

**St Francis of Assisi Primary**

Principal — Jennyne Wilkinson  
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# Application For Enrolment (1)

**Ensure the form is signed and a full copy returned to each school you wish to apply to.**

This application cannot be processed unless all sections of the document are fully completed. Some of the information collected is required by the Catholic Education Office for survey statistics and future planning.

**Please return the following**

- This completed and signed application form
- A photocopy of the child's Birth Certificate
- A photocopy of the child's Visa Information (where applicable)
- A photocopy of the child's Immunisation Certificate

**Status**  Existing family  New family

**Into Year** (please circle) Foundation 1 2 3 4 5 6

**Year of Entry** (please circle) 2020 2021 2022

## OFFICE USE ONLY

Date Received \_\_\_\_\_

VSN \_\_\_\_\_

Enrolment Date \_\_\_\_\_

Birth certificate attached Y / N \_\_\_\_\_

Start Date \_\_\_\_\_

Immunisation history statement attached Y / N \_\_\_\_\_

Student / Family code \_\_\_\_\_

Visa information attached (if relevant) Y / N \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

# Student Information

## Student Details

Given name

---

Surname

---

Preferred first name

---

Date of birth

---

Sex Male / Female / Other

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Religion (Include Rite)

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Proposed commencement date of enrolment

---

Residential Address

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Suburb

---

Postcode

---

Home Phone

---

## Previous School/Preschool permission

Name and address of previous school/preschool

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## Sacramental Information

Baptism

---

Date

---

Parish

---

Reconciliation

---

Date

---

Parish

---

Communion

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Date

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Parish

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Confirmation

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Date

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Parish

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Current Parish

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## Immunisation

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form.

Immunisation history statement attached Y / N

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If no, please provide explanation

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

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# Student Information

## Nationality (Government Requirement)

Nationality

Ethnicity

In which country was the student born?  Australia  Other, Please specify –

## If not born in Australia, Citizen 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 school)

### 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

Date of arrival in Australia

Naturalisation certificate number

Visa subclass recorded on entry to Australia

### Not currently an Australian citizen, please provide further details as appropriate below

Permanent resident (if ticked, record the visa subclass number)

Temporary resident (if ticked, record the visa subclass number)

Other/visitor/overseas student (if ticked, record the visa subclass number)

\* Please attach visa/ImmiCard/letter of notification and passport photo page.

## 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 Information

## Parent A/Guardian 1

Surname	First Name	Title (e.g. Mr/Mrs/Ms)
Address		
Home Phone	Work Phone	Mobile
Email	SMS messaging (for emergency and reminder purposes) Y / N	

## Parent B/Guardian 2

Surname	First Name	Title (e.g. Mr/Mrs/Ms)
Address		
Home Phone	Work Phone	Mobile
Email	SMS messaging (for emergency and reminder purposes) Y / N	

## Family Details

Should the application be accepted and enrolment is completed, who will be responsible for payment of the school fees and levies?

Surname	First name
Address	
Email	Phone
Relationship to the student	

# Family Information

By signing below, the applicant/s acknowledge/s:

- This is a request for the named child to be considered for enrolment in the school according to the school's Enrolment Policy, and that the school's receipt of this application does not mean the school has enrolled this child.
- The school will consider this request and endeavour to communicate the outcome of this consideration in term 2 (date to be confirmed).
- That any initial offer will be provisional, with the applicants to then be required to provide additional information according to government and other requirements, and to agree to the Terms and Conditions of Enrolment

Parent / Guardian signature

Parent / Guardian signature

Print name

Print name

Date

Date

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

*Consent can be provided through the signature of:*

- student, if they are over 15 and living independently
- 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.  
*Note: Secondary students may complete parts of the form and co-sign.*

*Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Policy available upon request from the school.*