

NAME _____



Sacred Heart Catholic School

P.O. Box 8155,

KOORINGAL NSW 2650.

Phone: 69226900

Email: shk-info@ww.catholic.edu.au

Website: www.shkww.catholic.edu.au

APPLICATION FOR ENROLMENT

EVERY SECTION OF THIS FORM MUST BE COMPLETED

| | | | | |
|--|--------------------------|--|--|---|
| Name of Student: | | Office Use Only Student Code: Family Code: | | |
| Current school or Pre School: | | | | |
| Family Mailing Details | | | | |
| Family Surname | | | | |
| Mail to [eg Mr & Mrs Smith] | | Greeting Names [eg John & Mary] | | |
| Address | | Suburb/City | Post Code | |
| Postal Address | | Suburb/City | | |
| Family Phone Number | | Other | | |
| Relationship: Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/> | | Current Parish | | |
| Health Fund (if applicable) | | Health Fund Number | Expiry Date : __/__/____ | |
| Heath Care Card No. (if applicable) | | Ambulance Subscription <input type="checkbox"/> No. | | |
| Medicare Number | | | | |
| Children in your Family at School/Preschool | | | | |
| Please list below all the children in your family attending School or Preschool | | | | |
| | Full Student Name | School Year | Birth Order | Current School/Preschool Attending |
| Child | | | | |
| Child | | | | |
| Child | | | | |
| Child | | | | |
| Student Details | | | | |
| First Name | | Previous School: | | Year Level: |
| Middle Name | | Was the Student born overseas Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Surname | | If Yes <input checked="" type="checkbox"/> Please complete the section below - | | |
| Preferred Name | | Date Arrived in Australia: __/__/____ | | |
| Gender <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one) | | Date attended first Australian School: __/__/____ | | |
| Date of Birth | | First Australian School Year (eg: 2001): | | |
| Country of Birth | | Religion | | |
| Nationality | | Does the student speak a language(s) other than English at home? | | |
| Commencement Year | | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below: | | |
| Start Date | | 1. _____ 2. _____ | | |
| School Year Start [eg: Prep, Year7] | | Special Needs: | | |
| | | Office Use Only: FFlag | | RIS |
| Parish/Sacramental Details | | | | |
| Sacrament | Date Received | Parish Received | Copy of Certificate supplied | |
| Baptism | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Reconciliation | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Eucharist | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Confirmation | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Office Use Only: | | Visa Sub Class | Visa Number | |
| Passport Number | | Visa Expiry Date | | |
| OSHC Membership Number | | OSHC Expiry Date | | |
| Confirmation of Enrolment – Course Code | | Course Description | | |

| Indigenous Identifier | | |
|---|---|--------------------|
| Is the Student of Aboriginal or Torres Strait Islander origin?: Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please tick <input checked="" type="checkbox"/> one below) | | |
| <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres Strait Islander | | |
| Student's Residency Status | | |
| What is the Student's Residency Status? (Evidence must be provided) Please note: Any change in Visa/Residency Status must be advised | | |
| <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Norfolk Islander <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Visa Holder | | |
| <input type="checkbox"/> Bridging Visa (BRVS) <input type="checkbox"/> Tourist or Visitor Visa (RSVS) <input type="checkbox"/> Full Fee Paying Overseas Student (OS) | | |
| For Australian Born Citizens , if the Student was living overseas for two or more years, on what date did the student return to Australia? | | |
| For Students Born Overseas , on what date did the student last arrive in Australia ? | | |
| If the student is a Permanent or Temporary Visa Holder please provide the following information : | | |
| Current Visa Sub Class : | Visa Number : | Visa Expiry Date : |
| Passport Number : | | |
| Office Use Only : Residency Status Evidence Supplied <input type="checkbox"/> (please tick) | | |
| Principal Visa Holder: <input type="checkbox"/> Yes <input type="checkbox"/> No | Subordinate Visa Holder: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Students on a 572,573 or 576 Visa cannot be accepted at this school | | |

| <u>Kindergarten Students</u> |
|--|
| For Kindergarten Students, what type of formal care did this child have in the year prior to enrolling at school? |
| Formal Care <input type="checkbox"/> Long Day Care <input type="checkbox"/> Family Day Care <input type="checkbox"/> Occasional Care <input type="checkbox"/> Pre-School <input type="checkbox"/> Other Formal Care |
| Amount of formal care each week, prior to enrolling at school: <input type="checkbox"/> Up to 6 hours per week <input type="checkbox"/> Up to 12 hours per week <input type="checkbox"/> 12 hours to fulltime each week |
| Name of Pre-School, Long Day Care Centre or Other Formal Care Service: |
| Other Care <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Playgroup <input type="checkbox"/> Other Carer (please specify) |

| <u>Previous Schools</u> | | |
|---|-----------------------|--------------------------------|
| Please provide details of any school where the student has previously been enrolled (NSW, Interstate or Overseas) starting with the most recent. If more space is needed, please attach a page marked 'Previous Schools'. | | |
| Name of School(s) attended (start with most recent) | Location of School(s) | Dates of Attendance |
| | | From: To: |
| | | From: To: |
| | | From: To: |
| If this is not the Student's first enrolment at an Australian school, what was the Student's first date of enrolment at an Australian school? | | |

| Medical Details | |
|---|--|
| Doctor/Medical Centre Name | Phone Number |
| Student's Medicare Number Medicare Expiry Date | Date of Last Tetanus Injection/Booster |
| Allergies / Medical Alert | Please specify any allergies / medical alerts, particularly ANAPHYLAXIS , relating to the student applying for enrolment (example: Allergies to Nuts, Penicillin, Bee Stings, Asthma, Diabètes, Epilepsy management etc). |
| | |
| | |
| | |
| Anaphylaxis | Carries Epipen Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Immunisations | Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> |

Student's History Relevant to Risk Assessment

The school has a legal responsibility under the relevant section of the Education Act 1990 to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide information that will help facilitate the smooth transition of students into our school setting. This may include preparing a behaviour management plan, risk assessment and risk management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safety support students in our school and contribute to ensuring the safety of your child, other students and staff.

