Enrolment Checklist

Form to be submitted with Enrolment Form and Documents

Student Name	

Enrolment for Grade eg Kinder, Year 5		Year commencing eg 2020	
Office use only	**Please tick to ensure all relevant documents are provided with your Enrolment application**		
☐	☐ Enrolment Form		
☐	☐ Birth Certificate		
☐	☐ Sacramental Certificates to date		
☐	☐ Immunisation History Statement – online version		
☐	☐ **$66 non-refundable enrolment application fee**		
☐	☐ Passport, visa, citizenship documentation ★		
☐	☐ Most recent previous school reports and external test results		
☐	☐ Current Family Court Orders ★		
☐	☐ Relevant medical and / or special needs information		
☐	☐ Reports of assessments your child has received for speech, hearing. occupational therapy or cognitive (IQ)		
	★ **Please Note** – originals will need to be produced during the enrolment interview		

OFFICE USE ONLY	
Interview date and time:	
Comments:	

Enrolment Form

Diocese of Broken Bay Systemic Schools

ST KIERAN'S CATHOLIC SCHOOL

63 Gordon St Manly Vale NSW 2093 Ph: 9949 3523

email: skmv@dbb.catholic.edu.au website: www.skmvdbb.catholic.edu.au

Office Use only	Family Code	Student ID

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	☐
Aboriginal	Yes	☐
Torres Strait Islander	Yes	☐

(for persons of both Aboriginal and Torres Strait Islander origin, tick both Yes boxes)

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	☐	☐	☐
Yes	☐	☐	☐

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 the Immunisation Status shown on the student Immunisation History Statement.*

✓	**Immunisation Status shown on Australian Immunisation Register** ***Immunisation History Statement***
	Up to Date – Australian Immunisation Register *Immunisation History Statement*
	Not up to Date - Australian Immunisation Register *Immunisation History Statement*
	Medical Exemption - Australian Immunisation Register *Immunisation History Statement*
	Catch-up Schedule - Australian Immunisation Register *Immunisation History Statement*
	Not immunised – please provide details
Details	
.....	
.....	

Immunisation: If the student's immunisation is not up to date, the student could be considered 'at risk' and may be excluded if there is an outbreak of an infectious disease in line with NSW Health Immunisation requirements in primary and secondary schools
www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx

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 ☐

Special Needs *(cont'd)*

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** .....

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

Please tick any applicable box

- 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)* ☐

.....

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

Student Details:
Surname ..... **First Name** .....

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

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	☐	☐	☐
Advanced diploma/Diploma	☐	☐	☐
Certificate I to IV *(including Trade Certificate)*	☐	☐	☐
No non-school qualification	☐	☐	☐

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 lasts 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** *(Current calendar year)*	**Date of Birth** *(Pre-school only)*

List of parental Occupation Groups

Parents/carers who have retired or stopped work in the past 12 months, should choose the group in which they used to work. Parents/carers who have not been in paid work for more than 12 months should indicate occupation group code 8.

Group 1 Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals	**Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member) **Senior executives/general managers/department heads in industry, commerce, media or other large organisation** • 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) 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 • Health (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist) • 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 programmers) • 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/ professionals and associate professionals	**Other business managers/professionals** • 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 manager, 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 professionals) • Finance (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant) • Retail sales/services 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 managers) • Arts/media (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer) • Sportsperson (coach, trainer, sports official, sportsperson) Associate professionals generally have diploma/technical qualifications and support managers and professional • 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 supervisors, management and organisation analysts, contract, program) • Defence Forces (senior non-Commissioned Officers [NCO]) • Other (library assistant, museum/gallery technician, research assistant, proof reader)
Group 3 Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff	**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, chefs/cooks, hairdressers) **Advanced/intermediate clerical, office, sales, carer and service staff** • 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, admissions clerk) • Inquiry/admissions clerk (customer inquiry/complaints/service clerk, hospital admissions clerk) • Office (secretary, personal assistant, desktop publishing operator, switchboard operator) • Sales (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent) • Carer (aged/disability/refuge/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 officers)
Group 4 Machine operators, sales/office/service/ hospitality staff, assistants, labourers and related workers	**Machine operators** • 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 operators) • Production/processing machine operator (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators) • Other machine operator (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner) **Sales office, hospitality staff and other assistants** • Sales (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, 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 cooks) • Assistant/aide (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant) **Defence Forces** ranks below senior NCO **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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

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
- Catholic Schools 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
- providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
- 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
- recipients of school publications, such as newletters and magazines
- 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.

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.