

Application for Enrolment

Name of School:

Suburb:

This form is to be completed in conjunction with the Application for Enrolment Notes Booklet.
When completing this form, please PRINT CLEARLY in blue or black pen.

Please indicate/circle the Year Level and indicate the Year for which the enrolment is required.

Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
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Start Date: DD/MM/YYYY

Student's current Year Level is: Yr or Not Applicable

Student Information

Section 1: Student Personal Details

 A legible copy of the student's **Change of Name Certificate**, (if applicable) must be attached.

Legal Surname:

Preferred Surname: (to be used only with Principal's approval)

Legal First Name:

Preferred First Name: (If different from Legal First Name)

Other Given Name(s):

Date of Birth:

DD/MM/YYYY

CES Student Id: (If known):

C

Gender:

Male

Female

Unspecified

Section 2: Student Cultural Background

Country of Birth*:

In which country was the student born?

Australia

Other (Please specify)

First Language Spoken:

What is the language that the student identifies, or remembers, as being the first language, which he/she could understand to the extent of being able to conduct a conversation?

English

Other (Please specify)

Indigenous Status*:

Is the student of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Both Aboriginal and Torres Strait Islander

Main Language Spoken at Home*:

Does the student 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)

Other Language Spoken at Home:

Does the student speak another language other than English at home and other than the Main Language Spoken at Home as indicated above?

No

Yes, Other (Please specify)

Section 3: Student Citizenship

Country of Citizenship:

In which country does the student currently hold citizenship?

Australia



(If the student was not born in Australia or, the student was born in Australia and the parents were not born in Australia or were not Australian Citizens, **proof of Australian Citizenship documentation must be provided**)

Proceed to Section 5: Current/Previous Schooling

Other Country *(Please specify)*

Proceed to Section 4: International Details

Section 4: Student International Details

Complete this section for students who are NOT Australian Citizens.



A legible copy of the student's **Visa, Passport (including passport number) and Health Care** documentation must be attached.



Country of Passport Issue:

Date of Entry to Australia:

DD/MM/YYYY



Visa Sub-Class Number:

Health Care Number:

Visa Expiry Date:

DD/MM/YYYY



Health Care Expiry Date:

DD/MM/YYYY

Section 5: Student Current/Previous Schooling

Provide details of any educational environment which the student currently attends or has previously attended.



Legible copies of any **Transfer Documentation** should be attached *(if applicable)*.

School Name	Suburb / Town	State	Contact Number <i>(if known)</i>	Year Level(s)	Attended From <i>(Date)</i>	Attended To <i>(Date)</i>
					DD/MM/YYYY	DD/MM/YYYY
					DD/MM/YYYY	DD/MM/YYYY
					DD/MM/YYYY	DD/MM/YYYY

If more space is required, please attach a separate page.

Section 6: Student Religious Background

Is the Student Catholic ?

Yes.



A legible copy of the student's **Baptismal Certificate** is attached and details of any **Sacraments Received** are provided below

No.

Other Religion *(Please specify)*

Sacraments Received:

Baptism

Date Received:

DD/MM/YYYY

Parish:

Suburb:

Reconciliation

Date Received:

DD/MM/YYYY

Parish:

Suburb:

Eucharist

Date Received:

DD/MM/YYYY

Parish:

Suburb:

Confirmation

Date Received:

DD/MM/YYYY

Parish:

Suburb:

Related Persons' Information #1

Section 7: Related Persons' Personal Details - Parent/Legal Guardian/Caregiver 1

Legal Surname:

Legal First Name:

Other Given Name(s):

Preferred Surname:

(If different from Legal Surname)

Preferred First Name:

(If different from Legal First Name)

Title: Mr Mrs Miss Ms Dr Pro Fr Sr Br Rev

Gender: Male Female

Date of Birth: DD/MM/YYYY

Section 8: Related Persons' Cultural Background - Parent/Legal Guardian/Caregiver 1

Country of Birth:

Where was this person born?

Australia

Other Country *(Please specify)*

Country of Passport Issue:

If not eligible for an Australian passport.

Main Language Spoken at Home*:

Does the parent/caregiver 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)*

Other Language Spoken at Home:

Does the parent/caregiver speak another language other than English at home and other than the Main Language Spoken at Home as indicated previously?

No, English Only

Yes, Other *(Please specify)*

Religion:

Parish of Worship: *(If applicable)*

Section 9: Related Persons' General Information - Parent/Legal Guardian/Caregiver 1

Occupation Group*:

What is the occupation group of the parent/caregiver?

