



St. Michael's Primary School

155 Reservoir Road Blacktown South NSW 2148
Phone: (02) 9622 9910 Fax: (02) 9622 6902
Email: stmichaelsblktn@parra.catholic.edu.au
Website: www.stmichaelsblacktown.catholic.edu.au



Enrolment Application and Agreement

Thank you for your application to enrol at St Michael's. You are choosing a partnership in Catholic education for your child with St Michael's. It involves a commitment to work with the school and support the philosophy, values and aims of Catholic education.

Specifically, joining this community means that parents/carers and students are committed to:

- *the development of quality relationships with all members of the school community;*
- *the Catholic identity and evangelising mission of the school within the Church*
- *supporting the school in upholding school rules and policies;*
- *involvement by parents and caregivers, where possible, in the life of the school and in fundraising.*
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What to bring

When you come to the school to enrol please bring these documents with you:

- Proof of student's residential address (e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration)
- Birth certificate or identity documents
- Copies of any family law or other relevant court orders (if applicable)
- Immunisation history statement (only required for students enrolling in primary schools for the first time).

If your child is a permanent resident but not a citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable).

If your child is a temporary visa holder you will also need to provide:

- Authority to Enrol issued by the Temporary Visa Holders Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
- Authority to Enrol or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- Evidence of the visa the student has applied for (if the student holds a bridging visa).

A *Checklist* summarising the documents required for enrolment is provided below.

Your privacy protected

The information you provide will be used to process your child's application for enrolment, which may include a risk assessment.

Please refer to the *Standard Collection Notice* attached to this Enrolment Application and Agreement. The *Standard Collection Notice* forms part of this Agreement.

The health-related information collected is subject to the *Health Records and Information Privacy Act 2002*. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.

Photographs at school

Taking photographs of students can constitute a collection of their personal information. Occasionally photographs are taken of individual students and classes of students at school.

If you do not wish your child to be photographed under any circumstances, please make sure you have specified this on page '?' of this form.

Do parents have to answer the questions?

We are required by law to ensure the health and safety of students, staff and visitors on our school. It is therefore necessary for you to answer all questions on this form except those about your occupation and education.

The information you provide will assist the school to communicate with you and to care for your child while at school. If you choose to submit an incomplete form, processing your application may be delayed and the quality of our service to you may be affected.

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

School attendance, programs and policies

The rights and responsibilities of all members of the Catholic school community are governed by a range of Diocesan and school policies. You may access our policies at www.parra.catholic.edu.au. Alternatively please ask our office staff for assistance.

The School will communicate important information concerning all children attending *SchoolName* via a newsletter which will be made available to you.

St Michael's offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. Your child will be excused from taking part in these when you give written notification of intended absence and provide reasons for your child's inability to take part in the activity. The School Principal may wish to discuss such intended absence if it impacts upon the educational interest of the child.

School attendance is obligatory for all children between the ages of 6 and 15. If your child is absent short periods due to medical reasons and you know of the intended absence in advance please advise the school the dates of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child's absence.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with regulations governing school attendance such requests may sometimes be refused.

The School does not undertake insurance of students' personal belongings. We recommend that you obtain suitable insurance for your child's belongings throughout the year.

Secure Internet Access and Email

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the school's Internet and email services.

Questions

If you need an explanation of any of the questions or help in completing this application, please ask for assistance from school staff. You are welcome to provide further information on an attached sheet.

The school will notify you of the results of your application. The information you have provided will be used by the school to enrol your child, if your application is accepted.

Checklist for Parents/ Principal of required Student documents:		
<u>Document Name:</u>	<u>Enrolment Application</u>	<u>Enrolment Interview</u>
Passport size photograph of student	Original	
Birth Certificate	Copy	Original
Latest school report from previous school	Copy	
Passport and Visa of Parents and Student (if Parent and/or Student is not Australian)	Copy	Original
Citizenship/Residency/Visa (country of birth other than Australia)	Copy	Original
Family Court Orders / Parenting Plans / AVOs relevant to student	Copy	
Immunisation Certificates		Original
Sacrament certificates (Baptism/ Reconciliation/ Eucharist/ Confirmation as applicable)		Original
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others.	Copy	



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School Enrolment Application and Agreement

Please indicate in a few words why you are seeking enrolment for your child at this Catholic School:

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STUDENT INFORMATION (please provide a passport size photograph of the student with this application)

The Year that enrolment is to commence 20.... and the Year of entry for which enrolment is sought, please indicate below:

K	1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	---	----	----	----

Family Name _____ Is Student Aboriginal? Yes / No

Given Names _____ Is Student Torres Strait Islander? Yes / No

Date of Birth _____ Country of Birth _____ Sex Male / Female

(a copy of the birth certificate is required with application and original is required to be sighted at time of interview).

