



St John's Primary School
11 Murwillumbah Road, Mullumbimby NSW 2482



Student Name

ENROLMENT APPLICATION FORM

The information sought on this form is required by the school for its own purposes and to answer questions from various Government and Educational Authorities.

Please remember to bring your original birth certificate (must be sighted) along with Passport and Visa for students who are not Australian Citizens

Family Information

Family Surname
Mail to: (e.g. Mr & Mrs Smith)

Residential Address

Suburb **Postcode**

Postal Address (if different to residential)

Suburb **Postcode**

Phone (home) **Mobile**

Student details

First Name **Preferred First Name**

Surname

Gender Male Female **Date of Birth**

Commencement Year (eg 2017) **Entry Year/Grade** (eg Year 7)

Previous School **Level Previous School** (eg Year 6)

Address

Kindergarten Enrolments - Name of Pre-School attended (Note HOME if no preschool attended)

I/We give permission for the school to contact the Previous School/Pre-School Yes No

Religion **Mobile Phone (if applicable)**

ENROLMENT APPLICATION FORM

OFFICE USE ONLY		
Family code	Student No	Certificates sighted
Application received	Interview date/time	Enrolment date
Offer sent	Offer accepted	Enrolment fee paid
Birth position	Religion	Residency status
Roll Class/Home group	House	Year level

For students who are not Australian citizens

Passport or travel docs	Country of issue	Visa Subclass
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Student Nationality

Government Requirement	Country of Birth: Australia <input type="checkbox"/>	Other, please specify
	<small>(Note: being born in Australia does not mean a student is an Australian citizen. If the Birth Certificate indicates that neither parent was born in Australia, further evidence must be provided to determine residency/citizenship)</small>	
	Nationality	
	Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Aboriginal but NOT Torres Strait Islander origin	<input type="checkbox"/>
Torres Strait Islander but NOT Aboriginal	<input type="checkbox"/>	
Both Aboriginal and Torres Strait Islander	<input type="checkbox"/>	
Does the student speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so please, specify (if more than one other language, indicate the one that is spoken most often)		
.....		

Student Residential Status (original documents to be sighted and copies to be retained by school)

Australian Citizen (Naturalisation Certificate or Passport if country of birth is not Australia)	<input type="checkbox"/>
Permanent Resident (Passport if country of birth is not Australia)	<input type="checkbox"/>
Temporary Resident (Passport and visa)	<input type="checkbox"/>
Foreign National with residential status (Passport and visa)	<input type="checkbox"/>
Other/Visitor/Student/Passport/Other/Visa (Passport and visa)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student live independent of Parents/Guardians?	
If yes, please provide details	
.....	

Student Visa (original documents to be sighted and copies to be retained by school)

Does the student have a Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, arrival date in Australia
First school year in Australia	Former Name (If applicable)
<small>(School must verify eligibility for enrolment of all VISA students with CSO – Human Services Officer prior to an offer of enrolment being made)</small>	
Passport Number	Visa Type/Subclass
Passport Nationality	Visa Expiry Date
Passport Expiry Date	<small>(original documents to be sighted and copies to be retained by school)</small>

Medical Information

Doctor's Name	<input type="text"/>	Doctor's Phone Number	<input type="text"/>
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Schools need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.

Allergies <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(please specify any known allergies eg allergy to nuts, penicillin, insect stings, etc)</small>	<input type="text"/>
Medical Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(please specify any medical conditions of which the school should be aware of including any medication taken by the student (Asthma, diabetes, vision, hearing and /or prescribed medication)</small>	<input type="text"/>

Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No	Anaphylaxis <input type="checkbox"/> Yes <input type="checkbox"/> No	Carries EpiPen or similar <input type="checkbox"/> Yes <input type="checkbox"/> No
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Parents are required to provide the school with an Anaphylaxis/Asthma Plan upon commencement at school and every year for students diagnosed with those conditions.

You should also let the school know as soon as you are aware of any new allergies or other medical conditions that arise.

Dentist's name	<input type="text"/>	Dentist's Phone Number	<input type="text"/>
Dental Conditions <small>(please specify any significant conditions the student has had that the school should be aware of)</small>		<input type="text"/>	

Immunisations - Has your child been immunised against:

(NB: Provide a copy of Immunisation Certificate)

Measels/Mumps Yes No Meningococcal Yes No Polio Yes No
 Rubella Yes No Tetanus/Diphtheria Yes No Whooping Cough Yes No

Additional Needs**Indicate whether the student applying for enrolment has any known or emerging Additional Needs:**

Physical Yes No Medical Yes No Educational Yes No
 Behavioural Yes No Mental Health Yes No Other Special Yes No

If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that the student may be currently receiving (Supporting documentation must be provided)

Please note: If this application is successful it is an essential part of the enrolment contract that the school is advised promptly of any changes to the needs of the student over the course of his/her enrolment. The school will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the school.

