



ENROLMENT FORM

DIOCESE OF BROKEN BAY SYSTEMIC SCHOOLS



PROUILLE CATHOLIC PRIMARY SCHOOL		
ABN 22 412 327 740	CRICOS REF NO. 013969C	
5 Water Street, WAHROONGA	Ph: 9489 3233	Fax: 9489 3954
prouille@dbb.catholic.edu.au	website: www.dbb.org.au/schools/prouillewahroonga	

Office use only	Family code:	Student ID number:
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MOTHER'S NAME & MOBILE:

FATHER'S NAME & MOBILE.:

STUDENT DETAILS

STUDENT NAME

Surname:	Entry Year (eg 2009)	Entry Level/Grade (eg Yr 7)
First Name/s:		
Preferred first name:		
Date of Birth:	Religion:	
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>

HOME ADDRESS OF STUDENT

No. and Street Name:	
Suburb:	Home Ph:
Postcode:	Email:

EMERGENCY CONTACT INFORMATION
(to be used in the event of an emergency if parents cannot be contacted, eg grandparent or friend)

Contact 1	Contact 2
Name:	Name:
Relationship to student:	Relationship to student:
Ph: Mobile:	Ph: Mobile:

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 home did this student have prior to enrolling at school? (Choose the type accessed in the year prior to school.)

Long day care <input type="checkbox"/> Family day care <input type="checkbox"/> Occasional care <input type="checkbox"/> Pre-school <input type="checkbox"/> Playgroup <input type="checkbox"/> Other care (please specify)	<p>Extent of prior to school care</p> Up to 6 hours per week <input type="checkbox"/> Up to 12 hours per week <input type="checkbox"/> 12 hours to fulltime each week <input type="checkbox"/> Write the name of the pre-school or long day care or other prior to school service used <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>
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STUDENT DETAILS

Immunisation: *Please indicate if the student has been immunised against the following:*

	<i>please circle</i>	Date of Immunisation
Hepatitis B	Yes / No
Diphtheria-Tetanus-Whooping Cough	Yes / No
<i>Haemophilus Influenzae</i> type b (Hib)	Yes / No
Polio	Yes / No
Pneumococcal disease	Yes / No
Rotavirus	Yes / No
Measles-Mumps-Rubella	Yes / No
Meningococcal C disease	Yes / No
Chickenpox	Yes / No
Human Papillomavirus (HPV) (12–18 yrs)	Yes / No

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 enrolment may be revised.

SPECIAL NEEDS

Does your child have:

- | | | |
|---|--|---|
| autism <input type="checkbox"/> | behaviour disorders <input type="checkbox"/> | a hearing impairment <input type="checkbox"/> |
| an intellectual disability <input type="checkbox"/> | a language disorder <input type="checkbox"/> | mental health issues <input type="checkbox"/> |
| a physical disability <input type="checkbox"/> | a vision impairment <input type="checkbox"/> | ADD / ADHD <input type="checkbox"/> |
| giftedness <input type="checkbox"/> | difficulties in the basic areas of learning <input type="checkbox"/> | |
| acquired brain injury <input type="checkbox"/> | other (please specify)..... | |
| none of the above <input type="checkbox"/> | | |

What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school/pre-school?

- | | | |
|--|---|----------------------------------|
| alternative teaching and learning strategies <input type="checkbox"/> | signing <input type="checkbox"/> | braille <input type="checkbox"/> |
| a reader or scribe <input type="checkbox"/> | access to technology <input type="checkbox"/> | |
| modifications to equipment, furniture and learning spaces <input type="checkbox"/> | personal carer support <input type="checkbox"/> | |
| other (please specify)..... | | |

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 or her, other students, or staff at this school? Yes No

If yes please provide a brief description:

.....

.....

.....

STUDENT DETAILS	Student's surname and first name

HEALTH AND SAFETY (cont)	
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 behaviour?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your child have any history of behavioural problems (including verbal bullying)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child ever been suspended or expelled from any previous school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, was this for	
• Actual violence to any person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Possession of a weapon or any item used to cause an injury?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Intimidation, bullying or harassment of students or staff at a school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Threats of violence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Illegal drugs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Other (please specify)	
I / We will provide written consent to the school on request to contact health professionals or other relevant agencies	Yes <input type="checkbox"/> No <input type="checkbox"/>

FAMILY DETAILS	
FAMILY MAILING DETAILS <small>(Residential/no PO Box)</small> <i>Leave address blank if same as student home address</i>	FAMILY BILLING DETAILS <i>Leave address blank if same as student home address</i>
School mail to be sent to: Name: Address: Postcode:	School accounts to be sent to: Name: Address: Postcode:

MOTHER / GUARDIAN			
Surname:	Title: (eg Mrs/Ms/Dr)	First Name:	
Address: (leave blank if same as student address)			
Home Ph:	Business Ph:	Mobile:	Email:
Occupation:	Government requirement	What is the occupation group? <input type="checkbox"/> <small>(select from list of parental occupation groups on page 6)</small>	
Religion:		Nationality:	
Country of Birth: Australia <input type="checkbox"/> Other <input type="checkbox"/> please specify:			
Government requirement	What is the highest year of primary or secondary school the mother/guardian has completed: <small>(for persons who have never attended school, mark 'Year 9 or equivalent or below')</small>		
Year 9 or equivalent or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
Government requirement	What is the level of the highest qualification the mother/guardian has completed: <small>(mark one box only)</small>		
No non-school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

