



STAGE 1 Enrolment Application

March 2025



St Mary's Primary School

This FORM is part of the Catholic Education Sandhurst Limited (CES Ltd) ENROLMENT POLICY which is available at www.ceosand.catholic.edu.au

Office use only	Date received:		Enter text.	
	Student/family code:		Enter text.	
	Birth Certificate attached:		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
	Start Date	Enter date.		
	VSN:	Enter text.		
	Immunisation history statement attached:		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
VISA information attached (if relevant):		YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	

STUDENT DETAILS			
SURNAME:	Enter text.	FIRST NAME/S	Enter text.
PREFERRED FIRST NAME:	Enter text.	DATE OF BIRTH:	Enter date
ENTRY YEAR:	Enter text.	ENTRY LEVEL/GRADE:	Enter text.
RELIGION: (include rite)	Enter text.		
MALE: <input type="checkbox"/>	FEMALE: <input type="checkbox"/>	OTHER: <input type="checkbox"/>	
PROPOSED COMMENCEMENT DATE OF ENROLMENT:		Enter date	

RESIDENTIAL DETAILS 1	
ADDRESS:	Enter text.

TOWN/CITY:	Enter text.	STATE:	Choose	POSTCODE:	Enter text.
HOME PHONE:	Enter text.				

RESIDENTIAL DETAILS 2					
ADDRESS:	Enter text.				
TOWN/CITY:	Enter text.	STATE:	Choose	POSTCODE:	Enter text.
HOME PHONE:	Enter text.				

PARENT / GUARDIAN A					
SURNAME:	Enter text.	FIRST NAME:	Enter text.		
TITLE: <small>(e.g., Mr/Mrs/Ms)</small>	Enter text.				
ADDRESS:	Enter text.				
TOWN/CITY:	Enter text.	STATE:	Choose	POSTCODE:	Enter text.
HOME PHONE:	Enter text.	WORK PHONE:	Enter text.		
MOBILE PHONE:	Enter text.	EMAIL:	Enter text.		
SMS MESSAGING: <small>(for emergency and reminder purposes)</small>	YES: <input type="checkbox"/>		NO: <input type="checkbox"/>		
RELIGION:	Enter text.				

PARENT / GUARDIAN B					
SURNAME:	Enter text.	FIRST NAME:	Enter text.		
TITLE: <small>(e.g., Mr/Mrs/Ms)</small>	Enter text.				
ADDRESS:	Enter text.				
TOWN/CITY:	Enter text.	STATE:	Choose	POSTCODE:	Enter text.
HOME PHONE:	Enter text.	WORK PHONE:	Enter text.		
MOBILE PHONE:	Enter text.	EMAIL:	Enter text.		
SMS MESSAGING: <small>(for emergency and reminder purposes)</small>	YES: <input type="checkbox"/>		NO: <input type="checkbox"/>		
RELIGION:	Enter text.				

PREVIOUS SCHOOL / PRESCHOOL PERMISSION					
NAME AND ADDRESS OF PREVIOUS SCHOOL / PRESCHOOL/ EARLY LEARNING CENTRE (ELC):					
NAME:	Enter text.				
ADDRESS:	Enter text.				
TOWN/CITY:	Enter text.	STATE:	Choose	POSTCODE:	Enter text.
PHONE:	Enter text.				

<p>I / we give permission for the School to contact the previous school or preschool/ELC and to gather relevant reports and information to support educational planning, in line with the privacy policy: (please refer to the School Website for this Policy)</p>	<p>YES: <input type="checkbox"/></p>	<p>NO: <input type="checkbox"/></p> <p><i>If no, please contact the school to discuss this matter further.</i></p>
---	---	---

SACRAMENTAL INFORMATION (attach copies of certificates for your child)				
BAPTISM	DATE:	Enter date.	PARISH:	Enter text.
RECONCILIATION	DATE:	Enter date.	PARISH:	Enter text.
CONFIRMATION	DATE:	Enter date.	PARISH:	Enter text.
EUCCHARIST	DATE:	Enter date.	PARISH:	Enter text.
CURRENT PARISH:	Enter text.			

NATIONALITY				
GOVERNMENT REQUIREMENT	NATIONALITY:	Enter text.	ETHNICITY:	Enter text.
IN WHICH COUNTRY WAS THE STUDENT BORN:		AUSTRALIA: <input type="checkbox"/>	OTHER: (please specify) <input type="checkbox"/>	
<p>IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN: <i>(for persons of both Aboriginal and Torres Strait Islander origin, tick 'YES' for both)</i></p>				
NO: <input type="checkbox"/>		YES, ABORIGINAL: <input type="checkbox"/>		YES, TORRES STRAIT ISLANDER: <input type="checkbox"/>
IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*				
<p>PLEASE TICK THE RELEVANT CATEGORY BELOW AND RECORD THE VISA SUBCLASS NUMBER AS PER GOVERNMENT REQUIREMENTS: <i>(original documents to be sighted and copies to be retained by the school)</i></p>				
AUSTRALIAN CITIZEN NOT BORN IN AUSTRALIA				
<input type="checkbox"/>	AUSTRALIAN CITIZEN (AUSTRALIAN PASSPORT OR NATURALISATION CERTIFICATE NUMBER / DOCUMENT FOR TRAVEL IF COUNTRY OF BIRTH IS NOT AUSTRALIA)			
AUSTRALIAN PASSPORT NUMBER:		Enter text.		
NATURALISATION CERTIFICATE NUMBER:		Enter text.		
VISA SUBCLASS RECORDED ON ENTRY TO AUSTRALIA:		Enter text.		
DATE OF ARRIVAL IN AUSTRALIA:		Enter text.		
NOT CURRENTLY AN AUSTRALIAN CITIZEN: PLEASE PROVIDE FURTHER DETAILS AS APPROPRIATE BELOW:				
<input type="checkbox"/>	PERMANENT RESIDENT: (if ticked, record the VISA subclass number)		Enter text.	
<input type="checkbox"/>	TEMPORARY RESIDENT: (if ticked, record the VISA subclass number)		Enter text.	
<input type="checkbox"/>	OTHER / VISITOR / OVERSEAS STUDENT: (if ticked, record the VISA subclass number)		Enter text.	
PLEASE ATTACH VISA / IMMICARD / LETTER OF NOTIFICATION AND PASSPORT PHOTO PAGE				

