



OUR LADY OF THE WAY PRIMARY SCHOOL

11 Green Avenue (PO Box 159) Kingsbury 3083
 Telephone: 9460 6684 Facsimile: 9460 7831
 Email: principal@olwkingsbury.catholic.edu.au

Year of Enrolment

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APPLICATION FOR ENROLMENT

OFFICE USE ONLY
Student Code:
Family Code:

Name of Student:	
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Family Mailing Details

Family Surname		
Mail to [eg Mr & Mrs Smith]		
Address	Suburb/City	Post Code
Family Phone Number	Other	
Current Parish	Office Use Only: FFlag	

Student Details

First Name	Commencement Year or Date
Middle Name	1 st Australian School Year (eg: 2001):
Surname	Previous School Year Level
Preferred Name	Religion
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	Nationality
Country 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:
Date of Birth	1. _____ 2. _____
Year eg: Kinder, Year 7	Office Use Only: FFlag

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**

Parish/Sacramental Details

I wish my child to receive the sacraments of the Roman Catholic Church YES / NO

If your child belongs to another rite of the Catholic Church please circle below:
 Armenian Maronite Chaldean Syrian Melkite Coptic Ukrainian Russian.

Sacrament	Date Received	Parish Received	Copy of Certificate supplied
Baptism			Y/N
Reconciliation			Y/N
Eucharist			Y/N
Confirmation			Y/N

Medical Details

Doctor's Name	Phone Number
Student's Medicare Number	Date of Last Tetanus Injection/Booster
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (eg. Allergies to nuts, penicillin, bee stings etc; asthma management etc).
Immunisations	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>

Special Needs

Indicate whether the student applying for enrolment has any known or suspected **special needs** (please tick Yes or No for each of the following)

Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Allergies Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
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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.

Contact Details

Details	Father/Carer Residing at Same Address	Mother/Carer Residing at Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Sex		
Address – No. & Street		
Suburb		
Post Code		
Residential Guardian Y/N?	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")	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		
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.)	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)
SIGNATURE		
Office Use Only: FP	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Office Use Only: CPD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Emergency Contact Details		
Details	Emergency Contact 1	Emergency Contact 2
	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address – No. & Street		
Suburb		
Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Relationship to Student		

SOCIAL LINGUISTIC PROFILE	
What language/s are spoken at home?	_____
What language/s does your child understand?	_____
Does your child attend language school?	Yes / no
If yes, Victorian Language School	Ethnic School For how many years?: _____ (please circle)
In his/her first language is the child able to read?	_____ Write? _____
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: _____	

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)
- 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)
- Immunisation Certificate (primary school applications only)

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

Upon acceptance of my child at Our Lady of the Way Primary School I agree to abide by the Policies and Procedures of the School (including the privacy policy and the standard collection notice), 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. I agree to attend Working Bees and Parent Meetings where possible and to support Parents & Friends Association functions.

Signature of Parent: _____ Signature of Parent: _____
Date: _____ Date: _____

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.

OCCUPATION 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]

OCCUPATION 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

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. 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]

OCCUPATION 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, 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 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]