



# Mercy College

760 Sydney Road,  
COBURG 3058  
Telephone: 9319 9299

## ENROLMENT APPLICATION FORM

Application for Admission into Year  in

*Administrative charge and handling fee of \$20 to accompany applications*

### Family Information

Family Surname:

Correspondence should be addressed to:

(e.g. Mr Smith / Mr & Mrs Smith)

### Student Information

Student Name:

Address:

Post Code

Home Phone Number:

What year did student commence Primary school:  Was it in Australia?

If NO, what was the first year that the student attended school in this country:

Is student presently in grade 6?

YES Name of Primary School

NO Name of Secondary School  Year Level

Date of Birth:  /  /

Country of Birth:

Religion: Catholic:

Latin Rite

Chaldean Rite

Maronite Rite

Other Catholic

Orthodox:

Lebanese

Greek

Coptic

Other :

Please specify

Sacraments: Have the following sacraments been received? (Tick if Yes)

Baptism

Reconciliation

Communion

Confirmation

## Medical Record

Name of Doctor:

Doctor's phone no.

Medicare Number:

Ambulance Fund  Yes  No

Is this child permitted to have anaesthetic?  Yes  No

Does this child have any medical record of which the school should be aware? If so, please give details:

*I hereby give permission for  (child's name) to receive whatever medical attention may be deemed necessary while she is in the care of Mercy College staff or persons deputised by the school to care for students.*

Signature : \_\_\_\_\_

## Educational Needs

Are there any special factors (e.g. learning needs, language background, physical disability) which should be taken into account in the child's education?

## Additional Information

Language spoken at home:

Second languages spoken at home:

How many children in your family:  Boys  Girls

The child's position in the family:

Only Child  Youngest  Eldest  Rank

To which parish does your family belong:

Transport: How will you travel to school? (Tick more than one if appropriate)

Train  Car  Walk  Tram  Bus  Bicycle

Past/Present association with Mercy College:

## Parent / Guardian 1

Name:

Relationship to student:   Male  Female

Is this person a residential Parent/Guardian:  Yes  No

Will this person be responsible for the payment of fees?  Yes  No

Address:

Post Code

Home Phone Number:  Business Phone :

Mobile:  Facsimile:

Email:

Country of Birth:  Religion:

Language spoken:  Nationality:

## Supplementary Information

Occupation:  Employer:

Occupation Group: *Refer to "List of Parental Occupations" overleaf*

Group 1  Group 2  Group 3  Group 4

Highest Year of School Education: Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Level of Highest Qualification: Bachelor degree or above

Advanced Diploma / Diploma

Certificate I to IV (incl trade cert)

No non-school qualification

## Parent / Guardian 2

Name:

Relationship to student:   Male  Female

Is this person a residential Parent/Guardian:  Yes  No

Will this person be responsible for the payment of fees?  Yes  No

Address:

Post Code

Home Phone Number:  Business Phone :

Mobile:  Facsimile:

Email:

Country of Birth:  Religion:

Language spoken:  Nationality:

## Supplementary Information

Occupation:  Employer:

Occupation Group: *Refer to "List of Parental Occupations" overleaf*

Group 1  Group 2  Group 3  Group 4

Highest Year of School Education: Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Level of Highest Qualification: Bachelor degree or above

Advanced Diploma / Diploma

Certificate I to IV (incl trade cert)

No non-school qualification

## Emergency Contact

It is expected that this person is available during school hours and is not parent/guardian:

Name:

Relationship to student:   Male  Female

Home Phone Number:  Other Phone :

## Preferences

Have you applied for enrolment in any other Catholic secondary school?  Yes

No

List your choice of secondary schools in order of preference (including Mercy College)

1.

2.

3.

4.

\*Please note that lists of applicants are exchanged by local Catholic secondary schools

**If our child is enrolled at Mercy College we agree to support school philosophy and policy, including regulations regarding uniform and conduct, as well as participation in compulsory co-curricular activities. We undertake the responsibility for payment of school fees and other levies.**

Signature: \_\_\_\_\_  
(Parent or Guardian)

Date:  /  /

Signature: \_\_\_\_\_  
(Parent or Guardian)

Date:  /  /

**NOTE: In two parent households, both parents must sign**

Signature: \_\_\_\_\_  
(Parish Priest)

Date:  /  /

### Privacy Statement

Mercy College is bound by the National Privacy Principles contained in the Commonwealth Privacy Amendment (Private Sector) Act 2000. From time to time, Mercy College collects personal information about students to enable the College to provide an effective education for the student throughout the period she is enrolled at the College.

The purposes for which Mercy College uses personal information about students and parents include:

- looking after students' educational, spiritual, social, physical and emotional well-being;
- day-to-day administration;
- satisfying the College's legal obligations and allowing it to discharge its duty of care;
- keeping parents informed about matters related to their daughter's education, through correspondence, newsletters and magazines;
- for future planning and development of College curriculum and resources.

Information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless otherwise agreed to by parents, or the use or disclosure of such information is allowed by law. At Mercy College we celebrate the efforts of our students by mentioning their participation and achievements in the College Newsletter and publications. This may also include photographs of our staff and students. This information is to be stored securely and accessed by appropriate personnel so designated by the College.

## List of Parental Occupations:

### Parental Occupation Definition:

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian.

If a parent/guardian has more than one job, report their main job.

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**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 and advise on problems; and 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]

### Group 2: Other business managers, arts/media/sportspersons and associate professionals

**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, 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 and 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

### 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.

**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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

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

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, 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, salon assistant, animal attendant]

**Labourers 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]