Year of entry to Australian school _____ Last school attended _____

Nationality _____ Date of arrival in Australia _____

Nationality/Residential Status - please indicate below: *(original documents to be sighted and copies to be retained by school)*

- Australian Citizen *(Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)*
- Permanent Resident *(Passport if Country of Birth is not Australia)*
- Temporary Resident *(Passport and Visa)*
- Foreign National without residential status *(Passport and Visa)*
- Other/Visitor/Student/Passport/Other *(Passport and Visa)*

Religion: _____

FAMILY DETAILS

Student Residential Address: _____
Home Phone Number: _____
Mailing Address (if different to above): _____

***PARENT/CARER
DETAILS***

FATHER/CARER

MOTHER/CARER

Title (<i>eg Mr Mrs, Ms, Dr etc</i>)	_____	_____
Family Name	_____	_____
Given Names	_____	_____
Relationship to student	_____	_____
Work Phone Number	_____	_____
Mobile Phone Number	_____	_____
Email address	_____	_____
Occupation	_____	_____
Religion	_____	_____
Country of Birth	_____	_____
Nationality	_____	_____
Languages 'most often spoken' at home	1. _____ 2. _____	1. _____ 2. _____
Would an Interpreter be required? (<i>please circle</i>)	Yes / No	Yes / No
Do you reside with the student ?	Yes / No	Yes / No

Are there any Family Court Orders / Parenting Plans / AVOs issued relevant to the child? No Yes (*Please provide copies*)

Contact details of any parent/carer not living with the student:

Name: _____
Residential address: _____
Work Phone number: _____
Mobile Phone number: _____
Email address: _____

Please advise the School office of any change of address, telephone number or other information about the parent/caregiver or student details as soon as such changes occur.

STUDENT DETAILS

This information is required to enable the school to assess and manage any risk of harm to the student, fellow students and its staff. If there are any changes to the above issues during the child's enrolment at the school, these must be promptly notified to the school to enable the school to regularly assess its ability to provide adequate services for these needs. A failure to fully disclose any special needs or disability may impact upon your application. The acceptance of this application may be based in whole or part on the information you have provided to the school. It is also important that you advise the school fully of any change in your child's needs as promptly as possible as the school must reassess its ability to provide adequate services to your child on a regular basis. A full disclosure of all special needs, disabilities or risks is essential to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.

Medical History

Doctor's name:		Doctor's Phone no.:	
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Address:

Medicare No:		Private Health Fund:	
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Medical Conditions:	<i>Please specify any medical conditions the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student:</i>
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Allergies:	<i>Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings including specific details</i>
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Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, does the student have an EpiPen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Immunisations	Please indicate if the student has been immunised against the following please circle	Date of Immunisation
Hepatitis B	Yes / No
Diphtheria-Tetanus-Whooping Cough	Yes / No
Haemophilus Influenza 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

Emergency Contact

Please nominate a person who may be contacted in the event of an emergency, if parents cannot be contacted. Ideally the contact person should be someone who lives in the neighbourhood of the school. Please tell your nominated person that you have nominated him/her as an emergency contact.

Emergency Contact 1: Name: Mr / Mrs / Ms	_____
Telephone Numbers: Home/ Work/ Mobile	_____
Relationship to Student: (eg: Aunt, Uncle, Friend)	_____

Emergency Contact 2: Name: Mr / Mrs / Ms	_____
Telephone Numbers: Home/ Work/ Mobile	_____
Relationship to Student: (eg: Aunt, Uncle, Friend)	_____

Specific Needs

Does your child have:

Autism <input type="checkbox"/> An intellectual disability <input type="checkbox"/> Giftedness <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> No additional needs <input type="checkbox"/>	Behaviour difficulties <input type="checkbox"/> Language difficulties <input type="checkbox"/> a vision impairment <input type="checkbox"/> Difficulties in the basic areas of learning <input type="checkbox"/>	A hearing impairment <input type="checkbox"/> Mental health issues <input type="checkbox"/> ADD / ADHD <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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 a reader or scribe modifications to equipment, furniture and learning spaces braille	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	signing <input type="checkbox"/> access to technology <input type="checkbox"/> personal carer support <input type="checkbox"/> other (please specify) <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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 (provide details) No

Please provide names and contact numbers 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"/>
● Illegal drugs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
● Other (please specify)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

Student Parish Sacramental details

Current Parish: _____

Sacrament	Parish Received	Date Received
Baptism:	_____	_____
Eucharist:	_____	_____
Confirmation:	_____	_____

Has the student received the sacrament of Reconciliation? Yes / No

Student Pre-School Education (for Primary School enrolments only)

Did your child attend pre-school? Yes No I give permission to contact pre-school Yes No

Please provide Name of the Pre School: _____

Phone Number _____ Teacher's Name _____

Attendance per week _____ Number of full days _____ Number of half days _____

Age commenced _____ Did your child need/receive special help there? Yes No

Student Before and After School Care

Will your child attend Before and After School Care? Yes No

Please provide details of the Before and After School Care: _____

Phone Number _____ Teacher's Name _____

Attendance per week (full and half days): Number of full days _____ Number of half days _____

Student Primary and Secondary School Education (all enrolments)

Please provide details (names and locality) of last three schools attended (where applicable):

Did your child need/receive special help there? Yes No

If 'Yes', what was provided for your child at his/her previous school:

