



St Joseph's Primary School Junee

Kitchener Street
 Junee, NSW, 2663
 Ph: 02) 69241 717
 E-mail: sjju-info@ww.catholic.edu.au

Prep Enrolments

are only considered where the child turns 5 years of age **on or before 31 July** of the year of intended commencement at the School.

APPLICATION FOR ENROLMENT

Name of Student: Current school or Pre School:	Office Use Only Student Code: Family Code:
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Family Mailing Details	
Family Surname	
Mail to [eg Mr & Mrs Smith]	Greeting Names [eg John & Mary]
Address	Suburb/City Post Code
Family Phone Number	Other
Relationship: Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Other <input type="checkbox"/>	Current Parish
Health Fund (if applicable)	Health Fund Number Expiry Date : __ / __ / __
Health Care Card No. (if applicable)	Ambulance Subscription <input type="checkbox"/> Yes <input type="checkbox"/> No
Medicare Number	

Children in your Family at other Schools				
Please list below all the children in your family attending other Schools				
	Full Student Name	School Year	Birth Order	Current School Attending
Child				
Child				
Child				
Child				

Student Details	
First Name	Previous School: Year Level:
Middle Name	Was the Student born overseas Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please complete the section below - Date Arrived in Australia: __ / __ / ____ Date attended first Australian School: __ / __ / ____ First Australian School Year (eg: 2001):
Surname	
Preferred Name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female (please tick one)	
Date of Birth	Religion
Country of Birth	Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below: 1. 2.
Nationality	
Commencement Year	
Start Date	Special Needs:
School Year Start [eg: Prep, Year7]	Office Use Only: FFlag RIS

Parish/Sacramental Details			
Sacrament	Date Received	Parish Received	Copy of Certificate supplied
Baptism		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Reconciliation		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Eucharist		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Confirmation		No <input type="checkbox"/>	Yes <input type="checkbox"/>

Office Use Only:	Visa Sub Class	Visa Number
Passport Number	Visa Expiry Date	
OSHC Membership Number	OSHC Expiry Date	
Confirmation of Enrolment – Course Code	Course Description	

Declaration

In dealing with this application, it may be necessary for the school or the 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, while not always necessary, is appreciated and will speed up the assessment of the application.

I/we consent to the school and the Catholic Schools Office gaining access to relevant information about the student to be enrolled held by previous educational institutions, health care professionals or other agencies. I/we understand that the school or the Catholic Schools Office may approach these bodies directly. The information they request may include information related to any of the questions I have answered in this Application for Enrolment.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I declare that 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.

I/we agree jointly and severally to pay all school fees, levies and charges incurred while my child is enrolled (including any expenses incurred by the school as a result of late or non-payment). (Note: No student will be refused enrolment because of an inability, as distinct from an unwillingness, of a parent/guardian to meet their school fee commitments. Please contact the Principal or Secondary Bursar to discuss your particular circumstances.

Special Permissions

Media / Communications Permission:

I / we authorise the school to take and use photographs, video or sound recordings of the student / student's work. These items may be used by the school or the Catholic Schools Office Diocese of Wagga Wagga for the purposes of advertising, promotion, media publicity, publication, display, web page usage or other use deemed appropriate by the school / Catholic Schools Office that portray the student in a positive light. If circumstances change, I / we undertake to inform the school if there is a need to rescind this media and communications permission.

Yes No

Minor Excursions:

I/We consent to my child walking or travelling on a school bus or any form of public or private transport which the school deems necessary to attend local events in the Junee area Yes No

Medical Attention

If, in time of emergencies, accidents or serious illness, I / we cannot be contacted I /we give permission for the Principal (or their representative) to seek medical attention for my child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. Yes No

SIGNED:
Mother/Guardian/Carer

DATE:

SIGNED:
Father/Guardian/Carer

DATE:

Additional Needs

Please indicate whether the student applying for enrolment has any known or suspected **additional needs**
(please tick Yes or No for **each** of the following)

Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Sensory Needs (vision and/or hearing impairment) Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other additional needs Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you have answered **Yes** to any of the above, please complete the section below: **(Supporting documentation MUST be provided)**

Is your child a young person with: (please tick as applicable)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> autism spectrum disorders | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> behaviour disorders | <input type="checkbox"/> difficulties in the basic areas of learning |
| <input type="checkbox"/> a hearing impairment | <input type="checkbox"/> an intellectual disability | <input type="checkbox"/> a language disorder | |
| <input type="checkbox"/> mental health issues | <input type="checkbox"/> a physical disability | <input type="checkbox"/> special abilities | <input type="checkbox"/> vision impairment |

Other (please specify):

Legislation and CSO policy recognise that learning adjustments may be required for students with additional needs. These are provided through alternative teaching and learning strategies and special provisions including oral interpreting, Braille, a reader or scribe, access to technology, modifications to equipment, furniture and learning spaces, personal carer support

What was provided for your child in his/her previous school/pre-school/educational setting? (please tick as applicable)

- | | | |
|--|---|---|
| <input type="checkbox"/> access to technology | <input type="checkbox"/> alternative teaching and learning strategies | <input type="checkbox"/> Braille/Large Print |
| <input type="checkbox"/> English language support | <input type="checkbox"/> modification to equipment, furniture and learning spaces | <input type="checkbox"/> personal carer support |
| <input type="checkbox"/> a reader or scribe | <input type="checkbox"/> special provisions for assessments | <input type="checkbox"/> oral interpreting |
| <input type="checkbox"/> early intervention services eg: speech therapy, occupational therapy, other therapies | | |

Other (please specify):

Is there anything that you **do or modify at home** that may help us at school to meet your child's needs?

