



FORM A

ENROLMENT APPLICATION FORM

Welcomed - Valued - Confident

Before you fill in this form please read CEDP's **Privacy Policy** and **Standard Collection Notice** linked below.

The information you give us is important and will be used to assess your child's application based on our [Enrolment Policy](#). We will treat the information you provide to us in accordance with our [Privacy Policy](#) and [Standard Collection Notice](#). Information you provide in this form may be sensitive. We will keep your personal information confidential subject to any requirements of the law to disclose your information to others.

If you require any help with this form, please telephone the school administration office for assistance or contact Community Liaison on 9840 5600 or via email communityliaison@parra.catholic.edu.au.

School Name		Suburb	
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Bethany Centre 470 Church Street Parramatta NSW 2150
 Locked Bag 4 North Parramatta NSW 1750
 9840 5600 www.parra.catholic.edu.au

1. ENROLMENT INFORMATION

Enrolment Date	
The calendar year that enrolment is to commence	
If starting during the school year, please indicate the date you wish enrolment to commence	
The school year of entry for which enrolment is requested – (K to Yr 12)	

2. PREVIOUS SCHOOL

Details of the last three schools attended by the student (full name and suburb of school) including the last Catholic School attended.

Previous School			
School		Year attended	
School		Year attended	
School		Year attended	

3. PRESCHOOL EDUCATION (KINDERGARTEN STUDENTS ONLY)

In the year before school has the child been in non-parental care on a regular basis or attended any other educational programs (kindergarten students only)

Yes No

Please indicate all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Family Day Care |
| <input type="checkbox"/> Long Day Care | <input type="checkbox"/> Day care (with preschool program) |
| <input type="checkbox"/> Grandparent | <input type="checkbox"/> Other person |

Name of service

4. STUDENT DETAILS

Student	
Last Name	
First Name	
Middle Name	
Preferred Name	
Gender	Please circle – Male / Female / Other
Date of Birth	
Country of Birth	
Nationality	

Is the student Aboriginal?

Yes

No

Is the student Torres Strait Islander?

Yes

No

Do you wish the child to be known as Aboriginal/Torres Strait Islander?

Yes

No

Is the student's home language English only?

Yes

No

If no, list other home language/s spoken

Nationality/Residential status - please indicate below: *(original documents to be sighted and copies to be retained by school)*

Australian Citizen

Permanent Resident

Temporary Resident

Other (Please state): _____

Is the student on a VISA?

Yes

No

If yes, answer the questions below:

VISA information	
Date of arrival in Australia	
VISA type	
VISA expiry date	
Year entry to Australian school	

If the student is on a Temporary Resident, please also complete **Form D: Overseas and Exchange Students**.

Religion	
Student's religion	
If applicable , please complete the student's parish and sacramental details below:	
Current Parish	
Suburb	

Does your child attend Mass?

Yes

No

Sacrament	Parish Received	Date Received
Baptism		
Reconciliation		
Eucharist		
Confirmation		

Student Mobile Number (if applicable):

5. FAMILY DETAILS

Other Children Enrolled in Catholic Schools

Please list below **in order of birth of** all children in the family who are attending a Catholic school in the school year that enrolment is to commence, including the child for whom this application is being made.

	Birth Order	Given Names	Family Name	School Year	School Attending (School Name and Location)
Child	1				
Child	2				
Child	3				
Child	4				
Child	5				
Child	6				

6. RESIDENTIAL DETAILS WHERE STUDENT RESIDES

Address Details	
Parent/Carer mailing title	
Residential Address	
Street number and name	
Suburb & Postcode	
Residential Phone Number	
Mailing Address (if different from above)	
Street number and name or PO Box	
Suburb & Postcode	

7. CONTACT DETAILS

Details of Parent/Carers at the student's **PRIMARY** residence

Parent / Carer		Parent/Carer	
Title		Title	
First Name		First Name	
Last Name		Last Name	
Middle Initial		Middle Initial	
Relationship to student		Relationship to student	
Home phone number		Home phone number	
Work phone number		Work phone number	
Mobile phone number		Mobile phone number	
Email Address		Email Address	