Select the appropriate parental occupation group number from the attached list in **Appendix 1** in the Notes Booklet, and write the number in the box at right.

- 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, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

Highest School Level*:

What is the highest year of primary or secondary school the parent/caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Highest Qualification Level*:

What is the level of the highest qualification the parent/caregiver has completed?

Bachelor degree or above

Advanced diploma/
Diploma

Certificate I to IV (including
trade certificate)

No non-school
qualification

Section 9: Related Persons' General Information *continued*- Parent/Legal Guardian/Caregiver 1

Occupation Group*:

Describe the type of work, if any, which the parent/caregiver undertakes. (eg plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

Workplace:

Provide the name of the parent/caregiver's workplace. (eg Cairns Regional Council, Cairns Hospital, Coles)

Talents:

Indicate any special talents the parent/caregiver possesses which may be of benefit to the school community.

Interests:

Indicate any special interests the parent/caregiver possesses which may be of benefit to the school community.

Section 10: Related Persons' Address Information- Parent/Legal Guardian/Caregiver 1

Residential Address Details

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Postal/Correspondence Address Details

Same as Residential address

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Residential (Alternative) Address Details (if required)

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Section 11: Related Persons' Contact Information- Parent/Legal Guardian/Caregiver 1

Contact Method Type

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Work Telephone Number:

Work Mobile Telephone Number:

Work Email Address:

Comments:

OrderType

Silent

Indicate
best contact
order
for this
person

Are these
numbers
silent?
Y/N

Section 12: Related Persons' Relationship to the Student- Parent/Legal Guardian/Caregiver 1

What is the relationship of this person to the student? *(Tick one (1) only)*

Mother	Home Stay Parent	Foster Brother	Friend
Father	Sister	Home Stay Sister	Doctor
Step Mother	Brother	Home Stay Brother	Dentist
Step Father	Half Sister	Aunt	Reg. Exchange Org
Foster Mother	Half Brother	Uncle	Care Provider
Foster Father	Step Sister	Niece	Counsellor/Social Worker
Grandmother	Step Brother	Nephew	Agent
Grandfather	Foster Sister	Cousin	Legal Guardian (for Dept. of Communities only)

Does this person perform any of the following roles in regards to the student?

Emergency Contact: Yes No

If YES, indicate the priority in which this person is to be contacted in relation to other persons who could be contacted in the case of an emergency

1st priority

2nd priority

Legal Guardian:  If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes No

Caregiver: A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes No

Main Contact: A student must have one (1) main contact.

Yes No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports:	Yes	No	School Portal Access:	Yes	No
Newsletters:	Yes	No	Receive SMS	Yes	No
Invitations / eLearning:	Yes	No	Parent Slips (LG Only)	Yes	No

Does this person reside with the student?

Yes No

Does this person require the assistance of an interpreter?

Yes No

Related Persons' Information #2

Section 13: Related Persons' Personal Details - Parent/Legal Guardian/Caregiver 2

Legal Surname:

Legal First Name:

Other Given Name(s):

Preferred Surname:

(If different from Legal Surname)

Preferred First Name:

(If different from Legal First Name)

Title: Mr Mrs Miss Ms Dr Pro Fr Sr Br Rev

Gender: Male Female

Date of Birth: DD/MM/YYYY

Section 14: Related Persons' Cultural Background - Parent/Legal Guardian/Caregiver 2

Country of Birth:

Where was this person born?

Australia

Other Country *(Please specify)*

Country of Passport Issue:

If not eligible for an Australian passport.

Main Language Spoken at Home*:

Does the parent/caregiver 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)*

Other Language Spoken at Home:

Does the parent/caregiver speak another language other than English at home and other than the Main Language Spoken at Home as indicated previously?

No, English Only

Yes, Other *(Please specify)*

Religion:

Parish of Worship: *(If applicable)*

Section 15: Related Persons' General Information - Parent/Legal Guardian/Caregiver 2

Occupation Group*:

What is the occupation group of the parent/caregiver?

Select the appropriate parental occupation group number from the attached list in **Appendix 1** in the Notes Booklet, and write the number in the box at right.

- 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, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

Highest School Level*:

What is the highest year of primary or secondary school the parent/caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Highest Qualification Level*:

What is the level of the highest qualification the parent/caregiver has completed?

