

ENROLMENT APPLICATION FORM



1. Student Details (Please use BLOCK LETTERS)

Applying for admission to Doveton Officer Springvale

Year level Calendar year Start date / /

Family name / Surname Gender at birth: Male

Given name(s) Female

Preferred name Date of birth / / (attach birth certificate)

Address

Postcode

Religious affiliation Sunni Other (please specify)

Permission for photograph Yes No

The school may use photographs and/or work samples for other promotional/educational purposes.

The child lives with:

Both parents Mother Father Other

Is there any court order or parenting agreement in relation to this child?

Yes No (Please attach documentation if order/agreement is in place translated into english)

Main language spoken at home

Is your child of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal & Torres Strait islander origin, please tick both boxes)

No Aboriginal Torres Strait Islander

Country of birth: Australia Other Specify

Nationality

Residency status: Australian citizen New Zealand citizen Australian visa

If your child is not an Australian citizen, please complete the following where applicable and attach a copy of the visa and/or passport as proof of records

Permanent resident Temporary resident Bridging Visa

Date of arrival in Australia / / Visa subclass

Visa number Visa expiry date / /

Passport number Country of Passport

2. Education History

School / Kindergarten currently attending *(if applicable)*

Location of school Year level

Victorian Student Number (VSN) *(if known)*

Reason for the change of school if applicable

Has your child attended Minaret College previously? Yes No

3. Learning Support

It is important that you disclose information relating to your child's learning needs so that the School can plan appropriately. Failure to disclose this information may jeopardise the School's ability to offer your child a place.

Special education requirements Yes No

Details

English as second language Yes No

Details

English as second language support and tuition required? Yes No

Details

Language other than English spoken at home Yes No

Details

Support programs in literacy Yes No

Details

Support programs in numeracy Yes No

Details

Behavioural support Yes No

Details

Specialist reports Yes No

Details

Other relevant information

4. Medical Information

It is important that the College is aware of all medical conditions your child may have so that it can provide an appropriate level of support. Please disclose all relevant information.

Are you aware of any medical conditions your child may have? Yes No

If yes, please provide details and attach relevant medical management plan

Other, including allergies

Does your child take any prescribed medication regularly? Yes No

If yes, please provide details

Doctor's name and number

Student's Medicare number

5. Family Details

	Primary Contact 1 Details <i>(Parent/Guardian 1)</i>	Primary Contact 2 Details <i>(Parent/Guardian 2)</i>
Title	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Family name		
Given name(s)		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth		
Relationship to child		
Address		
Postcode		
Home telephone		
Work telephone		
Mobile		

Continued
Primary Contact 1 Details
(Parent/Guardian 1)

Continued
Primary Contact 2 Details
(Parent/Guardian 2)

Email		
Country of birth		
Main language spoken at home*		
Highest year of schooling completed* <i>(Tick 1)</i> <i>(For persons, who have never attended school, tick year 9 or equivalent or below)</i>	<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or Equivalent or below	<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or Equivalent or below
Highest qualification* <i>(Tick 1)</i>	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <i>(Including trade certificates)</i> <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <i>(Including trade certificates)</i> <input type="checkbox"/> No non-school qualification
Occupation group* <i>Please select the appropriate occupation group from the attached list on the last page</i> <ul style="list-style-type: none"> ● <i>If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the past 12 months, please use their last occupation held</i> ● <i>If the person has not been in paid work for the last 12 months, tick the last box.</i> 	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work for the last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work for the last 12 months
Job title		
Employer		

**These questions are asked as a requirement of the government for statistical purposes and all schools across Australia are required to collect the same information.*

6. Family Information

If either parent/guardian attended Minaret College, please provide the following information:

Final Year

Former name(if applicable)

Details of school age children attending Minaret College or other school

Name	Current year level	School currently attending
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Emergency Contacts *(must be someone other than a parent/guardian)*

Emergency Contacts	Given name	Family name	Contact number	Relationship to student
Contact 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this person/s authorised to pick up this student and sibling(s) ? Yes No

8. Schooling at Minaret

What are your reasons for seeking entrance to Minaret College? *(You may choose more than one option)*

- Academic excellence Family connection with school School's reputation
 Exceptional Staff School's philosophy & values Other

How did you hear about Minaret College? *(you may choose more than one option)*

- Facebook School's website School tour
 Family members attended / attend the school Advertisement *(newspaper, signage, flyers etc)*
 Friends/ colleagues referral / word of mouth
 Other (please specify)

9. Payment Details

Payment Declaration

In the event that our child's enrolment is successful, we will be making our payments for school fees, levies and bus fees, where applicable, to Minaret College as follows.