Occupation		Occupation	
Religion		Religion	
Country of birth		Country of birth	
Nationality		Nationality	
Languages spoken		Languages spoken	
Do you need an interpreter? Y/N		Do you need an interpreter? Y/N	

Who is the contact for	Contact 1	Contact 2
Emergency SMS		
Alerts for Attendance		
SMS Alerts		

Details of Parent/Carers at the student's **SECONDARY** residence or **NOT RESIDING** with the student -

Parent / Carer		Parent/Carer	
Title		Title	
First Name		First Name	
Last Name		Last Name	
Middle Initial		Middle Initial	
Relationship to student		Relationship to student	
Home phone number		Home phone number	
Work phone number		Work phone number	
Mobile phone number		Mobile phone number	
Occupation		Occupation	
Email Address		Email address	

Religion		Religion	
Country of birth		Country of birth	
Nationality		Nationality	
Languages spoken		Languages spoken	
Do you need an interpreter? Y/N		Do you need an interpreter? Y/N	

Does the child spend time residing at this address?

Yes

No

Secondary Address Details	
Parent/Carer mailing title	
Secondary Residential Address	
Street number and name	
Suburb & Postcode	
Residential Phone Number	
Secondary Mailing Address (if different from above)	
Street number and name or PO Box	
Suburb & Postcode	

8. DETAILS OF PARENTING / CARER ARRANGEMENTS

Are there any Family Court Orders, Parenting Plans, Apprehended Violence Orders (Personal or Domestic) or Children's Court Orders in place relevant to the child?

Yes

No

Is the child in the care of the Minister/foster care?

Yes

No

Is the child in other care arrangements with a non-parent?

Yes

No

Please attach copies of Orders and Parenting Plans to the enrolment application.

If the child does not live with either parent, please provide details of the foster carer/other carer arrangements:

Parenting Arrangements: if there are no Parenting Orders or Parenting Plans, please set out the arrangements for when the student will be with each parent during school terms.

9. EMERGENCY CONTACT DETAILS

(If Parent/Carer cannot be contacted)

Please nominate at least one person who may be contacted in the event of an emergency if parents/carers cannot be contacted. Ideally the contact person should be someone who lives in the neighbourhood of the school. Please tell your nominated person that you have nominated him/her as an alternate contact.

Alternate contact 1	
Title	
Name	
Home phone number	
Work phone number	
Mobile number	
Relationship to student (eg, Aunt, Uncle, Family Friend)	

Alternate contact 2	
Title	
Name	
Home phone number	
Work phone number	
Mobile number	
Relationship to student (eg, Aunt, Uncle Family Friend)	

Alternate contact 3	
Title	
Name	
Home phone number	
Work phone number	
Mobile number	
Relationship to student (eg, Aunt, Uncle Family Friend)	

NOTE: Please advise the school office of any change of address, email, telephone number or other information about the parent/carer, other significant person(s), Parenting Plans, Apprehended Violence Orders (Personal or Domestic), Children's Court Orders or other Court Orders as soon as such changes occur and provide copies of new Court Orders, Parenting Plans or arrangements.

10. STUDENT'S MEDICAL DETAILS

It is essential you inform the school before your child is enrolled if he or she has any medical conditions. You should also contact the school as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child.

Doctor's details	
Doctor's name	
Doctor's phone number	
Doctor's address (street)	
Doctor's address (suburb & postcode)	

Medical Conditions

Does your child suffer from any medical conditions?

Yes No

If yes, specify all medical conditions the student suffers from, e.g. asthma, diabetes and any prescribed medication taken by the student:

The school will require further details in relation to prescribed medication. Parents/Carers of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of a request form

Does your child have a medical plan from a doctor for any of these medical conditions e.g. asthma action plan?

Yes No

If yes, it is essential that you attach a copy of the medical plan to this enrolment application.

Allergies

Does your child have any known allergies?

Yes No

If yes, please list any known allergies the student has, e.g. allergy to nuts, penicillin, bee stings. Include **all** specific details:

If yes, it is essential that you attach a copy of the medical plan to this enrolment application

Anaphylaxis

Has the student been diagnosed as being at risk of anaphylaxis?