Bachelor degree or above

Advanced diploma/
Diploma

Certificate I to IV (including
trade certificate)

No non-school
qualification

Section 15: Related Persons' General Information *continued*- Parent/Legal Guardian/Caregiver 2

Occupation Group*:

Describe the type of work, if any, which the parent/caregiver undertakes. (eg plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

Workplace:

Provide the name of the parent/caregiver's workplace. (eg Cairns Regional Council, Cairns Hospital, Coles)

Talents:

Indicate any special talents the parent/caregiver possesses which may be of benefit to the school community.

Interests:

Indicate any special interests the parent/caregiver possesses which may be of benefit to the school community.

Section 16: Related Persons' Address Information- Parent/Legal Guardian/Caregiver 2

Residential Address Details

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Postal/Correspondence Address Details

Same as Residential address

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Residential (Alternative) Address Details (if required)

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Section 17: Related Persons' Contact Information- Parent/Legal Guardian/Caregiver 2

Contact Method Type

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Work Telephone Number:

Work Mobile Telephone Number:

Work Email Address:

Comments:

OrderType

Silent

Indicate
best contact
order
for this
person

Are these
numbers
silent?
Y/N



Section 18: Related Persons' Relationship to the Student- Parent/Legal Guardian/Caregiver 2

What is the relationship of this person to the student? *(Tick one (1) only)*

Mother	Home Stay Parent	Foster Brother	Friend
Father	Sister	Home Stay Sister	Doctor
Step Mother	Brother	Home Stay Brother	Dentist
Step Father	Half Sister	Aunt	Reg. Exchange Org
Foster Mother	Half Brother	Uncle	Care Provider
Foster Father	Step Sister	Niece	Counsellor/Social Worker
Grandmother	Step Brother	Nephew	Agent
Grandfather	Foster Sister	Cousin	Legal Guardian (for Dept. of Communities only)

Does this person perform any of the following roles in regards to the student?

Emergency Contact: Yes No

If YES, indicate the priority in which this person is to be contacted in relation to other persons who could be contacted in the case of an emergency

1st priority

2nd priority

Legal Guardian:  If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes No

Caregiver: A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes No

Main Contact: A student must have one (1) main contact.

Yes No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports:	Yes	No	School Portal Access:	Yes	No
Newsletters:	Yes	No	Receive SMS	Yes	No
Invitations / eLearning:	Yes	No	Parent Slips (LG Only)	Yes	No

Does this person reside with the student?

Yes No

Does this person require the assistance of an interpreter?

Yes No

Additional Student Information

Section 19: Student Address Information

Residential Address Details

Same as Parent\Legal Guardian\Caregiver1

Same as Parent\Legal Guardian\Caregiver2

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Residential (Alternative) Details (If required)

Same as Parent\Legal Guardian\Caregiver1

Same as Parent\Legal Guardian\Caregiver2

Street Address:

Suburb/Town:

State:

Postcode:

Country (if not Australia):

Section 20: Student Contact Information

Contact Method Type

Home Telephone Number:

Mobile Telephone Number:

Email Address:

Home (Alternative) Number:
(If required)

OrderType

Indicate best contact order for the student

Silent

Are these numbers silent?
Y/N

Section 21: Student Medical Information

Does the student have a medical condition of which the school should be aware?

Yes. Provide details below.

No. **Proceed to Section 17: Student Specialist Assessments**

Condition	Requires Medication#		Has Medical Action Plan#		Brief Description of Condition and Treatment
Allergy	Yes	No	Yes	No	
Anaphylaxis	Yes	No	Yes	No	
Asthma	Yes	No	Yes	No	
Diabetes Mellitus Type 1	Yes	No	Yes	No	
Epilepsy	Yes	No	Yes	No	
Febrile Convulsions	Yes	No	Yes	No	
Other (please specify)	Yes	No	Yes	No	

#Note that if any medication is required to be administered to the student during school time or if the student has a Medical Action Plan, additional information will need to be provided upon enrolment and retained on the student's file.



Section 22: Student Specialist Assessments

Has the student had any recent allied health or medical specialist assessments of which the school should be aware? (eg an assessment by a speech pathologist, behavioural psychologist, orthopaedic specialist, paediatrician etc.)

Yes.  Provide details below and ensure a legible copy of any **relevant health or medical assessment report(s)** is attached.

No. **Proceed to Section 17: Educational Support Information**

Section 23: Educational Support Information

Does the student have any educational support requirements of which the school should be aware?

Yes. Respond to the questions below.

No. **Proceed to Section 19: Legal Information**

Describe any physical, social/emotional, and/or learning needs of the student which may impact on duty of care and / or participation in school.

