

APPLICATION FOR ENROLMENT

OUR LADY OF PERPETUAL HELP

Address: 2 Wilana Street, Ringwood 3134

Email: principal@olringwood.catholic.edu.au

Tel: 9870 7227

Fax: 9870 6056

OFFICE USE ONLY	Date received:	Date Acceptance Letter Sent :
Start date:	Enrolment date:	English as an Additional Language: Yes <input type="checkbox"/> No <input type="checkbox"/>

STUDENT DETAILS		
Surname:	Entry year 20__	Entry Level:
First name/s:		
Preferred first name:		
Date of Birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	VSN: (if transferring from another school)

HOME ADDRESS OF STUDENT	
Address:	
Suburb:	Post Code:

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Confirmation:	Date:	Parish:
Current Parish:		

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION	
Name of previous school/pre-school:	
I/We give permission for school to contact previous school or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

NATIONALITY: (GOVERNMENT REQUIREMENT)	
In which country was the student born:	Australia <input type="checkbox"/> Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)	
No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)			
	Student	Mother/guardian	Father/guardian
No English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes Other – please specify			

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:	
<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting eg. One week with mother , next with father FTE with Mother: <input type="checkbox"/> FTE with Father: <input type="checkbox"/>
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**Please tick the relevant category below and record the Visa Subclass number:**

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

Australian Citizen not born in Australia

<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)	Office Use Only:
<input type="checkbox"/>	Australian Passport Number: (If applicable)	
<input type="checkbox"/>	Naturalisation Certificate Number (If applicable)	
	Visa Subclass recorded on entry to Australia	
	Date of Arrival into Australia	

Not currently an Australian Citizen please provide further details as appropriate below:

<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Refugee/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	

Please attach Visa/document of travel/ letter of notification and/or passport photo page.*MEDICAL INFORMATION**

Doctor's name:	Phone Number:		
Address:			
Medicare No.:	Ref No:	Expiry:	
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.</i>		
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i>		
Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, does the student have an EpiPen or Anapen (please circle) and an Anaphylaxis plan ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

IMMUNISATION: An up to date Immunisation Certificate must be provided.Has an Immunisation Certificate been submitted? Yes No Is Immunisation Complete? Yes No

This application gives you 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 this enrolment may be revised.

ADDITIONAL NEEDS (please tick any boxes relevant to your child)**Does your child have:**

An Autism Spectrum Disorder	<input type="checkbox"/>	A behaviour disorder	<input type="checkbox"/>	A hearing impairment	<input type="checkbox"/>
An intellectual disability	<input type="checkbox"/>	A language disorder	<input type="checkbox"/>	Any mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	A vision impairment	<input type="checkbox"/>	An acquired brain injury	<input type="checkbox"/>
Giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>		

Has your child ever seen a:

behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>		

If your child does have any special needs, please can you assist us by providing the following information:

	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>

FAMILY DETAILS

Who will be responsible for the payment of the school fees and levies? Please tick a box

 Both Parents
 Mother Only
 Father Only
 Guardian
 Other:
MOTHER/GUARDIAN

Title (Ms/Mrs)_____	Surname:	First Name:	
Address/Street			
Suburb & Postcode			
Phone Numbers	Home:	Mobile:	Work:
Email:			
Government Requirement	Current Occupation:	Occupation group? (select from attached list of Parental Occupation groups – Group N, A,B,C,D)	
Religion:	Nationality:		
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
What is the highest year of primary or secondary school the mother/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')			
Year 9 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 the level of the highest qualification the mother/guardian has completed:			
No post school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

FATHER/GUARDIAN

Title: Mr.	Surname:	First Name:	
Address/Street			
Suburb & Postcode			
Phone Numbers	Home:	Mobile:	Work:
Email:			
Government Requirement	Current Occupation:	Occupation group? (select from attached list of Parental Occupation groups – Group N, A B C D)	
Religion:	Nationality:		
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
What is the highest year of primary or secondary school the father/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')			
Year 9 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 the level of the highest qualification the father/guardian has completed:			
No post school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

EMERGENCY CONTACTS – OTHER THAN PARENT

1. First Name:		2. First Name:	
Surname:		Surname:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

COURT ORDERS (IF APPLICABLE)
Are there any current Court Orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.</i>
Is there any other information you wish the school to know?

SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL			
List all children in your family attending school or preschool (oldest to youngest) – include applicant			
Name	School/Pre-school	Year/Grade	Date of Birth

Agreement

In making application for enrolment of my / our children at Our Lady of Perpetual Help, I / we agree to the following
(Please tick the following boxes and sign below)

1. I/we have read and agree to the conditions outlined in the following documents (please tick all boxes as read):
 - a) Our Lady of Perpetual Help Enrolment Policy (Attached)
 - b) Schedule of Fees and Charges / Fees Policy (See Information Booklet)

- 2a. I / we understand that it is a God-given privilege and duty begun at Baptism to bring up our child in the faith of that Baptism. I / we appreciate the main purpose of placing our child in Our Lady's Primary School is to have support in this special vocation of ours as parents. Since our child is a member of the Church, I / we intend to give our child our full support in understanding that faith in terms of prayer, Christian worship and Christian outreach.

OR

- 2b. I / we understand that by placing our child in Our Lady's Primary School, I / we are aware of the nature and ethos of the school and I / we undertake that the nature, life and identity of the Catholic school will be supported and respected.
3. 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.
4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, Sacramental programs).
5. If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.
6. I recognise that the school is dependent upon fund-raising efforts by parents and I will endeavour to support those efforts.
7. I consent to Our Lady's School using any health care information, which I supply about my child for its normal practices and purposes, such as those which arise out of its duty of care, in accordance with the Health Records Act 2001 (Vic).
8. Should the school determine that referral for further assessment to an outside agency is necessary; I will give my written **consent** for such assessment and will attend any meetings, where requested, prior to or following the assessment.
9. If your enrolment is successful, an enrolment fee of \$50 will need to be paid with your acceptance and will credited to your first term fees. However if you choose not to continue with the enrolment after acceptance, then this fee is non refundable).

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 understand that if any misleading information has been provided, or if there is any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance, the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer) DATE: _____ <div style="text-align: center;">and/ or</div> _____ (Mother/Carer) DATE: _____
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SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: -design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts / media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**

- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

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.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

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

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]