



First Name:	Proposed Level of Entry (e.g. Year Seven):
Middle Name:	Proposed Year of Entry:
Surname:	First School attended:
Preferred Name:	First Australian School Year (e.g. 2010)
Gender: Male / Female	Religion:
Date of Birth:	Language spoken at home:
Place of Birth:	Is the Student of Aboriginal Origin? Yes / No
Country of Birth:	Is the Student of Torres Strait Island Origin? Yes / No
Nationality:	Is the Student an Australian Citizen? Yes / No

**Current School**

Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Current Year Level: \_\_\_\_\_ Reason for Transfer: \_\_\_\_\_

**Medical and Health Needs**

Medicare Card #: \_\_\_\_\_ Ambulance Cover: \_\_\_\_\_  
Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Does your child have any health concerns? (Asthma, Anaphylaxis, Allergies etc)** *(Action Plans must be included)*

Yes Details:

**Does your child take any medication on a regular basis?**

Yes Details:

**Is your child immunised?**

Yes  No

The School Education Act of 1999 requires the parents to provide their child's immunisation records when the child enrolls in school. Please provide a copy of your child's Immunisation History Statement from the Australian Immunisation Register. You can access this statement online by accessing your Medicare account through MyGov on the following link <https://www.humanservices.gov.au/individuals/services/medicare/medicare-online-accounts> or you can call the enquiries line 1800 653 809

**Emergency Contact:** *Please write below the details of an emergency contact other than a Parent/Guardian.*

Name:	Relationship to Student:
Home Phone:	Mobile Phone:

**Educational Needs**

To assist us in preparing for enrolment; does your child have any learning/physical needs?

Yes Details:

Has your child attended any of the following?

<input type="checkbox"/>	Occupational Therapist	<input type="checkbox"/>	Speech Pathologist	<input type="checkbox"/>	Audiologist
<input type="checkbox"/>	Paediatrician	<input type="checkbox"/>	Developmental Optometrist	<input type="checkbox"/>	Physiotherapist

Has your child had an Individual Education Plan? Yes  No

Please sign below to indicate that you give permission for the College to collect information from any pertinent specialist personnel and the child's previous school to assist in meeting the needs of your child.

Signed: \_\_\_\_\_

Parent 1/Guardian/Carer 1 Details (Please circle)		Parent 2/Guardian/Carer 2 Details (Please circle)	
Title:	First Name:	Title:	First Name:
Surname:		Surname:	
Relationship to Student:		Relationship to Student:	
Residential Address:		Residential Address:	
Postcode:		Postcode:	
Postal Address (if different from above):		Postal Address (if different from above):	
Postcode:		Postcode:	
Home Phone:		Home Phone:	
Business Phone:		Business Phone:	
Mobile Phone:		Mobile Phone:	
Email:		Email:	
Occupation:		Occupation:	
Employer:		Employer:	
Country of Birth:		Country of Birth:	
Nationality:		Nationality:	
Religion:		Religion:	

**Please note that we are obliged by law to collect the following information about all of our parents for funding purposes. Information will be treated confidentially and in accordance with the College's Privacy Policy.**

Parent 1/Guardian 1 Details	Parent 2/Guardian 2 Details
<b>Highest Year of Primary or Secondary School completed:</b> Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below	<b>Highest Year of Primary or Secondary School completed:</b> Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below
<b>Highest level of qualification completed:</b> Bachelor Degree or above Advanced Diploma Certificate I to IV (including a trade certificate) No non-school qualification	<b>Highest Level of qualification completed:</b> Bachelor Degree or above Advanced Diploma Certificate I to IV (including a Trade Certificate) No non-school qualification

**Have you attended a College tour?**  Not yet  Yes Date:

### Family Circumstances

Parents Separated  Parents Divorced  Mother Deceased  Father Deceased

**In the case where parents are divorced or separated, please provide any documents pertaining to access restrictions, custody orders or details of your child's arrangements.**

Student Applicant resides with:

Both Parents  Parent 1/Guardian 1 only  Parent 2/Guardian 2 only  Shared Arrangements

Send Correspondence and Reports to:

Both Parents  Parent 1/Guardian 1 only  Parent 2/Guardian 2 only

## Other Children in the Family

Other children in the family who are presently attending/have attended Cathedral College Wangaratta

Name: \_\_\_\_\_ Year Level \_\_\_\_\_ House \_\_\_\_\_  
Name: \_\_\_\_\_ Year Level \_\_\_\_\_ House \_\_\_\_\_  
Name: \_\_\_\_\_ Year Level \_\_\_\_\_ House \_\_\_\_\_

## Name, level and year of commencement of brothers/sisters desiring entry as future students

(a separate Application form must be lodged for each child)

Name: \_\_\_\_\_ Proposed Year Level Entry: \_\_\_\_\_ Proposed Entry Year: \_\_\_\_\_  
Name: \_\_\_\_\_ Proposed Year Level Entry: \_\_\_\_\_ Proposed Entry Year: \_\_\_\_\_  
Name: \_\_\_\_\_ Proposed Year Level Entry: \_\_\_\_\_ Proposed Entry Year: \_\_\_\_\_

## Fee Payer Declaration

Please indicate below who will be responsible for the payment of school fees and levies. **Legally, we are required to have the signatures of both parents unless one parent is a sole custodian. Where a custody order exists, please provide a copy of relevant court orders.**