FAMILY DETAILS	Student's surname and first name
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FATHER / GUARDIAN

Surname:		Title: (eg Mr/Dr)		First Name:	
Address: (leave blank if same as student address)					
Home Ph:		Business Ph:		Mobile:	
Occupation:		Government requirement		What is the occupation group? <input type="checkbox"/> (select from list of parental occupation groups on page 6)	
Religion:			Nationality:		
Country of Birth: Australia <input type="checkbox"/> Other <input type="checkbox"/> please specify					
Government requirement		What is the highest year of primary or secondary school the father/guardian has completed: (for persons who have never attended school, mark 'Year 9 or equivalent or below')			
Year 9 or equivalent or below <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>		Year 11 or equivalent <input type="checkbox"/>	
Year 12 or equivalent <input type="checkbox"/>					
Government requirement		What is the level of the highest qualification the father/guardian has completed: (mark one box only')			
No non-school qualification <input type="checkbox"/>		Certificate I to IV (including trade certificate) <input type="checkbox"/>		Advanced diploma/Diploma <input type="checkbox"/>	
				Bachelor degree or above <input type="checkbox"/>	

SIBLINGS ATTENDING A SCHOOL / PRE-SCHOOL

List all children in your family attending school or preschool (from oldest to youngest) – include applicant.

Name	School / Pre-school	Year/Grade <small>(current calendar year)</small>	Date of Birth <small>(preschool only)</small>

COURT ORDERS (if applicable)

Are there any current court orders relating to the student? Yes No

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

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

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Government Requirement	LIST OF PARENTAL OCCUPATION GROUPS		
Group 1	Group 2	Group 3	Group 4
Senior management in large business organisation, government administration and defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
<p>Senior executive/manager/ department head in industry, commerce, media or other large organisation.</p> <p>Public service manager (Section head or above), regional director, health/education/police/fire services administrator</p> <p>Other administrator school principal, faculty head/dean, library/museum/gallery director, research facility director</p> <p>Defence Forces Commissioned Officer</p> <p>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.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</p> <p>Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer</p> <p>Air/sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller</p>	<p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p>Specialist manager finance/engineering/production/personnel/industrial relations /sales/marketing</p> <p>Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer</p> <p>Retail sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency</p> <p>Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</p> <p>Business/administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager</p> <p>Defence Forces senior Non-Commissioned Officer</p>	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. <u>All tradesmen/women are included in this group.</u></p> <p>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</p> <p>Skilled office, sales and service staff</p> <p>Office secretary, personal assistant, desktop publishing operator, switchboard operator</p> <p>Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher</p> <p>Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor</p>	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <p>Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper</p> <p>Office assistants, sales assistants and other assistants</p> <p>Office typist, word processing/data entry/business machine operator, receptionist, office assistant</p> <p>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</p> <p>Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant</p> <p>Labourers and related workers</p> <p>Defence Forces ranks below senior NCO not included above</p> <p>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</p> <p>Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor</p>

AGREEMENT
Please mark clearly

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 the Enrolment Fee (\$75.00 per child) with this application for enrolment.
I / We have included copies of the following documents with this application for enrolment:
(please tick appropriate boxes)
 - Birth Certificate *
 - Sacramental Certificates to date
 - 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 Certificate
 - Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)
 - Parish Priest Reference Form (unless priest has indicated he will forward form direct to school)

*** PLEASE NOTE: ORIGINALS 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 must be kept up to date throughout the period of enrolment, eg change of address, court orders.
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. I / We **give** permission for my/our child's photograph to be used in publications eg school website, Broken Bay News, newspaper publications. Yes No
7. I / We **give** permission for my child to participate in local area excursions eg walking to the church, the shops or the park. Yes No
8. I / We **give** permission for my child to access the internet and email appropriate to the Stage requirements in classes K-6. Yes No
9. 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 child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. Yes No
10. I / We **give** permission for our Family/Student Residential Details to be listed on Class/Year Lists and be provided to the Prouille P&F Association. Yes No

I / We have read all of 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.

Signature: _____
Date: _____
Father / guardian

Signature: _____
Date: _____
Mother / guardian

Please 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 school (primary or secondary).



STANDARD COLLECTION NOTICE

Catholic Schools Office Diocese of Broken Bay

1. The School and the Diocese both independently and through its Schools collect 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 is 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 may ask you to provide medical reports about pupils 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 from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes -
 - government departments
 - the Catholic Schools Office
 - the Catholic Education Commission
 - the Diocese of Broken Bay and its parishes
 - systemic Schools within the Broken Bay Diocese and other schools
 - NSW Board of Studies and the Australian Curriculum and Reporting Authority (ACARA)
 - Medical practitioners
 - People providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers and counsellorsIn addition personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.
8. 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.
9. 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.
10. 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.
11. 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.
12. The school utilizes service providers to provide certain services to the school and its staff and students. The school may provide your personal information to those service providers in connection with the provision of these services. The school's email service provider stores and processes emails outside Australia.