What may be required for your child in this school? (please tick as applicable)

- | | | |
|---|---|---|
| <input type="checkbox"/> access to technology | <input type="checkbox"/> alternative teaching and learning strategies | <input type="checkbox"/> Braille/Large Print |
| <input type="checkbox"/> English language support | <input type="checkbox"/> modification to equipment, furniture and learning spaces | <input type="checkbox"/> personal carer support |
| <input type="checkbox"/> a reader or scribe | <input type="checkbox"/> special provisions for assessments | <input type="checkbox"/> oral interpreting |

Other (please specify):

You must also advise the school of any new conditions or needs as soon as you are aware of them.

Student's History Relevant to Risk Assessment

The school has a legal responsibility under the relevant section of the Education Act 1990 to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide information that will help facilitate the smooth transition of students into our school setting. This may include preparing a behaviour management plan, risk assessment and risk management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safety support students in our school and contribute to ensuring the safety of your child, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to the student, other students or staff at this school? **Yes** **No**

If yes please complete the information below and provide a brief description of 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.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does your child have any past history of violent behaviour, including self-harm? Yes No

If yes please provide details (including any Apprehended Violence Orders issued against the student)

Has your child ever been suspended, transferred or excluded from any previous school, pre-school or other educational institution?

Yes No

If yes was this for: (please tick)

- Actual Violence to any person?
Yes No
- Possession of a weapon or any item to cause harm or injury?
Yes No
- Threats of violence or intimidation of staff, students, or others at the school?
Yes No
- Illegal drugs?
Yes No

Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?

Yes No

If yes, please provide a brief outline of these incidents:

If the student is enrolled it is essential that the school has all information about the needs of a student in order to make REASONABLE ADJUSTMENTS to meet those needs. The school MUST be advised promptly of any changes to the needs of the student.

Agreement

Please tick the following boxes and sign below

1. The following policies are available upon request should you need to familiarise yourself with them before enrolment:

- a) School Enrolment Policy
- b) School Pastoral Care Policy
- c) Schedule of Fees and Charges
- d) Special Needs Enrolment Protocols
- e) School Internet Use Policy
- f) School Privacy Policy/ Standard Collection Notice/ Use of Student Images Policy
- g) Child Protection Policy / Volunteer requirements
- h) Suspension and Exclusion Policy

2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Citizenship documentation (where applicable)
- Evidence of time out of the country eg passport, plane tickets, overseas school reports (where applicable).
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunisation Certificate (primary school applications only)

- 3. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
- 4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg. school liturgies, retreat, sacramental programs).
- 5. If this enrolment application is successful, I/we agree to **jointly and severally honour** the financial commitments required by the school as per the Schedule of Fees and Charges.
- 6. I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.

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SIGNED _____ (Father/Carer)

and / or

_____ (Mother/Carer)

DATE: ____ / ____ / ____

Please note:

- **Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee.**
- **Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).**

OCCUPATIONAL GROUPS

Parental Occupation Definition:

Parental Occupation is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian 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 services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have 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.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, 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/sportspersons and associate professionals

Owner/manager of 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, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals 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 senior Non-Commissioned Officer

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

Tradesmen/women generally have completed a 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 services 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, kitchenhand, 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 [trades' 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 senior NCO not included above

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]

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' in the appropriate box

St Joseph's Primary School, Junee Information Collection Notice: Students



This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the St Joseph's Primary School, Junee. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. St Joseph's Primary School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the St Joseph's Primary School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the St Joseph's Primary School to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the St Joseph's Primary School.
 2. Some of the information the St Joseph's Primary School, Junee collects is to satisfy the St Joseph's Primary School's legal obligations, particularly to enable the St Joseph's Primary School to discharge its duty of care.
 3. Laws governing or relating to the operation of a St Joseph's Primary School require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
 4. The St Joseph's Primary School may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the St Joseph's Primary School's ability to provide educational, first aid and related services.
 5. A student's health and medical information will be disseminated and used within the St Joseph's Primary School to best meet the St Joseph's Primary School's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk. Health information about students is sensitive information within the terms of the Australian Privacy Principles.
 6. The St Joseph's Primary School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another SCHOOL/COLLEGE to facilitate the transfer of a student;
 - medical practitioners, and people providing educational support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the school;
 - anyone you authorise the school to disclose information to; and
- anyone to whom the school is required or authorised to disclose the information to by law, including under child protection laws.

ST. JOSEPH'S PRIMARY SCHOOL

Kitchener Street, PO Box 165, Junee, 2663

Phone: (02) 69241717

Fax: (02) 69243180

Email: sjju-info@ww.catholic.edu.au

Website: www.sjwww.org



7. If this information is not provided to us, St Joseph's Primary School will not be able to fully discharge its duty of care to its students and staff.

8. St Joseph's Primary School will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to St Joseph's Primary School Parent & Friends Association who assist in the fundraising activities of St Joseph's Primary School. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

9. St Joseph's Primary School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. St Joseph's Primary School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations

10. St Joseph's Primary School's Privacy Policy is accessible via St Joseph's Primary School website or from the school office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which St Joseph's Primary School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of St Joseph's Primary School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

11. St Joseph's Primary School Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.

12. On occasions information such as academic and sporting achievements, student activities and similar news is published in St Joseph's Primary School newsletters and magazines, on physical displays throughout the school and on our intranet. This may include photographs and videos of student activities such as sporting events, school camps and school excursions.

St Joseph's Primary School will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet. St Joseph's Primary School will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or school directories.

13. If you provide St Joseph's Primary School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can request access to and correction of that information if they wish and to also refer them to the school's Privacy Policy for further details about such requests and how the school otherwise handles personal information it collects and complaints it receives.

ST. JOSEPH'S PRIMARY SCHOOL

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