



ST. PAUL'S PRIMARY SCHOOL

Links Street, West Sunshine 3020

Telephone: 03 9363 1568

Fax: 03 9363 7368

Email: principal@spsunshinewest.catholic.edu.au

APPLICATION FOR ENROLMENT

Office use only	Date received:		Receipt No:
	Enrolment date:		English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:		House colour:
	Student/family code:		VSN:

STUDENT DETAILS

Surname:

First name/s:

Preferred first name:

Date of birth:

Female:

Male:

Entry year: 20.....

Entry level/grade:

Please provide copy of Birth Certificate

Certificate supplied

HOME ADDRESS OF STUDENT

Street number & name:

Suburb:

Postcode:

Home phone:

RELIGION/SACRAMENTAL INFORMATION

Religion:

Office use only

Current Parish:

Certificate Supplied

Baptism:

Date:

Parish:

Reconciliation:

Date:

Parish:

Eucharist:

Date:

Parish:

Confirmation:

Date:

Parish:

Please provide copies of relevant Certificates

PREVIOUS SCHOOL/KINDERGARTEN PERMISSION

Name of previous school:

Name of previous kindergarten:

I/We give permission for St. Paul's Primary School, West Sunshine to contact previous school and/or kindergarten.

Yes

No

Signature:

Signature:

NATIONALITY**GOVERNMENT REQUIREMENT**

Nationality:

In which country was the student born:

Australia

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 Yes, Aboriginal Yes, Torres Strait IslanderIs the main language spoken at home English? Yes No

If No please specify Other

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**

Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)

Australian Passport Number: (If applicable)

Passport No:

Naturalisation Certificate Number :

Certificate No:

Visa Subclass recorded on entry to Australia

Visa Subclass No:

Date of Arrival into Australia

Date:

Not currently an Australian Citizen please provide further details as appropriate below:Permanent resident, *(if ticked, record the Visa Subclass Number)*

Visa Subclass No:

Temporary resident, *(if ticked, record the Visa Subclass Number)*

Visa Subclass No:

Other/Visitor/Overseas Student, *(if ticked, record the Visa Subclass)*

Visa Subclass No:

Date of Arrival into Australia

Date:

Please attach Visa or document of travel or letter of notification. Passport photo page and copy of date of arrival into Australia from passport must be provided.**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:

Accounts/correspondence to be addressed to

Mr / Mrs / Mr and Mrs / Ms (Please circle)

(Initial)

(Surname)

Address: (if same as Residential Address write "As Previous")

RESIDENTIAL STRUCTURE/HOME CARE ARRANGEMENTS Living with Mother & Father Single parent: Mother / Father (please circle) Living in a step family Shared parenting eg. One week with mother , next with father
FTE with Mother: FTE with Father: Guardian Out-Of-Home Care**COURT ORDERS (IF APPLICABLE)**Are there any current court orders relating to the student? Yes No ***If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.*****SIBLINGS**

Please list all children in your family (oldest to youngest) – include applicant

Name	School/Kindergarten	Date of Birth	Year/Grade (if applicable)

MEDICAL INFORMATION

Doctor's name:			
Street number and name:			
Suburb:		Post Code:	Phone:
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:	
Has the student been diagnosed as suffering from asthma?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
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?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Medical Condition:	<i>Please specify any other medical conditions the student suffers from eg. diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete and have signed by your doctor.</i>		
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i>		

IMMUNISATION

Has your child been immunised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Conscientious Objection <input type="checkbox"/>
<i>Please provide copy of Immunisation Certificate</i>			<i>Certificate provided</i> <input type="checkbox"/>

ADDITIONAL NEEDS

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.

