



OUR LADY OF THE PINES CATHOLIC PRIMARY SCHOOL

77 Carbine Street Donvale 3111
Telephone: 9842 2991
Email: office@olopdonvale.catholic.edu.au

Year of Enrolment

20__

APPLICATION FOR ENROLMENT	OFFICE USE ONLY
FAMILY LAST NAME:	Student Code:
	Family Code:
	(<input type="checkbox"/> Current Family or <input type="checkbox"/> New Family)

Family Mailing Details	
Correspondence to: [eg Mr & Mrs Smith]	Accounts to: <input type="checkbox"/> Mr & Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms Last Name:
Address:	Suburb: Post Code:
Family Phone Number:	Other Phone:
Current Parish:	

Student Details	
First Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick)
Middle Name:	
Surname:	First Australian School Year (eg: 2001):
Preferred Name:	If 1st year of school, Name of current PRE-SCHOOL : _____ Or, Previous SCHOOL (If applicable): _____ Year Level: _____
Nationality/Citizenship:	Religion:
Birth Certificate must accompany this application	
Date of Birth:	Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below: 1. 2.
Place of Birth:	
Country of Birth:	
	Ethnic Origin:

Indigenous Identifier Aboriginal \ Torres Strait Islander: Yes No (If Yes, please tick one below)
 Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

Visa Student Is the Student an Overseas Visa Permit Student? Yes No
 (If yes) **Passport Number:** **Type of Visa:**
Visa Number:

Other Siblings

Please list **children** in your family who are current students at Our Lady of the Pines and, if applicable, any preschool aged children.

Rank in Family (children)	Name	Date of birth	Current grade or expected first year of schooling
1			
2			
3			
4			

Parish/Sacramental Details			
I wish my child to receive the sacraments of the Roman Catholic Church <input type="checkbox"/> YES <input type="checkbox"/> NO			
If your child belongs to another rite of the Catholic Church please tick: <input type="checkbox"/> Armenian <input type="checkbox"/> Maronite <input type="checkbox"/> Chaldean <input type="checkbox"/> Syrian <input type="checkbox"/> Melkite <input type="checkbox"/> Coptic <input type="checkbox"/> Ukrainian <input type="checkbox"/> Russian			
<input type="checkbox"/> Not Baptised		<input type="checkbox"/> No Religious Denominaton	
Sacrament	Date	Parish	Copy of Certificate supplied
Baptism			<input type="checkbox"/> Y <input type="checkbox"/> N
Reconciliation			<input type="checkbox"/> Y <input type="checkbox"/> N
Eucharist			<input type="checkbox"/> Y <input type="checkbox"/> N
Confirmation			<input type="checkbox"/> Y <input type="checkbox"/> N
5			

Medical Details		
Doctor's Name:	Phone Number:	
Student's Medicare Number:	Date of Last Tetanus Injection/Booster:	
Allergies /Medical Alert /Epipen Please specify any allergies/ medical alerts relating to the student applying for enrolment <input type="checkbox"/> Allergies <input type="checkbox"/> Asthma/Asthma Plan <input type="checkbox"/> Anaphylaxis..... <input type="checkbox"/> Other		
Immunisations	Has your child been immunized: <input type="checkbox"/> Yes <input type="checkbox"/> No Has the Immunisation Certificate been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have ambulance cover: <input type="checkbox"/> Yes <input type="checkbox"/> No
Health Care Card	If you have a Health Care Card in a parent's name you may be eligible for Camps Sport and Excursion Funding (CSEF). More information at the school office.	Name on Card Card No. Expiry

Special Needs
Indicate whether the student applying for enrolment has any known or suspected special needs <input type="checkbox"/> Physical Needs <input type="checkbox"/> Medical Needs <input type="checkbox"/> Educational Needs <input type="checkbox"/> Behavioural Needs <input type="checkbox"/> Any other special needs
If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/ support that he/she may be currently receiving (Supporting documentation must be provided). If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs. OVERSEAS STUDENTS: If your child is on a visa, please supply the visa sub-class number: _____ A photocopy of the child's passport and visa details will be required.

