entry year (YYYY):</b>	<b>Entry level/grade:</b>	
<b>Given name/s:</b>		<b>Preferred name:</b>	
<b>Date of birth:</b>	<b>Religion: (include rite)</b>		
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Unspecified/Indeterminate/X: <input type="checkbox"/>	
<b>Address where student lives:</b>			
<b>Current family at Christ the Priest: YES <input type="checkbox"/> NO <input type="checkbox"/></b>			

## PREVIOUS SCHOOL/PRESCHOOL

<b>Name and address of previous school/preschool:</b>		
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:	No <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please complete the Consent for Transferring Information form.)

## NATIONALITY AND CITIZENSHIP

<b>Government Requirement</b>	<b>Nationality:</b>	<b>Ethnicity:</b>
<b>In which country was the student born?</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):
<b>Date of arrival in Australia OR Date of return to Australia:</b>		
<b>What is the residential status of the student?</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
<b>Evidence of Australian Residency:</b>		
<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Permanent Resident	
<input type="checkbox"/> Eligible for Australian Passport	<input type="checkbox"/> Temporary Resident	
<input type="checkbox"/> Other/Visitor/Overseas Student		
<b>Visa sub class:</b>	<b>Visa expiry date:</b>	

<b>* Please attach visa/ImmiCard/letter of notification and passport photo page</b>				
<b>Is the student of Aboriginal or Torres Strait Islander origin?</b> <i>(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)</i> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>				
<b>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.</b>				
		Student	Student Contact 1 (Parent1/Guardian 1/Carer1)	Student Contact 2 (Parent2/Guardian 2/Carer2)
<b>No</b> <input type="checkbox"/>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b> <input type="checkbox"/>	English + Other <i>please specify all languages</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b> <input type="checkbox"/>	Other ONLY – <i>please specify all languages</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SACRAMENTAL INFORMATION			
<b>Baptism</b>	<b>Date</b> :	<b>Parish:</b>	
<b>Confirmation</b>	<b>Date</b> :	<b>Parish:</b>	
<b>Reconciliation</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Communion</b>	<b>Date</b> :	<b>Parish:</b>	
<b>Parish where the student lives:</b>			

Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)			
<b>Title:</b> (Dr/Mr/Mrs/Ms)		<b>Surname:</b>	
		<b>Given name:</b>	
<b>House Number:</b>		<b>Street Name:</b>	
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Silent number:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>SMS messaging:</b> <i>(for emergency and reminder purposes)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Email:</b>			
<b>Relationship to student:</b>			

<b>Government Requirement</b>	<b>Occupation:</b>	<b>What is the occupation group?</b> (select from list of occupation groups in the School Family Occupation Index)	
<b>Religion:</b> (include rite)		<b>Nationality:</b> <b>Ethnicity if not born in Australia:</b>	
<b>Country of birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):			
<b>What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b> (Persons who have never attended 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"/>
<b>What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b>			
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"/>
<b>Student Contact 2 (PARENT 2 /GUARDIAN 2/CARER 2)</b>			
<b>Title:</b> (Dr/Mr/Mrs/Ms)	<b>Surname:</b>		<b>Given name:</b>
<b>House Number:</b>	<b>Street Name:</b>		
<b>Suburb:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Silent number:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>SMS messaging:</b> (for emergency and reminder purposes) Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Email:</b>			
<b>Relationship to student:</b>			
<b>Government Requirement</b>	<b>Occupation:</b>	<b>What is the occupation group?</b> (select from list of occupation groups in the School Family Occupation Index)	
<b>Religion:</b> (include rite)		<b>Nationality:</b> <b>Ethnicity if not born in Australia:</b>	
<b>Country of birth:</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
<b>What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed?</b> (Persons who have never attended 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"/>
<b>What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?</b>			

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"/>
<b>EMERGENCY CONTACTS – other than student contacts (PARENT/GUARDIAN/CARER)</b>			
<b>1. Title &amp; Name:</b>		<b>2. Title &amp; Name:</b>	
<b>Relationship to student:</b>		<b>Relationship to student:</b>	
<b>Home telephone:</b>		<b>Home telephone:</b>	
<b>Mobile:</b>		<b>Mobile:</b>	

