
ST JOSEPH'S, PENSHURST



Application For Enrolment

NAME: _____

St Joseph's Primary School
11 Martin Street
(PO Box 42)
Penshurst, Vic, 3289

Ph: 5576 5438

Fax: 5576 5449

Email:

principal@sjpenshurst.catholic.edu.au

St Joseph's Governance Overview



1. This document is a key administrative tool for our school to ensure student safety, confidentiality and just administration. It is important that you provide accurate and up to date information, this will support your child's schooling.
2. Please be aware all information provided needs to correspond with key documents including Birth, Immunization and Sacramental certificates.
3. Please note that this statement is Private and Confidential and remains at St Joseph's Primary School.
4. St Joseph's Primary School is an institution supported by
 - Australian Government and its laws
 - Victorian Education Department (DEECD)
 - Catholic Education Commission
 - Local Government

If you are ever unsure of any of these governance issues it is important to correspond with either the Principal or the School Administrative Officer.

5. St Josephs Formal Parent/School Associations:

<u>Name of Group</u>	<u>Role</u>
• Parent's and Friends Association	Events & Student activities
• Maintenance Committee	Grounds
• School Advisory Council	School Governance
• Parish Sacramental Team	Co-ordinate Sacraments
• St Mary's Parish Pastoral Team	Support to Parish



APPLICATION FOR ENROLMENT

A parent or guardian who has lawful authority in relation to the child must complete this information.
A brief explanation of lawful authority is contained at the end of this form.

STUDENT DETAILS (Please complete according to details on Birth Certificate or Passport)

Expected grade on admission Yr _____ / 20____

Student Surname _____

Given Names _____

Office Use Only: Student ID: _____	Does the Student have a Victorian Student Number: Y / N
Office Use Only: Family Code: _____	Yes - If number is known please specify _____ (this is a 9 digit number supplied by your current school) Yes - but number is unknown
Surname: _____	
Given Names: _____ Sex: Male / Female	If this student was born overseas please state their Arrival Date in Australia: (if within last 4 years)
Preferred Name: _____	If born overseas are they an Australian Citizen?: Yes / No <i>Please supply copies of passport & visa documentation</i>
Date of Birth: / / a copy of the birth certificate is required	Residence Status: Permanent / Non Permanent
Country of Birth: _____	Australian School Entry Date: _____
Religion: _____	Is Student Aboriginal or Torres Strait Islander: Yes / No
Position in family (e.g. 1st Child): _____	Nationality: _____
Currently Attending: (Please state name of previous School or Kindergarten); Current Year Level: _____	Does the child speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.) No , English only Yes , Other, Please specify : _____
How will child travel to School? Car / Walk / Bike / Bus	

Do any Parenting Orders apply to your family? YES / NO Please indicate type of order and provide copy.
Resident Order Contact Order Specific Issues Order Other _____

Does Child live with: Both Parents Mother Only Father Only Guardian

Family Mailing Details	Family Billing Details
Mailing Title: _____ (e.g. Mr & Mrs Smith)	If you would prefer fee statements be emailed to you please give your email address: Email address: _____ <i>(if the same as mailing details please leave blank)</i>
Postal Address: PO Box _____ House / Flat / Unit No. _____ Street Name: _____ Town / City: _____ Postcode: _____ Home Phone No: _____	
Residential Address: (if different to above) House / Flat / Unit No. _____ Street Name: _____ Town / City: _____ Postcode: _____	Billing Title: _____ Address: PO Box or _____ House/Unit/Flat: _____ Street Name: _____ Town / City: _____ Postcode: _____
	If you have a Health Care Card or Concession Card, you may be eligible to obtain the Education Maintenance Allowance and School Start Bonus (for Preps only). Do you think this may apply to you? Yes / No

DETAILS OF FAMILY MEMBERS YET TO BEGIN SCHOOL

Number of Children still at home yet to attend School _____

Name _____	Age _____	Name _____	Age _____
Name _____	Age _____	Name _____	Age _____

MOTHER / GUARDIAN - Residing at Same Address

Title: (eg: Mr, Dr)	Religion:
Family Name:	Country of Birth:
Given Names:	Nationality:
Work Phone No:	Does the mother/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.) No, English only Yes, Other, Please specify : _____
Mobile Phone No:	
Occupation:	Occupational Group Code: (see back pages)
Employer:	Usual Signature:
What is the <i>highest</i> year of primary or secondary education?: Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> <i>(For parents who have never attended school, mark "Year 9 equivalent or below")</i>	
What is the <i>highest</i> qualification you have completed?: Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including Trade Certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Do you hold a "Working with Children" card: YES / NO Number (If yes, please supply a copy to the school office)	