SOCIAL LINGUISTIC PROFILE
What language/s are spoken at home? _____ What language/s does your child understand? _____ Does your child attend language school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> Victorian Language School <input type="checkbox"/> Ethnic School For how many years?: _____ Language spoken at home by the child to the:- Father: _____ Mother: _____ Grandparents: _____ Siblings: _____ Has the child been overseas? Yes/No IF YES, COUNTRY: _____ LENGTH OF TIME: _____ DID THE CHILD ATTEND SCHOOL: _____ YEAR/s: _____

Contact Details		
Details	Father/Carer Residing at Same Address	Mother/Carer Residing at Same Address
Title:		
First Name:		
Middle Name:		
Surname:		
Relationship:		
Sex:		
Residential Street Address		
Suburb:		
Post Code:		
Residential Guardian:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number:		
Work Phone Number:		
Fax:		
Mobile:		
Email Address:		
Employer:		
Occupation:		
Were you in paid employment in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupational Group – (<i>only complete if you were in paid employment in the last 12 mths</i>) (Refer to insert "List of Parental Occupations - attached)	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification:	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. _____ 2. _____
Country of Birth:		
Nationality:		
Religion:		
Do you have a "Working With Children Check" card? If yes, please supply card number and expiry date.	Yes <input type="checkbox"/> No <input type="checkbox"/> Card No: _____ Expiry Date: _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Card No: _____ Expiry Date: _____
Marital Status:	Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Partners <input type="checkbox"/> Single <input type="checkbox"/>	
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, supporting documentation must be provided.)	
SIGNATURES:		

Other Emergency Contacts

Please nominate a person, **other than a parent**, who may be contacted in the event of an emergency, if parents cannot be contacted

Details	Emergency Contact 1	Emergency Contact 2
Title:		
First Name:		
Surname:		
Home Phone No:		
Mobile Phone No:		
Relationship to Student:		

Have you applied at any other schools for Prep?

Yes No

If yes, please list in **order of preference** the schools you have, or will, apply for:

	Name of School	Suburb
1.		
2.		
3.		

How did you hear about our school? eg Website, Social Media, Friends, Family

.....

I / We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Citizenship documentation (where applicable)
- Immunisation Certificate (primary school applications only)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)

N.B. New Families Only: An administrative application fee of \$55 is to accompany this application (non-refundable).

A further enrolment fee of **\$150** is payable on notification of acceptance of your application, however the \$150 will be credited against your first school fee instalment.

AGREEMENT ACCOMPANYING APPLICATION FOR ENROLMENT AT OUR LADY OF THE PINES PRIMARY SCHOOL.

Upon acceptance of my child at Our Lady of the Pines Primary School, I agree to abide by the policies and procedures of the school, to support the school in the Religious Education of my child and to be responsible for payment of school fees, subject levies and associated school costs as they become due for payment.

Parents/or legal guardians must sign please:

Signature of Parent: _____ Signature of Parent: _____

Date: _____ Date: _____

School Principal or Principal's delegate: _____ Date: _____

SUPPLEMENTARY ENROLMENT FORM

Under instruction from the Federal Government, we are required to collect additional information about children attending school and also some further information regarding parents or guardians.

Would you please complete the information below and return it with your Application for Enrolment Form.

Contact Details		
Details	Father/Guardian	Mother/Guardian
Family Name:		
Given Name:		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation:		
Employer:		
Occupational Group: (Refer to insert "List of Parental Occupations")	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification:	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.
Country of Birth:		
Nationality:		
Religion:		

Family Status

<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single Parent Family <input type="checkbox"/> De facto Is there a Parenting Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide copy to school)

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. Please be accurate with this information as it relates to our school funding level; e.g. if you are a business owner, and your qualification is a trade, e.g. plumber, panel beater, accountant, then that category would be the correct classification (other than business owner).

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.

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 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.

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 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/supervisor]

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, kitchenhand, 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]

SCHOOL POLICY REGARDING ENROLMENT AND PRIVACY

All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to information.

Schools and school systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and correction of information.

All information that could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.