



# Holy Saviour School

Unity in Diversity

<http://www.holysaviour.nsw.edu.au>

80 Waterloo Road Greenacre NSW 2190

Phone: 9740 4822 Facsimile: 9740 7775

Student Photo (Optional)

**Kindergarten Enrolments** – are considered where the child turns 5 years of age on or before 31 July of the year of intended commencement.

## APPLICATION FOR ENROLMENT

<b>Name of Student:</b> <b>Current school :</b> (or pre-school if applicable)	<b>OFFICE USE ONLY</b> Student Code: Family Code:
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Family Mailing Details		
Family Surname		
Mail to [eg Mr & Mrs Smith]		
Address	Suburb/City	Post Code
Family Phone Number	Other	
Current Parish	<b>Office Use Only:</b> F Flag	

Contact Details – Emergency contact details column (2) 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 <b>other than a parent</b> who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		

Student Details	
First Name	Commencement Year or Date
Middle Name	1 <sup>st</sup> Australian School Year (e.g.: 2001):
Surname	Previous School <span style="float: right;">Year Level</span>
Preferred Name	Religion
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Nationality
Country of Birth	Does the student 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:
Date of Birth	1. <span style="float: right;">2.</span>
Year e.g.: Kinder	<b>Office Use Only:</b> F Flag

Parish/Sacramental Details							
Sacrament	Date Received	Parish	Copy of Cert.	Sacrament	Date Received	Parish	Copy of Cert.
Baptism			Y/N	Eucharist			Y/N
Reconciliation			Y/N	Confirmation			Y/N

Current Siblings attending Holy Saviour School (For fee discounting purposes)			
Child 1:	Class:	Child 3:	Class:
Child 2:	Class:	Child 4:	Class:

Siblings NOT attending Holy Saviour School			
Child 1:	Age/Class:	Child 3:	Age/Class:
Child 2:	Age/Class:	Child 4:	Age/Class:

Medical Details	
Doctor/Medical Centre Name	Phone Number
Student's Medicare Number	Date of Last Tetanus Injection/Booster
<b>Allergies / Medical Alert</b>	Please specify <b>any allergies/ medical alerts, particularly ANAPHYLAXIS</b> , relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings; asthma, diabetes, epilepsy management etc).
<b>Immunisations</b>	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>

Special Needs					
Indicate whether the student applying for enrolment has any known or suspected <b>special needs</b> (please tick <input checked="" type="checkbox"/> Yes or No for <b>each</b> of the following)					
Physical Needs	Medical Needs	Educational Needs	Behavioural Needs	Sensory Needs (vision and / or hearing impairment)	Any other special needs
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered yes to any of the above, please provide <b>full details</b> of those needs and any assessment/intervention/support that he/she may be currently receiving ( <b>Supporting documentation <u>MUST</u> be provided</b> ).					

Relevant Previous History
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Holy Saviour School has a responsibility to assess and manage any risk of harm to its staff and students. 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 provide brief history of student's medical or other history which might pose a risk of any type to the student, other students, or staff at this school.

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

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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. The school will regularly assess its ability to provide adequate services for these needs.

Contact Details		
Details	Father/Carer Residing at Same Address	Mother/Carer Residing at Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Sex		
Address – Street		
Suburb & Post Code		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Fax		
Mobile		
Email Address		
Occupation		
Occupational Group  (Refer to list of occupations 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"/>	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"/>
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"/>	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"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <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.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.
Country of Birth		
Nationality		
Religion		
<b>SIGNATURE</b>		
<b>Office Use Only:</b> FP	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Office Use Only:</b> 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

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

- a) Enrolment Policy
- b) School Pastoral Care Policy
- c) Schedule of Fees and Charges
- d) Special Needs Enrolment Protocols
- e) School Cyber Safety Policy

- f) School Privacy Policy/ Standard Collection Notice/ Use of Student Images Policy
- g) Child Protection Policy / Volunteer requirements
- h) Excursion Policy
- i) Special Needs 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, and 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

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.

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/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.

7. I/we have included the enrolment fee of \$50 with this application for enrolment and I/we understand that this money will not be refundable if the application is unsuccessful.

#### DECLARATION

I/we consent to the school 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 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: \_\_\_\_\_ and/ or \_\_\_\_\_  
(Father/Carer) (Mother/Carer)

DATE: \_\_\_\_\_

## 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/refuge/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, 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]

### 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 '8' in the appropriate box

## Visa Student

1. Is the Student a Visa Student? Yes  No

2. If 'no' has the student spent 2 years or more in a non-English speaking country?

Yes  No

3. If 'yes' what was the date of departure from Australia? \_\_\_\_\_

Date of return to Australia? \_\_\_\_\_

### Office Use Only:

Passport Number

OSHC Membership Number

Confirmation of Enrolment:  
Course Code

Confirmation of Enrolment Number

Visa Sub Class

Visa Number  
Visa Expiry Date

OSHC Expiry Date

Course Description

Course Start Date

Course End Date

OS  BRVS  RSVS  ETV  PRS  LBOTE  ESL  ESLASSIST

NACIEC  CSS  SSCL  OHS