

Our Lady of Fatima Catholic Primary School



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Dream Believe Achieve

APPLICATION FOR ENROLMENT

Our Lady of Fatima is a Catholic Primary School for students living in the parishes of Rosebud & Dromana. This application **must be completed and signed** by both parents if applicable. The following documents must be attached for this application to be considered.

- A copy of your child's Baptismal Certificate
- A copy of your child's Birth Certificate
- A copy of your child's Immunisation Certificate (download from Medicare web site)
- A copy of your child's Visa/Residency status (new arrivals)
- A copy of the completed Medical Form (if applicable)

Parents of new families are encouraged to visit us to see the school in operation. New families are also encouraged to make an appointment with our Parish Priest. Rosebud Parish: (03) 5986 1470

ENROLMENT POLICY

Our Lady of Fatima will maintain and/or work towards the highest possible level of Catholic Enrolment in our school. Our selection for criteria for enrolments is as follows:

1. Catholic children who are residents of the Parishes of Rosebud and Dromana.
 2. Catholic children who do not reside in the parish but belong to the parish community.
 3. Catholic children from other parishes (for pastoral reasons)
 4. Children from non-Catholic Eastern Churches who reside in the parish.
 5. Children from non-Catholic Eastern Churches who reside outside the parish.
 6. Non-baptised children of Catholic parents.
 7. Other Christian children who reside in the parish.
 8. Other Christian children who reside outside the parish.
 9. Non-Christian children who reside in the parish.
 10. Non-Christian children who reside outside the parish.
- Siblings, where possible, will be accommodated within the above priorities.

Office Use Only:

FAMILY SURNAME: (as stated on students Birth Certificate) _____

Student Name: _____ Religion: _____

Application for Year Level: PREP 1 2 3 4 5 6

Date received: _____ Interview Booked: _____ Start date/year: _____

House Colour: Besgrove Hinton McCombe Nepean

ENROLMENT FORM

Office use only	Student/family code:	VSN:
	Enrolment date:	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>

STUDENT DETAILS

Surname:	Entry year (YYYY)	Entry level/grade:
First name/s:		
Preferred first name:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Date of birth:	Religion:	

HOME ADDRESS OF STUDENT

Street number & name:	
Suburb:	Post Code:
Home phone:	

EMERGENCY CONTACTS – OTHER THAN PARENT

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

SACRAMENTAL INFORMATION

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

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION

Name of previous school/pre-school:	
Teacher / Pre School Teachers Name:	Pre – School Group Name:
I/We give permission for school to contact previous school or pre-school to collect verbal & printed information: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

NATIONALITY - Government Requirement

Nationality:	
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			

FAMILY INFORMATION

MOTHER/GUARDIAN

Surname:		Title: (eg. Mrs)		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Email:					
GOVERNMENT REQUIREMENT	Current Occupation:		What is the occupation group? (select from list of parental occupation groups listed on pages 7 & 8)		
Employer:			Employer Position:		
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: <i>(Persons who have never attended secondary school, mark 'Year 9 or below')</i>					
Year 9 or below	<input type="checkbox"/>	Year 10 or equivalent	<input type="checkbox"/>	Year 11 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

Surname:		Title:		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Email:					
GOVERNMENT REQUIREMENT	Current Occupation:		What is the occupation group? (select from list of parental occupation groups listed on pages 7 & 8)		
Employer:			Employer Position:		
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: <i>(Persons who have never attended secondary school, mark 'Year 9 or below')</i>					
Year 9 or below	<input type="checkbox"/>	Year 10 or equivalent	<input type="checkbox"/>	Year 11 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"/>

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)		
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:	
<input type="checkbox"/>	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:

<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"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	

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

Doctor's 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:	
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

IMMUNISATION

Have you included a copy of your child's current Immunisation Certificated (download from Medicare - http://www.humanservices.gov.au)
Yes <input type="checkbox"/> No <input type="checkbox"/> if NO please provide a reason;
Tetanus: Yes <input type="checkbox"/> No <input type="checkbox"/> Date received:

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

Does your child have:					
autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language 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"/>	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 a special need, 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"/>

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

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: _____ FTE with Father: _____
<input type="checkbox"/> Guardian	<input type="checkbox"/> 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.

Is there any other information you wish the school to be aware of?

Application for Enrolment Declaration

As parents/guardians, I/we understand that if this application is successful, I/we will support the vision of the School and Parish. In accepting the enrolment we agree to abide by the school's procedures and protocols regarding uniform, conduct and payment of all *school fees including book levies and excursions. I/we agree to comply with school policies. This includes, but is not limited to, Child Safety Policy, Child Safety Code of Conduct, OHS Code of Conduct Parent - School Relationships and the Complaints Policy. These policies are reviewed regularly and may be subject to change at the school's discretion. I/we will work with the school to support any academic/social/behavioural needs of our child. I/we agree to support our child's participation in the religious life of the school (eg school liturgies, Masses etc).

The consequence of not complying with the school's protocols, procedures and policies may result in the termination of the enrolment.

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

School Fee Arrangements

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:

Parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the principal)

***Signing this form indicates your commitment and responsibility to fee/levy payments.**

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

PERMISSION FOR HEAD LICE INSPECTION

- I give permission for my child's hair to be checked for head lice by the parent managed head lice program every term, in the event of an outbreak or when required.
- I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.

PARENT/GUARDIAN Name: _____

Signature: _____

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. The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) 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 below purposes. Please complete the permission form.

STUDENT'S FULL NAME: _____

YEAR LEVEL: _____

- I give permission for my child's photograph/video and Christian name to be used in online & print publications such as but not exclusive to those listed below:
 - the school website
 - social media
 - newsletter (hard copy & online)
 - promotional materials
 - newspapers and other media.
- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CEOM/CECV 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 in writing.

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: Parent / Guardian _____

Signed: Parent/Guardian _____

Date: _____

MEDICAL ACCIDENT DECLARATION

In the event of illness or injury to my child whilst at school, on an excursion/camp, or travelling to or from school, I authorise the Principal or senior staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations.

Name: Parent / Guardian _____

Signed: Parent/Guardian _____

Date: _____

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

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, kitchen hand, 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]