

## Enrolment Application Form

A \$100 Application Fee per Family is payable upon lodgement of an Enrolment Application.

### Child Information

First Given Name	Second Given Name	Surname
Preferred Name	D.O.B _____ / _____ / _____	Gender: Male / Female
Date first enrolled in an Australian School _____ / _____ / _____		Current Year Level
Current school / kinder		VSN If known
Years of previous education	Is the child repeating a year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intended start date at VCC _____ / _____ / _____	Intended year level at VCC	
Will the child be attending full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, time fraction at VCC	
Country of Birth <input type="checkbox"/> Australia (please proceed to next question) <input type="checkbox"/> Other – please specify _____	<input type="checkbox"/> Copy of Visa provided	
Residency Status <input type="checkbox"/> Eligible for Australian Passport <input type="checkbox"/> Holds an Australian Passport <input type="checkbox"/> Holds permanent residency visa	Residency Status of Child	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

### Special Needs

Does the child have a diagnosed medical condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details		
Does the child have a diagnosed disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details		
Does the child require an Integration Aide?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the child currently receive disability funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Office Use Only: Date Received ____ / ____ / 20____ ENR Fee: Yes <input type="checkbox"/> No <input type="checkbox"/> Initial: _____ Cash <input type="checkbox"/> EFT <input type="checkbox"/> CHQ <input type="checkbox"/>		

**Sibling Details**

Name	D.O.B	Gender	School & year level (if applicable)
	__/__/____		
	__/__/____		
	__/__/____		
	__/__/____		

**Primary Parent/Guardian Details**

	Parent 1/Guardian 1/Carer 2	Parent 2/Guardian 2/Carer 2
Relationship (eg father, stepfather)		
Title (Mr, Mrs, Ms, Ps, Dr, etc)		
Full Name		
Preferred First Name		
Residential Address	Suburb: P/Code:	Suburb: P/Code:
Postal Address (if different from residential)	Suburb: P/Code:	Suburb: P/Code:
Home phone number		
Mobile phone number		
Business phone number		
Preferred Contact Number	Home Mobile Business	Home Mobile Business
Email		
Occupation		
Marital Status		
Does the parent/guardian speak a language other than English at home	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes Other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes Other – please specify _____
Are you actively involved in a church?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Church / Denomination		
Pastor/Minister Name		



## Child Medical Details continued

### *Does the child suffer from Asthma?*

<input type="checkbox"/> Yes - please provide an Asthma Management Plan <input type="checkbox"/> No		
<b>Has an Asthma Management Plan been returned to the College Office?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Provided (office use only)

### *Medical Conditions & Allergies*

Does the child have any medical conditions or allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Major Illness or Injury <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details		
Allergies to Medication <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details		
Other Allergies <input type="checkbox"/> Yes <input type="checkbox"/> No Please provide details		
Is a High Allergy/Anaphylaxis Action Plan needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Provided (office use only)
<b>Has the High Allergy/Anaphylaxis Action Plan been returned to the College Office?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the child take any medication? <input type="checkbox"/> Yes – Please provide a medication plan <input type="checkbox"/> No		<input type="checkbox"/> Provided (office use only)
<b>Has a Medication Plan been returned to the College Office?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

### *Other Medical Information*

Does the child have Ambulance Cover? <input type="checkbox"/> Yes <input type="checkbox"/> No	Member No:
Does the child have Private Medical Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Organisation/ Member No:
Child's Doctor:	
Clinic Address:	
Contact No:	Medicare No:

**Where appropriate, the following forms will need to be returned with this application:**

- If your child has been immunised, you will need to provide **Immunisation Certificate**.
- If your child suffers from Asthma, you will need to provide an **Asthma Management Plan**.
- If your child suffers from severe allergies you will need to provide a **High Allergy/Anaphylaxis Action Plan**.
- If your child takes any medication, you will need to provide a **Medication Plan**.



**Parent Permissions continued**

**First Aid Treatment**

I give permission for my child to receive such First Aid assistance as may be deemed necessary by suitably qualified staff at Victory Christian College; in the event of illness or injury of my child whilst at school, travelling to and from school or on a local excursion.

I authorise the Principal or a senior staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner.

I understand that in the case of an emergency an ambulance will be called. All associated costs are solely my responsibility.

