

St Joseph's Primary School  
Elsternwick  
**Enrolment Form**



St Joseph's 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.

**ENROLMENT FORM**

Name of student:	
Address where student lives:	
Current school family:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Telephone:	

<b>OFFICE USE ONLY</b>	Date received:		Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Enrolment date:		Immunization history statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Start date:		Baptism certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Student ID:		English as an Additional Language:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	VSN:		Visa information attached (if relevant):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**STUDENT CONTACT 1 (Parent 1 / Guardian 1 / Carer 1)**

Title: Dr / Mr / Mrs / Ms:		Surname:		Given name:	
Address:				Postcode:	
Home phone:		Work:		Mobile:	
Email:					
Relationship to Student:					
Government Requirement:	Occupation:	List the occupation group? (please select from the list of parental occupation groups in the School Family Occupation Index on page 18) e.g. N, A, B, C, D			<input type="checkbox"/>
Religion:		Nationality:	Ethnicity if not born in Australia:		
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):			
What is the highest year of primary or secondary school Student Contact 1 (Parent 1 / Guardian 1 / Carer 1) has completed? (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"/>		
What is the level of the highest qualification Student Contact 1 (Parent 1 / Guardian 1 / Carer 1) has completed?					
No post-school qualification <input type="checkbox"/>	Certificate I to IV (including trade cert) <input type="checkbox"/>	Advanced diploma/diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>		

## STUDENT CONTACT 2 (Parent 2 / Guardian 2 / Carer 2)

Title: Dr / Mr / Mrs / Ms:		Surname:		Given name:	
Address:				Postcode:	
Home phone:		Work:		Mobile:	
Email:					
Relationship to Student:					
Government Requirement:	Occupation:	List the occupation group? (please select from the list of parental occupation groups in the School Family Occupation Index on <b>page 18</b> ) e.g. N, A, B, C, D			<input type="checkbox"/>
Religion:		Nationality:	Ethnicity if not born in Australia:		
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):			
What is the highest year of primary or secondary school Student Contact 1 (Parent 1 / Guardian 1 / Carer 1) has completed? (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"/>				
What is the level of the highest qualification Student Contact 1 (Parent 1 / Guardian 1 / Carer 1) has completed?					
No post-school qualification	<input type="checkbox"/>	Certificate I to IV (including trade cert)	<input type="checkbox"/>	Advanced diploma/diploma	<input type="checkbox"/>
Bachelor degree or above	<input type="checkbox"/>				

## STUDENT DETAILS

Surname:	Entry year (YYYY):	Entry level/grade:
Given name/s:	Preferred name:	
Date of birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Unspecified / Indeterminate / X: <input type="checkbox"/>

## 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 <b>Form B</b> Consent for Transferring Information) located on school website or contact school office

STUDENT 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"/>	
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 (Parent 1 / Guardian 1 / Carer 1)	Student Contact 2 (Parent 2 / Guardian 2 / Carer 2)
No English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, STUDENT CITIZENSHIP STATUS (Government Requirement) *	
Please tick the relevant category below and record the visa subclass number: (original documents to be sighted and copies to be retained by the school)	
Australian citizen <b>not</b> born in Australia:	
<input type="checkbox"/>	Australian citizen (Australian passport or naturalization certificate number / document for travel if country of birth is not Australia)
Australian passport number:	
Naturalization 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:	
<input type="checkbox"/>	Permanent resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Temporary resident: (if ticked, record the visa subclass number)
<input type="checkbox"/>	Other / visitor / overseas student: (if ticked, record the visa subclass number)
* Please attach visa / ImmiCard / letter of notification and passport photo page	

STUDENT SACRAMENTAL INFORMATION		
Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:
Current parish:		

## EMERGENCY CONTACTS – OTHER THAN STUDENT CONTACTS (PARENT / GUARDIAN / CARER)

Name 1:		Name 2:	
Relationship to student:		Relationship to student:	
Home phone:		Home phone:	
Mobile:		Mobile:	

## MEDICAL INFORMATION

Doctor's name:		Telephone:	
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fund: Number:
Ambulance cover:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number:
Health Care Card:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Card number: Expiry:

**Medical conditions:** Please specify any relevant **medical conditions** the student suffers from, 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 immunization history statement for your child)

<p>All vaccines are recorded on the Australian Immunization Register (AIR). You are required to obtain an immunization history statement for your child (visit <a href="https://myGov">myGov</a>) and provide it to the school with this enrolment form.</p>	<p>Immunization history statement attached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please provide explanation:</p>
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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 issues  | <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 / Pre-school	Year / Grade	Date of birth	M / F

## HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Single parent: Mother / Father (Please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent 1 / Guardian 1 / Carer 1: Days with Parent 2 / Guardian 2 / Carer 2:
<input type="checkbox"/> Carer / guardian	<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 school to be aware of?

