



APPLICATION FOR ENROLMENT

THE CITY SCHOOL FOR GIRLS

Thank you for your Application for Enrolment. After attending a Talk & Tour completing an application form is your next step to enrolling at the Academy. Families are then invited to an interview with a member of the College leadership team. Successful applications are formalised by families accepting an offer of placement, sent by mail.

On completion of this application please scan and send to: registrar@academy.vic.edu.au

APPLYING FOR YEAR LEVEL _____ IN _____ STUDENT VSN _____

STUDENT SURNAME _____

STUDENT GIVEN NAME _____

STUDENT PREFERRED NAME _____

PARENT/GUARDIAN 1 NAME _____

PARENT/GUARDIAN 2 NAME _____

YOUR CHECKLIST

- Copy of Birth Certificate
- School Report
- Copy of Baptism Certificate*
- Supporting Material*
- Copy of Passport/Document to Travel*
- Application Fee

**If applicable*

SISTERS

If your daughter has a sibling that you may consider enrolling in the future—please tick here

OFFICE USE ONLY

Interview Date / / Time: _____ YEAR LEVEL OF ENTRY _____

STUDENT ID _____ PARENT 1 _____ PARENT 2 _____

HOMEROOM _____ HOUSE _____ Commenced / /

STUDENT DETAILS

Surname _____

Given Names _____

Address (residential) _____

Suburb _____ Postcode _____

Telephone _____ Date of birth / / _____ Country of birth _____

Language spoken at home _____

If NOT born in Australia please specify the following:

Year of Arrival Commenced School in Australia	Day _____	Month _____	Year _____	Visa Status: Please attach copy of "Document to Travel" or "Passport" Temporary <input type="checkbox"/> Migrant <input type="checkbox"/> Refugee <input type="checkbox"/>
	Day _____	Month _____	Year _____	

Religion _____ Parish _____

Baptism: Yes No Reconciliation: Yes No Eucharist: Yes No Confirmation: Yes No

Is your child of Indigenous or Torres Strait Island Descent? Yes No

Present School _____ Present Year Level: _____

Has your daughter any special educational needs? Yes No. If Yes, what support has been received at primary school:

Student lives with: Both parents/guardians Sole parent/guardian _____
Name and Relationship to Student

PARENT/GUARDIAN INFORMATION

Primary contact:

Relationship to Student: _____

Surname _____

First name _____

Country of birth _____ Date of birth / / _____

Religion _____

Address (if different to daughter's address) _____

Postcode _____

Email _____

Mobile _____

Occupation _____

Business Phone _____

Secondary contact:

Relationship to Student: _____

Surname _____

First name _____

Country of birth _____ Date of birth / / _____

Religion _____

Address (if different to daughter's address) _____

Postcode _____

Email _____

Mobile _____

Occupation _____

Business Phone _____

FAMILY ACCOUNTS ADDRESS If different to parent/guardian information address.

Name _____
Address _____
Email _____

ADDITIONAL INFORMATION

Do you have other daughters that you may consider enrolling at the Academy in the future? YES NO

Name _____	Age _____	Grade _____
Name _____	Age _____	Grade _____
Name _____	Age _____	Grade _____

Primary School if attending: _____

Please list family members who attend or have attended the Academy. Please list current year level or years attended and their 'House'.

Name	Relationship	Years attended	House
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In support of my application, I wish the College to consider: *(Please feel free to add an extra sheet if you wish to do so)*

ENROLMENT PREFERENCE Please indicate your preference in number order e.g. 1, 2, 3

Many parents enrol their daughters in more than one school. The Academy works together with other Catholic Schools (below) as part of the enrolment process.

1. _____ 2. _____ 3. _____

- | | | | |
|---|--|--|-----------------------------|
| Academy of Mary Immaculate
Ave Maria, Aberfeldie | Our Lady of Mercy, Heidelberg
Mercy College, Coburg | Santa Maria, Northcote
St Columba's, Essendon | Star of the Sea, Gardenvale |
|---|--|--|-----------------------------|

OTHER INFORMATION This section is optional but we would appreciate your opinion and what is important to you.

What prompted you to enrol your daughter at the Academy? Please tick appropriate boxes.

- | | | |
|--|--|--|
| <input type="checkbox"/> Catholic education | <input type="checkbox"/> Location | <input type="checkbox"/> Girls only school |
| <input type="checkbox"/> Academic excellence | <input type="checkbox"/> Opportunities | <input type="checkbox"/> Talk & Tour |
| <input type="checkbox"/> Reputation | <input type="checkbox"/> Relationship with College | <input type="checkbox"/> Other |

How did you hear about the Academy?

- | | | |
|---|--|---|
| <input type="checkbox"/> Family and Friends | <input type="checkbox"/> Website | <input type="checkbox"/> Promotional material |
| <input type="checkbox"/> Primary School | <input type="checkbox"/> Local advertising/media | <input type="checkbox"/> Other |

APPLICATION PROCEDURES

Although our usual intake is at Year 7 we would be delighted to discuss your daughter’s enrolment in any Year Level at the Academy. To view the full criteria for enrolment please go to www.academy.vic.edu.au/enrolments

YEARS 7 APPLICATIONS are accepted throughout the year, however to maximise your application please note the following procedure:

- We strongly recommend that application forms are returned to the College by the end of Term 2 of the student’s Grade 5 year
- Applications are accepted in the student’s Grade 5 year up until the closing date (set by the Archdiocese of Melbourne), **generally** August of that year. *The Academy website will publish exact dates as advised*
- All applicants and families attend an interview with the Principal or member of the Leadership Team prior to Letter of Offer
- Offers of places to prospective Year 7 students are posted mid October of the applicant’s Grade 5 year
- Families accept the offer of placement by the due date on their Letter of Offer

YEARS 8-12 APPLICATIONS are accepted throughout the year.

Applications for entry to Year 8 to Senior Level are usually taken in the year prior to enrolment. Placements are offered following a successful interview with the Principal or member of the Leadership Team.

ALL APPLICATIONS must be accompanied by a non-refundable administration fee of \$150, a recent school report, a Birth Certificate and where possible a copy of the student’s Baptism Certificate. Please refer to checklist on page 1 of this form.

Signature of Parent/Guardian

Date: ____ / ____ / ____

Signature of Parent/Guardian

Date: ____ / ____ / ____

APPLICATION FEE Thank you for your application. For all enquiries regarding applications please call 9412 7154.

Please Tick [✓] preferred method of Payment: Amount **\$150.00** (inc GST) Cheque Cash Visa Mastercard

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Expiry date ____ / ____ Amount \$150 Date: ____ / ____ / ____

Signature on Card: _____

FOR OFFICE USE ONLY

Date Application Received: ____ / ____ / ____ \$150.00 (inc GST) Received by: _____

Attended Talk and Tour: **Yes / No**

Years 8 – 12 only Year 8-12 Subject selection information discussed and distributed: **Yes / No**

Year 8-12 Subject selection Information completed: **Yes / No**

Referee of Current School - Name: _____ Tel: _____

Other Comments:

Place Offered: **Yes / No**