



APPLICATION FOR ENROLMENT

\$25 Application Fee payable when application is submitted

Student Details

Family Name _____ Christian Name _____

Year Commencing School _____ Year Level _____

Office Use Only

Beginning Year Intake <input type="checkbox"/>		Mid Year Intake <input type="checkbox"/>	
Date Received	Application Fee	Acknowledgement Sent	Interviewed
Offer Sent	Offer Accepted	Enrolment Deposit	Acceptance Sent
<input type="checkbox"/> Sibling	<input type="checkbox"/> Religion _____	<input type="checkbox"/> Documents Validated	<input type="checkbox"/> CESIS Validated
Billing Code	<input type="checkbox"/> Finance	<input type="checkbox"/> Enrolment Complete	Completed by _____

FAMILY DETAIL	Mother/Parent1/Guardian1	Father/Parent2/Guardian 2
Title	Mr Mrs Ms Miss Dr (Please circle)	Mr Mrs Ms Miss Dr (Please circle)
Family Name		
Given Name/s		
Relationship to Child		
Date of Birth		
Occupation		
If not employed, do you receive a government benefit? YES NO (Circle one)		
Phone Numbers	Home/Work H: W:	H: W:
	Mobile M:	M:
	Email E:	E:
Country of Birth		
Date of arrival in Australia (if applicable)		
Cultural background		
Religion		
Main language spoken at home		
Residential status:	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> length of stay	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> length of stay
Visa	Visa Type Visa Number Date granted:	Visa Type Visa Number Date granted:
Residential Address		
Postal Address (if different)		
Living with child	YES, full-time <input type="checkbox"/> YES, part-time <input type="checkbox"/> NO <input type="checkbox"/>	YES, full-time <input type="checkbox"/> YES, part-time <input type="checkbox"/> NO <input type="checkbox"/>
Family Court or other relevant Court Order/Intervention Order or Parenting Plan YES NO (Circle one) (if YES, please provide a copy of that order to the school)		
<p>Information included in the following section will, if your application is successful, be required by the Australian Government as part of the School's statistical reporting requirements.</p> <p>Occupation (Please refer to the attached list of parental occupation groups)</p> <p>(Please select the appropriate parental occupation group from the attached list and place the group number in the box.)</p> <ul style="list-style-type: none"> If the person is not current 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 <p>If the person has not been in paid work in the last 12 months, enter '8' in the box.</p> <p>What is the occupation group of the mother/parent 1/guardian 1? <input type="checkbox"/></p> <p>What is the occupation group of the father/parent 2/guardian 2? <input type="checkbox"/></p>		

Language Other than English

Does the mother/parent1/guardian1 speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

No, English Only	<input type="checkbox"/>	Yes Polish	<input type="checkbox"/>
Yes Italian	<input type="checkbox"/>	Yes Tagalog (Filipino).....	<input type="checkbox"/>
Yes Greek	<input type="checkbox"/>	Yes Arabic (incl. Lebanese)	<input type="checkbox"/>
Yes Vietnamese	<input type="checkbox"/>	Yes Serbian	<input type="checkbox"/>
Yes Cantonese	<input type="checkbox"/>	Yes German	<input type="checkbox"/>
Yes Dinka.....	<input type="checkbox"/>	Yes Dari.....	<input type="checkbox"/>
Yes Persian.....	<input type="checkbox"/>	Yes Other-please specify.....	

Does the father/parent 2/guardian 2 speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

No, English Only	<input type="checkbox"/>	Yes Polish	<input type="checkbox"/>
Yes Italian	<input type="checkbox"/>	Yes Tagalog (Filipino).....	<input type="checkbox"/>
Yes Greek	<input type="checkbox"/>	Yes Arabic (incl. Lebanese)	<input type="checkbox"/>
Yes Vietnamese	<input type="checkbox"/>	Yes Serbian	<input type="checkbox"/>
Yes Cantonese	<input type="checkbox"/>	Yes German	<input type="checkbox"/>
Yes Dinka.....	<input type="checkbox"/>	Yes Dari.....	<input type="checkbox"/>
Yes Persian.....	<input type="checkbox"/>	Yes Other-please specify.....	

Parental school education

What is the highest year of primary or secondary school the mother/parent 1/guardian 1 has completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

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"/>

What is the highest year of primary or secondary school the father/parent 2/guardian 2 has completed?

(For persons who have 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.....

Parental non-school education

What is the level of the **highest** qualification the mother/parent 1/guardian 1 has completed?

Mark one box only

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

What is the level of the **highest** qualification the father/parent 2/guardian 2 has completed?

Mark one box only

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

GLOSSARY

Bachelor degree Certificate,	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Bachelor Degree (with Honours) and Bachelor Degree.
Certificate I to IV (including Advanced trade certificate)	Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Certificate, Apprenticeship Certificate, Traineeship Certificate.
Diploma/Advanced diploma	Includes Advanced Diploma, Associate Degree and Diploma.