## FAMILY DETAILS

Who is financially responsible for payment of school fees / levies? Fee invoices will be **emailed** each term.

Surname	Given name	Email address for fee invoices	Phone	Relationship to student

Please note that the completion, signing and lodgment 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 formalized 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.

STUDENT CONTACT 1 Parent 1 / Guardian 1 / Carer 1	SIGNATURE:  Date:
STUDENT CONTACT 2 Parent 2 / Guardian 2 / Carer 2	SIGNATURE:  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.sjelst.catholic.edu.au](http://www.sjelst.catholic.edu.au).

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## Terms and Conditions of Enrolment

### 1. Education services

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Parents, guardians and carers, as the first educators of their children, enter into a partnership with the school to promote and support their child's education. Parents / guardians / carers must assume a responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of School's registration and furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 Parents / guardians / carers are required to provide particular information about their child during the enrolment procedure, both at the application stage and if the school offers your child a place. Please note that lodgment of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, the school may not be able to enrol your child.
- 2.2 To meet MACS and government requirements, parents / guardians / carers will need to provide the school with a completed enrolment form including, among other things, the information listed below:
  - evidence of your child's date of birth (e.g. birth certificate, passport)
  - religious denomination (baptism certificate)
  - previous school reports (if applicable)
  - names and addresses of the child and parents / guardians / carers; telephone numbers (home, work, mobile) of parents / guardians / carers
  - names of emergency contacts and their details
  - specific residence arrangements
  - information about the language(s) your child speaks and/or hears at home
  - nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted), where applicable
  - doctor's name and telephone number
  - medical conditions, including immunization history
  - information on additional learning needs (e.g. whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
  - parenting agreements or court orders, including any guardianship orders.

After lodgment of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents / guardians / carers to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organized, if required.

2.3 Subject to any special exercise of discretion by MACS, the order of priority for enrolment in our school is detailed in the school's Enrolment Policy.

### 3. Fees

3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS schools is the responsibility of the school within the prescribed requirements of MACS, taking into account the allocation of government funds. The school offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the principal of the school.

3.2 Parents / guardians / carers are responsible for payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule provided to parents / guardians / carers from time to time. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

### 4. Enrolment under minimum school entry age

4.1 The school's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate of the MACS Executive Director) via the 'Minimum Age Exemption Application'.

4.2 Approval for exemptions must be sought from the MACS Executive Director (or the delegate) before enrollment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances where both the parent / guardian / carer seek the enrolment of the child under the minimum age and the principal supports the enrolment of that child at the school.

### 5. Child safe environment

5.1 Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

5.2 Every person involved in Catholic education, including all parents / guardians / carers at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

5.3 The school's child safe policies, codes of conduct and practices set out our commitment to child safety and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.

5.4 The school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimize the risk of child abuse and are aware of the school's relevant policies and procedures. The school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.



- 5.5 The school has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities with which students within our school engage.
- 5.6 Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 5.7 The school's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed by visiting the following:
- the Catholic Education Commission of Victoria Ltd's child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - the MACS' child safety page <https://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx>

## 6. Period of enrolment

- 6.1 The enrolment of the student, once approved by the principal of the school, commences in the entry year and continues until the completion of last year at the school or until the student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All of the school's Policies and Procedures are available on the school's website. For the purposes of this agreement, a reference to school's Policies and Procedures also includes processes, guidelines and any other applicable governance documentation.
- 7.2 The parents / guardians / carers must comply with and take all reasonable steps to uphold the school's Policies and Procedures, as introduced or amended from time to time, including those concerning or dealing with:
- a) the care, safety and welfare of students;
  - b) standards of dress, grooming and appearance;
  - c) grievance and complaints;
  - d) social media and the use of information, communication and technology systems;
  - e) student behaviour and conduct and discipline of students;
  - f) parent behaviour and conduct, including any Parent / Guardian / Carer Code of Conduct as may be published from time to time; and
  - g) privacy.
- 7.3 The school has absolute discretion in all of its operational and educational matters and offerings, as determined by its governing body, MACS, and subject to relevant delegations to the principal of the school.