Does your child have:

autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language/speech disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	physical disability	<input type="checkbox"/>	emotional issues	<input type="checkbox"/>

other (please specify)

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 a special need you MUST provide the following information:

Details of additional learning needs/additional needs provided (please provide all relevant information)

Medical/allied health professional reports attached (please provide all relevant information)

Copies provided

MOTHER/GUARDIAN

Surname:		First Name	Title:(Mrs/Ms)
Address:			
Home Phone:		Work Phone:	Mobile:
Your mobile number will be used to SMS whole school announcements and reminders.			
Email:		Health Care Card No.	
Religion:		Nationality:	
Country of Birth:		<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify)	
Interpreter Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		Current Working With Children Check Card No. <i>(Please provide copy of WWCC card)</i>	

GOVERNMENT REQUIREMENT**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"/>
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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"/>
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Occupation:	Occupation Group (see pages Pages 6 and 7) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N
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Language spoken by mother/guardian at home <input type="checkbox"/> English Only	<input type="checkbox"/> Other – please specify
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FATHER/GUARDIAN

Surname:		First Name	
Address:			
Home Phone:		Work Phone:	Mobile:
Your mobile number will be used to SMS whole school announcements and reminders.			
Email:		Health Care Card No.	
Religion:		Nationality:	
Country of Birth:		<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify)	
Interpreter Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		Current Working With Children Check Card No. <i>(Please provide copy of WWCC card)</i>	

GOVERNMENT REQUIREMENT**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"/>
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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"/>
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Occupation:	Occupation Group (see Pages 6 and 7) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N
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Language spoken by father/guardian at home <input type="checkbox"/> English Only	<input type="checkbox"/> Other – please specify
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EMERGENCY CONTACTS – OTHER THAN PARENT

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

DECLARATIONS AND AUTHORISATIONS

School Fees and Charges

I/We agree to pay all reasonable Fees and Charges levied by the school, relating to the education of my/our child.
I/We will pay the fees and charges within the time frame specified by the school.

Should I/we be in a situation where we are unable to meet our financial obligations to the school, we will contact the Principal to make suitable alternative arrangements.

Head Lice Inspection

I/We give permission for my/our child's hair to be checked for head lice by a nurse/health officer when required.

Accident Declaration

In the event of an accident or injury to my/our child whilst at school, on an excursion, or travelling to or from school, I/we authorise the Principal or senior staff member in charge of my/our child – where it is impractical to communicate with me/us – to consent to emergency medical arrangements on my/our behalf as are deemed necessary by a qualified medical practitioner. After notification by the School, I/we will accept responsibility as soon as possible for any further action necessary in the care of my/our child, including prompt attendance at any place to which my/our child may be taken for treatment. I/we accept all operative, blood transfusions and/or other anaesthetic risks involved and the responsibility for payment of any expenses thus incurred. Such consent includes anaesthetics, blood transfusions and operations.

Privacy and Enrolment Policies

The school collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the school.

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. Certain laws governing or relating to the operation of schools require that particular information is collected. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to the St Paul's Parish, West Sunshine, other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers. ***(Please see complete St. Paul's Privacy Policy, updated March 2017, for more information).***

If you do not consent to personal information being used by the school, please notify the Principal in writing.

Permission to Use Student Photographs and Display Work

I/We give consent for my/our child's photograph/video/work and name to be published in:

- the school website
- the school newsletter
- displays of work
- school brochures and prospectus
- newspapers and other media
- social media (eg Facebook, Twitter, Instagram)
- digital portfolio (eg SeeSaw)
- I/we do not consent to my/our child's photograph/video appearing in any of the publications above.

Parental Declaration

- I/We declare that the information contained in this Application for Enrolment is true and correct.
- I/We acknowledge that failure on my/our part to disclose information about my/our child may jeopardise their enrolment.
- Upon acceptance of my/our child at St. Paul's School I/we agree to abide by the Policies and Procedures of the School and to support the School in the Religious Education of my/our child.
- I/We understand that this permission is valid for the period of my/our child's primary school years and that should I/we wish to withdraw any of the afore mentioned authorities I am/we are required to notify the Principal in writing.**

Signature of Parents/Guardians:.....

Signature of Witness: Date:.....
(Principal)

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]