IMMUNISATION <i>(attach an immunisation history statement for your child)</i>			
ALL VACCINES ARE RECORDED ON THE AUSTRALIAN IMMUNISATION REGISTER (AIR). YOU ARE REQUIRED TO OBTAIN AN IMMUNISATION HISTORY STATEMENT FOR YOUR CHILD AND PROVIDE IT TO THE SCHOOL WITH THIS ENROLMENT FORM.	IMMUNISATION HISTORY STATEMENT ATTACHED:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	IF NO, PLEASE PROVIDE EXPLANATION: Enter text.		
IF THE STUDENT ENTERED AUSTRALIA ON A HUMANITARIAN VISA, DID THEY RECEIVE A REFUGEE HEALTH CHECK?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

SIBLINGS ATTENDING A SCHOOL / PRESCHOOL			
LIST ALL CHILDREN IN YOUR FAMILY ATTENDING SCHOOL OR PRESCHOOL <i>(oldest to youngest)</i> – INCLUDE APPLICANT:			
NAME	SCHOOL / EARLY CHILDHOOD	YEAR / GRADE	DATE OF BIRTH
Enter text.	Enter text.	Enter text.	Enter date
Enter text.	Enter text.	Enter text.	Enter date
Enter text.	Enter text.	Enter text.	Enter date
Enter text.	Enter text.	Enter text.	Enter date
Enter text.	Enter text.	Enter text.	Enter date
Enter text.	Enter text.	Enter text.	Enter date

COLLECTION STATEMENT
<p>St Mary's School is collecting your personal information and the personal information of the child named on this form (the Student) (collectively: your personal information) in order to process your application for enrolment at the School.</p> <p>If you do not provide us with your personal information, we will be unable to proceed with your application for enrolment at the School.</p> <p>We may disclose your personal information to the Student's previous schools (including ELCs) and your current parish as necessary to verify the information provided on this form, and to support educational planning. We may also disclose information when required to reporting or regulatory bodies.</p> <p>Information about accessing or correcting your personal information, or making a privacy complaint, is in our Privacy Policy on our website, or you can call us on 03 54383 075.</p>

CONSENT		
<p>I / we give consent to the collection of my/our personal information and the personal information of the child named on this form by enter school name for the purposes of verifying the information I/we have provided, and for educational planning.</p>	<p>YES: <input type="checkbox"/></p>	<p>NO: <input type="checkbox"/></p> <p><i>If you do not consent, the School will be unable to process your application for enrolment. .</i></p>

By signing this document, the Applicant /s acknowledge /s:

- This is a request for the named child to be considered for enrolment in the school according to the CES Ltd Enrolment Policy, and that the school's receipt of this application does not mean the school has enrolled the child.
- The school will consider this request and endeavour to communicate the outcome of this consideration.
- That any resulting offer will require the Applicant/s to provide additional information according to government and other requirements and sign the **Stage 2: Information Form**.

SIGNATURE/S

**PARENT /
GUARDIAN
SIGNATURE:**

PRINT NAME:

Enter text.

DATE:

Enter text.

**PARENT /
GUARDIAN
SIGNATURE:**

PRINT NAME:

Enter text.

DATE:

Enter text.

A signature from the following applicable people will be required to complete the enrolment application:

- the parents/guardians as set out on the child's birth certificate or as described in a court order
- an informal carer with a statutory declaration, or other authorised carer with relevant documentation
- the student, if they are living independently.

The signature of one parent/guardian on an enrolment application should be accepted where:

- there is only one parent/guardian or carer with legal responsibility for the child
- parents/guardians are completing separate enrolment applications
- one parent/guardian declares they have completed and signed the enrolment application on behalf of both parents/guardians, and contact details for the other parent/guardian have been provided in the enrolment application for the school's use
- one parent/guardian has completed and signed the enrolment application and the contact details for the other parent/guardian are unknown to the enrolling parent/guardian and the school.

In all other circumstances, the signature of only one parent/guardian on an enrolment application will generally be considered incomplete documentation.

CHECKLIST:

Please ensure your application has the necessary documentation attached, we require this documentation before we can begin processing this application.

- Birth Certificate
- Immunisation Certificate
- Sacrament Certificates (if relevant).