<b>MEDICAL INFORMATION</b>			
<b>Doctor's name:</b>			
<b>Telephone:</b>			
<b>Medicare number:</b>		<b>Ref number:</b>	<b>Expiry:</b>
<b>Private health insurance:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Fund:</b>	<b>Number:</b>
<b>Ambulance cover:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Number:</b>	
<b>Health Care Card</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Health Care Card No:</b>	<b>Expiry:</b>
<p><b>Medical condition:</b> 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.</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p>			
<b>Has the student been diagnosed as being at risk of anaphylaxis?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, does the student have an EpiPen or Anapen?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**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:

☐ 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)

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**

List all children in your family (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth
------	------------------	------------	---------------

--	--	--	--





Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><b>SCHOOL WEBSITE &amp; SOCIAL MEDIA</b></p> <p>I/we give permission for my child's photograph/video and name to be published in:</p> <ul style="list-style-type: none"> <li>▪ the school website</li> <li>▪ social media</li> <li>▪ promotional materials</li> <li>▪ newspapers and other media</li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><b>CECV/MACS</b></p> <ul style="list-style-type: none"> <li>▪ I/we authorise MACS/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for MACS/the CECV's promotional, marketing, media and educational purposes.</li> <li>▪ I/we give permission for a photograph/recording of my child to be used by the school/MACS/the CECV in the agreed publications without acknowledgment, remuneration or compensation.</li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><b>CLOUD BASED STORAGE</b></p> <p>I/we give consent for Christ the Priest Catholic Primary School to store student information on the school's Google Drive (Cloud Based Storage) and ROSAE. This may include Personalised Learning Plans, Behaviour Support Plans, Minutes for Parent Support Group (PSG) Meetings, Medical and Allied Health Reports and Student Health Support Plans.</p> <ul style="list-style-type: none"> <li>▪ I/we understand and agree that if I do not wish to consent to my child's photograph/recording 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.</li> <li>▪ I/we understand that the use of children's surnames or personal details will be avoided except in newsletters.</li> <li>▪ I/we understand that this permission and agreement is valid for the period of my child's primary school years at Christ the Priest Catholic Primary School and will only need to be renewed if the school's policies change.</li> </ul>
Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><b>SCHOOL PROSPECTUS &amp; ICT ACCEPTABLE USE POLICY</b></p> <p>All relevant policies and procedures for this enrolment are supplied to you in the School Prospectus, please take the time to read through these. All permissions and agreements remain valid until Christ the Priest Catholic Primary School receives written notification of change signed by the parent/s or guardian/s.</p> <p>I/we acknowledge that I/we have read, understand and accept the terms and conditions outlined in the School Prospectus Version 1.1</p> <ul style="list-style-type: none"> <li>▪ I/we acknowledge that I/we understand and accept the terms and conditions of the Enrolment Procedure as set out in the School Prospectus Version 1.1 pages 6-8;</li> <li>▪ I/we acknowledge that I/we understand and accept the terms and conditions of the Enrolment Policy as set out in the School Prospectus Version 1.1 page 9-10;</li> <li>▪ I/we acknowledge that I/we understand and accept the terms and conditions of the Enrolment Agreement as set out in the School Prospectus Version 1.1 pages 10-15;</li> <li>▪ I/we acknowledge that I/we understand and accept the terms and conditions of the School Fees &amp; Charges as set out in the School Prospectus Version 1.1 pages 15-17;</li> <li>▪ I/we acknowledge that I/we understand and accept the terms and conditions of the Privacy Policy as set out in the School Prospectus Version 1.1 pages 17-21;</li> </ul>

