

Nolan Avenue, Brooklyn 3012  
P O Box 431, Altona North 3025  
Ph: 93146271  
Fax: 93180298  
principal@asbrooklyn.catholic.edu.au  
www.asbrooklyn.catholic.edu.au

Office Use Only:	Rec'd:	/	/
Student I.D.Number:			
Family I.D. Number:			
Birth Certificate:	/	/	
Baptism Certificate:	/	/	
Immunization Certificate:	/	/	
Asthma Management Plan	/	/	
Expectation of Parents	/	/	
Privacy Policy	/	/	

# ANNUNCIATION SCHOOL

## BROOKLYN



## APPLICATION FOR ENROLMENT

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Year to commence: \_\_\_\_\_

Grade: \_\_\_\_\_

Please return your completed application form with original  
Birth Certificate, Baptism Certificate and Status of Immunisation Certificate to:

Principal  
Annunciation P.S.  
P O Box 431,  
Altona North, 3025

We will photocopy the Birth & Baptism Certificates and return them to you.  
Any enquiries should be directed to Connie Cornwill at the school office on 9314 6271.

**CHILD'S DETAILS**

Family Name: \_\_\_\_\_ Child's First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Home phone: \_\_\_\_\_

Sex (*please circle*): Female / Male Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of Birth: \_\_\_\_\_ Year of Arrival in Australia: \_\_\_\_\_

Religion: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_

Place of baptism (*church name & suburb*): .....

Kindergarten or School last attended: \_\_\_\_\_

Medicare No.: \_\_\_\_\_ Ambulance Subscription: YES NO

Has your child any:

physical disability YES NO learning disability YES NO

eyesight problems YES NO hearing problem YES NO

asthma YES\* NO allergies YES NO

If yes to any of the five questions above, please give details including medication: \_\_\_\_\_

\* If your child is an asthmatic please obtain an Asthma Management Plan from the school. This needs to be completed in conference with your child's Medical Practitioner and returned to school so it can be kept on file both with class teacher and office records.

Is there any other information about your child that the school should know? YES NO

If yes, please give details: \_\_\_\_\_

Who does the child normally live with (*please circle*):

Both mother &amp; father Mother only Father Only Guardian

Is there a Family Court Order (access restriction) for your child? Yes No

If yes, please supply a copy of the Family Court Order.

**YOUNGER CHILDREN IN FAMILY**

Name:	Date of Birth:

**MAILING NAME & ADDRESS**

Mailing name and address for accounts, student's reports, correspondence, etc.:

Name \_\_\_\_\_  
(Include title e.g. Mr & Mrs, Mr, Mrs, Ms, etc. and first initial)Address: \_\_\_\_\_  
\_\_\_\_\_

**FATHER'S DETAILS**

Surname: \_\_\_\_\_ Christian Name: \_\_\_\_\_  
Address (if different to child): \_\_\_\_\_  
Home phone number (if different to child): \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Year of Arrival in Australia: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Marital Status: Married Divorced Remarried Widowed De Facto Separated Sole Parent  
Occupation: \_\_\_\_\_ Full-time Part-time  
Employer: \_\_\_\_\_  
Work phone number: \_\_\_\_\_ Mobile phone (if applicable): \_\_\_\_\_  
Do you have a current Commonwealth Health Card? YES NO

**MOTHER'S DETAILS**

Surname: \_\_\_\_\_ Christian Name: \_\_\_\_\_  
Address (if different to child): \_\_\_\_\_  
Home phone number (if different to child): \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Year of Arrival in Australia: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Marital Status: Married Divorced Remarried Widowed De Facto Separated Sole Parent  
Occupation: \_\_\_\_\_ Full-time Part-time  
Employer: \_\_\_\_\_  
Work phone number: \_\_\_\_\_ Mobile phone (if applicable): \_\_\_\_\_  
Do you have a current Commonwealth Health Card? YES NO

**EMERGENCY CONTACT DETAILS**

In the event of illness/emergency, school authorities may be unable to contact you (the parents/guardians). Please provide the names of **at least two adults** who could look after your child on your behalf. (Please inform these people that you have nominated them as emergency contacts).

Name: (first name & surname)	Relationship to child (e.g. aunt, Grandparent, uncle, friend, etc.):	Daytime phone number	Mobile phone number
1.			
2.			
3.			
4.			

## CONDITIONS OF ENROLMENT

### CHILDREN'S PROPERTY

Parents/guardians should note that at Annunciation School; teachers and senior administration staff are authorised by the Principal to examine school bags/other property belonging to any enrolled pupil. This would take place when it is deemed to be in the interests of safety, morale or the school's good name.

### RELIGIOUS EDUCATION AND SACRAMENTS

Annunciation School is a Catholic Primary School and hence it is expected that all students and parents will respect and support the school's Catholic Ethos and Religious Education Program.

As standard procedure in Catholic Education, only those children who have been Baptised in the Catholic Church will be eligible to receive the Sacraments of Reconciliation, Eucharist and Confirmation.

### DISCLOSURE OF RELEVANT INFORMATION

In making this application for enrolment parents/guardians must be prepared to provide the school with all relevant and necessary information about their child. For example, if a child has a recognised disability (physical, learning, emotional, etc.) or other serious problem, the Principal must be informed of the same.

