

ENROLMENT APPLICATION

Our Lady of Grace School



Student Name: _____

Academic Year of Entry (Please Circle): PK KG PP 1 2 3 4 5 6

Calendar Year of Entry: _____

Entry age for Pre-Kindy is when your child turns 3.

Entry age for Kindergarten is the year your child turns 4 if born prior to 1 July. Children turning 4 on 1 July or after enter the year they turn 5.

Please complete and return this form to the school before your interview.

OFFICE USE ONLY

Receipt: _____ Date: _____ Student Key: _____

Family Key: _____ Interview Date: _____ Interview Time: _____

STUDENT INFORMATION

Academic Year for which Enrolment is sought (e.g., Year 6): _____

Calendar Year for which Enrolment is sought (e.g., 2017): _____

Current School: _____ Location: _____ Year Level: _____

STUDENT SURNAME: _____

First Name: _____ Second Name: _____

Preferred Name: _____ Gender: _____ Date of Birth ___/___/___

Place of Birth: _____ Country of Birth: _____

Residency Status: Citizen Permanent Resident Temporary Resident

Visa Class / No. _____ (Please provide a copy of passport and visa)

Date of Arrival: _____ Passport Number: _____

Nationality: _____

Aboriginal Descent Torres Strait Islander Descent

Language Spoken at Home: _____

Religion: _____

Baptism ___/___/___

Reconciliation ___/___/___

Holy Communion ___/___/___

Confirmation ___/___/___

FAMILY INFORMATION

Mother / Parent / Guardian

Title: _____ Surname: _____ Given Name (in full): _____

Occupation: _____ Nationality: _____

Country of Birth: _____ Language: _____

Employer: _____ Religion: _____

Work Phone: _____ Mobile: _____

Email Address: _____

Marital Status: _____ Relationship to Student: _____

Residential Address: _____ Suburb: _____

Post Code: _____ Home Telephone: _____

Postal Address (if different from above): _____ Suburb: _____

Post Code: _____

Father / Parent / Guardian

Title: _____ Surname: _____ Given Name (in full): _____

Occupation: _____ Nationality: _____

Country of Birth: _____ Language: _____

Employer: _____ Religion: _____

Work Phone: _____ Mobile: _____

Email Address: _____

Marital Status: _____ Relationship to Student: _____

Residential Address: _____ Suburb: _____

Post Code: _____ Home Telephone: _____

Postal Address (if different): _____ Suburb: _____ Post Code: _____

Custody / Guardianship

Name of Person(s) with legal guardianship of the student: _____

Are there any current Family Court Orders or current Restraining Orders that would apply to the child?

 Yes NoIf applicable, please attach a copy outlining details of any special or restricted access arrangements.

Why would you like your child educated at Our Lady of Grace School?

SIBLINGS

Name	Date of Birth	Year Level	School
	___/___/___		
	___/___/___		
	___/___/___		

EMERGENCY CONTACT DETAILS (Other than Parents)

Name (1): _____ Relationship to Student: _____

Telephone: _____ Mobile: _____

Name (2): _____ Relationship to Student: _____

Telephone: _____ Mobile: _____

Medicare Number: _____ Private Health Fund: _____

STUDENT'S INDIVIDUAL NEEDS

The school *Education Act 1999* requires the provision of:

“details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school” (16G) - e.g. Communicable diseases, learning needs. To assist the school to respond to individual requirements, please detail any special needs your child has in the following area(s) that may affect his/her learning, participation or welfare during school hours.

Medical/Health Care _____
 Medication * _____
 Physical condition* _____
 Orthoses/Prostheses _____
 Psychological/Cognitive _____
 Vision/Hearing (sensory) _____
 Behavioral or Safety _____
 Communication _____
 Allergies* _____

*If medication or medical/health care services are required during school hours, an action plan signed and authorised by the relevant practitioner will be required on enrolment. School Policy and Medication Administration request forms are available from the office or website.

Other comments: _____

EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency, which may affect educational arrangements? YES / NO If so, please detail name of Service Provider and Contact Number

Do you require After School Care? YES / NO

MEDICAL INFORMATION

IMMUNISATION RECORD

Immunisation Record attached

F – fully immunised N – not immunised I – incomplete immunisation P – personal objections*

Measles
 Mumps
 Rubella
 Tetanus

Whooping Cough
 Diphtheria
 Polio (OPV)
 Hepatitis B

HIB
 BCG
 Chicken Pox
 Meningococcal

Other

An updated copy of Immunisation will be will be required on enrolment.

*please supply a copy of Australian Government Immunisation exemption Conscientious objection form.

Please be aware that children whose immunization status is not up-to-date may be excluded during outbreaks of some vaccine-preventable diseases.

Family Doctor / Medical Clinic: _____

Address: _____ Contact Number: _____

Dentist / Dental Clinic: _____ Contact Number: _____

Medicare Number: _____

MEDICAL EMERGENCY AUTHORISATION

I authorise Our Lady of Grace School to seek medical /dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise Our Lady of Grace School that if an emergency occurs requiring surgery, anesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf.

Signature of Mother / Legal Guardian _____ Date _____

Signature of Father / Legal Guardian _____ Date _____

DISCLOSURE

UNIFORM

I understand that the uniform is compulsory for Pre-Primary – Year 6 and I will ensure my child is wearing the correct uniform, as set out in the Uniform Policy, at all times.

