



ENROLMENT APPLICATION FORM

Mercy College is a college 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 ensure all relevant information is attached to this enrolment form when submitting. Please see the parent/guardian/carers documentation checklist at the end of the form.



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

ENROLMENT FORM

Name of student:

Address:

Current school family: YES ☐ NO ☐

Email:

Telephone:

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: ☐

Unspecified/Indeterminate/X: ☐

HOME ADDRESS OF STUDENT

Street number and name:

Suburb:

Postcode:

Home telephone:

FAMILY DETAILS	
Who will be responsible for payment of the college fees and levies?	
Surname:	First name:
Address:	Email:
Telephone:	Relationship to the student:

PARENT 1/GUARDIAN 1/CARER 1		
Title: (Dr/Mr/Mrs/Ms)	Surname:	First name:
Address:		
Home telephone:	Work telephone:	Mobile:
SMS messaging: (for emergency and reminder purposes)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:		
Relationship to student:		
Government Requirement	Occupation:	What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)
Religion: (include rite)		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 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 Parent 1/Guardian 1/Carer 1 has completed?		
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 2/GUARDIAN 2/CARER 2		
Title: (Dr/Mr/Mrs/Ms)	Surname:	First name:
Address:		

Home telephone:		Work telephone:	Mobile:
SMS messaging: <i>(for emergency and reminder purposes)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:			
Relationship to student:			
Government Requirement	Occupation:	What is the occupation group? <i>(select from list of occupation groups in the College Family Occupation Index)</i>	
Religion: <i>(include rite)</i>		Nationality: Ethnicity if not born in Australia:	
Country of birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other <i>(please specify):</i>			
What is the highest year of primary or secondary school Parent 2/Guardian 2/Carer 2 has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i>			
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 Parent 2/Guardian 2/Carer 2 has completed?			
No post-school qualification <input type="checkbox"/>	Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN/CARER

1. Name:	2. Name:
Relationship to student:	Relationship to student:
Home telephone:	Home telephone:
Mobile:	Mobile:

SACRAMENTAL INFORMATION

Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Current parish:		

PREVIOUS SCHOOL PERMISSION

Name and address of previous school:

I/we give permission for the college to contact the previous school to gather relevant reports and information to support educational planning:

No ☐

Yes ☐

(If yes, please complete Consent for Transferring Information form.)

NATIONALITY AND CITIZENSHIP

Government Requirement

Nationality:

Ethnicity:

In which country was the student born?

☐ Australia

☐ Other – please specify:

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

What is the residential status of the student? ☐ Permanent ☐ Temporary

Evidence of Australian Residency:

☐ Australian Citizen

☐ Permanent Resident

☐ Eligible for Australian Passport

☐ Temporary Resident

☐ Other/Visitor/Overseas Student

Visa sub class:

Visa expiry date:

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

Does the student or their parent(s)/guardian(s)/carer(s) speak a language other than English at home?

Note: Record all languages spoken.

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

Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)

No ☐

Yes, Aboriginal ☐

Yes, Torres Strait Islander ☐

MEDICAL INFORMATION**Doctor's name:****Street number and name:****Suburb:****Postcode:****Telephone:****Medicare number:****Ref. number:****Expiry:****Private health insurance:**Yes ☐No ☐**Fund:****Number:****Ambulance cover:**Yes ☐No ☐**Number:****Health Care Card:**Yes ☐No ☐**Health Care Card No:****Expiry:****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 ☐No ☐**If yes, does the student have an EpiPen or Anapen?**Yes ☐No ☐**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](https://my.gov.au)) and provide it to the College 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 college, please provide all required information. This will assist the college 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 (<i>please specify</i>) |

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 (<i>please specify</i>) |

Have you attached all relevant information and reports? Yes ☐ No ☐

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth

PAST ASSOCIATION WITH MERCY COLLEGE

Name:	Relationship:	Completion Year:
Name:	Relationship:	Completion Year:
Name:	Relationship:	Completion Year:
Name:	Relationship:	Completion Year:

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

COURT ORDERS OR PARENTING ORDERS (<i>if applicable</i>)	
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 college to be aware of?	

Please note that the completion, signing and lodgement of this enrolment form is a prerequisite for consideration of the enrolment of your child at the college, 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 college. 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 college, once offered and accepted.

Parent 1/guardian 1/carer 1 signature:	Date:
Parent 2/guardian 2/carer 2 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. Secondary students may complete parts of the form and co-sign
- parent as defined in the *Family Law Act 1975* (Cth)
 - 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 college
- 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 college's Privacy Collection Notice and Privacy Policy enclosed with this enrolment pack and available on its website www.mercycoburg.catholic.edu.au.

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST
Please ensure that the following documents are attached to the enrolment application form (as applicable to your child):
Birth certificate
Immunisation history statement
Baptism certificate
Consent to contact previous school
Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page
Medical Management Plan signed by a relevant medical practitioner
All relevant information and reports concerning additional needs of your child
Any current court orders or parenting orders relating your child
Any additional information you wish the college to be aware of

Mercy College School Family Occupation Index: Parent Occupation Groups



Mercy College 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: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

Elected officials

- ☐ Mayor, parliamentarian, alderperson, trade union secretary, board member

Senior executives/managers, management in large business organisations

- ☐ **Senior executive/manager/department head** in industry, commerce, media or other large organisations
- ☐ **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- ☐ **Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- ☐ **Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

Government administration

- ☐ **Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- ☐ **Defence Forces commissioned officer**

Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; teach others

- ☐ **Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- ☐ **Education** (e.g. school teacher, university lecturer, professor, VET, special education)
- ☐ **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)

- ☐ **Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- ☐ **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- ☐ **Science** (e.g. geologist, meteorologist, metallurgist, other scientist)
- ☐ **Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- ☐ **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- ☐ **Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

Occupation Group B: Other business owners/managers, arts/media/sportspersons and associate professionals

Business owner/manager/professionals

- ☐ **Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- ☐ **Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- ☐ **Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- ☐ **Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

Arts/media/sportspersons

- ☐ **Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)
- ☐ **Sports** (e.g. sportsperson, coach, trainer, sports official)

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

- ☐ **Medical, science, architectural, building, surveying, engineering, computer** technician/associate professional
- ☐ **Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- ☐ **Law** (e.g. police officer, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff)

- ☐ **Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- ☐ **Defence Forces** (e.g. senior non-commissioned officer)
- ☐ **Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

- ☐ **Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

Advanced/intermediate clerical, office, sales, carer and service staff

- ☐ **Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service 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, real estate agent)
- ☐ **Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- ☐ **Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

- ☐ **Driver or mobile plant operator** (e.g. car/taxi/truck/bus/tram/train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)
- ☐ **Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood, paper, glass, clay, stone, concrete, production/processing machine operator)
- ☐ **Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

Sales, office, hospitality and other assistants

- ☐ **Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)

- ☐ **Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist, office assistant, general clerk)
- ☐ **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, fast food cook, usher, porter, housekeeper)
- ☐ **Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

Labourers and related workers

- ☐ **Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- ☐ **Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- ☐ **Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Director, Learning and Regional Services
Approval date	28 October 2022
Risk Rating	High
Date of next review	October 2024

POLICY DATABASE INFORMATION	
Assigned Framework	Enrolment
Related documents	
Superseded documents	School Family Occupation Index Parent Occupation Groups –v1.0 – 2021
New policy	