

"To Live, To Love, To Grow In Christ"

# HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

# APPLICATION FOR ENROLMENT

Student Name:				

#### When completed please return to:

The Principal
Holy Spirit Catholic Primary School, PO Box 40030, Casuarina NT 0811
admin.holyspirit@nt.catholic.edu.au | www.holyspiritnt.catholic.edu.au

#### Office use only:

Enrolment: Approved / Declined	Date of Application:	Date Interviewed:
Student No.	Start Date:	Academic Year Level:
Roll Group:	Debtor 1 ID:	Debtor 2 ID:
House:	DOB:	

A copy of your Child's birth certificate
Latest Academic Report.  An interview will not be conducted until reports are received.
☐ Immunisations records (can be provided by Medicare)
Copies of reports completed by a health or education specialist – if applicable
Custody/Guardianship (relevant documentation - see enrolment form).
☐ Passport and Visa Documentation – if applicable
Baptismal certificate (if available).
Completed OSHC (Out of School Hours Care) application form

The following information must be submitted with the enrolment application:

SECTION A Student Information						
1. Legal Name Surname or family name						
Given Name/s Preferred given name						
2. Email Address						
3. Gender Male Female 4. Date Of Birth 5. Place of Birth						
D D M M Y Y Y						
6. In which Country was the student born?						
Australia Other – Please specify						
7. Residential Status						
Australian Citizen (go to Nationality)  Resident  Overseas						
Date of Arrival D D M M Y Y Y Y Copy of Visa (attached)						
Nationality						
8. Indigenous status. Is the student of Aboriginal or Torres Strait Islander origin?  No Yes, Aboriginal Yes, Torres Strait Islander Both Aboriginal and TSI						
9. 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 Yes – Please specify						
10. Year level in which student is enrolling  Date of Commencement						
TR 1 2 3 4 5 6 D D M M Y Y Y						
Has student attended Holy Spirit Catholic Primary School previously?						
No Yes – please give dates/years attended						
11. Previous School						
12. Are there any special family circumstances? (e.g. Single parent/dual custody/foster care/access restrictions)						
No Yes, supporting legal documents- attached No Yes						

Surname		Na	ame					N	Tame of School	Year Level
14. Religion										
15. Sacraments	Dates								Parish	
Baptism	D	D	M	M	Y	Y	Y	Y		
Communion	D	D	M	M	Y	Y	Y	Y		
Reconciliation	D	D	М	M	Y	Y	Y	Y		
Confirmation	D	D	M	M	Y	Y	Y	Y		

13. Other family currently enrolled or enrolling at a Catholic School in the Northern Territory?

# SECTION B Family Information

This information refers to parents residing at the same address as the student. For parent/guardian not residing at the same address please complete *Section C Alternative Family Information* 

MOTHER / PARENT 1/ GUARDIAN 1  16. Relationship to student	FATHER / PARENT 2/ GUARDIAN 2  Relationship to student					
17. Title (e.g. Mr, Mrs, Miss, Ms, Dr)	Title (e.g. Mr, Mrs, Miss, Ms, Dr)					
Given Names	Given Names					
Surname or Family name	Surname or Family name					
Occupation	Occupation					
Nationality	Nationality					
Country of Birth	Country of Birth					
18. Does parent/guardian 1 speak a language other than English at home?  (if more than one language, indicate the one that is spoken most often)	Does parent/guardian 1 speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)					
No Yes, Other – please specify	No Yes, Other – please specify					
19. Religion	Religion					
19. Kengion	Kengion					
20. Employer	Employer					
21. Business phone	Business phone					
22. Mobile phone	Mobile phone					

