St. Joseph's Primary School
571 Glenferrie Road, Hawthorn Victoria 3122
Phone: (03) 98187570
Email: office@sjhawthorn.catholic.edu.au
Website: www.sjhawthorn.catholic.edu.au
Principal: Mrs. Sharon Kenyon-Smith

MELBOURNE ARCHDIOCESE CATHOLIC SCHOOLS

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

PREVIOUS SCHOOL/PRESCHOOL PERMISSION		
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 Form B Sample Consent for Transferring Information.)

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:			
Address:			
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 ☐

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:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)	
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:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 11)	
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 ☐

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?

FINANCIAL INFORMATION AND AGREEMENT

Account Details Account to be addressed to:

(Title) Mr/Mrs/Ms Name _____

Address: _____ Post Code: _____

(Title) Mr/Mrs/Ms Name _____

Address: _____ Post Code: _____

If 2 accounts are required e.g. split bill – 50% Mum and 50% Dad – Separated families please specify:

_____

Signature from both parties, accepting their responsibility for paying the account is required:

Signed Mother/Guardian _____ Date: _____

Signed Father/Guardian _____ Date: _____

IMMACULATE CONCEPTION PARISH LEVY
The Parish Levy of $300.00 applies to all families who are not contributing to the Parish Thanksgiving Program. This fee supports the Parish in the services to the school community. Families who contribute to the Immaculate Conception Parish Thanksgiving program are exempt from the Parish Recovery Fee.

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.sjhawthorn.catholic.edu.au*

School Family Occupation Index: Parent Occupation Groups

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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: Senior Management in Large Business Organisations, Government Administration and Defence and Qualified Professionals

Senior management in large business organisations

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

☐ **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)

Government administration

☐ **Public service manager** (Section head or above) (e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator)

☐ **Defence Forces commissioned officer**

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

☐ **Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)

☐ **Education** (e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer)

☐ **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer)

☐ **Social Welfare** (e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator)

☐ **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)

☐ **Science** (e.g. scientist, geologist, meteorologist, metallurgist)

☐ **Computing** (e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer)

☐ **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)

☐ **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

Business owner/manager

☐ **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, real estate business)

☐ **Specialist manager** (e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations)

☐ **Financial services manager** (e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer)

☐ **Retail sales/services manager** (e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station)

Arts/media/sportspersons

☐ **Artist/writer** (e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor)

☐ **Sports** (e.g. sportsman/woman, coach, trainer, sports official)

Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals

☐ **Medical, science, building, 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, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, 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, other managing supervisors)

☐ **Defence Forces** (e.g. senior non-commissioned officer)

☐ **Other** (e.g. library technician, museum/gallery technician, research assistant, proof reader)

Occupation Group C: Tradesmen/Women, Clerks and Skilled Office, Sales and Service Staff

Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

☐ **Trades** (e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer)

Clerks, skilled office, sales and service staff

☐ **Clerk** (e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/ despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, 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)

☐ **Carer** (e.g. aged/disabled/refuge care worker, child care assistant, nanny)

☐ **Service** (e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor)

Occupation Group D: Machine Operators, Hospitality Staff, Office Assistants, Labourers and Related Workers

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

☐ **Driver or mobile plant operator** (e.g. car, taxi, truck, bus, tram or train driver, 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)

☐ **Machinery operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery)

Hospitality, office staff

☐ **Sales staff** (e.g. 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, sales demonstrator, shelf stacker)

☐ **Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist)

☐ **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, 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)

Labourers and related workers

☐ **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, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

☐ **Other worker** (e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

School Enrolment Agreement

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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. Catholic 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. Melbourne Archdiocese Catholic Schools Ltd (MACS) governs the operation of MACS schools and owns, governs and operates the School.

1.2 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in the provision of education to their children within the scope of School's registration and furthering the spiritual and academic life of their children.

2. Enrolment

2.1 You are required to provide particular information about your 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, we may not be able to enrol your child.

2.2 To meet MACS and government requirements, you 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; telephone numbers (home, work, mobile) of parents/guardians
- 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 subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
- doctor's name and telephone number
- medical conditions, including immunisation history
- information on additional learning needs (e.g. whether your child requires additional support in relation to 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, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians 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 the Board of MACS, the order of priority for enrolment in our school is detailed in the School 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, taking into account the allocation of government funds. The School offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist 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.

3.2 Parents/guardians are responsible for payment of all fee, 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 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 whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

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. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from the MACS Executive Director (or the delegate of the MACS Executive Director) via the 'Application for Early Age Entry to School'.

4.2 In the rare situations where:

- a parent/guardian seeks enrolment of a child under the minimum starting age
- the principal supports the enrolment of that child at the school
- the approval of the MACS Executive Director (or the delegate of the MACS Executive Director) for an exemption is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

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 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 MACS school's child safe policies, codes of conduct and practices set out our 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 children in order to safeguard them against abuse.