Failure to do so could:

- jeopardise the enrolment
- Reduce the school's opportunities to gain appropriate enrolment support/advice from Government or Catholic Education Office sources
- Impair the education of the child

### EXPECTATION OF PARENTS/GUARDIANS

By completing and signing this application form I/we the parents/guardians confirm I/we have read and understood the Expectation of Parents/Guardians of students enrolled at Annunciation Primary School.

### PRIVACY POLICY AND STANDARD COLLECTION NOTICE

By completing and signing this application form I/we the parents/guardians confirm I/we have read and understood the Privacy Policy and Standard Collection Notice of Annunciation Primary School.

### PERMISSION TO CONTACT CURRENT OR PREVIOUS SCHOOL OR KINDERGARTEN

By completing and signing this application form the parents/guardians authorise the Principal or his/her delegate to contact the kindergarten or school their child is currently attending (or previously attended) to obtain information relating to their child that may assist in the transition. In the case of Kindergarten children, such disclosure may include information concerning readiness for school. All information will be treated confidentially.

**I/we have read and agree to the conditions of enrolment mentioned above.**

**Mother/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ACCIDENT DECLARATION

- This consent would only be used in emergencies.**
- A separate accident declaration will be required for all excursions/camps.**

In the event of an accident or injury to my child whilst at school, on an excursion, or travelling to or from school, I authorise the Principal or delegated staff member in charge of my child - (where it is impractical to communicate with me) - to consent to any emergency medical treatment on my behalf as deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and medical procedures. I will incur the costs of any such treatment or procedures.

**Mother/Guardian:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Father/Guardian:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student****Does the student speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often.)

- ☐ English Only
- ☐ Other please specify .....

Is the student of Aboriginal or Torres Strait Islander Origin?

- ☐ No ☐ Torres Strait Islander
- ☐ Aboriginal ☐ Aboriginal and Torres Strait Islander

**Mother/Guardian****What is the highest year of primary or secondary school the mother/guardian has completed?**

(Tick one only) (For persons who have never attended school, mark "Year 9 or equivalent or below".)

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

**What is the level of the highest qualification the mother has completed? (Tick one only)**

- ☐ Bachelor degree or above ☐ Certificate 1 or 1V (including trade certificate)
- ☐ Advanced diploma/Diploma ☐ No non-school qualifications

**What is the occupation group of the mother/guardian? (Tick one only)**

(Please select the appropriate occupation group from the attached list)

- ☐ Group A ☐ Group C ☐ Group N
- ☐ Group B ☐ Group D

1. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months please use the group of the person's last occupation.

2. If the person has not been in paid work in the last 12 months, enter 'Group N'.

**Does the mother/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).**

- ☐ English only ☐ Other please specify .....

**Father/Guardian****What is the highest year of primary or secondary school the father/guardian has completed?**

(Tick one only) (For persons who have never attended school, mark "Year 9 or equivalent or below".)

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

**What is the level of the highest qualification the father/guardian has completed? (Tick one only)**

- ☐ Bachelor degree or above ☐ Certificate 1 or 1V (including trade certificate)
- ☐ Advanced diploma/Diploma ☐ No non-school qualifications

**What is the occupation group of the father? (Tick one only)**

(Please select the appropriate occupation group from the attached list)

- ☐ Group A ☐ Group C ☐ Group N
- ☐ Group B ☐ Group D

1. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months please use the group of the person's last occupation.

2. If the person has not been in paid work in the last 12 months, enter 'Group N'.

**Does the father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)**

- ☐ English only ☐ Other please specify .....

## Occupation Group Codes

Please select the appropriate group from the following list. 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.

### LIST OF PARENTAL OCCUPATIONS:

#### OCCUPATION GROUP A

**Senior management in large business organisation, government administration and defence, and qualified professionals**

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

**Public Service Manager** (Section head or above), regional director, health/education/police/fire services administrator.

**Other Administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

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

- *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional
- *Business* [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- *Air/sea transport* [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

#### OCCUPATION GROUP B

**Other business managers, arts/media/sports persons and association professionals**

**Owner/Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist Manager** [finance/engineering/production/personnel/industrial/sales/marketing]

**Financial Services Manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/Services manager** [shop, petrol station, restaurant, club hotel/motel, cinema, theatre, agency]

**Arts/Media/Sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate Professionals** – generally have diploma/technical qualifications and support managers and professionals:

- *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician/associate professional
- *Business/administration* [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- *Defence Forces* senior Non-Commissioned Officer

#### OCCUPATION GROUP C

**Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filling clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

- **Skilled office**, sales and service staff:
- *Office* [secretary, personal assistant, desktop publishing operator, switchboard operator]
- *Sales* [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- *Service* [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

#### OCCUPATION GROUP D

**Machine operators, hospitality staff, assistants, labourers and related workers**

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

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants:**

- *Office* [typist, work processing/data entry/business machine operator, receptionist, office assistant]
- *Sales* [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, shelf stacker]
- *Assistant/aide* [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

- *Defence Forces* – ranks below senior NCO not included above
- *Agriculture, horticulture, forestry, fishing, mining worker* [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]