23. Eı	nail					E	mail							
24. So	ole Parent					So	ole Pa	arent						
	No		Yes					No				Yes		
25. De	oes the studen	ıt come	e from an	Austr	alian Def	ence	Fan	nily?						
	No		Yes – plea	ise specif	y		Arn	ny		Navy	7		Air fo	rce
26. Fa	amily Parish													
27. Fa	nmily Medicar	re Nun	nber											
										Child	's Refe	erence 1	10.	
28. H	ealth Care Ca	rd				]	Expir	y Date						
	No		Yes				D	D	M	M	Y	Y	Y	Y
	29. Family Address details ((for parent/guardian not residing at the same address please complete Section C Alternative Family Information)													
	hild lives at thi			1	Permane					casion				
30. Re	esidential Add	lress												
Mailir	ng Title (e.g. M	1r & M	Irs D Smi	th)										
Street	number and n	ame												
Subur	b / Town					State and Postcode								
Home	telephone nur	nber												
31. Postal / Billing address (please leave blank if same as residential address)														
Street number and name or post office box														
Subur	b / Town					St	State and postcode							

# **SECTION C** Alternative Family Information

This information is required if the student resides with an alternative family during the school term

MOTHER / PARENT 1/		FATHER / PARENT 2/ GUARDIAN 2					
32. Relationship to studer	ıt	Relati	onship to stud	ent			
33. Title (e.g. Mr, Mrs, Mi	ss, Ms, Dr)	Title (	e.g. Mr, Mrs, N	Aiss, N	Ms, Dr)		
Given Names		Given Names					
Surname or Family name		Surnar	ne or Family n	ame			
Occupation		Occup	ation				
Nationality		Nationality					
Country of Birth		Country of Birth					
34. Does parent/guardian other than English at (if more than one language, indicate No	home?	than I	English at hon	ne?	the one that is spoken most often) Yes, Other – please specify		
35. Religion		Religi	on				
36. Employer	Employer						
37. Business phone		Business phone					
38. Mobile phone		Mobile phone					

<b>39.</b> Ei	шаш				Email					
40. Sc	ole Parent				Sole Parent					
	No		Yes		No			Yes		
41. C	opy of student	reports			Copy of stud	dent reports				
	No		Yes		No	•		Yes		
12 Fa	amily residenti	al addrass	dotoils							
	-									
Mailii	ng Title (e.g. M	r & Mrs D	Smith)							
Street	number and na	me								
Subur	b / Town				State and Po	stcode				
Home	e telephone num	ber								
42 D	ogtol / Dilling o	ddwag / 1	1 11 1.0		7 .· 7 . 7					
	ostal / Billing a			me as resid	aennal aaaress)					
Street	number and na	me or post	office box							
Subur	b / Town				State and postcode					
SEC	TION D Em	ergency (	Contacts							
<b>44</b> . The first and second parent or guardian stated on page 3 will be the school's first and second priority contacts. You may wish to provide other names below.										
Conta	act Name	Relationsh	nip to student	Mobile	e phone	Work phone		Home phone		
3.										
4.										
5.										
6.										

## Amendment of Fees Responsibility – Split Billing **Student Name/s:** Mother/Guardian Billing Address Father/Guardian Billing Address Email: Email: Phone No. Phone No. Please enter the percentage amounts, which must total 100%, which both parties agree to be responsible for: Mother/Guardian % Father/Guardian % Current balance To apply to: and/or future charges No Are there any court orders in place regarding the payment of fees Yes (attach copy) It is the practice of Holy Spirit Catholic Primary School that, until written advice is received by the Finance Department via the completed and signed 'Amendment of Fee Responsibility – Split Billing' form, no changes will be made to existing information in relation to any fee account. Where both parents are presently responsible for the fee accounts, they will remain jointly and severally responsible for the fee account. All fee correspondence will continue to be issued to existing names, at the new postal address(es) of those concerned. As at the date of receiving the completed form, the fee payers' account will be split between both parents in accordance with the details in the form, if it has been signed by all parties concerned. If a percentage has not been nominated, the future charges will be split 50/50 between both parents. The parents will become separately responsible for the entire balance of any outstanding fees and charges as at the date of the re-allocation of the joint fee account. This is unless other arrangements have been formally agreed upon between the parents and written advice provided to the School's Finance Department. Details of your current account balance and payment details can be provided to you by contacting the Finance Department on 08 89273411 or finance.holyspirit@nt.catholic.edu.au . The School cannot provide information about any account that a parent/guardian is not responsible for, unless written approval by the person(s) responsible for the account has been provided. In circumstances where the School has been authorised to set up a Direct Debit arrangement for the periodic payment of fees from an account held jointly, the School will continue to process these periodic payments until advised otherwise. It is the responsibility of either parent to advise the Finance Department at least one working day prior to the next scheduled periodic payment if this Direct Debit arrangement is to be cancelled. This notification should be provided in writing to the Finance Department. If any fees are incurred by the School as a result of periodic payments being stopped by the Bank, the School may pass these fees onto the joint fee payers' account. All costs associated with the collection of overdue accounts but not limited to professional collection costs, legal fees and disbursements will be recoverable by the school in addition to the overdue amount and any interest charged. Mother / Guardian signature Date

