

### Enrolment at Marymede

Student Name

Entry Year     Year Level



**MARYMEDE  
CATHOLIC COLLEGE**

— *In the way of Mary* —

# Enrolment Application Form

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### Family Details: Father / Guardian

Title: (eg. Mr / Dr)  First Name  Surname

Home Address

Suburb  Postcode

Home Phone  Work Phone  Mobile

Email  Language spoken at home

Occupation  Religion

Drivers Licence No.  Country of Birth

Highest year of secondary schooling completed by the Father / Guardian  
(Persons who have never attended secondary school, mark 'Year 9 or below')

Year 9 or below       Year 10 or equivalent       Year 11 or equivalent       Year 12 or equivalent

Highest qualification completed by the Father / Guardian

No post school Qualification       Certificate I to IV (including trade certificate)  
 Advanced Diploma / Diploma       Bachelor Degree or above

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### Family Details: Mother / Guardian

Title: (eg. Mrs / Ms / Dr)  First Name  Surname

Home Address

Suburb  Postcode

Home Phone  Work Phone  Mobile

Email  Language spoken at home

Occupation  Religion

Drivers Licence No.  Country of Birth

Highest year of secondary schooling completed by the Mother / Guardian  
(Persons who have never attended secondary school, mark 'Year 9 or below')

Year 9 or below       Year 10 or equivalent       Year 11 or equivalent       Year 12 or equivalent

Highest qualification completed by the Mother / Guardian

No post school Qualification       Certificate I to IV (including trade certificate)  
 Advanced Diploma / Diploma       Bachelor Degree or above

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### Living Arrangements For This Student

Status of Parents       Married       Separated       Divorced       Widowed

Living with Mother & Father       Single parent: Mother / Father (please circle)

Living in a Blended Family       Shared parenting eg. One week with Mother, next with Father

Living with Guardian(s)      Other

### Court Orders (If Applicable)

Are there any current court orders relating to the student?       Yes       No

If yes, copies of these court orders eg. AVOs, Family Court / Federal Circuit Court of Australia orders or other relevant court orders must be provided.

Is there any other information you wish the school to be aware of?

## Student Details

First Name  Surname

Preferred Name  Date of Birth  /  /   Male  Female

Home Address

Suburb  Postcode  Home Phone

Name of current school / pre-school

Number of years enrolled at current school / pre-school

## Religion & Sacramental Information

Catholic  Other Religion

Baptism  Yes  No Date  /  /

Reconciliation  Yes  No Date  /  /

Communion  Yes  No Date  /  /

Confirmation  Yes  No Date  /  /

Current Parish

## Nationality

Country of Birth  Australia  Other – please specify

If born overseas, date student commenced school in Australia  /  /

Is the student of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, both Aboriginal and Torres Strait Islander

## Students Not Born In Australia, Citizenship Status Required – Government requirement

Please tick the relevant category below and record the Visa Subclass number (original documents to be sighted and copies to be retained by the school)  
Please attach Visa / Document of Travel / letter of notification and passport photo page.

### Australian citizen not born in Australia

Australian Citizen (Naturalisation Certificate or Australian Passport number / Document of Travel if Country of Birth is not Australia)

Australian Passport Number (if applicable)

Visa Subclass recorded on entry to Australia (if applicable)

Date of arrival into Australia  /  /

### Not currently Australian citizens

Please provide further details as appropriate below

<input type="checkbox"/> Permanent Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No. <input type="text"/>
<input type="checkbox"/> Temporary Resident (if ticked, record the Visa Subclass Number)	Visa Subclass No. <input type="text"/>
<input type="checkbox"/> Other/Visitor/Overseas Student (if ticked, record the Visa Subclass Number)	Visa Subclass No. <input type="text"/>

## Languages

Language spoken at home (if more than one language, indicate the one that is spoken most often)

Language (other than English) studied out of normal school hours

Name of organisation and venue where language is studied

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## Medical Information

Do you have Ambulance Cover?  Yes  No

Medical Conditions: Please specify any medical conditions the student suffers from eg. asthma, anaphylaxis, diabetes and / or any prescribed medications taken by the student.

