

# St Monica's School, Oakey

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## Application for Enrolment

We welcome your application to enrol your child/ren. On receipt of a completed application form and administration fee, we will be in touch to arrange an enrolment interview with you.

During the enrolment interview, we will talk about the school's mission and the shared values and ethos of our school community. We will also talk about the information you provide in this form and your reasons for wanting your child/ren to be a member of our school community. Therefore, it is important that you provide as much information as possible so that we can discuss all of your child/ren's educational and pastoral care needs.

Post the enrolment interview, we will be in contact with you to let you know if we can offer your child/ren a place at the school.

**Need help?** If you need help or an interpreter to complete this Application for Enrolment form, please contact the school.

Student details					
Surname		Given names			
Preferred name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of birth		Religion			
Student's current school			Current year level		
Proposed year level at entry to this school			Proposed year of entry	20	
Place of birth		Country of birth			
Nationality		Australian citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ethnic origin					
First language spoken at home		Other language/s spoken at home			
Has your child spent two (2) years or more in a non-English speaking country?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	If yes, in which country?				
	Date of departure from Australia		Date of return to Australia		
Indigenous identifier					
Is your child	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None of these				
Does your family speak any Indigenous home language?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	If yes, which language?				
If your child was born overseas, please provide the following details					
Date your child arrived in Australia		Date your child first attended school in Australia			
Students who are present in Australia on a visa					
Is your child residing in Australia on a visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information				
Visa subclass (3 digits)		Visa type	<input type="checkbox"/> permanent <input type="checkbox"/> temporary		
Visa number		Passport number			
Passport expiry date		Passport issued by (country)			
Does your child's passport expire before the visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please renew the passport at least six (6) months before the expiry date via your consulate/embassy.				

Fee paying overseas students					
Is your child a full fee paying overseas student (FFPOS)?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information			
Confirmation of enrolment – course code					
Course description					
Confirmation of enrolment date					
Course start date				Course end date	
OSHC provider		Membership number		OSHC expiry date	
Parish/Sacramental details					
Current parish					
Please provide details of the sacraments your child has received					
Sacrament	Date received	Parish	Copy of certificate attached		
Baptism			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Reconciliation			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Eucharist			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Confirmation			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional needs <i>Please indicate if your child requires additional support for any of the following by ticking all that are relevant</i>					
Physical needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sensory needs (vision or hearing impairment)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Medical needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Social/Emotional needs		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Educational needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any other special needs		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Behavioural needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other, please specify			
If you answered <b>yes</b> to any of the above, please provide full details of the needs of your child and any assessment, intervention or support he/she may be currently receiving (this may include speech/language pathology reports, medical specialist reports, Educational Adjustment Program (EAP) documents). Copies of reports must be provided with this Application for Enrolment form.					
Does your child access support through the National Disability Insurance Scheme (NDIS)?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details			
Medical details					
Doctor/Medical centre name			Phone number		
Student's Medicare number			Medicare expiry date		
Health care card no. (if applicable)					
Health fund (if applicable)			Health fund number		
Private hospital cover		<input type="checkbox"/> Yes <input type="checkbox"/> No		Private hospital cover no.	
Private hospital cover type					
Allergies/Medical alert <i>Please specify any allergies/medical alerts, particularly ANAPHYLAXIS, relating to your child eg allergy to nuts, penicillin, bee stings, asthma, diabetes, epilepsy, etc</i>					
Date of last tetanus injection/booster			Do you have your child's immunisation certificate? <i>If yes, please attach copy to application</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Access restrictions, family court orders, parenting plans			
Are there any family court orders or parenting plans that have been issued in relation to the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any apprehended violence orders or domestic violence orders in place in relation to the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a child protection order in place for the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Media consent			
Do you give consent for your child's image and/or name being used by Catholic education for the purpose of promotion and marketing, including but without limitation, electronic media, year books, newsletters, advertising or promotional materials and/or media releases and statements.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Travel details			
How will your child travel to and from school eg bus, walk?			
Emergency contact			
Name		Contact number	
Relationship to child eg grandparent			
Family details			
Parent/carer residing at same home address as child			
Details	Parent/Carer		Parent/Carer
Title			
Surname			
Given name/s			
Relationship to child eg father, aunty			
Marital status	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Other	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Other	
Home address			
Postal address (if different to home address)			
Home phone number			
Work phone number			
Mobile phone number			
Email address			
Emergency contact	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential guardian	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary mailing contact	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
School fee payer	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Occupation			
Occupational group (please refer to list of occupations on the final page of this form)	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8		<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8
Employer			
Employer address			
Country of birth			