## 8. Terms of enrolment regarding acceptable behavior or conduct

- 8.1 The school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognizes that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
- a) promote the values of honesty, fairness and respect for others;
  - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
  - c) maintain good order and harmony;
  - d) affirm cooperation as well as responsible independence in learning;
  - e) foster self-discipline and develop responsibility for one's own behaviour.

- 8.3 MACS and the school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body.
- 8.4 As a term of your child's enrolment, parents / guardians / carers agree that the student is required to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents / guardians / carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the school in the implementation of such policies, procedures and codes of conduct.
- 8.6 The parents / guardians / carers agree to comply with any Code of Conduct for Parents / Guardians / Carers or other policy implemented by the school from time to time, which sets out the school's expectations of parents / guardians / carers who have a student enrolled at the school.
- 8.7 The parents / guardians / carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent / guardian / carer that, in the school's view, is unacceptable and damaging to the partnership between parent / guardian / carer and school, or otherwise in breach of the Student Code of Conduct or the Parent / Guardian / Carer Code of Conduct may result in suspension or termination of the student's enrolment.

#### **9. Terms of enrolment regarding conformity with principles of the Catholic faith**

- 9.1 As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our School. However, MACS reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

#### **10. Terms of enrolment regarding provision of accurate information**

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the student.
- 10.2 Parents / guardians / carers must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment and enrolment may be refused or terminated where a parent / guardian / carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 10.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the School promptly. Non-provision of such information will be treated as a breach of the terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified, upon request by the school, may result in a suspension or termination of enrolment.

## 11. Enrolment for children with additional needs

- 11.1 The school welcomes parents / guardians / carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents / guardians / carers prior to enrolment regarding:
- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
  - the nature of any additional assistance that is recommended or appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
  - the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents / guardians / carers and the school will work in partnership to achieve these goals
  - any limitations on the school's ability to provide the additional assistance requested.
- 11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 11.3 As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the student, in consultation with parents / guardians / carers and the child's treating medical/allied health professionals, in order to assess whether:
- the additional assistance remains necessary and/or appropriate to the student's needs
  - the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

It remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

## 12. Assessment and updates

- 12.1 Various opportunities are provided to keep parents / guardians / carers up to date with their child's progress. Two comprehensive written reports will be provided each year and arrangements will be made for at least one interview where parents / guardians / carers can discuss their child's development with their teacher. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

## 13. Discipline

- 13.1 The school has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The school may apply disciplinary measures that it deems appropriate in accordance with the school's Policies and Procedures, which may include:
- withdrawal of privileges;
  - detention at such times as the principal may deem appropriate;
  - requiring the student to undertake additional school work during or after normal school hours;
  - suspension;
  - expulsion; and
  - such other consequences as the school considers reasonable and appropriate.
- 13.2 Any serious failure by the student to comply with the school's Policies and Procedures may affect the student's enrolment at the school. The student may be suspended from attending the school, their enrolment may be terminated and/or the school may charge or retain all or part of the fees, levies or charges for that term.

#### 14. Termination of student's enrolment by the school

- 14.1 The school reserves the right to require the parents / guardians / carers to withdraw the student from the school or to cancel the student's enrolment at any time if the school reasonably considers that:
- a) the student's behaviour, attitude or conduct to school work, other school activities or while attending school is considered unsatisfactory;
  - b) the student has demonstrated unsatisfactory conduct or performance, or misconduct;
  - c) the student fails to obey the School's Policies and Procedures or any Student Code of Conduct of the School;
  - d) a mutually beneficial relationship of trust and cooperation between the parents / guardians / carers and the school or any of its staff has broken down to the extent that it adversely impacts on the school, any of its staff or the ability of the school to provide satisfactory educational services to the student;
  - e) the student's progress and performance is such that the student is not benefiting from the academic courses provided by the school;
  - f) the behaviour or conduct of the parents / guardians / carers towards the school or to any of its staff breaches any Parent / Guardian / Carer Code of Conduct;
  - g) if any accounts or fees payable by the parents / guardians / carers are not paid within the school's terms of payment or within the terms of any written agreement between the school and the parents / guardians / carers permitting a later or deferred payment; or
  - h) circumstances exist whereby the ongoing enrolment of the student at the school is considered to be untenable or is not in the best interests of the student or the School.