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

Health and Safety

To your knowledge, is there anything in your child's history or circumstances (including medical history) **which might pose a risk of any type to him or her, other students, or staff at this school?** Yes No

If yes, please provide a brief description:

.....

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues:.....

Does your child have any history of violent behaviour? Yes No

Does your child have any history of behavioural problems (including verbal bullying)? Yes No

Has your child ever been suspended or expelled from any previous school? Yes No

If yes, was this for:

Actual violence to any person Yes No Possession of a weapon or any item used to cause an injury Yes No
 Threats of violence Yes No Intimidation, bullying or harassment of students or staff at a school Yes No
 Illegal drugs Yes No Other (please specify)

I/We will provide written consent to the school on request to contact health professionals or other relevant agencies Yes No

Sacramental Information (if applicable)

Sacrament	Date	Parish	Town
Baptism			
Confirmation			
Reconciliation			
Communion			

FAMILY DETAILS

Residential Structure Details

Married
 De Facto
 Divorced
 Partner
 Separated
 Single Parent
 Widow
 Widower

Number of children:

Male:

Female:

Parish (eg Sacred Heart Parish)

Health Fund

Fund Number

Medicare Number

Main Language Spoken at Home (Funding may be available to assist students where language other than English is spoken at home)

Mother/Guardian Details

Title

Family Name

First Name

Address (leave blank if same as student)

Does the student reside at this address? Yes No

Phone Work

Mobile

Would you like to receive SMS alerts (i.e. last minute changes to excursions, emergencies etc)

Yes No

Email

Occupation

Mother's Occupational Group

Please select from list of parental occupational groups on page 8.
 (Home duties/not been in paid employment for last 12 months – Group 8)

Group 1

Group 2

Group 3

Group 4

Group 8

Country of Birth: Australia or Other, please specify

Nationality

Religion

Government Requirement

What is the highest year of primary or secondary school that the mother/guardian has completed?
 (For persons who have never attended school, mark "Year 9 or equivalent or below")

Year 9 or equivalent or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

What is of the has (Mark

No Non-School Qualification Certificate I to IV

Advanced Diploma/Diploma Bachelor Degree or above

the highest level qualification that mother/guardian completed? (one box only)

Does the mother/guardian speak a language other than English at home?

No, English only

Yes, other please specify

Father/Guardian Details

Title	<input type="text"/>	Family Name	<input type="text"/>	First Name	<input type="text"/>
Address (leave blank if same as student)		<input type="text"/>			
Does the student reside at this address? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Phone Work	<input type="text"/>	Mobile	<input type="text"/>		
Would you like to receive SMS alerts (i.e. last minute changes to excursions, emergencies etc)					<input type="checkbox"/> Yes <input type="checkbox"/> No
Email	<input type="text"/>				
Occupation	<input type="text"/>				

Father's Occupational Group

Government Requirement	Please select from list of parental occupational groups on page 8. (Home duties/not been in paid employment for last 12 months – Group 8)						
	Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>	Group 4 <input type="checkbox"/>	Group 8 <input type="checkbox"/>		
	Country of Birth: Australia <input type="checkbox"/> or Other, please specify				<input type="text"/>		
	Nationality	<input type="text"/>	Religion	<input type="text"/>			
	What is the highest year of primary or secondary school that the father/guardian has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")						
	Year 9 or equivalent or below <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>				
	Year 11 or equivalent <input type="checkbox"/>		Year 12 or equivalent <input type="checkbox"/>				
	What is of has (Mark				<table border="1"> <tr> <td>No Non-School Qualification Certificate I to IV</td> <td>Advanced Diploma/Diploma Bachelor Degree or above</td> </tr> </table>	No Non-School Qualification Certificate I to IV	Advanced Diploma/Diploma Bachelor Degree or above
No Non-School Qualification Certificate I to IV	Advanced Diploma/Diploma Bachelor Degree or above						
Does the father/guardian speak a language other than English at home?							
No, English only <input type="checkbox"/>		Yes, other please specify		<input type="text"/>			

Non Residential Parent/Guardian's Details (if applicable and where the student lives between two homes – shared access)

Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Home Phone	<input type="text"/>	Home Phone	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>

Emergency Contact Information

(To be used in the event of an emergency if parents cannot be contacted, eg. Grandparents or friend)

Contact 1**Contact 2**

Name

Name

Relationship to student

Relationship to student

Address

Address

Phone Home

Phone Home

Phone Work

Phone Work

Mobile

Mobile

Siblings attending a School/Pre-School

List all children in your family attending school or pre-school (from oldest to youngest), including applicant.

