



Enrolment at FCJ College Benalla

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.

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 furthering the spiritual and academic life of their children.

In order for a Student to be considered for a place at a Catholic School an Application for Enrolment must first be submitted by the Parent/Guardian of the child to the individual Catholic School. The information required in respect to this application is limited to the following; -

1. Names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
2. The date of birth of the child (including the provision of a birth certificate);
3. The Religious denomination of the Student including whether the Student has been baptised Catholic;

Following the provision of an application the School shall consider the application in line with the following order of priority;-

1. Children baptised in the Catholic Faith from a Catholic school
2. Children baptised in the Catholic Faith from a non-Catholic School
3. Siblings of current students at FCJ College Benalla
4. Baptised other Christian Faith tradition from a Catholic school
5. Non Baptised students, but have had the majority of their primary schooling in a Catholic School
6. Other Christian Faith students from a non-Catholic school or non-baptised
7. Non Baptised students but in a Catholic school for less than three years
8. None of the above – Principal's discretion.

The School shall notify the parents/guardians as to whether the application for Enrolment has been accepted or declined. For those children whose application has been accepted the School shall provide the Enrolment Terms and Conditions to the parents/guardians and a request for further information to facilitate completion of enrolment.



Stage 1: APPLICATION FOR ENROLMENT

Office use only	Date received:	Birth certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enrolment date:	Student/family code:
	Start date:	VSN:
	School Reports & NAPLAN results Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/>

DETAILS OF CHILD

Surname:	Entry year (YYYY):	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion: (include rite)	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Other: <input type="checkbox"/>
Proposed Commencement Date of Enrolment:		

HOME ADDRESS OF CHILD

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

PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool:
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SACRAMENTAL INFORMATION

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

NATIONALITY		
Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	Australia <input type="checkbox"/>	Other – please specify:

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:	
<input type="checkbox"/>	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:	
<input type="checkbox"/>	Permanent resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i>
* Please attach visa/ImmiCard/letter of notification and passport photo page.	

IMMUNISATION <i>(please 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 (visit myGov) 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:
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 (oldest to youngest) – include applicant:			
Name	School/preschool	Year/grade	Date of birth

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.fcjbenalla.catholic.edu.au

PARENT A/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 <input type="checkbox"/>	No <input type="checkbox"/>
Email:				

PARENT B/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 <input type="checkbox"/>	No <input type="checkbox"/>
Email:				

FAMILY DETAILS				
Should the Application be accepted and enrolment is completed, who will be responsible for payment of the school fees and levies?				
Surname	First name	Address and email	Phone	Relationship to the student

By signing below, the applicant/s acknowledge/s:

- this is a request for the named child to be considered for enrolment in the school according to the school's Enrolment Policy, and that the school's receipt of this application does not mean the school has enrolled this child.
- the school will consider this request and endeavour to communicate the outcome of this consideration by the end of Term 3, or in a timely manner if seeking enrolment during a school year.
- That any initial offer will be provisional, with the applicants to then be required to provide additional information according to government and other requirements, and to agree to the Terms and Conditions of Enrolment

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

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

Consent can be provided through 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 an 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

