



Our Lady's Primary School Sunshine School Enrolment Form- Primary



Our Lady's School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This form is informed by the Our Lady's School Enrolment Policy Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made.

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

DUE DATE:

STUDENT DETAILS

Surname:			
Given name/s:			
Preferred name:			
Does the student have a sibling at this school?	Yes ☐	No ☐	

STUDENT CONTACT 1 (PARENT 1/GUARDIAN 1/CARER 1)

Title: (Dr./Mr./Mrs./Ms./Mx.)	Surname:	Given name:	
House Number:	Street Name:		
Suburb:	State:	Postcode:	
Telephone:	Home:	Work:	Mobile:
SMS messaging: (for emergency and reminder purposes)		Yes ☐	No ☐
Email:			
Relationship to student:			
Government Requirement	Occupation:	What is the occupation group? (Select from list of occupation groups in the School Family Occupation Index)	A ☐ B ☐ C ☐ D ☐ N ☐
Religion: (include rite)			
Country of birth: Australia ☐ Other ☐ (please specify):			
Aboriginal or Torres Strait Islander origin: No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐			
Nationality:		Ethnicity if not born in Australia:	
Visa subclass:		Visa expiry:	
Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified			

Do you speak a language other than English at home? <i>Note: Record all languages spoken</i>			
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i>			
Year 9 or below ☐	Year 10 or equivalent ☐	Year 11 or equivalent ☐	Year 12 or equivalent ☐
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?			
No post-school qualification ☐	Certificate I to IV (including trade certificate) ☐	Advanced diploma/Diploma ☐	Bachelor degree or above ☐

STUDENT CONTACT 2 (PARENT 2 /GUARDIAN 2/CARER 2)			
Title: (Dr./Mr./Mrs./Ms./Mx.)		Surname:	
House Number:		Street Name:	
Suburb:		State:	Postcode:
Telephone:	Home:	Work:	Mobile:
SMS messaging: <i>(for emergency and reminder purposes)</i>		Yes ☐	No ☐
Email:			
Relationship to student:			
Government Requirement	Occupation:	What is the occupation group? <i>(Select from list of occupation groups in the School Family Occupation Index)</i>	A ☐ B ☐ C ☐ D ☐ N ☐
Religion: <i>(include rite)</i>			
Country of birth: Australia ☐ Other ☐ <i>(please specify):</i>			
Aboriginal or Torres Strait Islander origin: No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐			
Nationality:		Ethnicity if not born in Australia:	
Visa subclass:		Visa expiry:	
Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified			
Do you speak a language other than English at home? <i>Note: Record all languages spoken</i>			
What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed? <i>(Persons who have never attended secondary school, tick Year 9 or below)</i>			
Year 9 or below ☐	Year 10 or equivalent ☐	Year 11 or equivalent ☐	Year 12 or equivalent ☐
What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?			

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

STUDENT DETAILS

Surname		
Given name/s:		Preferred name:
Entry year (YYYY):		Entry level/grade:
Date of birth:	Religion: (include rite)	
Home Address:		
M (Male): ☐	F (Female): ☐	Self identified / X (Indeterminate/Intersex/Unspecified): ☐

PREVIOUS SCHOOL/PRESCHOOL

Name and address of previous school/preschool:		
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:	No ☐	Yes ☐ (If yes, please complete the Consent for Transferring Information form.)
Was the previous school attended interstate?	No ☐	Yes ☐ (If yes, please complete the Interstate Data Transfer Note and Consent forms – refer to link in Enrolment Procedures)

NATIONALITY AND CITIZENSHIP

Government Requirement	Nationality:	Ethnicity:
In which country was the student born?	☐ Australia ☐ Other (please specify):	
Date of arrival in Australia OR Date of return to Australia:		
What is the residential status of the student? ☐ Permanent ☐ Temporary		
Evidence of Australian Residency:		
☐ Australian Citizen	☐ Permanent Resident	
☐ Eligible for Australian Passport	☐ Temporary Resident	
☐ Other/Visitor/Overseas Student		
Visa sub class**:	Visa expiry date:	
Previous visa sub class:		
* Please attach visa/ImmiCard/letter of notification and passport photo page ** Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information		

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? *Note: Record all languages spoken.*

		Student	Student Contact 1 (Parent1/Guardian1/Carer1)	Student Contact 2 (Parent2/Guardian2/Carer2)
No	English only	☐	☐	☐
Yes	Other – <i>please specify all languages</i>			

Is the student of Aboriginal or Torres Strait Islander origin?

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

No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐

Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census

SACRAMENTAL INFORMATION

Baptism	Date:	Parish:	
Reconciliation	Date:	Parish:	
Eucharist	Date:	Parish:	
Confirmation	Date:	Parish:	
Parish where the student lives:			

EMERGENCY CONTACTS – OTHER THAN STUDENT CONTACTS (PARENT/GUARDIAN/CARER)

Person 1	Person 2
Surname Given Name:	Surname: Given Name:
Relationship to student:	Relationship to student:
Home telephone:	Home telephone:
Mobile:	Mobile:

MEDICAL INFORMATION

Doctor's name:			
Doctor's address:			
Telephone:			
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes ☐ No ☐	Fund:	Number:
Ambulance cover:	Yes ☐ No ☐	Number:	
Health Care Card:	Yes ☐ No ☐	Health Care Card No:	Expiry:
Medical condition/ diagnoses:	Please specify all relevant medical and/or health conditions for the student, e.g. asthma, diabetes, anaphylaxis, continence/toileting and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur. Please list any known diagnoses for the student regarding their medical or learning needs e.g. Global Developmental Delay (GDD), Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Anxiety		
Has the student been diagnosed as being at risk of anaphylaxis?		Yes ☐	No ☐
If yes, does the student have an EpiPen or Anapen?		Yes ☐	No ☐
If the student has identified medical and/or health condition/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.			
If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.			

