



APPLICATION TO ENROL

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

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

- Baptism Certificate
- Birth certificate or identity documents
- Copies of any family law or other relevant court orders (if applicable)
- Immunisation history statement

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 2 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.

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.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces Senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship.
All tradesmen/women are included in this group. Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled Office/ Sales/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 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 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

STUDENT DETAILS

STUDENT DETAILS

Family name

Sex (tick box below)

Male Female

Date of birth

Day Month Year

First given name

Into which year are you seeking to enrol this student?
(please mark one box)

K 1 2 3 4 5 6

Second given name

Intended start date

Day Month Year

Parish/Sacramental Details

Baptism

Day Month Year

Parish

Copy of Certificate

Yes No

Reconciliation

Day Month Year

Parish

Eucharist

Day Month Year

Parish

Does this student have any brothers or sisters enrolled at Holy Saviour School?

Yes No

If yes, please write their names

OFFICE USE ONLY

Name of Student

Student Code

Family Code

Current School (or preschool if applicable)

Date of enrolment at this school

Day Month Year

Current scholastic year in which the student is enrolled (k-6)

FAMILY DETAILS

This section is for the parents/carers with whom the student normally lives.

PARENT/CARER 1

*If applicable, copies of any relevant family law or other court orders must be provided.

Title (e.g. Mr/Ms/Mrs/Dr)

Sex (tick box below)

Male

Female

Relationship to student

Family name

Given name

Occupation

Country of birth

Occupation group (write 1, 2, 3, 4 or 8) See page 2 for instructions.

School Education

What is the highest level of schooling completed?
For persons who never attended school, mark 'Year 9'
or equivalent or below (mark one box only)

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Educational Qualifications

What is the highest level of qualification completed?

Bachelor degree or above

Advanced diploma/diploma

Certificate I to IV (inc. trade cert.)

No non-school qualification

Languages other than English spoken at home

Does this Parent/Carer speak a language other than
English at home?

No, English only

Yes

If yes, what languages other than English are spoken
at home?

Please write the exact language spoken - for example,
Arabic or Egyptian

Main language other than English spoken at home

Other languages spoken at home

Interpreters may be available during school interviews.
Would an interpreter be required?

Yes

No

Contact email address

FAMILY DETAILS

This section is for the parents/carers with whom the student normally lives.

PARENT/CARER 2

*If applicable, copies of any relevant family law or other court orders must be provided.

Title (e.g. Mr/Ms/Mrs/Dr)

Sex (tick box below)

Male

Female

Relationship to student

Family name

Given name

Occupation

Country of birth

Occupation group (write 1, 2, 3, 4 or 8) See page 2 for instructions.

School Education

What is the highest level of schooling completed?
For persons who never attended school, mark 'Year 9'
or equivalent or below (mark one box only)

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

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Interpreters may be available during school interviews.
Would an interpreter be required?

Yes

No

Contact email address

FAMILY DETAILS

CONTACT DETAILS FOR PARENTS/CARERS WITH WHOM THE STUDENT NORMALLY LIVES

Name to be used for all correspondence (e.g. Mr and Mrs A. Black, Ms B. Green)

Residential address (e.g. 1 High Street, Sydney, NSW, 2000)

Is this the residential address of the student to be enrolled? Yes No

Correspondence address (If you have a correspondence address that is different to your residential address please write it here e.g. PO Box 51, Sydney, NSW, 2001)

Email address for correspondence

Should the school need to contact you, please specify, in order of preference, how you would like to be contacted

Contact name

Phone number (home)

Phone number (work or mobile)

Contact name

Phone number (home)

Phone number (work or mobile)

Other Parent/Carer contact details for parent/carers not living with this student

*If applicable, copies of any relevant family law or other court orders must be provided.

Title (e.g. Mr/Ms/Mrs/Dr)

Sex (tick box below)

Male

Female

Relationship to student (eg. mother, father)

Family name

Given name

Phone number (home)

Phone number (work or mobile)

Residential address (e.g. 1 High Street, Sydney, NSW, 2000)

Does the student sometimes reside at this address? Yes No

Correspondence address (e.g. PO Box, Sydney, NSW, 2001)

EMERGENCY CONTACTS

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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 neighbourhood of the school. Please ensure that you have discussed with the people listed on this page their willingness to be emergency contacts.

