



# St. Richard's Primary School Enrolment Form



St. Richard's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This form is informed by the St. Richard's Primary School Enrolment Policy. Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made.

Please ensure all relevant information is attached to this Enrolment Form when submitting.

<b>ENROLMENT CHECKLIST</b>	Date received:			Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Start date:			Parish Levy form signed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Non-Refundable admin fee of \$50 (for new families only):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Copy of Last year's school report for Years 1-6	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	English as an Additional Language:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Copy of Court Orders/custody documentation:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Baptismal certificate (if applic):	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Copy of Med/Specialist reports:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Immunisation statement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Visa info attached (if relevant):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**DUE DATE: 31<sup>st</sup> May 2024**

STUDENT DETAILS		
<b>Surname</b>		
<b>Given name/s:</b>		<b>Preferred name:</b>
<b>Entry year (YYYY):</b>		<b>Entry level/grade:</b>
<b>Date of birth:</b>	<b>Religion: (include rite)</b>	
<b>Home Address:</b>		
M (Male): <input type="checkbox"/>	F (Female): <input type="checkbox"/>	Self identified / X (Indeterminate/Intersex/Unspecified): <input type="checkbox"/>
<b>Does the students have a sibling at this school?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		

## PREVIOUS SCHOOL/PRESCHOOL

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

Yes

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

Was the previous school attended interstate?

No

Yes

(If yes, please complete the Interstate Data Transfer Note and Consent forms – refer to link in Enrolment Procedures)

## 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

## SACRAMENTAL INFORMATION

<b>Baptism</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Reconciliation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Communion</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Confirmation</b>	<b>Date:</b>	<b>Parish:</b>	
<b>Parish where the student lives:</b>			

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

Person 1	Person 2
<b>Surname</b> <b>Given Name:</b>	<b>Surname:</b> <b>Given Name:</b>
<b>Relationship to student:</b>	<b>Relationship to student:</b>
<b>Home telephone:</b>	<b>Home telephone:</b>
<b>Mobile:</b>	<b>Mobile:</b>

## 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:**

**Previous visa sub class:**

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

\*\* Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

**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 (Parent1/Guardian1/Carer1)	Student Contact 2 (Parent2/Guardian2/Carer2)
<b>No</b>	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	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

Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census

## MEDICAL INFORMATION

**Doctor's name:**

**Doctor's address:**

**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/ diagnoses:** Please specify all relevant medical and/or health conditions for the student, e.g. asthma, diabetes, anaphylaxis, continence/toileting 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.

Please list any known diagnoses for the student regarding their medical or learning needs e.g. Global Developmental Delay (GDD), Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Anxiety

**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

**If the student has identified medical and/or health condition/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.**

**If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.**

## 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](#)) and provide it to the school 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 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/<br>developmental delay | <input type="checkbox"/> mental health<br>concerns | <input type="checkbox"/> oral language/communication<br>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

## STUDENT CONTACT 1 (PARENT 1/GUARDIAN 1/CARER 1)

<b>Title:</b> (Dr./Mr./Mrs./Ms./Mx.)		<b>Surname:</b>		<b>Given name:</b>	
<b>House Number:</b>		<b>Street Name:</b>			
<b>Suburb:</b>			<b>State:</b>		<b>Postcode:</b>
<b>Telephone:</b>	<b>Home:</b>		<b>Work:</b>		<b>Mobile:</b>
<b>SMS messaging:</b> <i>(for emergency and reminder purposes)</i>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Email:</b>					
<b>Relationship to student:</b>					
<b>Government Requirement</b>	<b>Occupation:</b>		<b>What is the occupation group?</b> <i>(Select from list of occupation groups in the School Family Occupation Index)</i>		A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
<b>Religion:</b> <i>(include rite)</i>					
<b>Country of birth:</b> Australia <input type="checkbox"/> Other <input type="checkbox"/> <i>(please specify):</i>					
<b>Aboriginal or Torres Strait Islander origin:</b> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>					
<b>Nationality:</b>		<b>Ethnicity if not born in Australia:</b>			
<b>Visa subclass:</b>		<b>Visa expiry:</b>			
<b>Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified</b>					
<b>Do you speak a language other than English at home?</b> <i>Note: Record all languages spoken</i>					
<b>What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b> <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"/>		
<b>What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?</b>					
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"/>		

## STUDENT CONTACT 2 (PARENT 2 /GUARDIAN 2/CARER 2)

<b>Title:</b> (Dr./Mr./Mrs./Ms./Mx.)		<b>Surname:</b>		<b>Given name:</b>	
<b>House Number:</b>		<b>Street Name:</b>			
<b>Suburb:</b>			<b>State:</b>		<b>Postcode:</b>
<b>Telephone:</b>	<b>Home:</b>		<b>Work:</b>		<b>Mobile:</b>
<b>SMS messaging:</b> <i>(for emergency and reminder purposes)</i>					Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Email:</b>					
<b>Relationship to student:</b>					
<b>Government Requirement</b>	<b>Occupation:</b>		<b>What is the occupation group?</b> <i>(Select from list of occupation groups in the School Family Occupation Index)</i>		A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
<b>Religion:</b> <i>(include rite)</i>					
<b>Country of birth:</b> Australia <input type="checkbox"/> Other <input type="checkbox"/> <i>(please specify):</i>					
<b>Aboriginal or Torres Strait Islander origin:</b> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>					
<b>Nationality:</b>		<b>Ethnicity if not born in Australia:</b>			
<b>Visa subclass:</b>		<b>Visa expiry:</b>			
<b>Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified</b>					
<b>Do you speak a language other than English at home?</b> <i>Note: Record all languages spoken</i>					
<b>What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed?</b> <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"/>		
<b>What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?</b>					
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"/>		

### 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, 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"/> Kinship care	<input type="checkbox"/> Other (please specify)

### COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes  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?

### SCHOOL FEES/LEVIES PAYER DETAILS

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

***Please note, the name/s of the parent / carers signing are responsible for the payment of fees for the term of the child's enrolment at the school.***

**Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School.**

**Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.**

**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.srkilsyth.catholic.edu.au](http://www.srkilsyth.catholic.edu.au).*



# St. Richard's Primary School Enrolment Agreement



St. Richard's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This agreement aligns with St. Richard's Primary School Enrolment Policy and MACS Enrolment Framework.

