



Enrolment Form

Diocese of Broken Bay Systemic Schools



OUR LADY HELP OF CHRISTIANS CATHOLIC SCHOOL
 8-14 Cambridge St Epping NSW 2121 Ph:9868 3322
 email: olhc@dbb.catholic.edu.au website: www.olhcdbb.catholic.edu.au

Office Use only	Family Code	Student ID
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Mail from school to be sent to

Address (please circle) Mr & Mrs Mr Mrs Ms Dr Prof

Surname Given Name

Address

Postcode.....

Contact tel. e-mail address

Student Details

Surname Entry Year (eg 2018).....

Given name(s)..... Entry Level (eg Yr 3).....

Preferred given name Date of Birth

Religion What is the student's sex? Male Female
 (please tick one box)

Address (if different from above mailing address)

Postcode.....

Contact tel. e-mail address

Does the student reside at this address seven days a week? Yes No

Sacramental Information

Baptism Date Parish

Confirmation Date Parish

Reconciliation Date Parish

Communion Date Parish

Current Parish

Kindergarten Enrolments only

What type(s) of care outside of the home did this student have prior to enrolling at school? (choose the type accessed in the year prior to school)

Long Day Care Family Day Care Occasional Care Pre-school Playgroup

Other care (please specify)

Extent of prior to school care Up to 6 hrs/week Up to 12 hours/week 12 hrs to fulltime each week

Name of prior to school care service

I/We give permission to the school to contact this service provider Yes No

Student Details:
Surname First Name

Student Details *(cont'd)*

Previous School

Name

I/We give permission to the school to contact this previous school Yes No

Nationality

In which country was the student born?

Australia Other (please specify)

Is the student of Aboriginal or Torres Strait Islander origin?

	No	<input type="checkbox"/>	
Aboriginal	Yes	<input type="checkbox"/>	<i>(for persons of both Aboriginal and Torres Strait Islander origin, tick both Yes boxes)</i>
Torres Strait Islander	Yes	<input type="checkbox"/>	

Residential Status

- Australian Citizen *(Citizenship documentation or Australian Passport if country of birth is not Australia)*
- Permanent resident *(Passport if country of birth is not Australia)*
- Temporary resident *(Passport or Visa)*
- Foreign National without residential status *(Passport and Visa)*

Visa No Passport No. Visa expiry date

Does the student or their Parent 1/Guardian 1/Carer 1 or parent 2/Guardian 2/Carer 2 speak a language other than English at home? *If more than one language, indicate the one that is spoken most often*

	Student	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2
No - English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

Medical Information

Name of Doctor/

Medical Practice

Address

..... Postcode Contact tel.

Medicare No.

Medical Condition(s) *(Please list any medical condition(s) the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student)*

.....

Allergies *(Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings, etc. Include specific details)*

.....

Has the student been diagnosed as being at risk of anaphylaxis? Yes No

If yes, does the student have an EpiPen? Yes No

Student Details:
Surname First Name

Student Details *(cont'd)*

Immunisation *(Please indicate if the student has been immunised against the following:*

	<i>Tick appropriate box</i>	<i>Date of immunisation</i>
Hepatitis B	Yes <input type="checkbox"/> No <input type="checkbox"/>
Diphtheria - Tetanus - Whooping cough	Yes <input type="checkbox"/> No <input type="checkbox"/>
Haemophilus Influenza Type B (Hib)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Polio	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pneumococcal Disease	Yes <input type="checkbox"/> No <input type="checkbox"/>
Rotavirus	Yes <input type="checkbox"/> No <input type="checkbox"/>
Measles - Mumps - Rubella	Yes <input type="checkbox"/> No <input type="checkbox"/>
Meningococcal C Disease	Yes <input type="checkbox"/> No <input type="checkbox"/>
HPV <i>(Secondary only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chickenpox (Varicella)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Students with Special Needs

Your application provides an opportunity to gather information that will support the learning needs of your child. Our school seeks to promote the spiritual, educational and social development of all our students. We work in partnership with families to collaboratively plan for students with additional needs.

If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

a) Has your child been assessed and diagnosed with a disability? No Yes *please complete the following information*

Physical disability Yes No

Details, including practical implications

.....

Cognitive disability Yes No

Intellectual disability Language disorder Learning disorder

Other

Social, communication, emotional challenges Yes No

Autism

Behavioural concerns for self or others

Mental health concerns eg anxiety, separation disorder, elective mutism, etc

Concerns regarding attention eg ADD/ADHD

Other

Sensory impairment Yes No

Hearing Vision

Other

Student Details: Surname	First Name
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Student Details *(cont'd)*

Special Needs *(cont'd)*

b) What supports are currently in place to support your child to access and participate in their current educational setting?