Yes No

If yes, does the student have an EpiPen® or Anapen®? (Please supply)

Yes No

Type of EpiPen®/Anapen®

If yes, does the student have a ASCIA Action Plan for Anaphylaxis?

Yes No

If yes, it is essential that you attach a copy of the medical plan to this enrolment application

Each time your child is prescribed a new adrenaline autoinjector the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that a copy of any updated plan is provided to the school.

Immunisation Record

Please indicate if the student has been immunised against the following:
It is essential that you attach an approved Immunisation Certificate to this enrolment application form

Type of immunisation	Date of immunisation
Tetanus - Diphtheria Tetanus Pertussis (DTPA)	
Influenza B - Haemophilus Influenza type b (HIB)	
Hepatitis A (HEPA)	
Hepatitis B (HEPB)	
Human Papillomavirus (HPV)	
Polio - Inactivated poliomyelitis (IPV)	
Influenza (INF)	
Measles Mumps Rubella (MMR)	
Meningococcal C disease (MENCCV)	
Pneumococcal conjugate (7VPCV)	
Pneumococcal polysaccharide (23 VPPV)	
Chicken Pox - Varicella (VZV)	
Rotavirus	

11. STUDENT'S ADDITIONAL NEEDS

Does your child have a personalised plan? (Eg, Behaviour, Learning, Wellbeing)

Yes No

Does your child have a disability or additional needs?

Yes No

If **yes** to either of the above, please indicate as applicable below:

An intellectual disability		Vision Impairment	
Autism		Giftedness	
Acquired brain Injury		ADD / ADHD	
Hearing impairment		Mental health issues	
Behaviour difficulties		Other (please specify)	
Language difficulties			

Does your child have difficulties in the basic areas of learning?

Yes

No

If yes to the above, please provide details below:

What **accommodations** and/or **learning adjustments**, if any, were provided for your child in their previous school / pre-school?

Adjustment			
Alternate teaching & learning strategies		Signing	
A reader or scribe		Access to technology	
Modifications for equipment, furniture and learning spaces		Braille	
Personal carer support		Other (please specify)	

Please attach a copy of all assessment reports to this enrolment application.

12. STUDENT'S WELLBEING

To your knowledge, is there anything in your child's history or circumstances (including medical history) that might pose a risk of any type to them, other students, or staff at this school?

Yes

No

If **yes**, provide details below:

If yes, please provide names and contact numbers of health professional or others who have knowledge of these issues.

Name	Contact Number

Does your child have a mental health plan?

Yes No

If **yes**, please attach a copy of the plan to this enrolment application.

13. STUDENT'S BEHAVIOUR RECORD

Does your child have any history of aggressive / violent behaviour?

Yes No

Has your child ever been suspended or expelled from any previous school?

Yes No

If **yes**, was this for:

Actual violence to any person?

Yes No

Possession of a weapon or any item used to cause an injury?

Yes No

Intimidation, bullying or harassment of students or staff at a school?

Yes No

Illegal drugs?

Yes

No

Other? (please specify below)

Yes

No

14. PARENT CONSENT TO CONTACT

I/We give consent to the school, on request, to contact health professionals or other relevant agencies, eg, previous schools.

Yes

No

TERMS AND CONDITIONS OF ENROLMENT

These Terms and Conditions are part of my enrolment contract if I accept an offer of enrolment from the school, on behalf of Catholic Education Diocese of Parramatta (the school).

What information have I given the school?

I have provided information about my child and me in this Enrolment Application. The information I have given the school in this Enrolment Application are terms and conditions of my enrolment contract.

The information I have provided is accurate and complete. I have fully disclosed my child's additional needs or disability to the best of my knowledge.

I understand this information will help the school to properly assess its ability to:

- provide services to my child;
- communicate with me about my child's needs;
- make necessary adjustments to enable my child to participate;
- assess risks, and
- fulfil its duty-of-care requirements.

I will tell the school as soon as possible if I find out:

- I have not told the school about some information, or
- the information I have given is wrong.

What will happen if I do not tell the school about missing or wrong information?