Alternative teaching and learning strategies Yes No

Signing Yes No

A reader or scribe Yes No

Modifications to equipment, furniture, learning spaces Yes No

Braille Yes No

Access to technology Yes No

Personal Carer Support Yes No

Other (please specify) _____

Please note below assessments your child has received from speech, hearing, cognitive, occupational therapy or others and please attach copies of reports:

Children in Family at Catholic Schools

Please list below in order of birth all children in the family to attend Catholic Schools in the school year that Enrolment is to commence, including the child for whom this application is being made. This information is required to facilitate sibling discounts in accordance with system policy)

	Birth Order	Christian Name	Family Name	School Year (eg Y12)	School Attending Name and Location
Child	1				
Child	2				
Child	3				
Child	4				
Child	5				
Child	6				

Standard Collection Notice

1. The School (the Diocese of Parramatta both independently and through its Schools) 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 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 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 to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, schools within other Dioceses, other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
7. The School from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the School's legal obligations under Part 5A of the *Education Act 1990* (NSW).
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a School counsellor may be disclosed to others if the School considers it appropriate for the well-being or development of the pupil who is counselled or other pupils at the School.
9. Schools may also disclose personal information under Public Health and Child Protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
10. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on websites.
11. 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.
12. 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. We may include your contact details in a class list and School directory.
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 the information to third parties.

Fees Schedule

1. The amount of School Fees in respect of a student is determined on an annual basis by the Diocese and the School and is subject to variation. School Fees comprise Diocesan and School Based Fees and are payable within 28 days of the statement date. The parents (father/ mother/ carer/s) of a student are jointly and severally responsible for payment of fees.
2. The Diocesan Tuition Fee and School Building Levy are annual fees billed in terms 1, 2 and 3. A pro rata fee based on weeks enrolled for the year is made for students entering the School part way during a term. If a student leaves the School during a term, no refund will be made in respect of the remaining portion of that term. Other School Based Fees for items such as camps, excursions, materials or technology may be charged to a student's account and are payable under the same conditions as Diocesan Fees. A term's notice in writing must be given to the principal before the removal of a student or a full term's fees will be payable. The same applies to withdrawal from an extra subject.
3. If difficulties arise in meeting payments within the above time frame then special arrangements are to be made and agreed with the School Principal. In the absence of an agreed payment arrangement the School may charge an appropriate administration fee on overdue fees to defray collection costs incurred by the School.
4. Where school fee accounts are unpaid and no prior arrangement has been made with the School, or arrangements made are subsequently not adhered to, then a Debt Collection Agency may be engaged to follow up any outstanding monies. In such cases all expenses reasonably incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees and commissions payable to debt recovery agents are recoverable from Parents. Any default debts and/or legal judgements may be reported to a credit reporting agency.
5. The School recognises that at times, parents/carers may experience financial hardship and have a genuine inability to pay School Fees. Diocesan policies exist for such circumstances and parents/carers in financial hardship should discuss the situation with the school principal to make alternative arrangements for payment. If you do not make alternative arrangements the school will have no choice but to take steps in accordance with the above debt recovery procedures.

Enrolment Agreement

I/we have read and agree to the conditions set out in this Application and Agreement.

I/we have read all of the information in the enrolment package including the *Standard Collection* Notice and the *Fees Schedule* and understand the policies that we will need to abide by should this enrolment application be successful.

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.

I/we understand that I must advise the school of changes to the information I have provided in this Application throughout my child's attendance at the School.

I/we will provide such other information which may be required by the School to meet the educational interests of my child.

I/we consent to the provision of all school services to our child, including the provision of counselling where appropriate.

I/we do not owe any outstanding fees or charges, in relation to my child's attendance at any other school.

I/we agree to pay all school fees in a timely manner as set out in the *Fees Schedule*. In the event of difficulty I/we agree to request a special arrangement as outlined in the *Fees Schedule*.

I/we give permission for photographs/video footage of my/our child to be taken at school and school events. These may be used in school or diocesan newsletters, brochures, advertising, newspapers, websites or publications /video footage.

I/we agree to support and participate in the life of the school/parish at parent/teacher meetings, liturgical celebrations, social and practical activities offered at the school.

'Non-Permanent Resident students who hold a temporary visa of any class must, either personally or through their parent/guardian, ensure that the School Principal is always in possession of a copy of each student's current visa. The student and/or their parent /guardian must advise the Principal immediately if their visa status changes and/or if the student is granted a Bridging visa at any time during the student's enrolment. The holding of a Bridging visa may alter the status of the student's enrolment resulting in, amongst other consequences, a significant increase in school fees payable.'

Signed	_____	_____	_____
	Father /Carer	Please Print Name	Date
Signed	_____	_____	_____
	Mother/Carer	Please Print Name	Date

School Checklist: School Use only

_____	_____	_____
Interview Date	Checklist copies received /Enrolment Application	Checklist originals sighted /Enrolment Interview
<u>Application Approved:</u>		
Signed	_____	_____
	Principal	Principals Name
		Date