

# Galilee Regional Catholic Primary School Enrolment Form



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



Galilee Regional 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Please email completed and signed enrolment form to [wdalton@gsm.vic.edu.au](mailto:wdalton@gsm.vic.edu.au)

## ENROLMENT FORM

Primary Contact Name:

Address:

Email:

Tel:

Fax:

### OFFICE USE ONLY

Date received:

Birth certificate attached:

Yes  No

Enrolment date:

English as an Additional Language:

Yes  No

Start date:

House colour:

Student/family code:

VSN:

Immunisation history statement attached: Yes  No

Visa information attached (if relevant): Yes  No

## STUDENT DETAILS

Surname:

Entry year (YYYY):

Entry level/grade:

First name/s:

Preferred first name:

Date of birth:

Religion: (include rite)

Male:

Female:

Other:

## HOME ADDRESS OF STUDENT

Street number and name:

Suburb:

Postcode:

Home phone:

### EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:	2. Name:
Relationship to child:	Relationship to child:
Home phone:	Home phone:
Mobile:	Mobile:

### SACRAMENTAL INFORMATION

Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:
Current parish:		

### PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool:		
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 <a href="#">Form B</a> Sample Consent for Transferring Information.)

### NATIONALITY

Government Requirement	Nationality:	Ethnicity:		
In which country was the student born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other – please specify:		
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 <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>		
<b>Does the student or their parent(s)/guardian(s) speak a language other than English at home?</b> Note: Record all languages spoken.				
	Student	Parent A/Guardian 1	Parent B/Guardian 2	
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify all languages			

**IF 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 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:

Naturalisation certificate number:

Visa subclass 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 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.**

**MEDICAL INFORMATION**

Doctor's name:

Street number and name:

Suburb:

Postcode:

Phone:

Medicare number:

Ref number:

Expiry:

Private health insurance: Yes  No

Fund:

Number:

Ambulance cover: Yes  No  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 <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"/>

IMMUNISATION (please attach an immunisation history statement for your child)	
All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit <a href="#">myGov</a> ) and provide it to the school with this enrolment form.	Immunisation history statement attached: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide explanation:
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It 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 <input type="checkbox"/> No <input type="checkbox"/>
Does your child present with:	
<input type="checkbox"/> autism (ASD)	<input type="checkbox"/> behavioural concerns
<input type="checkbox"/> intellectual disability/developmental delay	<input type="checkbox"/> mental health issues
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> acquired brain injury
<input type="checkbox"/> giftedness	<input type="checkbox"/> physical impairment
	<input type="checkbox"/> hearing impairment
	<input type="checkbox"/> oral language/communication difficulties
	<input type="checkbox"/> vision 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"/> psychologist/counsellor	<input type="checkbox"/> occupational therapist
<input type="checkbox"/> psychiatrist	<input type="checkbox"/> continence nurse
	<input type="checkbox"/> audiologist
	<input type="checkbox"/> speech pathologist
	<input type="checkbox"/> other specialist (please specify)
Have you attached all relevant information/reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>

FAMILY DETAILS				
Who will be responsible for payment of the school fees and levies?				
Surname	First name	Address and email	Phone	Relationship to the student

PARENT /GUARDIAN 1			
Surname:		Title: (e.g. Mr/Mrs/Ms)	First name:
Address:			
Home phone:		Work phone:	Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)	
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:	
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):			
<b>What is the highest year of primary or secondary school Parent A/Guardian 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 Parent A/Guardian 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"/>

PARENT /GUARDIAN 2			
Surname:		Title: (e.g. Mr/Mrs/Ms)	First name:
Address:			
Home phone:		Work phone:	Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:			
<b>Government Requirement</b>	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)	
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:	

Country of birth:	Australia	Other (please specify):	
<b>What is the highest year of primary or secondary school Parent B/Guardian 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 Parent B/Guardian 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"/>

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/guardian	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 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 <input type="checkbox"/> No <input type="checkbox"/>
<i>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.</i>	
Is there any other information you wish the school to be aware of?	

**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.**

PARENT/CARER/GUARDIAN SIGNATURE:	Date:
PARENT/CARER/GUARDIAN 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
- 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.asmelbournesth.catholic.edu.au](http://www.asmelbournesth.catholic.edu.au)

Email your enrolment form to [wdalton@gsm.vic.edu.au](mailto:wdalton@gsm.vic.edu.au)

**PLEASE REFER TO ENROLMENT FORM ADDENDUM ACCEPTANCE**



## GRCPS ADDENDUM TO ENROLMENT FORM



# ACCEPTANCE

**Please tick the following boxes and sign below**

1. I/ we have read and agree to the conditions outlined in the following documents, (please tick all boxes as read):
  - School Enrolment Policy
  - School Fees and Charges Policy
  - Code of Conduct
  - Uniform Policy
  - Attendance Policy
  - Parents, Visitors and Volunteers Policy
  - All school policies as advised and amended from time to time
  
2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
  - Birth Certificate
  - Baptismal Certificate and other relevant applicable Sacraments (We require a copy of Baptismal Certificate to prioritise your child. See General Policy Regarding Enrolments)
  - Citizenship documentation (where applicable)
  - Most recent previous school reports and external test results (where applicable)
  - Relevant Family Court Orders (where applicable)
  - Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
  - Immunisation Certificate (primary school applications only)
  
3. I/we understand that if this application is successful, the information that I/we have provided must be kept up to date throughout the period of enrolment.
4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
5. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges. In the case that one parent defaults on their payment of fees, the sum of the fees shall become the responsibility of the other parent.
6. I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.
7. If you are offered a place at Galilee RCPS you will be required to pay a deposit of \$800 to secure your child's place and understand that this money will not be refundable. This amount will be deducted from your school fees in the following year.
8. When a sibling of an existing family is offered a place, families will be required to pay a non- refundable fee of \$500 to secure their child's place. This amount will be deducted from your school fees in the following year.



I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or there is any omission of significant relevant information in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: \_\_\_\_\_ Mother/Carer

DATE: \_\_\_\_\_

**AND**

SIGNED: \_\_\_\_\_ Father/Carer

DATE: \_\_\_\_\_

EMAIL ADDRESS FOR INVOICE ONE ONLY FOR SAME HOUSEHOLD:

\_\_\_\_\_

SECOND EMAIL ADDRESS FOR INVOICES FOR SPLIT HOUSEHOLDS:

\_\_\_\_\_