St Damian's Primary School Application for Enrolment 2025

Please ensure you have attached a copy of the following documents:

- **Birth Certificate**
- **Baptism Certificate**
- **Immunisation Certificate**

Please note - A Non Refundable Lodgement fee of $100 is charged for all new enrolments

St Damian's Primary School Enrolment Form

St Damian's 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 (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

ENROLMENT FORM

Name:	
Address:	
Email:	
Tel:	**Fax:**

OFFICE USE ONLY		
	Date received:	Birth certificate attached: Yes ☐ No ☐
	Enrolment date:	English as an Additional Language: Yes ☐ No ☐
	Start date:	House colour:
	Student/family code:	VSN:
	Immunisation history statement attached: Yes ☐ No ☐	Visa information attached (if relevant): Yes ☐ No ☐

STUDENT DETAILS

Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (include rite)	
Male: ☐	Female: ☐	Other: ☐

HOME ADDRESS OF STUDENT

Street number and name:	
Suburb:	Postcode:
Home phone:	

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SACRAMENTAL INFORMATION

Baptism	Date:	Parish:
Confirmation	Date:	Parish:
Reconciliation	Date:	Parish:
Communion	Date:	Parish:
Current parish:		

KINDERGARTEN/PREVIOUS SCHOOL PERMISSION

Name of current Kindergarten or previous school		
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 ☐

NATIONALITY

Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	☐ Australia	☐ Other – please specify:

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 ☐

Does the student or their parent(s)/guardian(s) speak a language other than English at home?
Note: Record all languages spoken.

		Student	Parent A/Guardian 1	Parent B/Guardian 2
No	English only	☐	☐	☐
Yes	Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*

Please tick the relevant category below and record the visa subclass number as per government requirements:

(original documents to be sighted and copies to be retained by the school)

Australian citizen not born in Australia:

☐	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)

Australian passport number:

Naturalisation certificate number:

Visa subclass recorded on entry to Australia:

Date of arrival in Australia:

Not currently an Australian citizen, please provide further details as appropriate below:

☐	Permanent resident: (if ticked, record the visa subclass number)
☐	Temporary resident: (if ticked, record the visa subclass number)
☐	Other/visitor/overseas student: (if ticked, record the visa subclass number)

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

MEDICAL INFORMATION

Doctor's name:

Street number and name:

Suburb:	Postcode:	Phone:
Medicare number:	Ref number:	Expiry:

Private health insurance:	Yes ☐ No ☐	Fund:	Number:
Ambulance cover:	Yes ☐ No ☐	Number:	

Medical condition: Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, 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.

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 ☐

IMMUNISATION (please attach an immunisation history statement for your child)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (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 ☐

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It 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:

☐ autism (ASD)
☐ behavioural concerns
☐ hearing impairment

☐ intellectual disability/ developmental delay
☐ mental health issues
☐ oral language/communication difficulties

☐ ADD/ADHD
☐ acquired brain injury
☐ vision impairment

☐ giftedness
☐ physical impairment
☐ other condition (please specify)

Has your child ever seen a:

☐ paediatrician
☐ physiotherapist
☐ audiologist

☐ psychologist/counsellor
☐ occupational therapist
☐ speech pathologist

☐ psychiatrist
☐ continence nurse
☐ other specialist (please specify)

Have you attached all relevant information/reports?	Yes ☐ No ☐

FAMILY DETAILS

Who will be responsible for payment of the school fees and levies?

Surname	First name	Address and email	Phone	Relationship to the student

PARENT /GUARDIAN 1

Surname:	Title: (e.g. Mr/Mrs/Ms)	First name:

Address:

Home phone:	Work phone:	Mobile:

SMS messaging: (for emergency and reminder purposes) Yes ☐ No ☐

Email:

Government Requirement	Occupation:	

Religion: (include rite)	Nationality: Ethnicity if not born in Australia:

Country of birth: ☐ Australia ☐ Other (please specify):

What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?
(Persons who have never attended secondary school, tick 'Year 9 or below'.)

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

What is the level of the highest qualification Parent A/Guardian 1 has completed?

No post-school qualification ☐ Certificate I to IV (including trade certificate) ☐ Advanced diploma/diploma ☐ Bachelor degree or above ☐

PARENT /GUARDIAN 2

Surname:	Title: (e.g. Mr/Mrs/Ms)	First name:

Address:

Home phone:	Work phone:	Mobile:

SMS messaging: (for emergency and reminder purposes) Yes ☐ No ☐

Email:	
Government Requirement	Occupation:
Religion: (include rite)	Nationality: Ethnicity if not born in Australia:
Country of birth:	Australia	Other (please specify):

What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?
(Persons who have never attended secondary school, tick 'Year 9 or below'.)

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

What is the level of the highest qualification Parent B/Guardian 2 has completed?

No post-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/diploma	Bachelor degree or above
☐	☐	☐	☐

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

HOME CARE ARRANGEMENTS

☐ Living with immediate family		☐ Out-of-home care	
☐ Carer/guardian		☐ Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: Days with Parent B/Guardian 2:	
☐ Kinship care		☐ 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?		

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.

PARENT/CARER/GUARDIAN SIGNATURE:		Date:
PARENT/CARER/GUARDIAN SIGNATURE:		Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the *Family Law Act 1975*
- Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

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

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.sdbundoora.catholic.edu.au