



Our Lady of Good Counsel

Our Lady of Good Counsel Primary School

12 Whitehorse Road, Deepdene Vic 3103

Tel: (03) 8808 8400

office@olgcdeepdene.catholic.edu.au

www.olgcdeepdene.catholic.edu.au

CONFIDENTIAL APPLICATION FOR ENROLMENT

Name:

OFFICE USE ONLY			
Date Received:	Start Date:	Year Level:	
Copy of Documents enclosed:			
<input type="checkbox"/> Birth	<input type="checkbox"/> Passport	<input type="checkbox"/> Baptism	<input type="checkbox"/> Eucharist
<input type="checkbox"/> Immunisation	<input type="checkbox"/> Visa	<input type="checkbox"/> Reconciliation	<input type="checkbox"/> Confirmation
Enrolment Details:			
<input type="checkbox"/> Tour	Yes / No	Date:	<input type="checkbox"/> Interview
<input type="checkbox"/> Special Needs	Yes / No		Yes / No
<input type="checkbox"/> Enrolment Fee Received	Yes / No	<input type="checkbox"/> Enrolment Approved	Yes / No
<input type="checkbox"/> Letter of Offer Sent	Yes / No	<input type="checkbox"/> Confirmation Received	Yes / No

All information will remain confidential in accordance with the [OLGC Privacy Policy 2018](#)

Our Lady of Good Counsel School	System Update: 12. 10. 2018
Version 0.1	Date of Next Review: 12. 10. 2018

STUDENT DETAILS

Surname:

First name/s:

Preferred first name:

Date of birth:

Religion:

Language:

Male / Female

Entry year:

Entry level:

Previous School / Kinder:

HOME ADDRESS OF STUDENT

Street number & name:

Suburb:

Post Code:

Home phone:

SACRAMENTAL INFORMATION

Baptism:

Date:

Parish:

Reconciliation:

Date:

Parish:

Communion:

Date:

Parish:

Confirmation:

Date:

Parish:

Current Parish:

NATIONALITY

GOVERNMENT REQUIREMENT

Nationality:

In which country was the student born:

Australia

Other – please specify:

Is the student of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement
(original documents to be sighted and copies to be retained by the school)

Australian Citizen not born in Australia

Australian citizen (*Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia*)

Australian Passport Number (If applicable)

Passport No:

Naturalisation Certificate Number :

Certificate No:

Visa Subclass recorded on entry to Australia

Visa Subclass No:

Date of Arrival into Australia

Date:

Not currently an Australian Citizen please provide further details as appropriate below:

Permanent resident, (*if ticked, record the Visa Subclass Number*)

Visa Subclass No:

Temporary resident, (*if ticked, record the Visa Subclass Number*)

Visa Subclass No:

***Please attach Visa/document of travel/letter of notification and passport photo page.**

MEDICAL INFORMATION

Doctor's name:			
Address:			Phone:
Medicare No.:		Ref No:	Expiry:
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. ASTHMA, DIABETES and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.</i>		
Allergies:	<i>Please list any known allergies eg. Allergy to nuts, penicillin, and bee stings including specific details.</i>		
Has the student been diagnosed as being at risk of anaphylaxis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, does the student have an EpiPen?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

IMMUNISATION**PLEASE ATTACH A COPY OF YOUR CHILD'S IMMUNISATION STATUS CERTIFICATE.**

The Australian Childhood Immunisation Register (ACIR) should send you this statement when your child turns 5 years old, however you can request a certificate at any time – phone 1800 653 809, email acir@medicareaustralia.gov.au, go to www.medicareaustralia.gov.au/online or visit your local Medicare office.