List of Parental Occupation Groups

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 a degree of 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, fight 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 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 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, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants
Office [typist, work 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, care park attendant, crossing supervisor]

STUDENT DETAIL							
Family Name		Given Name/s					
Male/ Female (Circle)	Birth date:	Beginning Date: Year		Term		Year Level	
Address (Please note: where parents are separated, state the address where the child mostly resides):							
.....Postcode							
Is your child of Aboriginal or Torres Strait Islander Origin?							
No		<input type="checkbox"/> Yes, Aboriginal				<input type="checkbox"/>	
Yes, Torres Strait Islander		<input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander.....				<input type="checkbox"/>	

VISA INFORMATION (if applicable)

Visa	Visa Type Visa Number Date granted:
------	---

Does your child speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

No, English Only	<input type="checkbox"/>	Yes Polish	<input type="checkbox"/>
Yes Italian	<input type="checkbox"/>	Yes Tagalog (Filipino).....	<input type="checkbox"/>
Yes Greek	<input type="checkbox"/>	Yes Arabic (incl. Lebanese)	<input type="checkbox"/>
Yes Vietnamese	<input type="checkbox"/>	Yes Serbian	<input type="checkbox"/>
Yes Cantonese	<input type="checkbox"/>	Yes German	<input type="checkbox"/>
Yes Other – please specify.....			

Country of Birth

Australia	<input type="checkbox"/>	United Kingdom	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	South Africa	<input type="checkbox"/>
Philippines	<input type="checkbox"/>	Vietnam	<input type="checkbox"/>
United States of America	<input type="checkbox"/>	Bosnia and Herzegovina	<input type="checkbox"/>
Thailand	<input type="checkbox"/>	China	<input type="checkbox"/>
Other (please specify)			

First enrolled in a school in Australia:

Religion

Present Parish of worship

Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

Previous Schools and Pre-schools (include Kindergarten up to present time)

1	From	to
2	From	to
3	From	to
4	From	to
5	From	to

OTHER CHILDREN IN THE FAMILY	M / F	D of B	Name of School attending	Yr level

ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS *(The following questions are to assist us in facilitating the smooth transition of students into the school setting.)*

(a)	Does your child have any special achievements, talents?	Y	N
(b)	Does your child have any learning needs?	Y	N
(c)	Has your child attended any specialised agencies, special schools, units or centres?	Y	N
(d)	Has your child been assessed by a specialist service (such as speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)?	Y	N
(e)	Does your child have any special needs or considerations? (for example: disabilities, allergies, restrictions on physical activity)	Y	N
(f)	Does your child require any special provisions to be made by the school (eg medication, disabled access etc)	Y	N
(g)	Does your child have any infectious diseases?	Y	N
(h)	Has your child ever been suspended from school, expelled or refused admission to another school?	Y	N
(i)	Is there any other information that the school should be aware of in order to meet your child's educational needs	Y	N

If YES to any of the above questions, please give details, using attachments if necessary.

OTHER INFORMATION

Do you have any outstanding school fees with another school?	Y	N
--	---	---

Please bring a copy of the following documents (as applicable) to your interview

- A copy of the birth certificate (or extract) (or current passport)
- Latest school report and/or reference from previous schools
- Copies of any national tests results (eg NAPLAN) where available
- Baptismal certificate
- Any Court order, Parenting Plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Letter of support/reference from your Parish Priest / Minister of Religion

Please state your reasons for choosing this Catholic school for your child's education.

PRIVACY INFORMATION

1. The School 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 the pupil and to enable them 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 a school require certain information to be collected and disclosed. These include but are not limited to relevant Education Acts, and 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 students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments and their agents, the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of the School to release school reports to the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interview upon request. However, the School will abide by any court orders which prevent the release of such information.
8. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
10. The School's Privacy Policy sets out how parents or students may seek access to personal information collected 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 students have provided information in confidence.
11. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. 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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the students' parent or guardian prior to publication. We may include students' and students' parents' contact details in a class list and School directory. [or Schools may wish to seek specific consent to publish contact details in class lists and School directories.]
14. 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 this information to third parties.

PARENT/GUARDIAN DECLARATION

- 1 In applying to enrol my child at this school I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
- 2 I/we accept that support of school staff and cooperation concerning school activities is essential.
- 3 I/we accept that we will abide by school policies as amended from time to time.
- 4 I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
- 5 I/we accept that the School reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School.
- 6 I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
- 7 I/we accept joint and several responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School/College (except where exemptions/remissions have been sought and granted).
- 8 I/we give consent for the School to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
- 9 I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for my child's personal possessions is my responsibility.
- 10 I/we consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professionals.
- 11 I consent to my basic family details (name and telephone number) being revealed to:

State Dental Clinic Y N

I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside. Y N
- 12 I declare that all of the information provided in this application is, to the best of my knowledge, true and accurate. Y N
- 13 I acknowledge and, if my application is successful, accept all of the above terms and conditions (clauses 1-13)

Mother/Guardian (signature) _____ Date: _____

Father/Guardian (signature) _____ Date: _____

PLEASE NOTE: In due course you will be contacted regarding your application for enrolment. If you accept an offer of enrolment, the terms and conditions detailed in this *Application for Enrolment* are incorporated in the Enrolment Contract.



**OUR LADY OF
GRACE SCHOOL**

38 Beadnall Tce
Glengowrie SA 5044
T 08 8177 9100

olog@olog.catholic.edu.au
olog.catholic.edu.au

Our Lady of Grace School Application for Enrolment
Information correct as of May 2021