Nationality		
Ethnic origin		
Religion		
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language/s do you speak?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language/s do you speak?
Do you need an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which language?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which language?
Highest year of school education	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below
Level of highest qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> No non-school qualification
Medicare number		
Signature		
<b>Parent/carer <i>not</i> residing at same home address as child</b>		
<b>Details</b>	<b>Parent/Carer</b>	<b>Parent/Carer</b>
Title		
Surname		
Given name/s		
Relationship to child/ren eg mother, gran		
Marital status	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Other	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Other
Home address		
Postal address (if different to home address)		
Home phone number		
Work phone number		
Mobile phone number		
Email address		
Emergency contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential guardian	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary mailing contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School fee payer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Occupation		
Occupational group (please refer to list of occupations on the final page of this form)	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8
Employer		
Employer address		

Country of birth		
Nationality		
Ethnic origin		
Religion		
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language/s do you speak?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language/s do you speak?
Do you need an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which language?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which language?
Highest year of school education	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below
Level of highest qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> No non-school qualification
Medicare number		
Signature		

**Children in your family** (please list all the children in your family)

Full name	Gender	Year level eg Yr 5	Birth order eg eldest	Current school
	<input type="checkbox"/> Male <input type="checkbox"/> Female			
	<input type="checkbox"/> Male <input type="checkbox"/> Female			
	<input type="checkbox"/> Male <input type="checkbox"/> Female			
	<input type="checkbox"/> Male <input type="checkbox"/> Female			
	<input type="checkbox"/> Male <input type="checkbox"/> Female			

## Application for enrolment - parent/carer agreement

Please tick the relevant boxes below

### Policies and procedures

I have read and agree to support and follow the policies and procedures as listed below

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Diocese of Toowoomba Catholic Schools Board policies</a>   | <input type="checkbox"/> <a href="#">TCS Student Protection policy and procedure</a> |
| <input type="checkbox"/> <a href="#">TCS Privacy Statement</a>                                  | <input type="checkbox"/> <a href="#">School policies and procedures</a>              |
| <input type="checkbox"/> <a href="#">TCS Acceptable Use of ICT Systems and Resources policy</a> |  |

### Religious life of the school

- ☐ If this enrolment is successful, I/we agree to support our child's participation in the religious life of the school eg liturgies, retreats.

### Supporting documents

I have attached copies of the following supporting documents to this Application for Enrolment

- |   |   |
|---|---|
| <input type="checkbox"/> Birth certificate  | <input type="checkbox"/> Most recent previous school reports and external assessment results (where applicable) |
| <input type="checkbox"/> Baptismal certificate  | <input type="checkbox"/> Relevant family court orders (where applicable)  |
| <input type="checkbox"/> Passport and visa (where applicable)   | <input type="checkbox"/> Immunisation certificate (primary school applications only)                            |
| <input type="checkbox"/> Evidence of time out of the country eg passport, exit and entry stamps, overseas school reports (where applicable) |   |

### Financial commitment

- ☐ 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.
- ☐ I/we are not aware of any outstanding fees or charges, in relation to the child/ren applying to enrol, that I/we are responsible for at another Catholic school.
- ☐ I/we have included the administration fee of \$50.00 with this application for enrolment and I/we understand that this money will not be refundable if the application is not successful.

### Privacy, information collection and updating information

In processing this application, it may be necessary for the school or Catholic Schools Office to look at documents held by previous educational institutions, health care professionals or other agencies. This information will be collected, used and stored consistent with legislative requirements. The consent of the owner of the information, whilst not always necessary, is appreciated and will aid in the efficient assessment of the application.

