ENROLMENT APPLICATION FORM
Information on this form is strictly confidential

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Date Received:</td>
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<tr>
<td>Enrolment Date:</td>
</tr>
<tr>
<td>Child’s Name:</td>
</tr>
<tr>
<td>Family Code No:</td>
</tr>
<tr>
<td>House Colour/Name:</td>
</tr>
<tr>
<td>Start Date:</td>
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<tr>
<td>Child’s Grade:</td>
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<tr>
<td>Student Code No:</td>
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<tr>
<td>Student Registration No:</td>
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<tr>
<td>VSN:</td>
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<tr>
<td>Copy of Certificates (attached)</td>
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<tr>
<td>□ Birth</td>
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<tr>
<td>□ Baptism</td>
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<tr>
<td>□ Reconciliation</td>
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<td>□ Communion</td>
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<td>□ Confirmation</td>
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<td>□ Immunisation</td>
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Special Needs Support □ Yes □ No
ESL □ Yes □ No
OUR LADY OF LOURDES PRIMARY SCHOOL PRIVACY POLICY

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

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. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health [and Child Protection]* laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.

6. 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.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include 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 pupil, or where pupils have provided information in confidence.

9. As you may know 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.

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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Signature of Parent/Guardian……………………………………………………………………Date:………………
### FAMILY DETAILS

#### MOTHER/GUARDIAN 1 INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Christian name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>P/code</td>
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<td>Telephone: (H)</td>
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<td>Religion:</td>
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<tr>
<td>Australian Citizen:</td>
<td></td>
</tr>
<tr>
<td>Country of Birth:</td>
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</tbody>
</table>

**Does the mother/guardian speak a language other than English at home?**
- [ ] English only
- [ ] Other, please specify

**Mother’s/guardian’s Occupation:**

**What is the occupation group of the mother/guardian?**

Please select the appropriate parental occupation group from the attached list (A, B, C, D or N)

- [ ] Employer:
- [ ] What is the highest year of primary or secondary school the mother/guardian has completed?
  - [ ] Year 12 or equivalent
  - [ ] Year 11 or equivalent
  - [ ] Year 10 or equivalent
  - [ ] Year 9 or equivalent or below

**What is the level of the highest qualification the mother/guardian has completed?**

- [ ] Bachelor Degree or above
- [ ] Advanced Diploma/Diploma
- [ ] Certificate I to IV (including Trade Certificate)
- [ ] No non-school qualifications

#### FATHER/GUARDIAN 2 INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Christian name:</td>
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<tr>
<td>Religion:</td>
<td></td>
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<tr>
<td>Australian Citizen:</td>
<td></td>
</tr>
</tbody>
</table>

Father/Guardian 2 information continued overleaf…
FATHER/GUARDIAN 2 INFORMATION CONTINUED

Country of Birth:

Does the father/guardian speak a language other than English at home?
If more than one language, indicate the one that is spoken most often

☐ English only ☐ Other, please specify_____________________________________________________

Father’s/guardian’s Occupation:______________________________________________________________

What is the occupation group of the Father/guardian? ______
Please select the appropriate parental occupation group from the attached list (A, B, C, D or N)

If 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 person has not been in paid work in the last 12 months, enter ‘N’

Employer:

What is the highest year of primary or secondary school the father/guardian has completed?
For persons who have never attended school, mark ‘Year 9 or equivalent or below’.

☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

What is the level of the highest qualification the mother/guardian has completed?

☐ Bachelor Degree or above ☐ Advanced Diploma/Diploma
☐ Certificate I to IV (including Trade Certificate) ☐ No non-school qualifications

FAMILY STATUS

☐ Married ☐ Separated ☐ Divorced ☐ Single Parent Family ☐ De facto
Is there a Parenting Plan? ☐ No ☐ Yes (Please provide copy to school)

STUDENT INFORMATION

SURNAME:_____________________________________________________________________________
CHRISTIAN NAME/S:_____________________________________________________________________
PREFERRED NAME:_____________________________________________________________________
ADDRESS:_____________________________________________________________________________

Post Code:____________________________

DATE OF BIRTH:_____ / _____ / ______ ☆ SEX: ☐ Male ☐ Female

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both Aboriginal & Torres Strait Islander

In which country was the student born?

