

APPLICATION TO ENROL

Thank you for your interest in enrolling your child at Holy Saviour School. The information you have provided will be used by the school to enrol your child, if your application is accepted. The school will notify you of the results of your application. Please do not purchase items such as uniforms until you receive confirmation of enrolment.

When you come to the school to enroll, please bring these documents with you:

- Birth Certificate
- Baptism Certificate
- Immunisation History Statement
- Copies of any family law or other relevant court orders (if applicable)
- Photo identification

In addition, if your child is a temporary / permanent resident but not an Australian citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable).

Your Privacy Protected

This school is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The information you provide will be used to process your child's application for enrolment, which may include a risk assessment.

It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or guardians
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes, such as the National Collection of data for students with disability.
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school. The health-related information collected is subject to the Health Records and Information Privacy Act 2002. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.

Why have we asked for information about your occupation and education?

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century. The National Goals specifically state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

To help us to make sure we are achieving this goal, all parents across Australia, no matter which school their child attends, are being asked to provide information about family background. The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background. We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage because of their economic or social background.

Providing information about your occupation and education is voluntary but your information will help us to ensure that all students are being well served by Australian schools.

The four groups listed on page 5 are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that you think best describes you. If you have retired or stopped work in the past year, please choose the group in which you used to work.

STUDENT DETAILS

First Name		Date of Birth	/	/
Middle Name		Sex (tick box)	Male	Female
Surname Name		Country of Birth		
Preferred Name*(if applicable)		Nationality		
Enrolment Class	K 1 2 3 4 5 6	Religion		
Commencement Year		Baptism Certificate	Yes	No
		Immunisation	Yes	No
Does this student have any brothers or sisters enrolled at Holy Saviour School?			Yes	No
If Yes, please write their names:				

INDIGENOUS IDENTIFIER

Is the Student of Aboriginal or Torres Strait Islander Origin?
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

MAIN LANGUAGE SPOKEN AT HOME

Select the language <u>mostly</u> spoken at home?	Student	Mother Guardian 1	Father Guardian 2
English			
Arabic			
Other (write)			

KINDERGARTEN STUDENT ENROLMENT

For Kindergarten students, what type of care did this child receive in the year prior to enrolling at school?	
<input type="checkbox"/> Pre school <input type="checkbox"/> Long day care <input type="checkbox"/> Family day care	<input type="checkbox"/> Other formal care <input type="checkbox"/> Other care e.g. parent, relative, carer, playgroup
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 full-time each week	
Name of pre-school, long day care centre or other formal care service	

NATIONALITY/RESIDENTIAL STATUS

Original copies must be sighted and copies to be retained by the school

Australian Citizen (Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)
Permanent Resident (Passport if Country of Birth is not Australia)
Temporary Resident (Passport and Visa)
Do you consent for the School to perform a VEO check? Yes No
Please note: if you do not consent, the application may not be accepted. At all times, it is the responsibility of the parent/guardian to remain lawful while in Australia. The school does not take responsibility for any breaches or consequences regarding VEO checks.

VISA INFORMATION

Residential Status:	Permanent	Non-Permanent	Refugee
If born overseas, on what date did the student arrive in Australia? / /	For Australian-born citizens, if the student was living overseas for two or more years, on what date did the student return to Australia? / /		
Passport Number:			
Visa Class:	Visa Issue Date:		
Visa Sub-Class:	Visa Expiry Date:		
Visa Grant Number:	Visa Application Date:		

STUDENT'S PREVIOUS SCHOOL

Please provide details of any schools where the student has previously been enrolled (NSW, interstate or overseas) starting with the most recent.	
Name of school last attended	
Location of school last attended (suburb/state/country)	
Dates of attendance (For example: from May 2004 to June 2007)	

ADDITIONAL INFORMATION

Are there any Family Court or other court orders in place?	Yes	No
If you answered yes, please attach copy of court orders.		
Where does the student usually reside?		
Parent/Carer 1	Parent/Carer 2	Both parents
Other (please explain):		

STUDENTS WITH ADDITIONAL NEEDS

Does the student have special needs that may require support or adjustments?	Yes	No
If you answered yes, please attach copies of all supporting information such as related medical reports/test results/other.		
Please note, failure to provide all relevant information about any special needs may result in the cancellation of the enrolment.		
Is your child a young person with?		
Autism	Hearing Impairment	Language Disorder
Vision Impairment	Mental Health Issues	Intellectual Disability
Behaviour Disorder	Difficulties in the basic areas of learning	Physical Disability
Acquired Brain Injury		
Other (please specify) _____		
Not Applicable		
What was provided for your child in his/her previous school?		