FATHER / GUARDIAN - Residing at Same Address

Title: (eg: Mr, Dr)	Religion:
Family Name:	Country of Birth:
Given Names:	Nationality:
Work Phone No:	Does the mother/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.) No, English only Yes, Other, Please specify : _____
Mobile Phone No:	
Occupation:	Occupational Group Code: (see back pages)
Employer:	Usual Signature:
What is the <i>highest</i> year of primary or secondary education?: Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> <i>(For parents who have never attended school, mark "Year 9 equivalent or below")</i>	
What is the <i>highest</i> qualification you have completed?: Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including Trade Certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Do you hold a "Working with Children" card: YES / NO Number (If yes, please supply a copy to the school office)	

EMERGENCY CONTACT

Name:	Name:
Address:	Address:
Relationship to Child:	Relationship to Child:
H/Phone: W/Phone:	H/Phone: W/Phone:
Mobile:	Mobile:

COMPLETE THIS SECTION FOR A PARENT NOT RESIDING AT FAMILY HOME

Mailing Title: (Mr, Mrs, Ms, Dr)	Surname:
Given Name:	Relationship to Student:
Details of Access or Court Orders: <i>Supporting documents must be provided</i>	
Address:	
House/Unit/Flat No:	_____
Street Name:	_____
Town / City:	_____
Postcode:	_____

MEDICAL INFORMATION

Name Doctor / Medical Service: _____
 Address: _____ Telephone: _____

Information about medical conditions of which the school should be aware:

1. Any serious accidents in the past _____
2. Any significant medical problems (please indicate): Diabetes ADHD Epilepsy
 History of Ear Infections Eye Concerns Other Please list

If YES please provide a copy of the management plan.

Does your child require regular medication at school? YES / NO

If YES a 'Permission to Administer Medication' form must be collected from the school office

Does the child have any allergies or sensitivity? YES / NO

If YES a copy of the School Medical Action plan needs to be collected from the school office

Has your child received or is receiving support from a Specialist Service? YES / NO

Please indicate which service: Optometrist Psychologist Psychiatrist
 Occupational Therapist Speech Therapist Other

Does the child have any dietary restrictions? YES / NO

If YES the following restrictions apply:

Medicare Number: _____ Private Health Care Provider: _____

Do you have Ambulance Subscription? Yes / No Private Health Policy Number: _____

Ambulance Subscription Number _____

ACCIDENT PERMISSION

If in time of accident or serious illness I cannot be contacted, I give permission for the Principal (or representative) to seek medical attention for my child. If needed an ambulance **will be** called by the school.

Signed: _____ (Parent / Guardian)

Date: _____

CHILD'S IMMUNISATION RECORD

Has the child been immunised? YES / NO

If yes, a copy of the approved Immunisation Certificate must be supplied.

- A copy of the Immunisation Statement from the Australian childhood Immunisation Register is the ONLY approved record. (a copy of this can be obtained from the Medicare Office if you have not received one)

I have chosen not to immunise my child and understand that my child will be excluded for the prescribed period during any outbreak of vaccine preventable disease within the school.

Signature _____

SACRAMENTAL DETAILS

Catholic Parish in which student lives: _____

Sacrament	Date Received	Parish of reception
Baptism:		
Confirmation:		
Eucharist:		
Reconciliation		

If your child was NOT baptised at St Josephs Parish, Penshurst a copy of the child's baptism certificate must be supplied.

CONDITIONS OF ENROLMENT

Parents and Guardians are asked to have considered carefully the following documents before they complete the agreements underneath and attach copies as required:

1. Statement of Enrolment Understanding
2. Privacy Statement
3. Parenting Orders
4. Details of Uniform requirements and regulations
5. Certificates (Baptism, immunisation and birth)
6. Medical Action Plans as required (forms available from school office.)

ENROLMENT AGREEMENT OF NON-CATHOLIC STUDENTS

I, the undersigned, have read the School Policy of St. Josephs Primary School. I am aware of the School's aims and I undertake to respect the nature, life and identity of the School. My child/children will take part in Religious Education activities as well as liturgical celebrations.

Mothers signature: _____ Fathers signature: _____

AGREEMENT OF CHILD FOR WHOM THE APPLICATION IS MADE - Senior School Only (5/6)

In the event of my being enrolled at St. Joseph's Primary School, Penshurst

1. I shall accept and observe the rules and the uniform regulations of the school
2. I shall take part in an active and enthusiastic way, in the academic, cultural and sporting life of the School
3. I shall participate in the Religious Education Program - and its associated activities including Camps (some of which are residential) - and the liturgical life of the School in a positive and respectful way.

