

Our Lady of Lourdes Primary School

23 Orange Grove, Bayswater Vic 3153 Telephone: 03 9729 3411 Email: <u>principal@olbayswater.catholic.edu.au</u> Website: www.olbayswater.catholic.edu.au

Serve The Lord With Joy!

ENROLMENT APPLICATION FORM Information on this form is strictly confidential

OFFICE USE O	<u>DNLY</u>
Date Received:/	
Enrolment Date: / /	Start Date: / /
Child's Name:	Child's Grade:
Family Code No:	Student Code No:
House Colour/Name:	Student Registration No:
	VSN
Copy of Certificates (attached) Birth Baptism Copy of Certificates (attached) Reconciliation	 Communion Confirmation Immunisation
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.

OUR LADY OF LOURDES SCHOOL Address: 23 Orange Grove, BAYSWATER VIC 3153 Email: principal@olbayswater.catholic.edu.au Tel: 9729 3411



Office use only	Date received:	Birth Certificate provided: YES / NO		
	Enrolment date:	Immunisation Certificate provided: YES / NO		
	Start date:	Baptism Certificate provided YES / NO / NA		
	Student/family code:	English second language: Yes 📃 No 🗌		
		House colour:		
		VSN:		
STUDENT DETAILS				
Surname:		Entry year (YYYY) Entry level/grade		

Sumame:		Entry year (1111)	Entry level/grade:	
First name/s:				
Preferred first name:				
Date of birth:	Religion:			
Male:	Female:			

HOME ADDRESS OF STUDENT

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

EMERGENCY CONTACT	S – OTHER THAN PARENT		
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SACRAMENTAL INFO	ORMATION	
Religion:		
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:	
I/We give permission for school to contact previous school or p	re-school: Yes 🗌 No 🗌
Signature:	Signature:

NATIONALITY		
GOVERNMENT REQUIREMENT	Nationality:	
In which country was the student born:	Australia	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 🗌 Yes, Aboriginal 🗌	Yes, Torres Strait	Islander

	the student or their mother/goone language, indicate the on	0	an speak a language other than	English at home? (if more
		Student	Mother/guardian	Father/guardian
No	English Only			
Yes	Other – please specify			

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)

A (11			
Australiar	i Citizen not born in Australia		
	Australian citizen (Naturalisation Certificate or Australian Passport number/ Do Country of Birth is not Australia)	ocument of Travel if	
	Australian Passport Number: (If applicable)	Passport No:	
	Naturalisation Certificate Number :	Certificate No:	
	Visa Subclass recorded on entry to Australia	Visa Subclass No:	
	Date of Arrival into Australia	Date:	
Not curre	ntly an Australian Citizen please provide further details as appropriate belo	ow:	
	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
	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:				
Street number				
and name:				
Suburb:		Post Code:		Phone:
Medicare No.:			Ref No:	Expiry:
Private Health:	Yes 🔄 No 🗌	Fund:		Number:
Ambulance:	Yes No	Number:		·
Health Care Card	Yes 🗌 No 🗌	Number:	Ex	piry:
Medical Condition:			•	nma, diabetes and/or any prescribed t home for you to complete.
Allergies:	Please list any known alle details.	rgies the student has eg	g. allergy to nuts, pen	icillin, bee stings including specific
	en diagnosed as being at	• •	Y	es 📃 No 🗌
If yes, does the stu	udent have an EpiPen or A	Anapen?	Y	es 🗌 No 🗌

IMMUNISATION (please indicate if the student has been immunized against the following) Date Date Diptheria/Tetanus/Whooping Cough Yes No Hepatitis B Yes No Haemophilus Influenza type B (Hib) Yes No Polio Yes No Measles-Mumps-Rubella Yes No Rotavirus Yes No Meningococcal C disease Yes No Chicken Pox Yes No Human Papillomavirus (HPV) (12-18yrs) Yes No Pneumococcal disease No Yes