STUDENTS HISTORY RELEVANT TO RISK ASSESSMENT

Please share any relevant information that may support a smooth transition for your child into the school environment. This could include details that would help us develop a behaviour support plan or other strategies to meet your child's individual needs. The information you provide will assist us in creating a safe and supportive environment for your child, other students, and staff.

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 brief description of your child's medical or other 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.

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

If Yes, please provide a brief outline of reason/s.

Does your child have a history of violent behavior? Yes No

If yes, please provide details.

STUDENT MEDICAL DETAILS

Doctor's name/Medical centre	
Doctor's address	
Doctor's phone number	
Parent/Carer permission I give my permission for the school to seek information from the doctor/medical centre named above about how to manage any allergy or medical condition experienced by the student. Yes No	
Student's Medicare number ____ ____ ____ ____ ____ ____ ____ ____ Medicare Reference number ____ Expiry Date ____ / ____	
<i>It is essential you tell the Principal before your child starts school if he or she has any allergies or other medical conditions. You should also let the school know as soon as you are aware of any new allergies or new medical conditions.</i>	
Allergies – Please specify any allergies suffered by the student (e.g. peanuts, insect stings)	
Other Medical Condition – Please specify any other medical conditions (e.g. asthma, diabetes, epilepsy)	
Medication – Please specify any prescribed medication to be taken by the student	

PARENT OCCUPATION 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.

Publicservice 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/sports persons 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/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 services 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 staff, street vendor, telemarketer, shelf stacker] Assistant/aide [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 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

PARENT / GUARDIAN / CARER DETAILS

Details	Mother Guardian/Carer	Father Guardian/Carer
Title		
First Name		
Middle Name		
Surname		
Date of Birth		
Marital Status		
Address		
Suburb & Postcode		
Residential Guardian	Yes No	Yes No
Home phone number		
Mobile number		
Work number		
Email address		
Occupation		
Occupation Group Please list occupation currently employed in Australia. (refer to page 5 for List of Parental Occupation)	Group 1 Group 2 Group 3 Group 4 Group 8 (not in paid work in the last 12 months)	Group 1 Group 2 Group 3 Group 4 Group 8 (not in paid work in the last 12 months)
Highest Level of School Education	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below	Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below
Level of Highest Qualification	Bachelor or Degree or above Advanced Diploma/Diploma Certificate I – IV (Trade Cert) No non-college qualification	Bachelor Degree or above Advanced Diploma/Diploma Certificate I – IV (Trade Cert) No non-college qualification
Country of Birth		
Nationality		
Ethnicity (background)		
Religion		

EMERGENCY CONTACT

If we cannot contact you, in the event of an emergency please provide contact details of **at least two other contacts**. Please nominate people who may be contacted in the event of an emergency when the parents cannot be contacted. Ideally, the contact person should be someone who lives in the neighborhood of the school. Please ensure that you have discussed with the people listed on this page their willingness to be emergency contacts.

Details	Emergency Contact 1	Emergency Contact 2
Title		
First Name		
Surname		
Relationship to student		
Home number		
Mobile number		

APPLICANT'S DECLARATION

In dealing with this application, it may be necessary for Holy Saviour School 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 and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002. The cooperation of the applicant in accessing such information, while not always necessary, is appreciated and will speed up the assessment of the application.

ACKNOWLEDGEMENT

I acknowledge that Holy Saviour School may seek and gain access to relevant information about this student related to one or more of the questions in this application that is held by previous schools, health care professionals or other government agencies.

I 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.