Students signature: _____ Students Full Name: _____

PARENT INVOLVEMENT

The active participation of parents in the life of the school is valued. If you are able to be involved we would appreciate you ticking the area/s interested in below:

- | | | | | |
|---------------------------------------------------------------------|-----------------------------|------------------------------------------------|-------------------------------------|-----------------|
| 1. Parents & Friends Association Meetings and Activities Committees | 3. Canteen Duty | 4. Parent Reading Program | 2. School Advisory Council and Sub- | 5. Working Bees |
| 6. Attending excursions | 7. Assisting in the Library | 8. Assisting in sport or recreation activities | | |
| 9. Other _____ | | | | |

CERTIFICATION

We/I **hereby make application** for our/my child/children to attend St. Joseph's Primary School. We/I agree to the conditions of attendance and support the School Policies.

We/I undertake to pay School Fees and Student levies as nominated and any other related costs when required to do so. If any financial difficulty arises I will contact either the Finance Officer or the Principal to notify them of my position.

We/I hereby give permission for my child/children to take part in all school activities including local excursions. In the event of any illness or accident we/I authorise the obtaining on my/our behalf such medical assistance as my child may require.

We/I accept all operation, blood transfusion and/or anaesthetic risks involved and the responsibility for payment of any such expenses this incurred. This permission is given providing every effort will be made to contact me personally before any decision is taken to anaesthetise and operate.

We/I hereby declare that the above particulars are true in every respect and acknowledge that information found to be incorrect in this Enrolment Form may result in rejection of the application and/or cancellation of enrolment.

I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT:

Parent / Guardian signature: _____ Date: _____

LAWFUL AUTHORITY

Parents

All parents have powers and responsibilities in relation to their children which can only be changed by a court order. The children's Services Regulations 1998 refer to these powers and responsibilities as "lawful authority". It is not affected by the relationship between the parents, such as whether or not they have lived together or are married.

A court order, such as under the Family Law Act, may take away the authority of a parent to do something or may give it to another person.

Guardians

A guardian of a child also has lawful authority. A legal guardian is given lawful authority by a court order. The definition of "guardian" under the Children's Services Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day-to-day care and control of the child.



STATEMENT OF ENROLMENT UNDERSTANDING ST. JOSEPH'S PRIMARY SCHOOL

St. Joseph's Primary School is a Catholic School committed to the education of children in our Parish. The School strives to empower students to recognise their self worth and to work to reach their full potential while always promoting the dignity of the human person.

In accepting an offer of enrolment at St. Josephs parents and their children undertake to participate actively in the life of the school and to work together with the teachers, support staff and Parish to build a community in which a quality Catholic education is offered.

To this end I/we agree with the following conditions of enrolment, and support their maintenance while-so-ever my/our child is enrolled at the School.

1. All students take part in all aspects of the Schools Religious Education programme. This programme includes Religious Education lessons, the celebration of Mass and liturgies, involvement in community service and witness, prayer, camps in the entire School environment. Ideally the work of the school in this regard is based upon home life and supported by it.
2. All students assume responsibility, with the help of their teachers, for their own work in class, book-work, homework and study and for the prompt submission of projects, assignments and tasks. (Please contact your child's teacher if there is a concern in meeting these).
3. Politeness and respect for others are an essential part of our school life.
4. While travelling to and from the school and during school endorsed activities, students are to be courteous, co-operative and well behaved and respectful to each other.
5. Whilst under school authority, all students are expected to maintain a high standard of self-discipline and to conduct themselves in a well-behaved manner, particularly in accordance with the standards contained in the Student Booklet. The school reserves the right to ensure that these high standards are maintained and expects parents to support these justifiable expectations.
6. Punctuality and regular attendance at the school at all lessons throughout each school term are mandatory.
7. The co-curricular and extra-curricular activities are a necessary part of the school's programme. Students are enrolled on the understanding that they join in sports, camps, excursions, swimming programmes and similar activities.
8. Full school uniform at times prescribed and as designated as the standard is to be worn. Sport and other specialist uniforms are to be worn as asked.
9. The school is a non-profit organization where expenses are shared by all parents, and so all are to pay fees promptly by no later than the due date. In particularly difficult circumstances, parents may consult confidentially with the Parish Priest, Bursar or Principal on the payment of school fees and prior to their due date. Particular payments of the Student Fee, at least at the suggested level, are anticipated.
10. All parents actively support the school through involvement in educational committees and programs, fund raising, Parents' and Friends' meetings, special community celebrations, parent/teacher interviews, sport, working bees, etc.

Parent/Guardian to sign: _____

Date: _____

Student's Name: _____

Parent/Guardian's name: _____

Parent/Guardian Signature: _____

(Both parents to sign)

PERMISSION SLIP STATEMENTS IN RELATION TO SCHOOL ACTIVITIES.

1. *Permission for Contact details in class list for teacher use*

I /we give permission for contact details to be provided in a class list. The purpose of this is for the teachers to discharge this duty of care to your child.