The school may reject my Enrolment Application if I do not tell it as soon as possible about significant and relevant information that:

- I have not given;
- is wrong, or
- no longer applies.

What are the changes I must tell you about?

I understand I must continue to tell the school about all changes to the information in my Enrolment Application.

I agree to update the school as promptly as possible when the information in my Enrolment Application changes. This includes:

- my and other relevant persons' contact details ;
- my child's health and medical conditions;
- my child's additional needs or disability;
- parenting plans or court orders relating to the child;
- Apprehended Violence Orders;
- Children's Court Orders, and
- visa details (if applicable).

What can happen if I do not tell the school about changes?

I understand the school needs to know about changes to the information in my Enrolment Application, so that it can assess if it can continue to meet the needs of my child.

I understand that if I do not tell the school about changes to the information in the Enrolment Application, the school:

- may not be able to meet the needs of my child, and
- the school may terminate my child's enrolment.

What do I need to do if the school asks me for more information?

If the school asks me to give it more information, I agree to give the school this information. I understand this is to support the school to provide services to meet the educational needs of my child during my child's enrolment at the school.

What services am I consenting to?

I consent to the school providing all relevant school services for my child, including counselling where it is appropriate.

What obligations do I have for my child to attend school?

I understand that I have a legal responsibility under the *Education Act 1990* (NSW) for my child to attend school regularly. I understand that if I fail to comply with these attendance requirements, the school may terminate my enrolment contract.

If my child is absent from school I will provide a written explanation for the absence.

If I want to apply for my child to have extended leave from school, I will notify the school in advance of the anticipated dates.

I understand that the Principal may refuse to approve my request for extended leave or to accept an explanation for an absence.

What is my obligation to pay school fees?

I understand and agree that I will pay all school fees in a timely manner and as set out in the school fees schedule. The school fees schedule is available on the [CEDP website](#).

If I am having financial difficulties that affect my ability to pay school fees, I agree to request special arrangements as outlined in the school fees schedule.

If my personal circumstances that may impact on my ability to pay school fees change, I will notify the school promptly. If this happens, I understand that my obligation to pay school fees will continue until there is an agreement with the school to change that obligation.

What if I have school fees owing at another school?

I agree to tell the school if I have any unpaid school fees or charges for my child's attendance at any other school.

I agree that I:

- do not owe any fees or charges for my children's attendance at any other school, or
- have made an arrangement satisfactory to the school to meet all outstanding debts.

What do I need to do if I want to withdraw my child from the school and what fees do I need to pay?

I understand and agree that I must give the school at least **one school term's written notice** of my intention to withdraw my child's enrolment at the school. I understand this does not apply if my child is leaving the school because they have completed Year 6 or Year 12 at the school.

I understand and agree that I must pay **one school term's fees** if I do not give the school this written notice at least one school term before my child's withdrawal. I understand that one school term means 10 school weeks.

What other obligations do I have?

I agree to support and participate in the life of the school, parent teacher meetings, liturgical celebrations and social and practical activities offered by the school.

I understand that the school offers the Catholic vision of life as the basis of its teaching program and agree to support and respect the Catholic teaching, values and mission of the school and my child's participation in the full educational program of the school.

I agree to support the school's policies, procedures and guidelines for the benefit of the school community.

When is my enrolment contract complete?

I understand this Enrolment Application is the first step in the enrolment process and creating my enrolment contract. I understand it will be finalised when all of the following conditions are met by me (including by both parents where applicable):

- I submit the signed enrolment application;
- I pay the required application fee;
- my application is assessed by the school;
- my child is offered a place at the school by a Letter of Offer from the principal; and
- the school receives from me:
 - payment of the non-refundable enrolment deposit of **up to \$100** (primary) and **up to \$300** (secondary), which will be used towards the first term's school-based fees, and
 - the signed and dated Enrolment Acceptance Agreement which will be attached to the Letter of Offer.

Agreement to Terms and Conditions

I understand and agree to these Terms and Conditions and I wish to apply for enrolment of

.....at

to commence at the school in 20.....

Parent 1 / Carer	Parent 2 / Carer
Signature	Signature
Name	Name
Relationship to student	Relationship to student
Date	Date