IMMUNISATION *(please attach an immunisation history statement)*

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](#)) and provide it to the school with this enrolment form.

Immunisation history statement attached: Yes ☐ No ☐ If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check? Yes ☐ No ☐

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes ☐ No ☐

Does your child present with:

- | | | |
|--|---|---|
| ☐ autism (ASD) | ☐ behavioural concerns | ☐ hearing impairment |
| ☐ intellectual disability/developmental delay | ☐ mental health concerns | ☐ oral language/communication difficulties |
| ☐ ADD/ADHD | ☐ acquired brain injury | ☐ vision impairment |
| ☐ giftedness | ☐ physical impairment | ☐ other condition <i>(please specify)</i> |

Has your child ever seen a:

- | | | |
|--|---|---|
| ☐ paediatrician | ☐ physiotherapist | ☐ audiologist |
| ☐ psychologist/counsellor | ☐ occupational therapist | ☐ speech pathologist |
| ☐ psychiatrist | ☐ continence nurse | ☐ other specialist <i>(please specify)</i> |

Have you attached all relevant information and reports? Yes ☐ No ☐

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

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

Name	School/preschool	Year/grade	Date of birth

HOME CARE ARRANGEMENTS

☐ Living with immediate family	☐ Out-of-home care
☐ Guardian/Carer	☐ Shared parenting, e.g. one week with each parent: Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
☐ Kinship care	☐ Other (please specify)

COURT ORDERS OR PARENTING ORDERS (if applicable)

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

If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

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

SCHOOL FEES/LEVIES PAYER DETAILS

To whom the account for school fees and levies is sent?

Surname	First name	Address and email	Telephone	Relationship to the student

Please note, the name/s of the parent / carers signing are responsible for the payment of fees for the term of the child's enrolment at the school.

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School.

Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

Student Contact 1
parent 1/guardian 1/ carer
1 signature:

Date:

Student Contact 2
parent 2 /guardian 2/
carer 2 signature:

Date:

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- parent as defined in the Family Law Act 1975
 - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Disclaimer: *Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website.*

Our Lady's School Enrolment Agreement



Acceptance of enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Schools Ltd (MACS), as the owner and governing authority for the school, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the school's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the school in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all MACS and school policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required by the school, or I will otherwise notify the school immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- I will participate in a working bee once a year or make a financial contribution.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal.
- I will treat all members of the school community with respect as befits a Catholic school.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- As a parent/guardian/carer, I will support the vision of MACS, the school and parish. In accepting the enrolment, I agree to abide by all MACS and school policies and procedures which are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the school's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the Our Lady's School policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the Our Lady's School Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any Our Lady's School Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent 1/guardian 1/carer 1
signature

Date:

Parent 2/guardian 2/carer 2
signature

Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the school website.



Our Lady's School Photography and Recording Permission Form

At certain times throughout the year, students may have the opportunity to be photographed, recorded or filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs or recordings in print and online promotional, marketing, media, and educational materials.

We would like permission to use your child's photograph and/or recording for the above purposes.

Parent / guardian / carer permission / authorisations

Permission is given for my child's:

Description	Yes / No
Name	
Photograph	
Recording	

To be published by the school in the following ways:

Description	Yes / No
School website	
Social media	
Promotional materials	
Newspaper and other media	

	Yes / No
I authorise MACS and the CECV to use photographs and recordings in material available free of charge to schools and education departments around Australia for MACS and CECV promotional material, marketing, media and educational purposes	
I give permission for a photograph and recording of my child to be used by the school, MACS and / or the CECV in the agreed publications without acknowledgement, remuneration or compensation	
I understand and agree that if I do not wish to consent to my child's photograph or recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.	

Licensed under NEALS

The photograph and recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of parent / guardian / carer (please circle)		Date
Signature		
If the child is aged 15 years or over, they may also sign		
Name of child		
Signature		Date

Any permission and consent given may be withdrawn by the parent/guardian/carers or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on the school website.



Our Lady's School Parent Social Media Agreement



As a member of Our Lady's School Community, I agree that it is not appropriate for me to make a public comment that is, or could be perceived to be:

- inconsistent with Our Lady's school values, beliefs and principles
- made on behalf of the school
- embarrassing to the school
- critical of the school so as to compromise the relationship of trust between the school and the parent community
- a gratuitous or personal attack on any member of our school community including students, staff and parents
- compromising public confidence and defaming the school's reputation.

Parent 1/guardian 1/carer 1
signature

Date:

Parent 2/guardian 2/carer 2
signature

Date:

PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form
(as applicable to your child):

☐	Birth certificate
☐	Immunisation history statement
☐	Baptism certificate
☐	Consent to contact previous school or preschool
☐	Proof of address (eg Rates Notice, Utilities Bill)
☐	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
☐	Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page
☐	Medical Management Plan signed by a relevant medical practitioner
☐	All relevant information and reports concerning additional needs of your child
☐	Any current court orders or parenting orders relating your child
☐	Any additional information you wish the school to be aware of