Name _____ Signature _____ Date _____

2. *Permission for Contact details in School Directory*

I/we give permission for my contact details to be provided for a School contact phone list. The purpose of this phone list is to enable the school to discharge its duty of care on the occasion that our computer system is unavailable to access or upon emergency evacuation.

Name _____ Signature _____ Date _____

3. *Head Lice Program*

For the many families and teachers of school-aged children, head lice continue to create concerns. A staff member will complete classroom checks as directed by the Principal. Checks will be completed as a response to parent/teacher notifications; as well as occasionally throughout the term.

I give/do not give permission for my child/ren to participate in the Head Lice Management Program at St Joseph's Primary School

Name _____ Signature _____ Date _____

4. *School Screening Programs - Literacy & Numeracy*

At St Joseph's we complete regular school screening tools to support student Literacy & Numeracy development. These assessments will be administered by school staff, located at St Josephs. If further detailed assessment is require individual permissions will be sought via school correspondence.

Name _____ Signature _____ Date _____



PRIVACY STATEMENT

**St Joseph's Primary School
11 Martin Street, Peshurst**

The Act

1.1 Commonwealth Privacy Act 1998

The Privacy Act 1998 is a Commonwealth Act that regulates the collection, storage, use and disclosure of different types of personal information by:

- Commonwealth and Australian Capital Territory government agencies;
- Credit providers
- Credit reporting agencies, and
- Organizations that use tax file numbers.

1.2 Privacy Amendment (Private Sector) Act 2000

This amendment to the Act in 2000 will also regulate the way private sector organizations, including non-government schools and systems, handle personal information of individuals. This amendment came into effect on 21 December 2001, with organizations having till end of 2002 to become compliant.

1.3 The Privacy Collection Statement

1. The School 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.

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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] laws.*

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, the School's local diocese and the parish, Schools within other Dioceses/other Dioceses] medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.*

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

*7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.***

8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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.

9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

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. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines [and on our website]. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the pupils' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. [12. We may include pupils' and pupils' parents' contact details in a class list and School directory.]†

12/13. 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 this information to third parties.

* As appropriate

** If applicable

† Schools may wish to seek specific consent to publish contact details in class lists and School directories

I have read the information provided to me regarding the Privacy Statement

Signed: _____ *Date:* _____

PARENTS / GUARDIANS OCCUPATION GROUP CODES

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter "N" into the 'occupation code' field on the enrolment form.

GROUP	OCCUPATION
A	Senior management in large business organisation, government administration and defence, qualified professionals
	<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 a 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: <i>Health, Education, Law, Social Welfare, Engineering, Science, Computing</i> (professional) <i>Business</i> (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer) <i>Air/sea transport</i> (aircraft/ship's captain/ officer/ pilot/ flight officer/flying instructor/air traffic controller).</p>
B	Other business managers, arts/ media/ sportspersons and associate professionals
	<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: <i>Health, Education, Law, Social Welfare, Engineering, Science, Computing</i> technician (associate professional) <i>Business / administration</i> (recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, officer/project manager) <i>Defence Forces</i> senior Non-Commissioned Officer</p>

GROUP	OCCUPATION
C	<p>Tradesmen/women, clerks and skilled office, sales and service staff</p>
	<p>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p>Clerks (bookkeeper, bank/PO clerk, statistical, actuarial clerk, accounting/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: <i>Office</i> (secretary, personal assistant, desktop publishing operator, switchboard operator) <i>Sales</i> (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher) <i>Service</i> (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>
D	<p>Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/processing machinery and other machinery operators</p>
	<p>Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)</p> <p>Office assistants, sales assistants and other assistants: <i>Office</i> (typist, word processing / data entry/ business machine operator, receptionist, office assistant) <i>Sales</i> (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) <i>Assistant/aide</i> (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 <i>Defence Forces</i> – 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) <i>Other worker</i> (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).</p>
N	<p>Not been in paid work in the last 12 months.</p>

IMPORTANT CHECKLIST

Before you return your enrolment form, have you:

- Ensured both parents/guardians have signed the relevant guardian sections
- Signed the bottom of the "*Enrolment Understanding*" form
- Signed the *Permission slip statements* on the back of the "Enrolment Understanding" form
- Read and signed the Privacy Statement
- Filled in the "*Medical Alert Information*" form if your child has a medical condition that the school needs to be aware of i.e. asthma, diabetes etc.

Have you included copies of:

Child's Birth Certificate

Immunization Certificate (*approved certificate only*)

Copy of your Baptism Certificate (if child not baptized at St Joseph's)

This form can now be returned to the school office at St Josephs Primary School

Thank you for taking the time to fill in this form correctly. We know it is a lot of information so we hope this checklist sheet helps you.