Both Parents       Parent 1/Guardian 1 only       Parent 2/Guardian 2 only

If fees are to be split, please nominate percentages and sign: e.g Parent 1: 50% Parent 2: 50%

Parent 1/Guardian 1: \_\_\_\_\_ %      Parent 2/Guardian 2: \_\_\_\_\_ %

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

**Unless we have both signatures, this Application will not be processed.**

Please ensure the following is attached and complete:

- Copy of Birth Certificate or Extract
- Copy of most Recent Report
- Immunisation Certificate
- Relevant Family Court Orders (if applicable)
- Medical and/or Special Needs notified in writing, including clinical/educational assessments
- Recent photograph of your child

## Declaration

This application is not an assurance of admission. Admission to the School is subject to waiting lists, satisfactory interview and acceptance of the School's Terms of Business at the time. Failure to disclose any pertinent information before commencement may result in any offer of place to be withdrawn. Preference will be given to families already attending Cathedral College Wangaratta. This application must be accompanied by the application fee of \$55.00 for a single application (inc. GST) which is non-refundable.

I/we hereby apply to Cathedral College Wangaratta for the enrolment of the above student.

I/we agree to be bound by the Conditions of Admission and accept responsibility for the payment of all fees as per the Schedule of Fees and Charges

I/we understand that acceptance of this form by the school does not constitute admission of the student.

I/we consent to the College gaining access to relevant information about the student to be enrolled held by previous educational institutions, health care professionals or other agencies. I/we understand that the College may approach these bodies directly. The information they request may include information related to any of the questions I/we have answered in this Application for Enrolment.

I/we hereby **allow/disallow** (please circle the applicable) my son's/daughter's name and photograph to be used in College promotional publications, and as may be possible from time to time, social media platforms and the media, including the local papers. I/we hereby **allow/disallow** my son/daughter to attend school excursions off campus.

I/we have included the fee of \$55.00 with this application for enrolment and I/we understand that this money will not be refundable if the application is unsuccessful.

SIGNED: \_\_\_\_\_ (Parent 1/Guardian)      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGNED: \_\_\_\_\_ (Parent 2/Guardian)      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cathedral College Wangaratta is an open entry school and students are placed on our applicant list according to the date on which Cathedral College Wangaratta receives a completed Application for Enrolment.

## **Years of Entry**

Students may enter the School at any Year Level depending on the availability of places. To avoid disappointment, particularly for the major entry points such as Prep and Year Seven, we advise that all applications are made well in advance. If a place is unavailable, students will be placed on a Waiting List and the school will inform you as soon as a space becomes available in the Year Level Cohort. If there is no movement in our student numbers you have the opportunity to remain on the Waiting List each year.

## **Admissions Interview**

Children who are well-placed on the Waiting List and have all completed documentation are invited to attend an Admissions Interview with their parents/guardians. During these interviews with the Principal or appropriate Heads of School, you may ask questions and seek further information about the School's curriculum and programs. The interview also enables us to get to know your child and discuss their interests, strengths and needs. Please note that the interview process takes place according to sibling priority and Waiting List order, and can take several months to complete for intake years. Following the Admissions interview and at the advice of the Principal or Heads of School, a formal Letter of Offer may be provided.

## **Acceptance**

To accept the offer, a \$150 non-refundable Confirmation of Enrolment Fee must be paid and the Enrolment Confirmation Form returned within fourteen days of receiving the Letter of Offer. The College will provide written Confirmation of Place once the documentation and the Enrolment Confirmation Fee has been provided. The Application for Enrolment Fee (\$55) and the Enrolment Confirmation Fee (\$150) are non-refundable and are not credited towards tuition fees.

## **Prep Entry** What happens next for students enrolling into our intake years of Prep?

*Step 1:* Once all our siblings have been offered a space, parents will be invited to make an appointment for a brief enrolment interview in date order of application. This will be at the start of your child's Kindergarten Year.

*Step 2:* Students will have a chance to confirm enrolment at this time before the Step into Prep Orientation days.

*Step 3:* School Readiness Interviews with the Head of Junior School will occur in Term Four of your child's Kindergarten year. This will determine whether your child is ready for school and a decision will be made by the Head of Junior School as to whether a place will be offered.

## **Year Seven** What happens next for students enrolling into our intake years Year Seven?

*Step 1:* Once all our siblings have been offered a space, parents will be invited to make an appointment for an enrolment interview in date order of application. This will be eighteen months before entry to Cathedral, when the student is in Year Five.

*Step 2:* Following the interview, a Letter of Offer may be sent to successful applicants.

*Step 3:* An offer must be accepted by payment of the Enrolment Fee within fourteen days of the offer. After this time has lapsed, spaces will be offered to those students on our Waiting List.

## **Alternative Year Levels** What happens next for all other Year Levels?

*Step 1:* On receipt of this application and all the required documentation, Cathedral College Wangaratta will provide a written acknowledgment.

*Step 2:* If a position is, or may imminently become available, parents will be invited to make an appointment for an enrolment interview, or

*Step 3:* If a position is unavailable in the requested Year Level, parents will receive a Letter of Waitlisted Enrolment

*Step 4:* Students on the Waiting List will be contacted as soon as a suitable position becomes available.