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	behaviour disorders	hearing impairment	
intellectual disability	language disorder	mental health issues	
ADD/ADHD	vision impairment	acquired brain injury	
giftedness	other (please specify)		

ADDITIONAL NEEDS cont					
Has your child ever seen a:					
behavioural optometrist	audiologist Speech pathologist				
educational psychologist	paediatrician occupational therapist				
psychologist	other specialist				
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)					
Medical/allied health professional reports attached (please provide all relevant information)					
FAMILY DETAILS					

Who will be responsible	e for the payment of t	the school fees and levies?	Please tick a box
Both Parents	Mother Only	Father Only	Guardian

Mother Only

Father Only Guardian

Other:

MOTHER/GUAR	DIAN										
Surname:			Title: (eg	g. Mrs/Ms)			First Name:				
Address:											
Home Phone:			Work Pr	none:			Mobile:				
Would you like to	receive	SMS Messag	ging: (for e	emergency	& remine	ider p	ourposes)	Ye	es 🗌		No 🗌
Email:											
Government Requirement	Оссира	tion:			fro	What is the occupation group? (select from list of parental occupation groups in the School Family)					
Religion:					Na	Nationality:					
Country of Birth:		Australia		Other (ple	ease spe	ecify):				
What is the high (Persons who ha								S CO	mplete	d:	
Year 9 or below	Year 9 or below Year 10 or equivalent				Ye	Year 11 or equivalent					
What is the leve	l of the l	nighest quali	ification t	the mother	/guardia	an h	as completed	:			
No post school qualification					Advanced Bachelor degree or above						
FATHER/GUARI	DIAN			Tiller				r	-:		
Surname: Address:	Title:						1	First Na	me:		
Home Phone:	Work Phone: Mobile:										
							Yes No				
Email:											
Government Requirement	Occupation:			fro	What is the occupation group? (select from list of parental occupation groups in the School Family)						
Religion: Nationality:											
Country of Birth: Australia Other (please specify):											
What is the highest year of primary or secondary school the father/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')											
Year 9 or below Year 10 or equivalent Year 11 or equivalent						Year	12 or equivalent				

What is the level of the highest qualification the father/guardian has completed:							
No post school qualification	Certificate I to IV (including trade certificate)		Advanced diploma/Diploma		Bachelor degree or above		
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/Gra	de	Date of Birth	
PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:							
Living with Mother & Father			Single parent: Mother / Father (please circle)				
Living in a step family			Shared parenting eg. One week with mother , next with father FTE with Mother: FTE with Father:				

COURT ORDERS (I	F APPLICABLE)

Guardian

Are there any current court orders relating to the student? Yes DNO

If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.

Out-Of-Home Care

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

PERMISSION FOR SUNSCREEN APPLICATION & HEAD LICE INSPECTION					
	I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.				
	I give permission for school staff to apply sunscreen on my child during P.E lessons, at sporting events and on excursions in Terms 1 & 4.				
] 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.				
MOTH	ER'S SIGNATURE:				
FATHE	R'S SIGNATURE:				

OUR LADY OF LOURDES SCHOOL, BAYSWATER 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 above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME:

YEAR LEVEL:

- I give permission for my child's photograph/video and name to be published in:
 - the school website
 - social media
 - 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.

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.

If you <u>do not want your</u> child to be photographed/videoed and name published in the school website, social media, promotional materials, newspapers and other media, please tick ' \checkmark ' the box provided.

Name of Parent / Guardian (Please Print)	
Signed: Parent/Guardian	Date:
Name of Parent / Guardian (Please Print)	
Signed: Parent/Guardian	Date:

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

This form will remain current and on file at the school. When form is updated, a new form will be sent to all families.

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 <u>have had a job in</u> <u>the last 12 months</u>, or have retired in the last 12 months, please <u>use your last occupation</u> 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, GOVERNMENTADMINISTRATION 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. <u>All tradesmen/women</u> 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, kitchenhand, 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]