Contact name 1

Relationship to student (e.g. uncle, aunt, family friend etc)

Phone number (home or mobile)

Phone number (work or mobile)

Contact name 2

Relationship to student (e.g. uncle, aunt, family friend etc)

Phone number (home or mobile)

Phone number (work or mobile)

STUDENT MEDICAL DETAILS

Doctor's name/medical centre

Doctor's address (e.g. 1 High Street, Sydney, NSW, 2000)

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

Doctor's phone number

Student's Medicare number

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 other medical conditions.

Allergies – Please specify any allergies suffered by the student (e.g. peanuts, insect stings)

Other Medical Conditions–Please specify any other medical conditions (e.g. asthma, diabetes, epilepsy)

Medication – Please specify any prescribed medication to be taken by the student. (Please provide list if insufficient space)

STUDENT DETAILS

Country of birth

Languages other than English spoken at home
Does the student speak a language other than English at home?

No, English only Yes

If yes, what languages other than English are spoken at home?
Please write the exact language spoken – for example, Arabic or Egyptian.

Main language other than English spoken at home

Other language spoken at home

Religion

If none, please write 'no religion'

Aboriginality

Is the student of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Islander
 Both Aboriginal and Torres Strait Islander

Student's residency status

What is the student's residency status?

Australian citizen New Zealand citizen
 Norfolk Islander Permanent resident
 Temporary visa holder

If born overseas, on what date did the student arrive in Australia?

Day Month Year

For Australian born citizens, if the student was living overseas for two or more years, on what date did the student return to Australia?

Day Month Year

If the student is a permanent or temporary visa holder please provide the following information:

Current visa sub-class

Visa expiry date

Principal visa holder

Yes

No

Subordinate visa holder

Yes

No

Photographs at school

Occasionally photographs are taken of individual students or classes at school. These photos may be used for in-school and/or community news and promotions. Please mark one of the following:

Yes, I give permission

No, never photograph my child

No, please do not use photographs of my child

Previous schools

Please provide details of any school where the student has previously been enrolled (NSW, interstate or overseas) starting with the most recent. If more space is needed, please attach a page marked 'Previous Schools'.

Name of school last attended

Location of school last attended
(suburb/town/state/country)

Dates of attendance

(For example: from May 2004 to June 2007)

 to

If this is not the student's first enrolment at an Australian school, what was the student's first date of enrolment at an Australian school?

Day

Month

Year

STUDENT DETAILS

KINDERGARTEN STUDENTS

For Kindergarten students, what type of care did this child have in the year prior to enrolling at school?

- Long day care
- Family day care
- Occasional care
- Other formal care
- Pre-school
- Other care e.g. parent, relative, playgroup, other carer

Amount of formal care each week, prior to enrolling at school:

- Up to 6 hours per week
- Up to 12 hours per week
- 12 hours to full-time each week

Name of pre-school, long day care centre or other formal care service

STUDENTS WITH SPECIAL NEEDS

Is your child a young person with:

- autism
- acquired brain injury
- a hearing impairment
- behaviour disorders
- a language disorder
- an intellectual disability
- a physical disability
- mental health issues
- difficulties in the basic areas of learning
- a vision impairment

Other (please specify)

What was provided for your child in his/her previous school?

Is there anything that you do or modify at home that may help us at school to meet your child's special needs?

SPECIAL CIRCUMSTANCES

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. mature age, pregnancy, living apart from parental supervision, subject of a court order, out of home care arranged by the state)

- Yes
- No

If yes, please provide a brief description of the circumstances

STUDENT'S HISTORY RELEVANT TO RISK ASSESSMENT

Please provide any relevant information that will help facilitate the smooth transition of students into the specific school setting.

This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safely support students in the school and contribute to ensuring the safety of 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.

STUDENT DETAILS

Does your child have a history of violent behaviour?

Yes No

If yes, please provide details

Has your child ever been suspended or expelled from any previous school?

Yes No

If yes, please provide a brief outline of incident/s

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.

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

DECLARATION OF ACCURACY

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

I recognise 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.

Signature of applicant

Print name

Date

Day Month Year

Signature of second applicant (if applicable)

Print name

Date

Day Month Year