Allergies: Please list any know allergies the student has eg. allergy to nuts, penicillin, bee stings etc.

Is there any other medical / health information that the College needs to be aware of?  Yes  No

Consent to medical attention

Yes I / We authorise the College to consent to my child receiving such reasonable medical or surgical treatment as may be necessary in an emergency including arrangement of an ambulance where required.

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## Emergency Contacts – Other Than Parent / Guardian

### Contact Person 1

Name

Relationship to Child

Home Phone

Work Phone

Mobile

### Contact Person 2

Name

Relationship to Child

Home Phone

Work Phone

Mobile

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## Additional Needs

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

### Does your child have:

Autism  Behavior Disorders  Hearing Impairment  Intellectual Disability

Language Disorder  Mental Health Issues  ADD/ADHD  Vision Impairment

Acquired Brain Injury  Other (please specify)

### Please assist us by providing the following information

Additional learning needs (please provide all relevant information)  Yes  No

Medical / allied health professional reports attached (please provide all relevant information)  Yes  No

Is your child currently receiving integration funding due to a disability?  Yes  No

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## Financial Information

### Responsible for payment of school fees

I / We acknowledge that I am / we are jointly and severally liable to all fees and charges payable and pertaining to my / our child's education at Marymede Catholic College.

### Father / Guardian

Title: (eg. Mr / Dr)  First Name  Surname

Signature

Date   /   /

### Mother / Guardian

Title: (eg. Mrs / Ms / Dr)  First Name  Surname

Signature

Date   /   /

### Postal Address for Accounts

Address

Suburb  Postcode

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## Parents Choice of Primary or Secondary School

Principals of Catholic Primary and Secondary Schools in this area work together to ensure that, where possible parents are given their choice of Catholic School. Please indicate your order of choice for schools to which you have made (or will make) an application:

Is Marymede Catholic College your first choice?  Yes  No Other (please indicate)

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## Siblings

Does your child currently have a sibling attending Marymede Catholic College?  Yes  No

Name/s:  Current Year Level:

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## Photography for Publications

At Marymede Catholic College we celebrate the efforts of our students by publicising some of their participation in class and co-curricular activities. This is an integral part of the daily life of the College. Images and names of students or samples of their work, from time to time, may be used in the College's newsletters, publications, programs for special events, portal, website or digital / social media.

Video footage may also be recorded as part of special events that include assemblies, concerts, sporting events and other relevant occasions. Parents and guardians may also record some school performances as a memento that can be shared with other family members. They may also be provided with copies of school recordings of some of these events that involve their children.

In accordance with the requirements of the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988, we seek your permission to use your child's photograph / videoed image for these purposes.

Please note the following:

- Class / tutor / year level and ID photographs of your child, taken as a record of his / her time at Marymede will be published in the College Yearbook and the like. These are a record of their time at Marymede and will be stored in the College's Archives after your child completes his / her time at the College. This is understood to be part of the acceptance of your child's enrolment at Marymede Catholic College.
- Photographs / video footage of students may be used on digital / social media in reporting on student activities to the College community and alumni.
- For specific advertising, promotional and marketing programs in print or digital / social media, the College will issue an individual permission request.
- It is understood that, from time to time, there may be incidental photographs / video footage taken by other members of the community during more open events such as concerts and interschool events etc. These are beyond the control of the College.
- The permission you give is for the time your child is at Marymede Catholic College. Should you wish to withdraw your permission at any stage, please contact the Registrar in writing or via email. This withdrawal can only affect photographs / video footage to be taken after the time you withdraw your permission.
- This permission is given for photographs / videos of your child to be used by Marymede Catholic College in the manner outlined above without acknowledgment, remuneration or compensation.

Yes I give permission for my child's photograph / video and name to be published according to the conditions listed above.