Date

Father / Guardian signature

## **SECTION E Parent/Guardian Background Information**

MOTHER / PARENT 1/ GUARDIAN 1

The following information is required by the Australian Government and must be completed. It is used to measure the achievements of students from various backgrounds for national reporting. Individuals are not identified.

45. W	hat is the highest year of primary or secondar	y scho	ol the parents/guardians have completed?
	Mark only one box. For persons who have never atte	ended sch	ool, mark 'Year 9 or equivalent or below'.
MOT	HER / PARENT 1/ GUARDIAN 1	FATH	IER / PARENT 2/ GUARDIAN 2
	Year 12 or equivalent		Year 12 or equivalent
	Year 11 or equivalent		Year 11 or equivalent
	Year 10 or equivalent		Year 10 or equivalent
	Year 9 or equivalent or below		Year 9 or equivalent or below
46. W	hat is the level of the highest qualification the pare	ents/gua	ardians have completed?
MOT	HER / PARENT 1/ GUARDIAN 1	FATH	IER / PARENT 2/ GUARDIAN 2
	Bachelor degree or above		Bachelor degree or above
	Advanced diploma/diploma		Advanced diploma/diploma
	Certificate I to IV (including trade certificate)		Certificate I to IV (including trade certificate
	No non-school qualification		No non-school qualification
occup in the	ollowing questions refer to the parental occupation action from the list on the following page. If the plast 12 months or has retired in the last 12 months in has not been in paid working the last 12 months.	erson is, pleas	s not currently in paid work but has had a job se use the person's last occupation. If the
47. O	ccupation group		

FATHER / PARENT 2/ GUARDIAN 2

## **List of Parental Occupation Groups**

# 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/refuge/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, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

#### **SECTION F Parental Consent**

#### 48. Consent to medical attention

In the event of illness or injury requiring urgent medical treatment I consent for medical and/or hospital attention to be sought. Parents' emergency contact will be contacted immediately in these events. If prescription / medication is required to be administered, it is sent to school with the student, accompanied with a note giving details of dosage and permission for School staff to administer medication.

Yes No

#### 49. Consent for publication of photographs and student work

From time to time, photographs or videos of students and their learning are taken in school or at places where the students are involved in an excursion or activity. These photos/images/videos may be used in class activities or could be published by the School and Catholic Education Office (CEO), school magazines, newsletters, displays, journals, professional development materials for teachers, or on the School and/or CEO web site. In addition, student work is also published from time to time.

(Please tick)

Publications I/We give consent for my child's photos / images / videos taken during School activities to be published by the School and CEO, school magazines, newsletters, displays, journals, professional development materials for teachers. In addition, I consent to my child's work being published from time to time in these publications.

Websites I/We give consent for my child's photos / images / videos taken during School activities to be published on the School and/or CEO web site. In most circumstances the images will not include any personal information regarding the student's identity. In addition, I consent to my child's work being published from time to time on these websites.

Parent/Guardian signature

Social Media I/We give consent for my child's photos / images / videos taken during School

activities to be published on the School Facebook Page.