Please read the terms and conditions outlined below before signing the agreement. Confirmation of enrolment offer requires the acceptance and signing of the Enrolment Agreement.

## 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 Catholic education services includes:
  - 1.2.1 targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
  - 1.2.2 targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- 1.3 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 responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of the 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 lodgement 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
  - 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 sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
- doctor's name and telephone number
- diagnoses, medical conditions, health needs and immunisation history
- information on additional learning needs (e.g. whether your child requires additional support in relation to personalised care and support, mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, health needs, medical conditions or additional learning needs that have been 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 organised, if required.

- 2.3 Subject to any special exercise of discretion by MACS, the order of priority for enrolment in MACS schools 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, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.
- 3.2 The school offers a number of methods for paying fees, levies, camps and excursions, and ad hoc charges to reduce any financial burden and to assist in 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.
- 3.3 Parents/guardians/carers are responsible for the 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.
- 3.4 Parents and guardians on the submission of an enrolment application for Foundation (Prep) are required to pay a \$50 non-refundable enrolment fee.
- 3.5 Parents and guardians who receive a letter of acceptance will be required to pay \$300 by 31<sup>st</sup> October the year prior to your child commencing school. This amount will offset the school fees. This is only relevant for new families to the school, it does not apply to current families with siblings already enrolled.

### 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. A child must turn five by 30 April in the year of starting school unless an exemption is approved. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate) via the Minimum Age Exemption Application.
- 4.2 Approval for exemptions must be sought from the MACS Executive Director (or the delegate) before enrolment 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 and the best interest criteria are met.

## 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 the 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 students to safeguard them against abuse.
- 5.4 The school has established human resources practices where newly recruited staff, existing staff and volunteers in the school understand the importance of child safety, are trained to minimise 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 The 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 at:
  - the Catholic Education Commission of Victoria Ltd child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety <https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx> (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
  - the MACS child safety page [www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx](http://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 the last year at the school or until the student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All the school's enrolment policies and procedures are available on the school 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) the 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, including those listed in the student code of conduct as may be published from time to time
  - (f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
  - (g) privacy.
- 7.3 The school has absolute discretion in all 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 behaviour or conduct

- 8.1 The school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises 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:
- promote the values of honesty, fairness and respect for others
  - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - maintain good order and harmony
  - affirm cooperation as well as responsible independence in learning
  - 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, taking into consideration the student's aboriginal, cultural, religious or diverse backgrounds or circumstances.
- 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 consider 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 the 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 the 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 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 breach of these 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, 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.

- 11.4 To support a child's learning and wellbeing needs, students with additional needs can access school-based and MACS learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support student needs. Please refer to the MACS website for further information:  
<https://www.macs.vic.edu.au/Our-Schools/Students-with-Diverse-Learning-Needs.aspx>

## 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
  - 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:
- the student's behaviour, attitude or conduct to schoolwork, other school activities or while attending school is unsatisfactory
  - the student has demonstrated unsatisfactory conduct or performance, or misconduct
  - the student fails to obey the school's policies and procedures or any student code of conduct of the school
  - 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
  - the student's progress and performance are such that the student is not benefiting from the academic courses provided by the school
  - 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
  - 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
  - circumstances exist whereby the ongoing enrolment of the student at the school is untenable or is not in the best interests of the student or the school.

## 15. Appeal process on enrolment decisions

- 15.1 St. Richard's Primary School is required to maintain a fair, effective and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.
- 15.2 If a parent/guardian/carer of the student would like to make an appeal about the enrolment process and/or the enrolment decision, they are advised to consider raising the concerns with the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to St. Richard's Primary School's complaints handling policy or guidelines for further information.
- 15.3 If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the MACS Complaint Handling policy at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## 16. General

- 16.1 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.
- 16.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The school will notify parents when they have been updated.
- 16.3 Parents/guardians/carers acknowledge that a student's enrolment at the school and this agreement with MACS may be terminated in the 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.
- 16.4 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.
- 16.5 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 on 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, 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, 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 the 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. Richard's Primary School policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the St. Richard's Primary School Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any St. Richard's Primary School Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- 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.

<b>Student Contact 1 parent 1/guardian 1/ carer 1 signature:</b>	Date:
<b>Student Contact 2 parent 2 /guardian 2/ carer 2 signature:</b>	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.srkilsyth.catholic.edu.au](http://www.srkilsyth.catholic.edu.au).



## St. Richard's Primary School Family Occupational Index: Parent Occupation



St. Richard's Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

### Purpose

The Family Occupational Index: Parent Occupation Groups collects information about the parent/guardian/carer occupations. This information is needed by the government as part of the enrolment process for St. Richard's Primary School. Please select the relevant group and use this to answer the Occupation group question on the St. Richard's Primary School Enrolment Form.

*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 executive/manager/department head** in industry, commerce, media or other large organisation
- 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)
- Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- Defence Forces commissioned officer**
- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. schoolteacher, 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**

- 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)
- 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)
- 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

- 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)
- 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 desk, 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

- 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 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)
- 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)

*From List of Parental Occupation Groups published in Student Background Characteristics, [ACARA](#), 2022*