PERMISSION TO TRAVEL

I give permission for my child to travel on any excursion the school organises, on transport that the school deems suitable. I understand this will generally be either:-

- * public transport - bus or train
- * private chartered bus
- * private transport where necessary
- * excursions on foot eg. to the shopping centre

Should I NOT wish my child to travel by these means on specific occasions, then I shall notify the school in writing. This permission is valid FOR THE DURATION OF my child's enrolment at Our Lady of Grace School.

PUBLICITY AND USE OF STUDENT IMAGES

As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education Office WA (CEWA) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, training videos and/or the school social media and website.

(Please tick)

I give I do not give permission for the use of my son's/daughter's photo/video image in school publicity activities undertaken by the school, CEWA or local media.

I give I do not give permission for the use of my son's/daughter's photo on the School Website.

This permission is valid FOR THE DURATION OF my child's enrolment at Our Lady of Grace School. I understand it will be my responsibility to notify the school in writing should I wish to change this authority at any time.

Signature of Parent(s) / Guardian(s) _____ Date _____
MOTHER / GUARDIAN

FATHER /GUARDIAN Date _____

AGREEMENT

I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.
I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.
I/we have completed this application form fully and to the best of my/our knowledge. The Principal reserves the right to refuse or terminate enrolment if the parent(s) or guardian(s) has knowingly withheld material information relevant to the application/enrolment process.
I/we agree to support and uphold the OLG Code of Conduct (attached).
I/we agree to give priority to my/our role as supportive and involved parents in the school community and to participate in meetings and procedures that are part of my/our child's/children's educational program.
I/we agree to support the Catholic objectives and ethos of the school.
I/we agree to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.
I/we agree that while my/our child/children is/are in Pre Kindy, Kindergarten and Pre-Primary that I/we or another adult will accompany my/our child/children to and from the classroom for every session.

FEE RESPONSIBILITY

Payment of School Fees is the responsibility of:

Both parents/guardians jointly _____ mother /guardian _____ father /guardian _____ (full or at what percentage) please indicate.

Signature of Parent(s) / Guardian(s) _____ Date _____
MOTHER / GUARDIAN

_____ Date _____
FATHER /GUARDIAN

ENROLMENT PROCEDURE

Please return this application to the school office in person, via email (enquiries@olg.wa.edu.au) or post to P.O. Box 383, North Beach 6920, marked "Attention Enrolment Officer". There is no application fee on enrolment, but once you have been offered a position an acceptance fee of \$100 per child for Kindergarten to Year 6 and \$60 for Pre-Kindy is payable via cash, cheque or credit card.

This Enrolment Application does NOT mean automatic acceptance. All enrolments are subject to an interview with the Principal.

INTERVIEW PROCESS

All new students to the school and their parents are interviewed by the Principal. This interview is the final stage in the enrolment process and items discussed may include:

- The school's nature as a faith community
- Sacramental programmes and Parish connection
- Our Lady of Grace Vision for Learning and Strategic Directions
- Fee structure
- An opportunity to update information on Enrolment Application form
- An overview of the school's curriculum
- An outline of the school's expectation of parents
- An outline of the parent's expectations of the school
- Broad discussion about the interests/abilities of the child, medical conditions etc
- Information regarding orientation, letter of offer of position, waiting lists etc
- The Outside School Hours Care programme

The interview process will be followed by a letter offering a position or one explaining that no position can currently be offered and waiting lists are kept as appropriate.

The final decision for any enrolment/placement is at the discretion of the Principal.
Please take the time to read the information in regard to our Student Enrolment Policy.

ENROLMENT PRIORITY

Our Lady of Grace School Catholic Primary School exists for the primary purpose of providing Catholic children from the parish of Our Lady of Grace with a Catholic education thus enrolment priority is given to:

- Children of practising Catholic families from Our Lady of Grace Parish (in order of application)
- Siblings of students already attending, or having attended Our Lady of Grace School
- Children of practising Catholic families from other parishes (in order of application)
- Non-practising Catholic/non Catholic families
- Aboriginal and Torres Strait Islander people will be given enrolment preference wherever possible and practical.

This Enrolment Application is consistent with the Enrolment Policy as stated by Catholic Education.

PLEASE NOTE:

- Completion of this document does NOT guarantee an enrolment interview or offer
- Enrolment will involve an interview with the Principal. A letter of invitation will follow and enrolment in the school will be processed on receipt of all requested documents
- This Enrolment Application has been completed to the best of my/our knowledge

Our Lady of Grace School is conscious of each person's right to privacy for personal information. Information relating to the Schools Privacy and Information Collection notice can be found on the schools website under Student Enrolment Policy.

Please enclose the following supporting documentation:

- Birth Certificate
- Baptism Certificate
- Immunisation
- Most recent school report
- NAPLAN report (if applicable)
- Other relevant educational or psychological assessments
- Copy of Parenting, Restraint or Custodial Order (if applicable)
- Copy of Passport, Visa, or Travel Documents – including date of entry stamp (if born overseas)
- Data Collection Form (copy enclosed in package)

Our Lady of Grace School



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