Adjustments to

- Learning
- Supervision
- Support for health care procedures
- Specialist furniture and/or equipment
- Mobility supports, equipment and/or personnel
- Communication supports (braille, signing, assistive technology, communication devices)
- Disability provisions for assessments
- Other *(please specify)*

.....

c) Is your child receiving specialist therapy? Yes No

Occupational therapy Speech Pathology

Other *(please specify)*

Please provide copies of all reports from a doctor or health professional relating to your child's special needs.

The school will contact you to begin the consultation process. Ongoing collaboration will assist the school to better understand your child's needs and to commence planning for required (reasonable) adjustments. If there are any changes to your child's special needs you must promptly notify the school.

Health and Safety

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/her, other students and/or staff at this school?

No

Yes *(provide details)*

.....

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

.....

Does your child have any history of violent behaviours: Yes No

Does your child have any history of behavioural problems including verbal bullying? Yes No

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

- If yes, was this for
- Actual violence to any person
 - Possession of a weapon or any item used to cause injury
 - Intimidation, bullying or harassment of students/staff
 - Threats of violence
 - Illegal drugs
 - Other *(please specify)*

Please tick any applicable box

.....

Student Details:
Surname First Name

Student Details (cont'd)

Health and Safety (cont'd)

Consent I/We will provide written consent to the school on request to contact health professionals or other relevant agencies Yes No

Court Orders / Parenting Agreements (if applicable)

Are there any current court orders or parenting agreements relating to the student? Yes No

If yes, copies of these court orders (eg. AVOs, Family Court/Federal Magistrate Court orders) or other relevant documents must be provided.

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

.....
.....

Family Details

Parent 1/Guardian 1/Carer 1 Mr Mrs Ms Dr Prof (please circle)

Surname First Name.....

Address

..... Postcode.....

Contact Nos Home Work

Mobile..... email address.....

Occupation

Religion Nationality.....

Country of birth Australia Other (please specify)

Relationship to Student eg. Mother/Father

Parent 2/Guardian 2/Carer 2 Mr Mrs Ms Dr Prof (please circle)

Surname First Name.....

Address

..... Postcode.....

Contact Nos Home Work

Mobile..... e-mail address

Occupation

Religion Nationality.....

Country of birth Australia Other (please specify)

Relationship to Student eg. Mother/Father

Student Details:
Surname **First Name**

Non-residential Parent Mr Mrs Ms Dr Prof (please circle)

Surname First Name.....

Address

..... Postcode.....

Contact Nos Home Work

Mobile..... e-mail address

Occupation

Religion Nationality.....

Country of birth Australia Other (please specify)

Relationship to Student eg. Mother/Father

What is the **highest** year of primary or secondary school the parents/guardians/carers have completed?
 (Persons who have never attended school, tick 'Year 9 or equivalent or below' box. Mark one box only in each column)

	Parent 1/Guardian 1/ Carer 1	Parent 2/Guardian 2/ Carer 2	Non-residential Parent
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the **highest** qualification the parents/guardians/carers have completed? Mark one box only in each column

	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2	Non-residential Parent
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of:

Parent 1/Guardian 1/Carer 1 Parent 2/Guardian 2/Carer 2 Non-residential parent

Please select the appropriate parental occupation group from pages 8 or 9

- 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, enter "8" in the space(s) above

Student Details:
Surname First Name

Emergency Contact - in addition to parents and carers

Name

Relationship to student

Contact tel.

Sibling Details

List all children in your family attending school or pre-school *(from oldest to youngest including applicant)*

Name	School/Pre-school	Year/Grade <i>(Current calendar year)</i>	Date of Birth <i>(Pre-school only)</i>