#### 15. General

- 15.1 This enrolment agreement constitutes the sole and entire agreement between the parents / guardians / carers and MACS in relation to the enrolment of the student at the School.
- 15.2 The parents / guardians / carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement.
- 15.3 Parents / guardians / carers acknowledge that a student's enrolment at the school and this agreement with MACS may be terminated in event of a material breach of this agreement or where the application of one of the school's policies and procedures necessitates or permits such termination.
- 15.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 15.5 The agreement is governed by the laws of the State of Victoria, Australia.

#### Acceptance of Enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the school and I understand and accept the Terms and Conditions of Enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents / guardians / carers of the school's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the school in the entry year and entry level noted in the enrolment application form.
- 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 or phone numbers, 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 by the school, 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 will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- I will participate in a working bee once a year or make a financial contribution.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal.
- I will treat all members of the school community with respect as befits a Catholic school.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I 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 also understand that the signatories below are required to meet any costs incurred.
- As a parent / guardian / carer, I will support the vision of MACS, the school and parish. In accepting the enrolment, I agree to abide by all MACS' and school policies and procedures, which are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the school's Policies and Procedures may result in the termination of the enrolment.
- I have read and understand the Parent / Guardian / Carer Code of Conduct and the criteria for termination of enrolment as provided for in the St Joseph's policies and/or procedures and agree to comply with expected parent / guardian / carer behavior and conduct, including any Parent / Guardian / Carer Code of Conduct as may be published from time to time.
- I 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.

STUDENT CONTACT 1 Parent 1 / Guardian 1 / Carer 1	SIGNATURE:	Date:
STUDENT CONTACT 2 Parent 2 / Guardian 2 / Carer 2	SIGNATURE:	Date:

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the Enrolment Pack and available on the school website [www.sjelst.catholic.edu.au](http://www.sjelst.catholic.edu.au).

St Joseph's 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).

### 1. Delegation to Set and Vary Fees

1.1 The Principal has delegated power to set and vary fees of St Joseph's.

### 2. Setting School Fees, Levies and Ad Hoc

- 2.1 St Joseph's procedure for setting school fees, levies and ad hoc charges recognizes the significant contribution that St Joseph's makes to the cost of education through the generation of private income that includes the payment of fees by families.
- 2.2 St Joseph's sets and varies fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.
- 2.3 Full Fee Paying Overseas Students (FFPOS) are not funded by Australian or State recurrent grant funding. FFPOS student fees should set at local student fees, plus Australian and State government funding amounts and other overhead costs relating to FFPOS.
- 2.4 Fees for FFPOS must not be subsidized by recurrent grant or private income received for/from local students.
- 2.5 St Joseph's fees and levies are accessible in a variety of ways, including the School Prospectus available at the Office.
- 2.6 St Joseph's communication/strategy plan makes provision for the development and review of strategies for the dissemination of information about its fees and levies.

### 3. Advice to Families, Invoicing and Collection of Fees and Levies

- 3.1 St Joseph's invoicing cycle and invoicing throughout the school year is as follows:  
*A full fee account for the year will be sent out via email during the first two weeks of Term 1. Reminder accounts will also be sent at the beginning of each of the subsequent terms.  
If you prefer, you may pay the entire account for the school year, otherwise it is expected that quarterly amounts be paid after you have received your statement.*
- 3.2 St Joseph's is responsible for its own debt collection throughout the school year.
- 3.3 St Joseph's will make every effort to help families understand their obligation to pay fees and levies.
- 3.4 St Joseph's will discuss payment of school fees and levies, and establish a payment method with families at the time of student enrolment.
- 3.5 The preferred method of payment is direct debit, established as part of student enrolment prior to commencing at the school.
- 3.6 Recovery of unpaid fees, particularly if recovery involves legal action, will be approached humanely and sensitively to protect the student as much as possible from the public embarrassment that could arise.
- 3.7 All collection approaches to families will be based on appropriate pastoral procedures.