- I/we acknowledge that I/we understand and accept the terms and conditions of the Standard Collection Notice as set out in the School Prospectus Version 1.1 pages 22-23;
- I/we acknowledge that I/we understand and accept the terms and conditions of the Attendance Policy as set out in the School Prospectus Version 1.1 pages 24-27;
- I/we acknowledge that I/we understand and accept the terms and conditions of the Digital Technologies and ICT Guidelines and Acceptable Use Policy as set out in the School Prospectus Version 1.1 pages 27-32;
- I/we acknowledge that I/we understand and accept the terms and conditions of the Parent Code of Conduct as set out in the School Prospectus Version 1.1 page 33-34;
- I/we acknowledge that I/we understand and accept the terms and conditions of the Child Safety Code of Conduct as set out in the School Prospectus Version 1.1 pages 34-36;
- I/we acknowledge that I/we understand that a photograph of my child may be used without acknowledgment.
- I will support and abide by all MACS and School Policies and Procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the School
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the School promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current School fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I/we will support my child's participation in the religious life of the school (e.g. school liturgies);
- I/we will attend parent/teacher and information evenings which relate to my child;
- In the event I/we have any concerns, I/we will raise them initially with the relevant teacher before contacting the school principal;
- I/we will treat all members of the school community with respect as befits a Catholic school, and as outlines in the parent code of conduct;
- If in time of emergencies, accidents or serious illness I/we cannot be contacted, I/we give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I/we also understand that the signatories below are required to meet any costs incurred;
- I/we understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.
- I/ we give permission for my child to have his/her hair inspected for head lice if required. I/we understand that if live head lice are found in my child's hair then my child will be sent home and may return to school once he/she has been treated.

- I/we give permission for school staff to apply sunscreen on my child when at school/school events in line with our sunscreen policy.
- I/we understand that the school yard is supervised from 8:30am to 3:30pm and that the school does not accept responsibility for children in the yard outside these times. Students at school before 8:30am and after 3:30pm are to be enrolled at OSH Club by parents.
- As a parent/guardian, I will support the vision of MACS, the School and parish. In accepting the enrolment, I agree to abide by all of MACS' and School's Policies, Procedures (including processes, guidelines and other governance documentation), which are reviewed regularly and may be subject to change at the School's discretion.
- I/we will work with the School to support any academic/social/behavioural needs of my child. I/we agree to support my child's participation in the religious life of the School (e.g. school liturgies, Masses etc.).
- I/we understand that the consequence of not complying with MACS' and the School's Policies and Procedures may result in the termination of the enrolment.

Christ the Priest Catholic Primary School uses a wide range of digital tools and applications as platforms for the storing and sharing of information. The following permissions will be in place for the entire time that your child is enrolled at Christ the Priest. If at any time you would like to change your preference, please notify the school in writing. Your child will be able to use digital tools and technology once you have acknowledged and signed the permissions.

By signing this Enrolment Agreement, I/we acknowledge that I/we enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd, as the owner and governing authority for the School and I/we understand and accept the Terms and Conditions of Enrolment as set out in this Enrolment Agreement and I/we agree that there are certain expectations, obligations and guarantees required of parents/guardians of the School's students, so that a harmonious relationship may be established.

**Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, 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 School. 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 School, once offered and accepted.**

<b>Student Contact 1</b> <b>PARENT 1/GUARDIAN 1/</b> <b>CARER 1 SIGNATURE:</b>	Date:
<b>Student Contact 2</b> <b>PARENT 2 /GUARDIAN 2/</b> <b>CARER 2 SIGNATURE:</b>	Date:

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

#### **Consent**

The signature of:

- parent as defined in the *Family Law Act 1975*
  - 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 school

- 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 school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website [www.ctpcs.catholic.edu.au/our-school/school-policies](http://www.ctpcs.catholic.edu.au/our-school/school-policies)



Christ the Priest Catholic 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).

*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 organisations
- ☐ **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/EAL/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 investigator, 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, proofreader)

## Occupation Group C: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- ☐ **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)



# Christ the Priest Catholic Primary School Consent to Transfer Information



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



CHRIST  
THE PRIEST

## 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 Christ the Priest Catholic Primary School 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/guardian 1/carer 1  
signature:

Date:

---

Parent 2/guardian 2/carer 2  
signature:

Date:

---

Please refer to each school/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 school/college.

#### PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

**Please ensure that the following documents are attached to the Enrolment Application form  
(as applicable to your child):**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Birth certificate   |
| <input type="checkbox"/> | Immunisation history statement  |
| <input type="checkbox"/> | Baptism certificate   |
| <input type="checkbox"/> | Proof of Residency (e.g. Council Rates or Rental Agreement)   |
| <input type="checkbox"/> | Consent to contact previous school or preschool   |
| <input type="checkbox"/> | Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia |
| <input type="checkbox"/> | 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"/> | Any current court orders or parenting orders relating your child  |
| <input type="checkbox"/> | Any additional information you wish the school to be aware of   |

