

# Catholic School

# ENROLMENT PACKAGE



## ST ANTHONY'S PRIMARY SCHOOL KINGSCLIFF

23 Boomerang Street, PO BOX 1437

KINGSCLIFF NSW 2487

**PHONE:** 026674 1368

**EMAIL:** [sapkings@lism.catholic.edu.au](mailto:sapkings@lism.catholic.edu.au)

**WEBSITE:** [www.kngplism.catholic.edu.au](http://www.kngplism.catholic.edu.au)

**Student Name:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_

**For the Year:** \_\_\_\_\_



Enrolling in the  
**Richmond, Tweed, Nambucca, Hastings, Clarence and Coastal regions**



Catholic Schools Office  
Diocese of Lismore

This form is to be completed by parents seeking to enrol their child at St Anthony's Primary School. However, completion of this form in no way guarantees enrolment. An interview with the Principal must occur before offers of enrolment are made.

## ENROLMENT POLICY

In considering enrolments of students at St Anthony's Primary Kingscliff, the following will be taken into consideration:

- ❖ To enter kindergarten, the child must turn five before the 31<sup>st</sup> July in that year of school.
- ❖ Priority for enrolments will be given in the following order:
  1. Baptised children of Catholic families.
  2. Siblings of those already enrolled in the school.
  3. Children of Catholic families yet to be baptised.
  4. Baptised children of other Christian denominations.
  5. Other applications may be considered after discussions with the Principal and Parish Priest.

Enrolment at St Anthony's Primary, Kingscliff, does not necessarily guarantee future enrolment to the Catholic High Schools, St Joseph's College at Banora Point or Mt St Patrick College at Murwillumbah.

## ENROLLING YOUR CHILD INTO KINDERGARTEN

- ❖ Fill out and return application form to school including copies of birth, baptism and immunisation certificates.
- ❖ Enrolment interviews for prospective enrolments are held with the Principal.
- ❖ Enrolments for children throughout the year may be accepted dependent upon class vacancies.
- ❖ An offer of a place at St Anthony's will be sent to all successful enrolment applicants.
- ❖ Orientation days for Kindergarten will occur during the final school term prior to commencement. Notification of arrangements for the start of the new school year will be advised at orientation and in following correspondence.
- ❖ Parents of Kindergarten students will be sent a letter with information about "Best Start Kindergarten" at the end of Term 4.

OFFICE USE ONLY		
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Parent Signed – Social Media	<input type="checkbox"/> Application Loaded into SAS
<input type="checkbox"/> Immunisation Certificates	<input type="checkbox"/> Both Parents Signed – Excursion & School Activities <input type="checkbox"/> Father <input type="checkbox"/> Mother	<input type="checkbox"/> Reports
<input type="checkbox"/> Sacramental Certificate	<input type="checkbox"/> Both Parents Signed Agreement <input type="checkbox"/> Father <input type="checkbox"/> Mother	<input type="checkbox"/> Parents Signed School Fee Agreement
For students who are not Australian citizens		
Passport or travel docs	Country of issue	Visa Subclass

# ENROLMENT APPLICATION

## ENROLMENT APPLICATION FORM

The information sought on this form is required by the School for its own purposes and to answer questions from various Government and Educational Authorities.

Please remember to **bring your original birth certificate (must be sighted) along with Passport and Visa for students who are not Australian Citizens**

### Family Information

Family Surname	<input type="text"/>	Mail to (e.g. Mr & Mrs A Smith)	<input type="text"/>
Parent/s Christian Names	<input type="text"/>		
Residential Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Postal Address (if different to residential)	<input type="text"/>		
Phone (home)	<input type="text"/>		

### Residential Structure

☐ Married ☐ Defacto ☐ Divorced ☐ Partner ☐ Separated ☐ Single Parent ☐ Widow ☐ Widower

Number of children:	Boys: <input type="text"/>	Girls: <input type="text"/>
Parish (e.g. Sacred Heart Parish)	<input type="text"/>	
Health Fund	<input type="text"/>	Fund Number <input type="text"/>
Medicare Number	<input type="text"/>	Expiry Date <input type="text"/>
Main Language Spoken at Home	<input type="text"/>	(Funding may be available to assist students where language other than English is spoken at home)

### Student details

First Name/s	<input type="text"/>	Preferred First Name	<input type="text"/>
Surname	<input type="text"/>	Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	<input type="text"/>	Religion	<input type="text"/> If NO RELIGION please tick <input type="checkbox"/>
Commencement Year (e.g. 2017)	<input type="text"/>	Entry Year/Grade (e.g. Yr 6)	<input type="text"/>
Previous School	<input type="text"/>	Level Previous School (e.g. Yr 5)	<input type="text"/>
Address	<input type="text"/>		
Kindergarten Enrolments - Name of Pre-School attended (Note HOME if no preschool attended)	<input type="text"/>		
I/We give permission for the school to contact the Previous School/Pre-School		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Student Nationality	
Government Requirement	<b>Country of Birth:</b> <b>Australia</b> <input type="checkbox"/> <b>Other, please specify</b> <input type="text"/>
	(Note being born in Australia does not mean a student is an Australian citizen. If Birth Certificate indicates that neither parent was born in Australia further evidence must be provided to determine residency/citizenship)
	<b>Student Nationality:</b> <b>Australian</b> <input type="checkbox"/> <b>Other, please specify</b> <input type="text"/>
	<b>Is the student of Aboriginal or Torres Strait Islander origin?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Aboriginal by <b>NOT</b> Torres Strait Islander origin <input type="checkbox"/> Torres Strait Islander but <b>NOT</b> Aboriginal <input type="checkbox"/> Both Aboriginal <b>and</b> Torres Strait Islander <input type="checkbox"/>
	<b>Does the student speak a language other than English at home?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If so please, specify (if more than one other language, indicate the one that is spoken most often) <input type="text"/>