No I do not give permission for my child's photograph / video and name to be published according to the conditions listed above.

I understand and agree that if I do not wish to consent to my child's photograph / videoed image appearing in any or all of the College's publications or digital / social media, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the College.

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## School Reports

School reports will be automatically released online via our Parent Access Module.

Is an additional copy of your child's report required for parent not living with the student?  Yes  No

If yes, please complete the following information regarding the parent to whom the report should be sent.

Name  Relationship to Child

Email

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## Skills & Assistance

Marymede Catholic College actively encourages all parents to be involved in their child's education. You may have skills or talents in certain areas which could be of valued assistance to the College.

Yes  No I / We are willing to assist as a volunteer at the College

Please list areas in which you would be willing to assist the College as a volunteer (eg. Parents and Friends Committee, School Canteen, Classroom Helper, College Board, Home Reading Program, Sporting Coach etc)

Working with Children Check Status:  Applied  Passed  Negative Notice

Working with Children Check No.:  Expiry Date:

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## Checklist

PLEASE ENSURE THAT THE FOLLOWING COMPULSORY ITEMS ARE ATTACHED WITH YOUR APPLICATION.  
APPLICATIONS WITHOUT RELEVANT DOCUMENTATION CANNOT BE PROCESSED.

### Primary School (Prep To Year 6)

- Birth Certificate
- Baptism Certificate
- Immunisation History Statement
- Recent School Report (for Application in Years 1-6)
- Previous NAPLAN Results (where applicable)
- Visa Documentation (for any Applicant Not Born in Australia)
- \$77 Application Fee

### Secondary School

- Birth Certificate
- Baptism Certificate
- Recent School Report
- Previous NAPLAN Results
- Visa Documentation (for any Applicant Not Born in Australia)
- Pre-Enrolment Questionnaire (Year 7 Applicants only)
- \$77 Application Fee

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## Conditions of Enrolment (please read before signing)

1. Marymede Catholic College is a Christian Community in which students are given the opportunity to deepen their understanding of Catholic beliefs, clarify their values and develop a real and practical concern for others. The College philosophy encourages the development of personal responsibility, recognises individual differences and encourages each student to reach their potential. It is a philosophy that provides an environment which allows students to experience the hope and optimism of the Gospel. Parents and students agree to support in every way possible the religious dimension of the College's philosophy.
2. Students shall comply with any requirements the College may make regarding dress, general appearance, behaviour and participation in the College's programme of activities.
3. Parent / Guardians making applications for their child to be admitted as a student of Marymede Catholic College will support the College and its policies.

### Parent / Guardian Declaration

1. Fee accounts are sent out in January for the full year, along with a Direct Debit Form. On this form parents elect how they wish to pay fees for the year. I agree that the fees determined by the Marymede Catholic College Board will be paid by DIRECT DEBIT (via bank account or Credit Card) which is the College mandatory payment option.
2. I / We agree that the College will not held liable for loss of property incurred by my child for any reason whatsoever.
3. I / We support and agree to the Terms & Conditions listed in the 'Code of Conduct for Parents/Guardians and School Volunteers' found at [www.marymede.vic.edu.au/news/publications](http://www.marymede.vic.edu.au/news/publications)

I / We agree that the information contained in this application is true and accurate.

Signature of Mother / Guardian

Date  /  /

Signature of Father / Guardian

Date  /  /

Information submitted in this form is stored in accordance with the College Privacy Policy which can be found at [www.marymede.vic.edu.au](http://www.marymede.vic.edu.au)

Please attach your Enrolment Fee of \$77 (GST Inc.). This is a NON-REFUNDABLE administration fee.

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## Office Use Only

Student Code

Family Code

Date of Application  /  /

Paid \$

Cash  Cheque  Eft/Credit Card



# A COMPLETE EDUCATION

A PREP TO YEAR 12 CATHOLIC CO-EDUCATIONAL COLLEGE