List of parental Occupation Groups

Group 1	Elected Officials, senior executives/managers, management in large business organisation, government administration and defence, and qualified professionals
<p>Elected officials (major parliamentarian, alderperson, trade union secretary, board member)</p> <p>Senior executives/general managers/department heads in industry, commerce, media or other large organisation</p> <ul style="list-style-type: none"> • Public sector manager (public service manager – section head or above – regional director, hospital/health services, education) • Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director) • Defence forces (commissioned officer) <p>Qualified 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</p> <ul style="list-style-type: none"> • Health (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet psychologist, therapy professional, dietician, radiographer, podiatrists) • Education (primary/secondary school teacher, university lecturer, professor, VET, special education) • Law (lawyer, judge, barrister, coroner, solicitor, legal officer) • Engineering (architect, surveyor, chemical/civil/mechanical/mining engineer) • ICT (computer systems manager, designer, software and applications programmer) • Science (all scientists) • Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist) • Social (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator) • Air/Sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller) 	
Group 2	Other business managers/professional and associate professionals
<p>Other business managers/professionals</p> <ul style="list-style-type: none"> • Farm/business owner/manager (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager) • Specialist manager (works manager, engineering/production manager, sales/marketing managers, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professional) • Finance (bank manager, finance/investment/insurance broker/advisor, credit/loans officer, accountant) • Retail sales/service manager (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services manager) • Arts/media (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer) • Sports (coach, trainer, sports official, sportsperson) <p>Associate professional generally have diploma/technical qualifications and support managers and professionals</p> <ul style="list-style-type: none"> • Medical, science, architectural, building, surveying engineering, computing, ICT support technician • Health (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician) • Legal (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff) • Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analysts, contract program) • Defence Forces (senior non-Commissioned Officer [NCO]) • Other (library assistant, museum/gallery technician, research assistant, proof reader) 	

List of parental Occupation Groups (cont'd)

Group 3 Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff
<p>Tradespeople (generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group – metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chef/cooks, hairdressers)</p> <p>Advanced/intermediate clerical, office, sales, carer and service staff</p> <ul style="list-style-type: none"> • Recording clerk (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk,, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk,, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, administration clerk) • Inquiry/admissions clerk (customer inquiry/complaints/services clerk, hospital admissions clerk) • Office (secretary, personal assistant, desktop publishing operator, switchboard operator) • Sales (customer inquiry/complaints/services clerk, hospital admissions clerk)sales representative – goods and service – auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent) • Carer (aged/disability/refugee/child care/welfare support worker, nanny, nursing support) • Service (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor inspectors and regulatory officer)
Group 4 Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers
<p>Machine operators</p> <ul style="list-style-type: none"> • Driver or mobile plant operators (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator//earthmoving plant operators, farm/horticulture/forestry machinery operator) • Production/processing machine operator (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operator) • Other machine operator (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operator, railway signals/points, crane/hoist/lift/bulk materials handling machinery operator, driller, miner) <p>Sales office, hospitality staff and other assistants</p> <ul style="list-style-type: none"> • Sales (sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler) • Office (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk) • Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter housekeeper fast food cook) • Assistant/aide (trades assistant, school/teachers'/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher home helper, salon assistant, animal attendant) • Sales (sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler) <p>Defence Forces (ranks below senior NCO)</p> <p>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)</p> <p>Other worker (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security officer)</p>

Agreement - please tick appropriate boxes

- 1 I/We agree to support school policies in relation to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school
- 2 I/We have included copies of the following documents with this application for enrolment:
 - Birth Certificate *
 - Sacramental Certificates to date *
 - Parish Priest Reference Form - unless the priest has indicated he will forward the form directly to the school
 - Passport, visa, citizenship documentation * (if applicable)
 - Most recent previous school reports and external test results
 - Current Family Court Orders (if applicable)
 - Relevant medical and/or special needs information (if applicable)
 - Immunisation Certificates
 - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)

*** Original documents will need to be produced during the enrolment process**

- 3 If this enrolment application is successful, I/We agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges
- 4 I/We understand that if this application is successful, the information that I/we have provided (eg of address, court orders, special needs etc) must be kept up to date throughout the period of enrolment.
- 5 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 programs)
- 6 If, in time of emergencies, accidents or serious illness, I/we cannot be contacted I/we give permission for the principal or their representative, to seek medical attention for my/our child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle Yes No

I/We have read all the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful.

I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

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.

Signatures

..... (Parent 1/Guardian 1/Carer 1) (Date)

..... (Parent 2/Guardian 2/Carer 2) (Date)

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 primary or secondary school.

- 1 The school and the Diocese both independently and through its schools collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
- 2 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.
- 3 Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include education, public health and child protection laws.
- 4 Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
- 5 If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
- 6 The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
 - Other schools and teachers at those schools
 - government departments and agencies
 - the Catholic Schools Office
 - the Catholic Education Commission NSW
 - the Diocese of Broken Bay and its parishes
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - people providing administrative and financial services to the school
 - anyone you authorise the school to disclose information to
 - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws
- 7 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters, magazines and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.
- 8 Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Older students may also seek access to personal information about themselves. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.
- 9 The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10 If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.
- 11 The school may use online or Cloud service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Privacy Policy.
- 12 The Diocesan Schools System Privacy Policy sets out how to make a complaint about a breach of privacy and how the school will deal with such a complaint.