SANTA MARIA COLLEGE
A YEAR 7 TO 12 CATHOLIC GIRLS' COLLEGE

Santa Maria College
Enrolment Application

ENROLMENT APPLICATION IS FOR:	☐ Existing Family ☐ New Family
YEAR OF ENTRY: 20_____	☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12

Student Information

Surname:	Home phone:
First name:	
Preferred first name:	Current School:
Date of birth:	Current Year Level/Grade:
Residential address:	Year commenced Primary School:

NATIONALITY (Government Requirement)		
Country of Birth/Nationality:	☐ Australia	☐ Other – please specify:

RELIGION	
Catholic: ☐	Other: ☐ (please specify):
Sacraments Received:	☐ Baptism ☐ Reconciliation ☐ Eucharist ☐ Confirmation

Please attach copy of Baptism Certificate

IF BORN OVERSEAS			
☐ Australian citizen	☐ Temporary resident	☐ Permanent resident	☐ Other/visitor/overseas student
Visa Subclass:	Date commenced school in Australia:		
Date of arrival in Australia:	Language of instruction in previous school (if not in Australia):		

Please attach Visa and Passport

INDIGENOUS IDENTIFIER			
☐ Aboriginal	☐ Torres Strait Islander	☐ Both	☐ Neither

STUDENT LIVES WITH	
☐ Both parents	☐ Father Only
☐ Grandparents	☐ Mother Only
☐ Carer/guardian	☐ Mother and Stepfather
☐ Shared parenting (please specify below):	☐ Father and Stepmother
Days with Parent/Guardian 1:	Days with Parent/Guardian 2:

OFFICE USE ONLY

Date Application received:	Entered in ET: ☐	Birth certificate attached: Yes ☐ No ☐
Date Acknowledgement Sent:	EAL: Yes ☐ No ☐	Baptism certificate attached: Yes ☐ No ☐
Date Application Fee Received:	Receipt No:	Visa information attached (if relevant): Yes ☐ No ☐

LANGUAGE SPOKEN
What is the <u>main</u> language spoken at home?

ADDITIONAL NEEDS
Information provided on this form will, in no way, influence the student's potential enrolment in our inclusive school.
Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes ☐ No ☐
Does your daughter have an Individual Learning Plan to support her needs? Yes ☐ No ☐

Please attach all relevant information/reports

Additional Information: Years 8-12 Applicants Only

Current Year Level:	School Contact for Reference Check:
Current School:	
School Telephone No:	Proposed commencement Date:
Our reasons for seeking to change schools are :	
PREVIOUS SCHOOL PERMISSION	
We will contact your daughter's current school. It is important that you have informed the appropriate people of your intention to seek enrolment at Santa Maria College.	
Name and address of previous school:	
Please indicated whether you have spoken to your daughter's current school about your intention to seek enrolment at Santa Maria College.	Yes ☐ No ☐

Connections

Sisters currently attending or who are former students of Santa Maria College			
Name:	Current Year:	Completion Year:	House:
Name:	Current Year:	Completion Year:	House:
Name:	Current Year:	Completion Year:	House:

Mother/Grandmother who is a past student of Santa Maria College		
Name at School:	Completion Year:	House:
Name at School:	Completion Year:	House:

Family Information

PARENT A/ GUARDIAN A				
☐ Mother	☐ Father	☐ Other:		
Title: (e.g. Mr/Mrs/Ms)	First Name:	Surname:		
Address:				
Home phone:	Work phone:	Mobile:		
Email:				
Government Requirement (*See list on page 7-8*)				
Group A ☐	Group B ☐	Group C ☐	Group D ☐	N ☐
Occupation:	Employer:			
Religion:	Country of Birth/Nationality: ☐ Australia ☐ Other (please specify):			
What is the highest year of primary or secondary school Parent A/Guardian 1 has completed? *(Persons who have never attended secondary school, tick 'Year 9 or below'.)*				
Year 9 or below ☐	Year 10 or equivalent ☐	Year 11 or equivalent ☐	Year 12 or equivalent ☐	
What is the level of the highest qualification Parent A/Guardian 1 has completed?				
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/diploma ☐	Bachelor degree or higher ☐	

PARENT B/ GUARDIAN B				
☐ Mother	☐ Father	☐ Other:		
Title: (e.g. Mr/Mrs/Ms)	First Name:	Surname:		
Address:				
Home phone:	Work phone:	Mobile:		
Email:				
Government Requirement (*See list on page 7-8*)				
Group A ☐	Group B ☐	Group C ☐	Group D ☐	N ☐
Occupation:	Employer:			
Religion:	Country of Birth/Nationality: ☐ Australia ☐ Other (please specify):			
What is the highest year of primary or secondary school Parent A/Guardian 1 has completed? *(Persons who have never attended secondary school, tick 'Year 9 or below'.)*				
Year 9 or below ☐	Year 10 or equivalent ☐	Year 11 or equivalent ☐	Year 12 or equivalent ☐	
What is the level of the highest qualification Parent B/Guardian 2 has completed?				
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/diploma ☐	Bachelor degree or higher ☐	

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?

Financial Details – Tuition Fees

The all-inclusive* tuition fee covers curriculum based activities, locker, ID card, compulsory subject excursions and immersions and Year Level camps (i.e. Year 7 & 8), Duke of Edinburgh Bronze (Year 9). All compulsory fees and levies will be billed in January.