1. **Payment Options** (please tick one)

- Full year upfront full fee payment (10% discount applicable on full invoice)
 Instalments via direct debit
A staff member will contact you to set up the direct debit arrangement
 Others (please specify).....

The following concessions may be available:

- **Family Assistance Scheme (FAS):** Income tested. Fee concession provided by the college to assist families facing financial hardship.
- **Camps, Sports and Excursion fund (CSEF) :** payment provided by the Department of Education and Training (DET) Victoria to eligible families holding a valid means - tested concession card. Payment is used exclusively for camps, sports & excursions.
- **Schools Conveyance Allowance Scheme (SCAS):** is a contribution towards transport costs and is not intended to cover the full cost of transporting children to & from school. It is paid by the the Department of Education and Training (DET) Victoria to eligible students' families via the school and is **ONLY** applicable for Officer campus.

2. Concession Information (for FAS and CSEF applications)

Do you have a valid concession card?

Yes No

If yes, please provide relevant forms /documents for further processing

Centrelink pensioner concession OR Health care card number (CRN): _ _ _ _ _

10. Checklist

Please return copies of the following items with this application:

The enrolment process will not commence until the enrolment application form is complete and all necessary supporting documentation is provided.

- Birth certificate or passport (translated into English)
- Proof of residential address
- Family law or other relevant court orders
- Immunisation Status Certificate (from Medicare)
- For non- Australian nationals, visa documentation
- Latest school report
- Special assessment reports (gifted, special needs, medical conditions)
- Medical Management Plan (if applicable)

11. Declaration

In submitting this enrolment application, we agree to abide by the Minaret College Policies, Code of Conduct and Terms and Conditions. We understand that these documents may be updated from time to time and are available on the College website.

We undertake to pay all school fees and any other fees by the due date.

	Parent/Guardian 1	Parent/Guardian 2
Full name		
Signature		
Date		

12. How to submit your Enrolment Application form.

1. In Person:

Doveton Campus

146 Kidds Road, Doveton

T: #613 9238 4200

Officer Campus

67 Tivendale Road, Officer

T: #613 5943 2058

Springavle Campus

36-38 Lewis Street, Springvale

T: #613 9574 0567

2. Post all details to : Enrolments Officer

Minaret College

PO BOX 364

Springvale 3171

Victoria

3. By email to: enrol@minaret.vic.edu.au

OFFICE USE ONLY

Date of Application received: _____

Form received and checked by: _____

*This application places your child on a waiting list and is not a guarantee of a position, until such time an offer of enrolment is made.

*A proportion of funds raised or fees collected on behalf of the College may be applied to the conduct of the College's Early Learning Centre.

13. Parent Occupation Groups

The codes outlined below are to be used when providing family occupation details for enrolled students. Minaret College is required to provide this information to the government for funding allocation

Group	Occupations
<p>Group 1: Senior management in large business organisation government administration and defence and qualified professionals</p>	<ul style="list-style-type: none"> ● 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 & advise on problems; & 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).
<p>Group 2: Other business managers, arts/media/sportspersons and associate professionals.</p>	<ul style="list-style-type: none"> ● Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business. ● Specialist manager (finance/engineering/production/personnel/ industrial relations/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 and 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, 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.
<p>Group 3: Tradesmen/women, clerks and skilled office, sales and service staff.</p>	<ul style="list-style-type: none"> ● Tradesmen/women generally have completed a four-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/filing 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).
<p>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers.</p>	<ul style="list-style-type: none"> ● Drivers, mobile plant, production/processing machinery and other machinery operators. ● Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter and housekeeper). ● Office assistants, sales assistants and other assistants. ● Office (typist, word 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, saloon assistant, animal attendant). ● Labourer 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).