TERMS & CONDITIONS

While the Principal may approve a partial remission of fees in exceptional cases of genuine hardship, this will normally be considered only when a written application for assistance has been made to the Principal through the Business Manager.

All costs incurred in recovering any amount owing (including legal and debt collection fees) will be added to the debt and will become due and payable as they are incurred.

In signing this document, I/we agree to:

- support the Catholic ethos and practices of this school
- my child attending school regularly and punctually
- notify the school when my child is unable to attend school
- communicate with the school on matters of concern
- provide the correct uniform and support the school uniform rules
- undertake all financial responsibility for fees and payments that will be required during enrolment at Holy Saviour School

Confirmation Statement

I declare that the information provided in this Application to Enrol is, to the best of my knowledge and belief, accurate and complete.

I recognize 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.

I will undertake all financial responsibility for fees and payments that will be required during enrolment at Holy Saviour School.

I have carefully read the Parent Code of Conduct and will adhere to the guidelines as a condition of enrolling my child/ren at Holy Saviour School.

Signature of parent/guardian

Print name

Date

 / /

Day

Month

Year

Signature of parent/guardian

Print name

Date

 / /

Day

Month

Year

I understand that if I submit electronically, I will be required to provide a physical signature at my next visit.

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COMPUTER AND INTERNET CONTRACT

Student:

I agree to the following:

- I will only use the internet when I have permission and a teacher supervises me.
- I will only use the internet for activities and work set by a teacher.
- I will respect the privacy of others. I will not put names, pictures or information of other people on the internet.
- I understand that information on the internet may or may not be correct.
- I will tell a teacher if I see any unacceptable material on a school computer.
- I will only use a USB stick in school computers if I have permission from a teacher.
- I will not alter any settings on the computers.
- I will only use my school Gmail for appropriate personal messages and educational activities.
- I will only use my own log in details to access the internet at school
- I will not interfere or change the work shared with me on the drive without the permission of the original author.
- I will not send offensive comments to other children through chat or document comments.
- I will not harass my peers on Social Media in or out of school hours.
- I will only research using the internet at school for information related to tasks set by a teacher.
- I will not bookmark / add anything to favourites without teacher permission and supervision.
- I will not download or access music, images, videos or games not approved by my class teacher.
- I will not plagiarise from the internet or use AI generated texts to submit as my own.
- I understand that I must carry only one laptop to and from its charging station holding it with two hands.
- I will not walk around the classroom holding a laptop.
- I understand it is my responsibility to return a laptop to the appropriate charging station or dock.
- I will not have any food or beverages near the laptop.

I understand that if I break any of these rules, I may not be allowed to use the internet at school.

I understand that any damages incurred while the laptop is in my possession are my responsibility.

Student's signature: _____

Date: ____ / ____ / ____

Parents:

I have read the Internet and Computer contract and understand that Holy Saviour School wishes to provide internet access to enhance the school's curriculum. I give permission for my child to use the internet under the prescribed conditions.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

I understand that if I submit electronically, I will be required to provide a physical signature at my next visit.

PHOTOGRAPH / 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.

Holy Saviour School 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:** _____

1. I give permission for my child/ren photograph/video and name to be published in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media
2. I authorise Holy Saviour School to use the photograph/video in material available free of charge to schools and education departments around Australia for the school's promotional, marketing, media and educational purposes.
3. I give permission for a photograph/video of my child to be used by Holy Saviour School in the agreed publications without the acknowledgement, remuneration or compensation.
4. 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.

Please select one of the following:

Internal school use only

Internal and external use approved

Name of Parent/Guardian: _____

Signed: Parent/Guardian: _____

Date: _____

I understand that if I submit electronically, I will be required to provide a physical signature at my next visit.

OFFICE USE ONLY

CHILD NAME:

D.O.B:

ENROLMENT YEAR:

ENROLMENT GRADE:

DATE ENROLMENT FORM RECEIVED

___/___/_____

DATE OF TOUR (STAFF)

___/___/_____

SIBLINGS:

RELATED PARTIES:

INTERVIEW DATE:

___/___/_____

NOTES:

OFFICE USE ONLY