*Except College Uniform items, elective subject levies, school supplies and books, devices, private music tuition fees, eBook levies, voice and singing lessons, ensemble, instrumental hire, band camp, levies for VET subjects, Duke of Edinburgh Awards (Silver & Gold), excursions to Japan, Italy, Central Australia and Immersions.

Are you familiar with the current costs of fees at Santa Maria College?	Yes ☐ No ☐
Are you able to accommodate them?	Yes ☐ No ☐
Is there a possibility you will apply for financial assistance for Tuition fees?	Yes ☐ No ☐
Do you have a Health Care Card?	Yes ☐ No ☐

Enrolment Preference

Have you applied for enrolment at any other Catholic secondary school? Yes ☐ No ☐

Santa Maria College works with other Catholic Schools so that, wherever possible, students can be offered a placement at their preferred Secondary Catholic School. In order to ensure the enrolment process for Catholic schools is efficient and transparent, we ask parents/guardians to please list your choice of secondary schools in order of preference (including Santa Maria College).

1.	**2.**	**3.**

Please note that lists of applicants will be shared with other local Catholic Secondary Schools in the region at the time of finalising enrolment offers in September of the enrolment year.

Feedback

How did you hear about Santa Maria College? (Please tick <u>all</u> relevant boxes)			
☐ Website	☐ Open Day	☐ Past Student	☐ Review Weekly
☐ School Tour	☐ Primary School	☐ Current Student/Family	☐ Leader Newspaper
☐ Social Media	☐ Local resident	☐ Other:	

Why have you chosen to enrol your daughter at Santa Maria College? (Please tick <u>all</u> relevant boxes)			
☐ International Baccalaureate	☐ Girls' school	☐ Catholic school	☐ Academic Standard
☐ Duke of Edinburgh Awards	☐ Firm discipline	☐ Pastoral Care/Wellbeing	☐ Subject selection
☐ Year 7/8 Village Learning Centre	☐ Strong values	☐ Learning Support	☐ Local resident
☐ Family connection	☐ Friends coming	☐ Sport Program	☐ College reputation

Application Fee ($66)

Please note that payment of the application fee does not guarantee enrolment.

METHOD OF PAYMENT	☐ Cheque	☐ Cash	☐ Visa	☐ MasterCard

CARD NUMBER: ____ ____ ____ ____ / ____ ____ ____ ____ / ____ ____ ____ ____ / ____ ____ ____ ____	
EXPIRTY DATE:	SIGNATURE ON CARD:

Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement on the College website and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established. The following will apply if you are offered and accept a place at Santa Maria College

- Enrolment is conditional on the Principal being satisfied about the suitability of the student for admission.
- The Application Fee and Enrolment Fee are required to confirm your daughter's place at the College and are NOT REFUNDABLE.
- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information. (e.g. change of residential address, changes to parenting orders)
- Parents/Guardians must divulge, with appropriate documentation, all relevant details regarding medical or other conditions that may impact upon the College's ability to properly care for the student, and to enable consideration of any extra services and facilities that may be required. Such information must be based on all current information available to the parent/guardian at the time of application, or in the lead up to enrolment.
- I will pay the current school fees and levies for my child and note that school fees may be varied by resolution of the College Board and families will receive notification of such variation and will notify the school immediately if I am experiencing financial difficulties.
- Families will provide one full term's notice (equivalent to 10 weeks) in writing to the Principal, before the withdrawal of their daughter from the College. If the required notification is not given, families acknowledge that they will be charged a fee of one full term's fees.
- A pro-rata charge for School Fees is made for students entering the College for the first time after commencement of the school year.
- Where there is more than one parent/guardian of the student at the time of enrolment, all parties must sign the Application for Enrolment form and accept these conditions. It is understood that all signatories to the Application for Enrolment form will be jointly and severally liable for payment of all fees and charges levied by the College.
- I will support my child's participation in the religious life of the school. (e.g. religious education, prayer life)
- I will attend family interviews and information evenings which relate to my child.
- In the event I have any concerns, I will raise them initially with the relevant staff.
- I will treat all members of the school community with respect as befits a Catholic school and outlined in the School/Parent Partnership Policy.
- 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, I understand that if this application is successful, I will support the vision of the school. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies 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. The consequence of not complying with the school's Policies may result in the termination of the enrolment.

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.

Parent/Guardian 1 signature:

Name:	**Signature:**	**Date:**

Parent/Guardian 2 signature:

Name:	**Signature:**	**Date:**

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.santamaria.vic.edu.au].*

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.

Note: Secondary students may complete parts of the form and co-sign.

Application Checklist

Please provide photocopies of the following documents:	
☐ Birth Certificate	☐ Passport (If born overseas)
☐ Baptism Certificate (if applicable)	☐ Visa (If born overseas)
☐ Court Orders (if applicable)	☐ Additional Needs Supporting Documents (if applicable)
☐ Parent/Guardian A & B have both signed page 6	

Parent Occupation Groups

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter **'N'** into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisations

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public service manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator]
- **Defence Forces commissioned officer**

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

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals

- **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/ESL/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

Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration

- 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.

- Trades [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, skilled office, sales and service staff

- Clerk [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- Office [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Carer [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- Service [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

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

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

Hospitality, office staff

- Sales staff [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- Office staff [e.g. typist, word processing/data entry/business machine operator, receptionist]
- Hospitality staff [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- Assistant/aide [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/ gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

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