I authorise Panadol to be administered when necessary  Yes  No

*For children under 7 yrs, recommended dose of children's liquid Panadol will be administered. Staff can only administer 1 Panadol to older students.*

**Signature of Parents/Guardians** \_\_\_\_\_  
Date / /20 Date / /20

**Correspondence and Account Information**

Correspondence is to be addressed to:  Both Parents / Guardians  Mother / Female Guardian only  
 Father / Male Guardian only  Other – please specify \_\_\_\_\_

Accounts are to be invoiced to:  Both Parents/Guardians  Mother / Female Guardian only  
 Father /Male Guardian only  Other – please specify

If other, Name \_\_\_\_\_

Address \_\_\_\_\_

I/We agree to meet our financial obligations to the College by due dates which are set out in the fee policy.

\_\_\_\_\_ Date / / 20

Signature/s of person/s responsible for payment of College account.

## Correspondence and Account Information continued

I / We, the undersigned, being the parent/s or legal guardian/s of the child named in this application, hereby apply to Victory Christian College for the enrolment of my/our son/daughter.

I / We hereby confirm that all details on the form are correct and I/we will advise the College immediately should any of the information change.

I / We have read and understand the information contained in the College's Parent Handbook.

I / We understand that Victory Christian College is a Christian school and that enrolment of children into the College is conditional upon acceptance and agreement with:

- The College's Statement of Faith.
- The Student Code of Conduct and my/our support of the College in the education, nurture, training, spiritual instruction and discipline of my/our children.
- Parental involvement and assistance with education at the College through the Volunteer Helpers Policy
- A probationary period being set by the Principal. (Discretionary)
- The College Board varying its policies and procedures from time-to-time in accordance with the statement of aims and objectives of the College.
- I/We agree to support the Christian foundations of Victory as outlined in the parent handbook. This includes allowing our child to participate in the life and program of Victory, including devotional activities, Bible classes, Chapel and Church Services, Christian traditions, camps, excursions, sports days, and the annual Celebration Evening.

\_\_\_\_\_  
Signature of Father or Male Guardian

\_\_\_\_\_  
Signature of Mother or Female Guardian

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

## Privacy Policy

1. Victory Christian College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected and maintained. These include Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This can include other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. Victory Christian College requires the information referred to above to be able to continue the enrolment process of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion's information such as academic and sporting achievements, student activities and other news or photographs are published in College newsletters, magazines and the media.

**Privacy Policy continued**

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College from time to time engages in fundraising activities. Information received may be used to make an appeal to you. It may also be disclosed to organizations that assist in the College's fundraising activities solely for that purpose. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. The College will seek to make emergency contact information available to staff members at all times. This may include your contact details on class lists and with medical kits.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, please inform them that you are disclosing that information to the College and why. Information about them can be accessed if they wish. The College does not usually disclose the information to third parties.

DECLARATION : Please sign here to indicate you have read the above Privacy Policy.

\_\_\_\_\_  
Signature of Father / Legal Male Guardian

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

\_\_\_\_\_  
Signature of Mother / Legal Female Guardian

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_



## **Parent Occupation Group Codes**

The codes outlined below are to be used when providing family occupation details for enrolled students. This information is used for determining funding allocations to schools.

### **Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals**

**Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)

**Senior executives/general managers** (department heads in industry, commerce, media or other large organisation)

**Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)

**Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)

**Defence forces** (Commissioned Officer)

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

**Health** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)

**Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)

**Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)

**Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)

**ICT** (computer systems manager, designer, software and applications programmers)

**Science** (all scientists)

**Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)

**Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)

**Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

### **Group 2: Other business managers/professionals and associate professionals**

**Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)

**Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

**Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)

**Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)

**Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)

**Sportsperson** (coach, trainer, sports official, sportsperson)

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals

**Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**

**Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)

**Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)

**Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)

**Defence Forces** (senior non-Commissioned Officers [NCO])

**Other** (library assistant, museum/gallery technician, research assistant, proof reader)

### **Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff**

**Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

#### **Advanced/intermediate clerical, office, sales, carer and service staff**

**Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

**Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)

**Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)

**Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)

**Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)

**Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

### **Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers**

#### **Machine operators**

**Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)

**Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)

**Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

#### **Sales office, hospitality staff and other assistants**

**Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)

**Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)

**Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)

**Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

**Defence Forces** ranks below senior NCO 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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

### **Group 5: Not in paid work**

**Volunteer workers, stay at home parents and those unemployed for longer than twelve months.**