☐ Australia ☐ Other – please specify________________________________________________________

If not Australia, date of arrival:_____ / _____ /

Year of commencement ____________________
STUDENT RELIGIOUS DENOMINATION DETAILS

RELIGIOUS DENOMINATION: __________________________________________
Baptism Date: _______________ Parish/Place of Baptism: ____________________

SACRAMENTS already received:
Reconciliation Date: ___________ Parish: ___________________________
Communion Date: _______________ Parish: ___________________________
Confirmation Date: _____________ Parish: ___________________________

STUDENT LANGUAGE DETAILS

Does the student speak a language other than English at home? 
If more than one language, indicate the one that is spoken most often
☐ No, English only ☐ Yes, Other – please specify _____________________________

Does your child attend Language School?: ☐ Yes ☐ No
If yes, name of Language School attending: ________________________________
If yes, specify language learnt at Language School: __________________________

PREVIOUS SCHOOL/KINDERGARTEN

YEAR LEVEL (to be enrolled in this school): _______

IF ENROLLING FOR PREP, PREVIOUS KINDERGARTEN: _______________________

ADDRESS: ___________________________________________________________

OR

PREVIOUS SCHOOL: _____________________________________________________

ADDRESS: ___________________________________________________________

YEAR LEVEL: __________________________ (at previous school)

How many children in family: ___________ Position in Family: _____________

Names of Siblings attending this school: _______________________________ Year level: _____
________________________________________ Year level: _____
________________________________________ Year level: _____

Names of Siblings not attending this school (and year level if applicable):
________________________________________ Year level: _____
________________________________________ Year level: _____
________________________________________ Year level: _____
EMERGENCY INFORMATION

Name of Family Doctor: ___________________________ Telephone No.____________

Address: ______________________________________

Ambulance Subscription: ☐ Yes ☐ No  Medicare No.:_________________________

Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate two relatives, neighbours, or friends who can drive and are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted an ambulance will be called.

Emergency 1:  ___________________________  Emergency 2:  ___________________________

Name: ___________________________  Name: ___________________________

Relationship to child: ___________________________  Relationship to child: ___________________________

Contact Telephone: (H)___________________ Contact Telephone: (H)___________________

(M)___________________  (M)___________________

(B)___________________  (B)___________________

STUDENT’S MEDICAL HISTORY

Does your child suffer from any medical conditions of which we need to be aware?  ☐ Yes  ☐ No

If yes, please provide details:  ______________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

MEDICAL AUTHORITY

In the event of any illness, or accident, I accept responsibility and authorize the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary. I accept responsibility for all expenses.

Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: ___________________________  Date: _______________________
FINANCIAL INFORMATION

ACCOUNT DETAILS

Account to be addressed to:

Name: __________________________________________
Address: ______________________________________ Post Code: ________
Name: ______________________________________
Address: ______________________________________ Post Code: ________

PARISH

Do you contribute to (insert Parish Name) Parish through Thanksgiving Offering Envelopes?
☐ Yes ☐ No

SCHOOL

FEES: School fees are billed per family. Statements are sent out at the beginning of the year with the full amount payable per annum. Account Rendered statements are sent out in Terms 2, 3 and 4. You can elect to pay school fees per term, or an annual payment in Term 1. If you have any concerns regarding the payment of school fees, please make an appointment with the Principal.

You may be eligible to claim extra assistance towards your school fees if you are a holder of a Health Benefits Care, Health Care Card or Pension Card. If you hold one of these cards you will need to collect an Education Maintenance Allowance form at the beginning of every year from the office. Availability and closing dates are advertised in the school newsletter.

CHILD LEVY: There is an annual levy fee per child covering classroom requisites and excursions. This fee is charged and due at the beginning of the school year and is payable first week of Term 1. Camp, swimming, sport and sacraments will be separately charged.
**Occupation Group**

Please select the appropriate group from the following list. 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.

**List of Parental Occupations:**

**Occupation Group A**
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:
  - 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]

**Occupation Group B**
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:
  - 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
**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
- **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/manager]

**Occupation Group D**

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]