#### 50. Student Digital Technology Acceptable Usage Agreement

The use of digital devices and points of access to e-mail and Internet services at Holy Spirit Catholic Primary School is provided to students in order to support their educational needs. These digital devices and services are educational tools and must be used in a responsible manner.

To have access to Digital Technologies at Holy Spirit Catholic Primary School the agreed practices below need to be followed

Holy Spirit Catholic Primary School uses NT Schools Internet protocols and securities.

#### **Student Agreement**

Parent/Guardian signature

Using Digital Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

#### I will:

- Use the internet and Digital Technologies equipment demonstrating 'Catholic Ethos'.
- Treat the school's Digital Technologies equipment with care and use it responsibly for educational purposes.
- Students must behave in an ethical manner when using digital devices when accessing resources, communicating and interacting with others.

- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Inform the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.

#### I will not:

- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work (without reference).
- Write or send messages that would make another person feel uncomfortable.
- Pass on information about inappropriate material to other students.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Stud	ent	Na	me
Diad	CIIC	1 10	

Student signature (Year 4 and above only)

Parent/Guardian signature (Parent/Guardian to sign if in Year 3 and below)

### Where a Student is in breach of Digital Technology Acceptable Usage Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to an intranet and/or the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate Digital Technologies rights withdrawn.
- Guidance from the School Leadership as to how to avoid future problems.

## **Parent Acknowledgement**

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Pastoral Care and Wellbeing Policy and that we will be responsible for replacing or repairing a school issued laptop / device that may be damaged, lost or stolen.

- I/we have read the Acceptable Usage Agreement.
- I/we agree to my child using Digital Technologies for educational purposes in the manner outlined in the Policy.
- I/we agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- I/we have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- I/we consent to my child's use of the School's student email system and other Google Apps.

Parent/Guardian signature	Parent/Guardian signature

Is parental consent given for tutorial assistance as per funding guidelines?								
	No		Yes					
52. Head lice prevention								
	No		Yes					
53. Excursion permission								
Travel off school premises is often required for curriculum based activities, swimming/sports, concerts and access to facilities in and around Darwin. Is parental consent given for the student to attend activities off the school premises?								
	No		Yes					

**51.** Aboriginal / Torres Strait Islander students

# **SECTION F/1 Transfer of Records – Parent / Guardian to complete.**

I give permission for copies of my Child's records to be sent to Holy Spirit Catholic Primary School								
Child's Name	Child's Date of Birth							
	D D M M Y Y Y							
Parent/Guardian Name (printed)	Parent/Guardian signature							
Date								
D D M M Y Y Y								
If your child is transferring from an interstate school please complete the <i>Interstate Transfer Note</i>								
SECTION F/2 Transfer of Records – Office	Use Only							
The student named below has been enrolled into Holy Spirit Catholic Primary School								
First Name	Surname							
Date of Birth	Date of Admission							
D D M M Y Y Y	D D M M Y Y Y							
Academic Year Level								
Where applicable, could you please forward the follow	ing items to:							
Holy Spirit Catholic Primary School or Email: <a href="mailto:admin.holyspirit@nt.catholic.edu.au">admin.holyspirit@nt.catholic.edu.au</a> PO Box 40030 Casuarina. NT. 0811								
Academic Record	Guidance Reports							
Medical Records	Copy of Birth Certificate							
Copy of Immunisation Record								
Many Thanks,	School Stamp							
Administration								

