

## 2023 APPLICATION FOR ENROLMENT

### STUDENT INFORMATION

Name of Student

\_\_\_\_\_ (first name) \_\_\_\_\_ (middle name/s) \_\_\_\_\_ (surname)

Preferred Name

\_\_\_\_\_

Gender

Male / Female / Other

Residential Address

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Country of Birth

\_\_\_\_\_ Postcode

Home Telephone No.

\_\_\_\_\_

Student Mobile No.

\_\_\_\_\_

Student Email

\_\_\_\_\_

Siblings (name & age)

\_\_\_\_\_

\_\_\_\_\_

Religion (optional)

\_\_\_\_\_

Student Health Care Card No.

\_\_\_\_\_

Is the student of Indigenous origin? NO / YES  Aboriginal /  Torres Strait Islander /  Both

Language spoken at home - indicate language that is spoken most often

English

Other (please specify)

\_\_\_\_\_

### ENROLMENT INFORMATION

Commence at Campus :

Box Hill

Chadstone

Year Level for Entry

\_\_\_\_\_

Year of Entry

\_\_\_\_\_

School Prior to Entry

\_\_\_\_\_

VSN

\_\_\_\_\_

USI

\_\_\_\_\_

Main method of transport to/from School CAR / BUS / TRAIN / TRAM / BIKE / WALK

Permission to use images of students in School publications under circumstances controlled by the School eg. newsletter, year book

YES / NO

Who has legal guardianship of the student

\_\_\_\_\_

Is there a court order or parenting plan in relation to this student?

YES / NO

**PARENT or GUARDIAN / CARER INFORMATION**

**- Parent 1 or Guardian / Carer**

<b>Name</b>	_____	_____	_____	_____
	(Title)	(first name)	(middle name/s)	(surname)
<b>Preferred Name</b>	_____	<b>Relationship to Student</b>		_____
<b>Residential Address</b>	_____			
<b>Postal Address</b>	_____			<b>Postcode</b>
<b>Date of Birth</b>	_____	<b>Country of Birth</b>	_____	<b>Postcode</b>
<b>Home Telephone</b>	_____	<b>Business Number</b>	_____	
<b>Mobile</b>	_____			
<b>Email Address</b>	_____			
<b>Occupation</b>	_____	<b>Industry</b>	_____	
<b>Employer Name</b>	_____	<b>Position</b>	_____	
<b>Employer Address</b>	_____			
<b>Pension/Health Care Card</b>	<b>YES</b>	<b>/</b>	<b>NO</b>	<b>CRN Number</b>
				_____

**- Parent 2 or Guardian / Carer**

<b>Name</b>	_____	_____	_____	_____
	(Title)	(first name)	(middle name/s)	(surname)
<b>Preferred Name</b>	_____	<b>Relationship to Student</b>		_____
<b>Residential Address</b>	_____			
<b>Postal Address</b>	_____			<b>Postcode</b>
<b>Date of Birth</b>	_____	<b>Country of Birth</b>	_____	<b>Postcode</b>
<b>Home Telephone</b>	_____	<b>Business Number</b>	_____	
<b>Mobile</b>	_____			
<b>Email Address</b>	_____			
<b>Occupation</b>	_____	<b>Industry</b>	_____	
<b>Employer Name</b>	_____	<b>Position</b>	_____	
<b>Employer Address</b>	_____			
<b>Pension/Health Care Card</b>	<b>YES</b>	<b>/</b>	<b>NO</b>	<b>CRN Number</b>
				_____

**Parent 1 and 2 or Carer/ Guardian Marital Status:**      **Married / Defacto   Separated / Divorced   Single**

**EMERGENCY CONTACT** - Other than Parent/Carer/Guardian over 18 years old

Name

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Relationship to Student

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Address

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Home Telephone

Business Number

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Mobile

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**FAMILY INFORMATION** (Mark  with X)

- **Language spoken at home** (indicate language that is spoken most often)

Language	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
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English only	<input type="checkbox"/>	<input type="checkbox"/>
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Other	<input type="checkbox"/>	<input type="checkbox"/>
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Please Specify

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- **What is the highest year level at school the parents/carers/guardians have completed?**

Primary / Secondary School	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
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Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
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Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
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Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
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Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
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- **What is the level of the highest qualification the parents/carers/guardians have completed?**

Mark one box only	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
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Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>
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Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
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Certificate I to IV / Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>
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No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>
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- **What is the occupation group of the parents/carers/guardians?**

Occupation Group	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
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Selected Number from Attached List

## GENERAL INFORMATION

- Fees account to be sent to \_\_\_\_\_  
Parent / Carer / Guardian / s

- Copy of fees account to be sent to another party (in addition to the above) :

Name	_____	Relationship to Student	_____
Postal Address	_____		
Home Telephone	_____	Mobile	_____
Email Address	_____		

### - Please Note

I/We request that the above Student be admitted to Berengarra School. I/We acknowledge that the Student may move between campuses and programs at Berengarra School during their attendance at the School. I/We declare that I/we have received and read a copy of the Terms of Business as set out by the Board and agree to be bound by the terms, rules, regulations, procedures, codes of conduct and business practices of Berengarra School as amended from time to time. I/We acknowledge that Berengarra School reserves the right without recourse, to exclude a Student – either on a permanent or a temporary basis – at the absolute discretion of the Principal and as specified in the terms of the School's Policies.

Berengarra School is required to collect personal information, including sensitive information about students and parents or carers before and during the course of a Student's enrolment at the School, within the guidelines of the National Privacy Principles under the Privacy Act. The primary purpose of collecting this information is to enable the School to provide schooling for the Student. The School's Privacy Policy covers information collection and distribution.

On acceptance, a student will be placed on a 4 week trial period. The following criteria will be used to assess a student's suitability at all times during their enrolment in the Berengarra School program:

- A willingness to work on issues that have been identified at Education Support Group meetings.
- A willingness to follow school policies and procedures.
- Parent/Caregiver support of the Berengarra School program.
- All paperwork associated with enrolment.

I/We accept that the agreed Berengarra School student management practices put in place for the above student will be given our full support to ensure satisfactory ongoing progress each term.

Signature	_____	Date	_____
Signature	_____	Date	_____

### - Please attach the following :

- |  |  |
|--|--|
| <input type="checkbox"/> Birth Certificate or Passport                 | <input type="checkbox"/> Photograph (passport quality) |
| <input type="checkbox"/> Court order or parenting plan (if applicable) | <input type="checkbox"/> Medicare card                 |
| <input type="checkbox"/> Pension / Health Care Cards (if applicable)   | <input type="checkbox"/> Immunisation Record           |
| <input type="checkbox"/> Enrolment Fee                                 |  |

Attach Photo Here
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# SCHOOL FAMILY OCCUPATION INDEX

## PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### GROUP 8: 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 '8' into the 'occupation code' field on the enrolment form.

## OCCUPATION GROUP 1

### 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 organisation

- **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, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport*

- **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 2

### 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

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

- **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, 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 3

### 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.

#### Tradesmen/women

- **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 4

### 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]