5.4 Our School has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our School also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

5.5 Our 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 that children within our school engage in.

5.6 Our 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 Our 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 by visiting:

- Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety
- MACS' child safety page https://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 last year at the School or until the Student's enrolment is otherwise withdrawn or terminated.

7. Policies and procedures

7.1 All of the School's Policies and Procedures are available on the School's 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 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) 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;
f) parent behaviour and conduct, including any Parent/Guardian Code of Conduct as may be published from time to time; and
g) privacy.

7.3 The School has absolute discretion in all of its operational and educational matters and offerings, as determined by its governing body, the Board of Directors of MACS and MACS Executive Director, and subject to relevant delegations to the Principal of the School.

8. Terms of enrolment regarding acceptable behaviour or conduct

8.1 Our 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:

a) promote the values of honesty, fairness and respect for others
b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
c) maintain good order and harmony
d) affirm cooperation as well as responsible independence in learning
e) foster self-discipline and develop responsibility for one's own behaviour.

8.3 The MACS Board and our School administration in consultation with the School community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body.

8.4 As a term of your child's enrolment, parents and guardians 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 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 agree to comply with any Code of Conduct for Parents/Guardians or other policy implemented by the School from time to time which sets out the School's expectations of parents/guardians who have a student enrolled at the School.

8.7 The parents/guardians agree that any unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, or otherwise in breach of the Student Code of Conduct or the Parent/Guardian Code of Conduct may result in suspension or termination of the child'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 take into account 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 our School. However, the MACS Board or its delegates 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 child'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 child.

10.2 Parents and guardians must provide accurate and up-to-date information when completing an 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 has unreasonably refused to provide requested information or knowingly withheld relevant information from the School.

10.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child'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 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 prior to enrolment regarding:

a) 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)
b) the nature of any additional assistance that is recommended/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)
c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the School will work in partnership to achieve these goals
d) 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 child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

a) the additional assistance remains necessary and/or appropriate to the child's needs
b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
c) it remains within the School's ability to continue to provide the additional assistance, given any limitations that may exist.

12. Assessment and updates

12.1 Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the School to arrange a meeting if you have any concerns or 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 by the School and that the School may apply disciplinary measures that the School deems appropriate in accordance with the School's Policies and Procedures, and which may include:

a) withdrawal of privileges;
b) detention at such times as the Principal may deem appropriate;
c) requiring the student to undertake additional school work during or after normal school hours;
d) suspension;
e) expulsion; and
f) 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, and that as a result, 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 or guardian to withdraw the student from the School or to cancel the student's enrolment at any time if the School reasonably considers that:

a) the student's behaviour, attitude or conduct to school work, other school activities or while attending school is considered unsatisfactory;
b) on grounds of the student's unsatisfactory conduct or performance or for misconduct;
c) the student fails to obey the School's Policies and Procedures or any Student Code of Conduct of the School;
d) a mutually beneficial relationship of trust and cooperation between the parents/guardians 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;
e) the student's progress and performance is such that the student is not benefiting from the academic courses provided by the School;
f) the behaviour or conduct of the parents/guardians towards the School or to any of its staff breaches any Parent/Guardian Code of Conduct;
g) if any accounts or fees payable by the parents/guardians 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 permitting a later or deferred payment; or
h) circumstances exist whereby the ongoing enrolment of the student at the school is considered to be untenable or is not in the best interests of the student or the School.

15. General

15.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians and MACS in relation to the enrolment of the student at the School.

15.2 The parents/guardians acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement.

15.3 Parents/guardians acknowledge that a student's enrolment at the School and this agreement with MACS may be terminated in event of a material breach of this agreement or the application of one of the School's Policies and Procedures necessitates or permits such termination.

15.4 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.

15.5 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, 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 and I agree that there are certain expectations, obligations and guarantees required of parents/guardians 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 in 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 upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), 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, I will support the vision of MACS, the School and parish. In accepting the enrolment, I agree to abide by all of MACS' and School's Policies, Procedures (including processes, guidelines and other governance documentation), which are reviewed regularly and may be subject to change at the School's discretion. I will work with the School to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the School (e.g. school liturgies, Masses etc.). 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 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.

PARENT A / GUARDIAN SIGNATURE		Date:
PARENT B / GUARDIAN SIGNATURE		Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with MACS' Privacy Collection Notice and Privacy Policy enclosed in the Enrolment Pack and available on its website https://www.sjhawthorn.catholic.edu.au/

An enrolment deposit of $100 is applicable at the time of enrolment.

Account details are as follows:

BSB	**083 347**
ACCOUNT NUMBER	**917275567**
DESC	**CHILD'S SURNAME/YEAR OF ENROLMENT/ENROL**
E.G.	**SMITH2023ENROL**