- ☐ I/we give consent for the school and Catholic Schools Office to gain access to relevant information about the child we wish to enrol that is held by previous educational institutions, health care professionals or other agencies by approaching these bodies directly. I understand that the information that is requested may relate to the answers that I have given to any part of this application for enrolment form.
- ☐ For students on a visa, I/we give consent to the Catholic Schools Office to check visa entitlements electronically via the Department of Immigration's Visa Entitlement Verification Online (VEO) web tool for the duration of enrolment.
- ☐ I/we understand that the information that I/we provide will be kept by the school if the application for enrolment is successful.
- ☐ I/we understand that we must notify the school of any changes to the information that is contained within this application for enrolment, throughout the period of enrolment.

### Declaration

- ☐ I/we declare the information provided in this application to enrol is, to the best of my/our knowledge and belief, accurate and complete. 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:

Father/Carer Date:

and/or

Mother/Carer Date:

*Note: If submitting this form electronically, you can insert an electronic signature or sign this form during the enrolment interview.*

**Please note:** Acceptance of this application for enrolment is subject to approval by the Principal. Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

<b>Office use only</b>					
<b>Application and offer</b>					
Date application received		Admin fee paid	\$	Receipt number	
Enrolment interview date		Interviewed by		Date offer issued	
Confirmation of enrolment received		School fees paid	\$	Receipt number	
<b>Student enrolment details</b>					
Student ID number					
Class		PC Teacher		House	
Date commenced		Family key contact details			
Special circumstances	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify				
<b>Documentation provided</b>					
<input type="checkbox"/>	Birth certificate	<input type="checkbox"/>	Immunisation certificate		
<input type="checkbox"/>	Baptism certificate	<input type="checkbox"/>	Passport and Visa documents		
<b>Consents</b>					
Media consent	<input type="checkbox"/> Yes <input type="checkbox"/> No		ICT consent	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# Occupational groups

## Parent occupation definition

Parent occupation is defined as the main work undertaken by the parent/carer. If a parent/carer has more than one job, report their main job.

### Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation
- **Public service manager (section head or above)** - regional director, health/education/police/fire service administrator
- **Other administrator** – school principal, faculty head/dean, library/museum/gallery director, research facility director
- **Defence forces** – commissioned officer
- **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 teacher others
- **Health, education, law, social welfare, engineering, science, computing** professional
- **Business** – management consultant, business analyst, accountant, policy analyst, actuary, valuer
- **Air/Sea transport** – aircraft/ship's captain, officer, pilot, flight officer, flying instructor, air traffic controller

### Group 2 Other business managers, arts/media/sportsperson and associate professionals

- **Owner/manager** – farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** – finance, engineering, production, personnel, industrial relations, sales, marketing
- **Financial services manager** – bank branch manager, finance/investment/insurance broker, credit/loans officer
- **Retail sales/services manager** – shop, petrol station, restaurant, club, motel/hotel, cinema, theatre, agency
- **Arts/media/sports** – musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official
- **Associate professional** – generally have diploma/technical qualifications and support managers and professionals
- **Health, education, law, social welfare, engineering, science, computing** – technician/associate professional
- **Business/administration** – recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager
- **Defence forces** – non-commissioned officer

### Group 3 Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** – generally have completed four (4) year Trade Certificate, usually by apprenticeship; all tradesmen/women are included in this group
- **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 service clerk, admissions clerk
- **Skilled office, sales and service staff** – office: secretary, personal assistant, desktop publishing operator, switchboard operator; sales: company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher; 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

### Group 4 Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators**
- **Hospitality staff** – hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper
- **Office assistants, sales assistants and other assistants** – office: typist, word processing/data entry/business machine operator, receptionist, office assistant; 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; assistant/aide: trade's assistant, school/teacher's aide; dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant
- **Labourers and related workers** – Defence Forces ranks below NCO not included above; agriculture, horticulture, forestry, fishing, mining work: farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand; other worker: labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

### Group 8 Currently not in paid work

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, tick Group 8.