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

If yes please complete the information below and provide a brief description of 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.

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

Does your child have any past history of violent behaviour, including self-harm? **Yes** **No**

If yes please provide details (including any Apprehended Violence Orders issued against the student)

Has your child ever been suspended, transferred or excluded from any previous school, pre-school or other educational institution?

Yes **No**

If yes was this for: (please tick)

- Actual Violence to any person?

Yes **No**

- Possession of a weapon or any item to cause harm or injury?

Yes **No**

- Threats of violence or intimidation of staff, students, or others at the school?

Yes **No**

- Illegal drugs?

Yes **No**

Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?

Yes **No**

If yes, please provide a brief outline of these incidents:

If the student is enrolled, it is essential that the school has all information about the needs of a student in order to make REASONABLE ADJUSTMENTS to meet those needs. The school MUST be advised promptly of any changes to the needs of the student.

ENROLMENT PROCEDURE

- Complete and submit enrolment form to the school office via email, fax, mail or in person. Please ensure that birth certificate, immunisation certificate and baptismal certificates are attached and any other relevant documentation eg court orders etc.
- On receipt of your enrolment form an acknowledgement letter will be forwarded with information in regards to an interview for parents/guardians and student.
- Following the interview and once enrolments are finalised a letter will be forwarded to you confirming your child's placement. Along with the offer of enrolment, an enrolment fee of \$50.00 (for new families only) will be required to confirm enrolment. This will be credited towards your school fees and is non-refundable if you do not proceed with enrolment. Further information regarding the Kindergarten Orientation Programme and parent information session will be forwarded if your child is enrolling in Kindergarten.

We look forward to working with you and your child at Sacred Heart School.

| Contact Details | | |
|---|--|---|
| (2) Emergency Contact Details MUST be completed | | |
| Details | (1) Non Residential Parent (if applicable) | (2) Emergency Contact |
| | Please only complete if there is a Parent who does not reside at the Student's Home Address | Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted |
| Title | | |
| First Name | | |
| Middle Name | | |
| Surname | | |
| Relationship | | |
| Gender | | |
| Address - Street | | |
| Suburb & Post Code | | |
| Home Phone Number. | | |
| Work Phone Number. | | |
| Mobile Phone Number. | | |
| Email Address | | N/A |
| Employer | | |
| Employer Address - Street | | |
| Employer Suburb & Post Code | | |
| Occupation | | |
| Occupational Group (Refer to list of occupations codes on the insert) | 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"/> | |
| Employer | | |
| Employer Address - Street | | |
| Employer Suburb & Post Code | | |
| Country of Birth | | |
| Nationality | | |
| Ethnic Origin | | |
| Religion | | |
| Highest Year of School Education: | Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> | |
| Do you speak a language(s) other than English at home? | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____ | |
| Level of Highest Qualification | Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/> | N/A |
| Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student? | Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.) | |
| SIGNATURE | | |
| Office Use Only: FP | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Office Use Only: CPD | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Agreement

Please tick the following boxes and sign below (these policies can be found on our website - web.shkww.catholic.edu.au)

1. I/we have read and agree to the conditions outlined in the following documents (please tick all boxes as read):

- a) School Enrolment Policy
- b) School Pastoral Care Policy
- c) Schedule of Fees and Charges
- d) Special Needs Enrolment Protocols (outlined with Enrolment Policy)
- e) School Internet Use Policy
- f) School Privacy Policy/ Standard Collection Notice/ Use of Student Images Policy
- g) Child Protection Policy / Volunteer requirements
- h) Suspension and Exclusion Policy

2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Citizenship documentation (where applicable)
- Evidence of time out of the country eg passport, plane tickets, overseas school reports (where applicable).
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunisation Certificate (primary school applications only)
- Diocesan School Fee Payment Agreement

- 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, retreat, sacramental programs).
- 5.** If this enrolment application is successful, I/we agree to **jointly and severally honour** the financial commitments required by the school as per the Schedule of Fees and Charges.
- 6.** **I/we** are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.

DECLARATION

In dealing with this application, it may be necessary for the school or the Catholic Education Office, to look at documents held by previous educational institutions, health care professionals or other agencies. This information will be collected, used and stored consistent with legislative requirements. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

I/we consent to the school and the Catholic Education Office 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 school or the Catholic Education Office may approach these bodies directly. The information they request may include information related to any of the questions I have answered in this Application for Enrolment.

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 declare that the information provided in this application to enrol is to the best of my/our knowledge and belief, accurate and complete. I/we understand that if any misleading information has been provided, or 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)

and

_____ (Mother/Carer)

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).**

Annexure 5 – Photographed Video Permission Form

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, or to promote the school in newspapers and other media.

Sacred Heart Catholic School or the Catholic School's Office 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'S NAME: _____ YEAR LEVEL: _____

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

- the school newsletter
- the school intranet
- the school website
- social media
- promotional materials
- newspapers and other media.

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

• I give permission for a photograph/video of my child to be used by the *Diocese of Wagga Wagga* in the agreed publications without acknowledgment, 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: ____ / ____ / _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988

OCCUPATIONAL GROUPS

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]

Group 8: Currently not in paid work

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.

If the person has not been in paid work in the last 12 months, tick Group '8' in the appropriate box