## **SECTION G Agreement**

- I / we understand and accept that Holy Spirit Catholic Primary School (herein known as the school) is a Christian community in which students are given the opportunity to deepen their understanding of Catholic beliefs, clarify their values and develop real and practical concern for others. The School philosophy encourages the development of personal responsibility in students, recognising and valuing individual differences, and encouraging the achievement of one's potential. The School provides an environment where gospel values are lived out, thus allowing students to experience the hope and optimism of the Gospel message of Jesus Christ. I / we agree to support in every possible way this religious dimension of the School.
- I / we accept and agree to support the standards of behaviour, discipline policy, grooming and uniform which the school requires
- I / we realise that in sending my child to Holy Spirit Catholic Primary School, I am undertaking certain financial commitments regarding school fees, uniforms, etc. I agree that Fees and Levies, as determined by the Principal and School Board, will be paid on receipt of invoice. I also understand that pro-rata fees are payable for students commencing or leaving during term. If at any time and for any reason I should find myself unable to meet my financial obligations in full, I agree to contact the Bursar or Principal to make special interim arrangements. I understand that failure to do so will jeopardise my child's ongoing enrolment in the School.
- I/we acknowledge and agree that I/we will be responsible and I/we will reimburse the School for all costs and
  expenses incurred by the school in recovering or seeking to recover all amounts payable to the School in relation
  to the student whether such amounts are payable under the Schedule of Fees or otherwise.
- I / we agree that my child will take an active part in various activities, including co-curricular, that are run as part of the School education program, and that I will ensure their attendance at these activities.
- I/we understand the importance of parental involvement with the education of my child. I agree to assist in some
  capacity and I understand that some commitment is expected of me. I commit to supporting the school in
  fundraising initiatives.
- I / we understand and accept that the completion of this enrolment form does not guarantee enrolment
- I / we understand and accept that attendance at the enrolment interview does not guarantee an enrolment offer being made
- I / we understand that termination of enrolment must be in writing (email accepted). I/we understand that if written notification is not given, my child's enrolment will be terminated after 20 consecutive days of unexplained absence and that those 20 days will be included in the school fees.
- I / we have completed this application form fully and to the best of my /our knowledge. Further, I / we acknowledge and accept that if it can be demonstrated that I / we have withheld information relevant to the application / enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and / or Parenting Orders, then the enrolment may be refused or terminated on this ground.

Parent/Guardian signature	Date							
	D	D	M	M	Y	Y	Y	Y
Parent/Guardian signature	Date							
	D	D	M	M	Y	Y	Y	Y
Principal/Deputy Principal signature	Date							
	D	D	M	M	Y	Y	Y	Y

SECTION H Confidential Medical History								
Surname	Given Name/s							
Date of Birth  D D M M Y Y Y	Medicare Number Ref.							
Health Care Card No Yes	Health Care Card Number							
Doctor's Name	Doctor's Phone Number							
1. Is the Student under any medical treatment	No Yes – please give details below							
2. Has he/she ever had a serious illness?	No Yes – please give details below							
3. Does he/she have any hearing problems?	No Yes – please give details below							
4. Does he/she have eye problems/wear glasses?	No Yes – please give details below							
5. Is he/she taking any medication?	No Yes – please give details below							
6. Does he/she suffer from allergies or allergic to any food, substance and/or medication?								
	No Yes – please give details below							
7. Medic alert required?	No Yes – please give details below							

8. Does he/she suffer from a medical condition that the school should be made aware of											
					No			Yes – please give details below			
<b>9. Immunisation record</b> (a copy of student's immunisation record is to be supplied with this application)											
MMR (Measles, Mumps, Rubella)		]	No	Yes Hepatitis B (HEB)					No	Yes	
Tetanus			No	Yes HIB (Haemophilus Inf			luenza Type B)	Yes			
Pertussis (Whooping Cough)		]	No		Yes	BCG (TB)			No	Yes	
Diphtheria			No		Yes	MEN (Meningococco	val) No Ye				
Poli	Polio (OPV)				Yes						
10. Please tick any of the following illnesses the student may have suffered or still suffers from											
	Asthma	hma Epilepsy			epsy	Tubercul			osis (TB)		
	Bronchitis			Hepatitis (A,B or C)			Heart problems (murmur, chest pains)				
	Kidney problems			Rheumatic heart fever			Diabetes 1 or 2 (please circle)				
Other — Please specify:											
Plea	se give any relevant info	rmation	(med	lication	n, trea	tment, etc.)					
11. Please supply any other relevant information											