Has the student been diagnosed with a disability? If so, provide details.

Has the student been verified by an educational sector in Queensland (eg Department of Education and Training, Independent Schools Queensland or Catholic Education)? If so, provide details.

If the student is from interstate or overseas, describe the educational support provided.

Section 24: Legal Information

Is the student in Care of the State?

Yes No

Are there any legal issues concerning the student of which the school should be aware?

Yes.  Provide details below and ensure a legible copy of any relevant legal document(s) is attached.

No. **Proceed to Section 20: Sibling Information**

Type	Legal First Name and Surname of the person for whom the document is issued	Effective From (Date)	Effective To (Date)
Parenting Order		DD/MM/YYYY	DD/MM/YYYY
Parenting Agreement		DD/MM/YYYY	DD/MM/YYYY
Domestic Violence Order		DD/MM/YYYY	DD/MM/YYYY
Apprehended Violence Order		DD/MM/YYYY	DD/MM/YYYY
Child Protection Order		DD/MM/YYYY	DD/MM/YYYY
Other Caring Arrangement (Please specify);		DD/MM/YYYY	DD/MM/YYYY
Legal Guardianship Documentation		DD/MM/YYYY	DD/MM/YYYY

Section 25: Sibling Information

Does the student have any siblings attending an education environment or other younger non-school age siblings?

Yes. Provide details below.

No. **Proceed to Section 21: Additional Information**

	Sibling 1	Sibling 2	Sibling 3	Sibling 4
Legal Surname				
Preferred Surname				
Legal First Name				
Relationship to Student				
Date of Birth	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
School Name and Suburb (If applicable)				
Class (If applicable)				
House (If applicable)				
Resides with Student?	Yes No	Yes No	Yes No	Yes No

Section 26: Additional Information

Is there any other information which you believe may assist with this application for enrolment?

Yes. Provide details below.

No. **Proceed to Check List**

Checklist

Please complete before submitting the Application for Enrolment form

Note that original documents will need to be sighted.

Documents provided:

 Birth Certificate	Yes	No	
 Australian Citizenship Documentation	Yes	No	Not Applicable
 Current Passport	Yes	No	Not Applicable
 Current Visa	Yes	No	Not Applicable
 Health Care Documentation	Yes	No	Not Applicable
 Current/Previous School Transfer Documentation	Yes	No	Not Applicable
 Last two Academic Reports	Yes	No	Not Applicable
 Most recent NAPLAN Results	Yes	No	Not Applicable
 Baptism Certificate	Yes	No	Not Applicable
 Legal Documentation – Related Persons	Yes	No	Not Applicable
 Health or Medical Assessment Reports	Yes	No	Not Applicable
 Legal Documentation – Student	Yes	No	Not Applicable
 Application Fee	Yes	No	Not Applicable
 Reference	Yes	No	Not Applicable
 Supporting Information (eg Folio of relevant merit certificates, awards)	Yes	No	Not Applicable

Signature(s)

I declare that:

- I have completed this form in conjunction with the Application for Enrolment Notes Booklet.
- I have read and understood the Catholic Education Information Collection Notice, Enrolment Agreement Terms and Financial Obligation Terms in the Application for Enrolment Notes Booklet.
- The information provided in this form is complete and is a full and frank disclosure of information pertinent to the student seeking enrolment.

I understand that:

- I have an obligation to inform the school of any change to the information provided in this form that may affect this Application for Enrolment. I can do this by using the Revision of Information Supplied form, available from the school.
- I submit this Application for Enrolment in the knowledge and acceptance that, should I be offered an interview and a subsequent Offer of Enrolment, I will, at the time of Confirmation of Enrolment, consent to the Enrolment Agreement Terms and Financial Obligation Terms, as outlined in the Application for Enrolment Notes Booklet and replicated in the Confirmation of Enrolment form.
- Should this Application for Enrolment be successful, I have an ongoing obligation to provide the school with relevant, current information about the student for the period of enrolment at the school. I can do this by using the Revision of Information Supplied form, available from the school.

SIGNATURE of Parent or Legal Guardian 1



PRINT NAME of Parent or Legal Guardian 1

RELATIONSHIP to Student

DATE SIGNED

DD/MM/YYYY

SIGNATURE of Parent or Legal Guardian 2



PRINT NAME of Parent or Legal Guardian 2

RELATIONSHIP to Student

DATE SIGNED

DD/MM/YYYY