3.8 A judgment by the principal as to whether families are unable to pay because of their financial situation will err on the side of leniency.

#### 4. Fee Remissions and Concessions

4.1 St Joseph's will provide fee remissions/concessions to families in need, including students who hold an HCC.

The MACS Board has delegated the power to provide fee remissions and/or concessions (as applicable), to the principal of St Joseph's.

4.2 Refer to the St Joseph's Primary School Concessional School Fees Policy for further information.

### PROCEDURES

#### 1. Setting and Varying Schools Fees, levies and ad hoc charges

1.1 School fees and levies will be reviewed and set annually, in sufficient time to advise school families of the following year's fees and levies.

1.2 When setting school fees and levies, the principal will consider recurrent fees and levies to assist in meeting the operating expenses of the school, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.

1.3 Where the school accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

#### 2. Billing Fees, Levies and Fee Concessions/Remissions

2.1 Fee and levy billing and application of fee concessions/remissions are processed wholly within the school's accounting system, in accordance with the school's billing cycle.

2.2 Fees and levies are billed in full for all students, with any fee concessions or remissions applied to the full fee or levy charged.

2.3 St Joseph's follows the procedures detailed in the St Joseph's Primary School Concessional Fee Policy to determine appropriate fee concessions or remissions.

#### 3. Collection of Fees, Levies and Ad Hoc Charges

3.1 The principal of St Joseph's will establish a payment method with families at the time of student enrolment.

3.2 The preferred method of payment of school fees, levies and charges is direct debit, established at the time of student enrolment.

3.3 Where payment is made in cash, or on request, the school will issue a school accounting system generated receipt.

3.4 St Joseph's will issue periodic statements (at least once per term) to families, to assist with fee collection.

3.5 If a family fails to keep up with their payment commitment, the principal will bring the matter to their attention promptly and seek resolution. Debt recovery process may need to be initiated, including follow up phone calls, letters and formal debt recovery.

3.6 St Joseph's will follow up debt recovery in a sensitive, discreet and confidential manner. Parents / guardians / carers will be invited to discuss the matter with the principal.

3.7 Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.

# St Joseph's Primary School Photograph / Recording Permission Form



Dear Parent / Guardian / Carer,

At certain times throughout the year, students may have the opportunity to be photographed, recorded or filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs or recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph and/or recording for the above purposes.

Please complete the permission form below and return it to the school as soon as possible. Thank you for your continued support.

NAME OF STUDENT	YEAR LEVEL
-----------------	------------

I give permission for my child's:

- name
- photograph
- recording

to be published by the school on/in:

- newsletter
- the school website
- social media e.g. School Facebook Account
- promotional materials
- newspapers and other media.
  
- I authorize MACS and the CECV to use the photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional, marketing, media and educational purposes.
  
- I give permission for a photograph and recording of my child to be used by the school, MACS and the 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 or recording appearing in any or all of the publications above, or if I wish to withdraw this authorization and consent, it is my responsibility to notify the school.



**LICENSED UNDER NEALS:** The photograph and recording 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 / CARER (Please circle)	
Signature	Date

Any permission and consent given may be withdrawn by the parent / guardian / carer by notifying the school in advance of any photograph or recording being made.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school’s Privacy Collection Notice and Privacy Policy available on its website [www.sjelst.catholic.edu.au](http://www.sjelst.catholic.edu.au)

# St Joseph's Primary School

## Family Occupation Index: Parent Occupation Groups



St Joseph's 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 organizations

- **Senior Executive / Manager / Department Head** in industry, commerce, media or other large organizations
- **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, proof reader]

## 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.

#### Tradesmen / Women

- **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 / dispatcher, 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, kitchen-hand, 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]

## 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"/> | Immunization history statement  |
| <input type="checkbox"/> | Baptism certificate   |
| <input type="checkbox"/> | Consent to contact previous school or preschool   |
| <input type="checkbox"/> | Australian passport or naturalization 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"/> | Occupation group? (please select from the list of parental occupation groups in the School Family Occupation Index on <b>page 18</b> ) e.g. N, A, B, C, D |
| <input type="checkbox"/> | Any additional information you wish the school to be aware of   |