ADDITIONAL NEEDS

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

Does your child have:

Autism	<input type="checkbox"/>	Behaviour Disorders	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>
Intellectual Disability	<input type="checkbox"/>	Language Disorder	<input type="checkbox"/>	Mental Health Issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	Vision Impairment	<input type="checkbox"/>	Acquired Brain Injury	<input type="checkbox"/>
Giftedness	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>	Other (Please Specify)	<input type="checkbox"/>

Has your child ever seen a:

Behavioural Optometrist	<input type="checkbox"/>	Audiologist	<input type="checkbox"/>	Speech Pathologist	<input type="checkbox"/>
Educational Psychologist	<input type="checkbox"/>	Paediatrician	<input type="checkbox"/>	Occupational Therapist	<input type="checkbox"/>
Psychologist	<input type="checkbox"/>	Other Specialist	<input type="checkbox"/>		<input type="checkbox"/>

If your child does have a special need, please can you assist us by providing the following information:

	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>

MOTHER / GUARDIAN			
Title:			
Surname:		First Name:	
Address:			
Phone:		Work Phone:	
Email: (Required for Online communication)			
Religion:		Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
What is the highest year of primary or secondary school the mother/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')			
Year 9 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"/>
What is the level of the highest qualification the mother/guardian has completed:			
No post school qualification		<input type="checkbox"/>	
Certificate I to IV (including trade certificate)		<input type="checkbox"/>	
Advanced diploma / Diploma		<input type="checkbox"/>	
Bachelor degree or above		<input type="checkbox"/>	
Government Requirement	Occupation:		Employer:
	What is your occupation group? (select from the attached list - A, B, C, D or N)		

FATHER / GUARDIAN			
Title:			
Surname:		First Name:	
Address:			
Phone:		Work Phone:	
Email: (Required for Online communication)			
Religion:		Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
What is the highest year of primary or secondary school the mother/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')			
Year 9 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"/>
What is the level of the highest qualification the mother/guardian has completed:			
No post school qualification		<input type="checkbox"/>	
Certificate I to IV (including trade certificate)		<input type="checkbox"/>	
Advanced diploma / Diploma		<input type="checkbox"/>	
Bachelor degree or above		<input type="checkbox"/>	
Government Requirement	Occupation:		Employer:
	What is your occupation group? (select from the attached list - A, B, C, D or N)		

EMERGENCY CONTACTS – OTHER THAN PARENT

1. Name:			
Relationship to child:			
Home phone:		Mobile:	
2. Name:			
Relationship to child:			
Home phone:		Mobile:	

LANGUAGE

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

		Student	Mother/guardian	Father/guardian
No	English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify			
For the purposes of Interviews, do you require the services of an Interpreter?				Yes <input type="checkbox"/> No <input type="checkbox"/>

LEGAL DETAILS

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting e.g. One week with mother, next with father
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

FAMILY STATUS:

<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Single Parent	<input type="checkbox"/> De facto
Is there a parenting Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide a copy to the school)				

COURT ORDERS (IF APPLICABLE)

Are there any current court orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.</i>
Is there any further information you wish the school to be aware of?

FINANCIAL RESPONSIBILITIES

Who will be responsible for the payment of the school fees and levies? Please tick a box				
<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Father Only	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other:

SIBLINGS

List all children in your family (oldest to youngest) – include applicant

Name	School / Pre-school	Year	Date of Birth

AGREEMENT

I / we have included copies of the following documents for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Immunisation Certificate
- Citizenship documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments

I / we give permission for the school to contact my child's previous school or pre-school

I / we agree to provide up to date information throughout the period of enrolment

I / we authorise the school to seek medical assistance for my child in the event of any illness or accident, should the school not be able to contact either parent.

I / we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges

I / we are not aware of any outstanding fees or charges at another Catholic school

I / we have read the OLG Child Safety Policy and agree to act in accordance with all elements as stated. I / we have provided the following documents:

- Photocopy of Working With Children Check card: Mother Father Guardian
- OLG Child Safety Code of Conduct: Mother Father Guardian
- OLG Child Safety Volunteer Reference Check: Mother Father Guardian

I / we have included the enrolment fee of \$100 with this application and understand that this is non-refundable.

Direct Credit BSB: 083-347 A/C: 686-280-333

Name: Our Lady of Good Counsel School **NB** Please include family name in reference

Credit Card Visa MasterCard

Credit Card: Expiry Date /.....

Card Holders Name: CVV:

Signature of Cardholder:

I / we have read all of the information and understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Signature:

Signature:

Date:

Date:



SCHOOL FAMILY OCCUPATION INDEX - PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: -design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g. architect, surveyor, chemical/ civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts / media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer** technician/associate professional
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage]

- therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

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.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]