Student Residential Status (original documents to be sighted and copies to be retained by school)	
<b>Australian Citizen</b> (Naturalisation Certificate or Passport if country of birth is not Australia)	<input type="checkbox"/>
<b>Permanent Resident</b> (Passport if country of birth is not Australia)	<input type="checkbox"/>
<b>Temporary Resident</b> (Passport and visa)	<input type="checkbox"/>
<b>Foreign National with residential status</b> (Passport and visa)	<input type="checkbox"/>
<b>Other/Visitor/Student/Passport/Other/Visa</b> (Passport and visa)	<input type="checkbox"/>
<b>Does the student live independent of Parents/Guardians?</b> If yes, please provide details <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Visa (original documents to be sighted and copies to be retained by school)	
<b>Does the student have a Visa?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, what date of arrival in Australia</b> <input type="text"/>
<b>First Australian school year</b>	<b>Former Name</b> (If applicable) <input type="text"/>
(School must verify eligibility for enrolment of all VISA students with CSO – Human Services Officer <b>prior to an offer of enrolment being made</b> )	
<b>Passport Number</b> <b>Passport Nationality</b> <b>Passport Expiry Date</b>	<b>Visa Type/Subclass</b> <b>Visa Expiry Date</b> (original documents to be sighted and copies to be retained by school)

Medical Information	
<b>Immunisation – Has your child been immunised</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (NB: A copy of Immunisation History Statement is required)	
<b>Doctor's Name</b> <input type="text"/>	<b>Doctor's Phone</b> <input type="text"/>
<b>Students Medicare Number:</b> _ _ _ _ _ - _	<b>Expiry Date</b> <input type="text"/>
Schools need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.	
<b>Allergies</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify any known allergies e.g. nuts, penicillin, insect stings, etc.)	<input type="text"/>
<b>Medical Conditions</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify any medical conditions of which the school should be aware of including any medication taken by the student (Asthma, diabetes, vision, hearing and /or prescribed medication)	<input type="text"/>
<b>Asthma</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Anaphylaxis</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Carries EpiPen or similar</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parents are required to provide the school with an Anaphylaxis/Asthma Plan upon commencement at school and every year for students diagnosed with those conditions. You should also let the school know as soon as you are aware of any new allergies or other medical conditions that arise.	
<b>Dentist Name</b> <input type="text"/>	<b>Dentist Phone</b> <input type="text"/>
<b>Dental Conditions</b> (please specify any significant conditions)	<input type="text"/>

Additional Needs			
Indicate whether the student applying for enrolment has any known or emerging Additional Needs:			
Physical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioural Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental Health Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Educational Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Other Special Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that he/she may be currently receiving (Supporting documentation must be provided)</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
<p><b>Please note:</b> If this application is successful it is an essential part of the enrolment contract that the school be advised promptly of any changes to the needs of the student over the course of his/her enrolment. The school will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the school.</p> <p>This application gives 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 enrolment may be revised.</p>			

Health and Safety							
<p>To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide a brief description:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>							
<p>Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>							
<p>Does your child have any history of violent behaviour? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							
<p>Does your child have any history of behavioural problems (including verbal bullying)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							
<p>Has your child ever been suspended or expelled from any previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							
<p>If yes, was this for:</p> <table border="1" style="width: 100%;"> <tr> <td>Actual violence to any person? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Possession of a weapon or any item used to cause an injury <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Threats of violence? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Intimidation, bullying or harassment of students or staff at a school <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>Other (please specify) .....</td> </tr> </table>		Actual violence to any person? <input type="checkbox"/> Yes <input type="checkbox"/> No	Possession of a weapon or any item used to cause an injury <input type="checkbox"/> Yes <input type="checkbox"/> No	Threats of violence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Intimidation, bullying or harassment of students or staff at a school <input type="checkbox"/> Yes <input type="checkbox"/> No	Illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (please specify) .....
Actual violence to any person? <input type="checkbox"/> Yes <input type="checkbox"/> No	Possession of a weapon or any item used to cause an injury <input type="checkbox"/> Yes <input type="checkbox"/> No						
Threats of violence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Intimidation, bullying or harassment of students or staff at a school <input type="checkbox"/> Yes <input type="checkbox"/> No						
Illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (please specify) .....						
<p>I/We will provide written consent to the school on request to contact health Professionals or other relevant agencies <input type="checkbox"/> Yes <input type="checkbox"/> No</p>							

