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ST JAMES PRIMARY BANORA POINT ENROLMENT APPLICATION

A \$35.00 NON-REFUNDABLE ENROLMENT FEE MUST ACCOMPANY THIS APPLICATION

Office use only	Date Received:	Receipt No:	Interview Date/Time
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Student's Name:	
Commencement Year:	Entry Grade:

FAMILY INFORMATION

Family Surname:	Mail to (eg Mr & Mrs A Smith):
Residential Address:	
Suburb:	Postcode:
Postal Address (if different to residential):	
Suburb:	Postcode:
Phone (home):	

RESIDENTIAL STRUCTURE

Married Defacto Divorced Partner Separated Single Parent Widow Widower

Number of children:	Boys:	Girls:
Health Fund:	Fund Number:	
Medicare Number:	Expiry Date:	
Language Spoken at Home:		

STUDENT DETAILS

First Name/s:	Preferred first name:
Surname:	
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Mobile Phone (if applicable):
Date of Birth:	
Previous School:	
Level Previous School (eg Year 6):	
I/We give permission for the school to contact the previous school/pre-school Yes <input type="checkbox"/> No <input type="checkbox"/>	

NATIONALITY

Government Requirement	Country of Birth: Australia <input type="checkbox"/> Other, please specify
	Nationality:
Government Requirement	Is the student of Aboriginal or Torres Strait Islander origin? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Aboriginal but not Torres Strait Islander origin <input type="checkbox"/> Torres Strait Islander but not Aboriginal origin <input type="checkbox"/>
	Both Aboriginal and Torres Strait Islander <input type="checkbox"/>
Government Requirement	Does the student speak a language other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, please specify (if more than one language, indicate the one that is spoken most often)

RESIDENTIAL STATUS (original documents to be sighted and copies to be retained by school)

Australian citizen (Naturalisation Certificate or Australian passport if country of birth is not Australia)

Permanent resident (passport if country of birth if not Australia) Temporary resident (passport and visa)

RELIGION AND SACRAMENTAL INFORMATION

Religion: If No Religion please tick <input type="checkbox"/>	Parish:
Baptism: / /	Confirmation: / /
Parish:	Parish:
Reconciliation / /	Communion: / /
Parish:	Parish:

FAMILY DETAILS	
FEE BILLING	
Fees will be billed to the father/guardian. If you wish to change the way your account is billed (eg father 50% and mother 50%) please indicate below.	
Fees to be billed to:	%
Fees to be billed to:	%
If address for fees billed is different to family postal address:	
Address:	Postcode:
MOTHER/GUARDIAN	
Surname:	First name/s:
Title: (eg Mrs/Ms/Dr)	
Address (leave blank if same as student address):	
Number & Street name:	Suburb:
Does the student reside at this address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone (Work):	(Mobile)
Would you like to receive SMS alerts (i.e. last minute changes to excursions, emergencies, etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:	
Occupation:	
Religion:	If No Religion please tick <input type="checkbox"/>
Country of Birth:	Australia <input type="checkbox"/> Other, please specify:
Nationality:	
Government Requirement	What is the occupation group? (select from list of parental occupation groups in page 8) <input type="checkbox"/>
Government Requirement	What is the highest year of primary or secondary school the mother/guardian has completed? (for persons who have never attended school, mark (year 9 or equivalent or below"))
	Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/>
	Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/>
Government Requirement	What is the level of the highest qualification the mother/guardian has completed? (Mark one box only)
	No non-school qualification <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/>
	Certificate I to IV (including trade certificate) <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/>
Government Requirement	Main language spoken at home:
FATHER/GUARDIAN	
Surname:	First name/s:
Title: (eg Mr/Dr)	
Address (leave blank if same as student address):	
Number & Street name:	Suburb:
Does the student reside at this address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone (Work):	(Mobile)
Would you like to receive SMS alerts (i.e. last minute changes to excursions, emergencies, etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email:	
Occupation:	
Religion:	If No Religion please tick <input type="checkbox"/>
Country of Birth:	Australia <input type="checkbox"/> Other, please specify:
Nationality:	
Government Requirement	What is the occupation group? (select from list of parental occupation groups in page 8) <input type="checkbox"/>
Government Requirement	What is the highest year of primary or secondary school the father/guardian has completed? (for persons who have never attended school, mark (year 9 or equivalent or below"))
	Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/>
	Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/>
Government Requirement	What is the level of the highest qualification the father/guardian has completed? (Mark one box only)
	No non-school qualification <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/>
	Certificate I to IV (including trade certificate) <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/>
Government Requirement	Main language spoken at home:

STEP PARENTS (If applicable) (Where the student lives between two homes – shared access)	
Name:	Name:
Relationship to student:	Relationship to student:
Address:	Address:
Phone: (home)	Phone: (home)
(work)	(work)
(mobile)	(mobile)

EMERGENCY CONTACT INFORMATION (to be used in the event of an emergency if parents cannot be contacted, e.g. grandparents or friend)	
Contact 1	Contact 2
Name:	Name:
Relationship to student:	Relationship to student:
Address:	Address:
Phone: (home)	Phone: (home)
(work)	(work)
(mobile)	(mobile)

SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL			
List all children in your family attending school or pre/school (from oldest to youngest), including applicant			
Name	School/Pre-school	Year/Grade	Date of birth

COURT ORDERS (if applicable)
Are there any current court orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, copies of these court orders eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided)
Is there other information you wish the school to be aware of?
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.....

SPECIAL CIRCUMSTANCES (if applicable)
Are there any special circumstance about the student seeking to be Enrolled that the school should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state) Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide a brief description of the circumstances
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.....

Office use only			
Family Code		Student ID Number	
Certificates sighted		Offer sent	
Offer Sent		Offer accepted	
Enrolment date		Roll Class	
Class Parent Notified		House group	
Newsletter Notification		Screening info rec'd	
Epipen received		Asthma info received	
In addition, for students who are not Australian citizens			
Passport or travel documentation no.		Visa Class No:	
Country of Issue:			

St James Primary, Banora Point Photograph/Video Permission Form



Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, to promote the school in newspapers and other media.

The Catholic Education Commission of New South Wales (CECNSW) and the Catholic Schools Office Lismore (CSO) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

Student's Name: _____ **Year Level:** _____

- I give permission for my child's photograph/video and name to be published in/on:
 - The school website
 - Social media
 - Promotional materials
 - Newspapers and other media
- I authorise the CECNSW/CSO Lismore to use the photograph/video in material available free of charge to schools and education departments around Australia for the CECNSW/CSO's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CECNSW/CSO in the agreed publications without acknowledgement, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian: _____
(please circle)

Signed - Parent/Guardian: _____

Date: _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Office Use Date of Photograph/Video: (month & year)	
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AGREEMENT

In dealing with this application, it may be necessary for the school, or any part of the Catholic Schools Office, to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the *Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012*. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

Consent to Access Documents

1. I/We consent to St James Primary, Banora Point and the Catholic Schools Office gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government agencies.
2. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
 - Full Birth Certificate *
 - Baptism Certificate and any other Sacramental Certificates to date (if applicable)
 - Passport, visa, citizenship documentation (if applicable) *
 - Most recent previous school reports and external test results
 - Current Family Court Orders (if applicable) *
 - Relevant medical and/or additional needs information (if applicable)
 - Immunisation certificate
 - Reports of assessment your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable).

NOTE: * Originals will need to be provided during the enrolment process

3. I/We understand the school may approach these bodies directly. The information they request may include information related to any of the questions I/we have answered above.

Declaration

4. I/We understand and support the Catholic ethos of the school and agree to abide by the rules and regulations of the school including those pertaining to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
5. I/we undertake not to engage in social media or allow our children to engage in social media that disparages or brings the school or its employees into disrepute. Furthermore I / we acknowledge the right of the school to suspend or terminate my/our child(ren)'s enrolment from the school in the event that social media statements are made that defames or disparages the school, employees or the Roman Catholic Church.
6. 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.
7. 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 eg. Change of address, court orders.
8. 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 programs).
9. I/We agree, if my/our child should require urgent medical treatment, the school staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.

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/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

I/We declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.

Mother/Guardian signature _____ Date _____

Father/Guardian signature _____ 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).

STANDARD COLLECTION NOTICE

1. The school (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the pupil and to enable them to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7. The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school's legal obligations under Part 5A of the *Education Act 1990* (NSW).
8. The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a pupil of the school.
10. Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
11. The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12. Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil or where pupils have provided information in confidence.
13. The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
14. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
15. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines and on the school's intranet. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines and on our intranet. The school will obtain separate permissions from the pupils' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as the internet.
16. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

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.

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, enter '8' in the appropriate box.

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, and 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 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.