Name	School/Pre-School	Year/Grade (current calendar year)	Date of birth

Court Orders (if applicable)

Are there any current Court Orders relating to the student?

 Yes No

If yes, copies of these court orders eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided)

Is there other information you wish the school to be aware of?

Special Circumstances (if applicable)

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state)

 Yes No

If Yes, please provide a brief description of the circumstances.

Fee Billing

Fees will be billed to the father/guardian. If you wish to change the way your account is billed (eg father 50% and mother 50%) please indicate below.

Fees billed to:

.....%

Fees billed to:

.....%

If address for fees billed is different to family postal address

Parental Occupation Definition

Government Requirement	Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than 1 job, report their main job.
Group 8	<p>Home duties. If the person has not been in paid work in the last 12 months. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</p>
Group 1	<p>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.</p>
Group 2	<p>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.</p>
Group 3	<p>Tradesmen/women, clerks and skilled office, sales and service staff. Tradesmen/women generally have completed a 4year 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, and 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel Agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.</p>
Group 4	<p>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, kitchen hand, 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.</p>

Standard Collection Notice

1	The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the pupil and to enable them to take part in all the activities of the school.
2	Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3	Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.
4	Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5	If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6	The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Schools New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7	The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school's legal obligations under Part 5A of the <i>Education Act 1990</i> (NSW).
8	The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9	Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a pupil of the school
10	Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
11	The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12	Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Pupils may also seek access to personal information about them. However, there will 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 school's duty of care to the pupil or where pupils have provided information in confidence.
13	The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
14	The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
15	On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines and on the school's intranet. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines and on our intranet. The school will obtain separate permissions from the pupils' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as the internet.
16	If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.



St John's Primary School

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, to promote the school in newspapers and other media.

The Catholic Schools NSW (CSNSW) and the Catholic Schools Office Lismore (CSO) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

Student Name _____ Year/Level _____

I give permission for my child's photograph/video and name to be published in/on:

- The school website
- Social media
- Promotional materials
- Newspapers and other media

I authorise the CSNSW/CSO Lismore to use the photograph/video in material available free of charge to schools and education departments around Australia for the CSNSW/CSO's promotional, marketing, media and educational purposes.

I give permission for a photograph/video of my child to be used by the CSNSW/CSO in the agreed publications without acknowledgement, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian (please circle)

Signed – Parent/Guardian _____ Date _____

If a student is aged 15+, student must also sign:

Signed – Student (15+): _____ Date _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012

Office Use Only

Date of Photograph/Video:
(month & year)

AGREEMENT

Agreement between the Trustees of the Roman Catholic Church for the Diocese of Lismore on behalf of

School

And

Parent/Carer

Please insert school name

Please insert parent/carers name

In dealing with this application, it may be necessary for the school, or any part of the Catholic Schools Office, to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the *Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012*. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

Consent to Access Documents

1. I/We consent to the _____ (school) and the Catholic Schools Office gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government agencies.
2. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
 - Full Birth Certificate *
 - Baptism Certificate and any other Sacramental Certificates to date (if applicable)
 - Passport, visa, citizenship documentation (if applicable) *
 - Most recent previous school reports and external test results
 - Current Family Court Orders (if applicable) *
 - Relevant medical and/or additional needs information (if applicable)
 - Immunisation certificate
 - Reports of assessment your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable).
3. I/We understand the school may approach these bodies directly. The information they request may include information related to any of the questions I/we have answered above.

Declaration

4. I/We understand and support the Catholic ethos of the school and agree to abide by the rules and regulations of the school including those pertaining to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
5. I/we undertake not to engage in social media or allow our children to engage in social media that disparages or brings the school or its employees into disrepute. Furthermore, I / we acknowledge the right of the school to suspend or terminate my/our child(ren)'s enrolment from the school in the event that social media statements are made that defames or disparages the school, employees or the Roman Catholic Church.
6. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
7. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment eg. Change of address, court orders.
8. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
9. I/We agree, if my/our child should require urgent medical treatment, the school staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.
10. I/We agree to the school's pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.

I/We have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful.

I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

I/We declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.

Mother/Guardian	Father/Guardian
Full name	Full name
Address	Address
Date of Birth	Date of Birth
Occupation	Occupation
Signature	Signature
Date	Date

Please Note- Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee
Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).