Sacramental Information (if applicable)			
Sacrament	Date	Parish	Town
Baptism			
Confirmation			
Reconciliation			
Communion			

## Mother/Guardian Details

Title	<input type="text"/>	Family Name	<input type="text"/>	Given Name/s	<input type="text"/>
Address (leave blank if same as student)		<input type="text"/>			
Does the student reside at this address?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone Work	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				
Occupation	<input type="text"/>				

## Mothers Occupational Group

Government Requirement	Please select from list of parental occupational groups on page 9. (Home duties/not been in paid employment for last 12 months – Group 8)				
	<input type="checkbox"/> Group 1	<input type="checkbox"/> Group 2	<input type="checkbox"/> Group 3	<input type="checkbox"/> Group 4	<input type="checkbox"/> Group 8
	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")				
	<input type="checkbox"/> 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				
	What is the level of the highest qualification the mother/guardian has completed? (Mark one box only)				
	<input type="checkbox"/> No Non-School Qualification <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> Bachelor Degree or above				
	Religion: <input type="text"/>				
	Country of Birth: <input type="text"/> Australia <input type="checkbox"/>		or Other, please specify		<input type="text"/>
Nationality: <input type="text"/> Australian <input type="checkbox"/>		or Other, please specify		<input type="text"/>	
Does this parent/carer speak a language other than English at home?			No, <input type="text"/> English only <input type="checkbox"/> Yes, other please specify <input type="text"/>		

## Father/Guardian Details

Title	<input type="text"/>	Family Name	<input type="text"/>	Given Name/s	<input type="text"/>
Address (leave blank if same as student)		<input type="text"/>			
Does the student reside at this address?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Phone Work	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				
Occupation	<input type="text"/>				

## Fathers Occupational Group

Government Requirement	Please select from list of parental occupational groups on page 9. (Home duties/not been in paid employment for last 12 months – Group 8)				
	<input type="checkbox"/> Group 1	<input type="checkbox"/> Group 2	<input type="checkbox"/> Group 3	<input type="checkbox"/> Group 4	<input type="checkbox"/> Group 8
	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")				
	<input type="checkbox"/> 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				
	What is the level of the highest qualification the mother/guardian has completed? (Mark one box only)				
	<input type="checkbox"/> No Non-School Qualification <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> Bachelor Degree or above				
	Religion: <input type="text"/>				
Country of Birth: <input type="checkbox"/> Australia		or Other, please specify	<input type="text"/>		
Nationality: <input type="checkbox"/> Australian		or Other, please specify	<input type="text"/>		
Does this parent/carer speak a language other than English at home?			No, English only <input type="checkbox"/> Yes, other please specify <input type="text"/>		

Step Parents Details (if applicable and where the student lives between two homes – shared access)			
Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone Home	<input type="text"/>	Phone Home	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>

Emergency Contact Information (To be used in the event of an emergency if parents cannot be contacted, eg. Grandparents or friend)			
Contact 1		Contact 2	
Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone Home	<input type="text"/>	Phone Home	<input type="text"/>
Phone Work	<input type="text"/>	Phone Work	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>

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 (current calendar year)	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 court orders eg AVO's, Family/Federal Magistrate Court Orders or other relevant court orders must be provided)
Is there other information you wish the school to be aware of?
<input type="text"/>

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

## Parental Occupation Definition

Government Requirement	Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than 1 job, report their main job.
<b>Group 8</b>	<p>Home duties If the person has not been in paid work in the last 12 months. 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.</p>
<b>Group 1</b>	<p>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.</p>
<b>Group 2</b>	<p>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.</p>
<b>Group 3</b>	<p>Tradesmen/women, clerks and skilled office, sales and service staff Tradesmen/women generally have completed a 4year 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel Agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.</p>
<b>Group 4</b>	<p>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.</p>

## Standard Collection Notice

<b>1</b>	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.
<b>2</b>	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.
<b>3</b>	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.
<b>4</b>	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.
<b>5</b>	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.
<b>6</b>	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.
<b>7</b>	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 <i>Education Act 1990</i> (NSW).
<b>8</b>	The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
<b>9</b>	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
<b>10</b>	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.
<b>11</b>	The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
<b>12</b>	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.
<b>13</b>	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.
<b>14</b>	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.
<b>15</b>	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.
<b>16</b>	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.



## St Anthony's Primary School, KINGSCLIFF

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 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 Only

Date of Photograph/Video:  
(month & year)

## GENERAL APPROVAL FOR SHORT EXCURSIONS & REGULAR SCHOOL ACTIVITIES

During the course of the school year children participate in a variety of activities which necessitate the need for them to leave the school grounds. These include swimming classes at the local pool, walks to park, shopping centre, beach etc. Children are also taken by bus to Athletics Grounds for carnivals, swimming pools, Murwillumbah for the Performing Arts.

Please complete the general permission note below to allow your children to participate in these programs which may occur outside the grounds of St Anthony's.

I/We give permission for my child: Name: \_\_\_\_\_

- a) to participate in school sports programs
- b) attend school Athletics Swimming Carnivals (entailing bus travel)
- c) travel to Murwillumbah for the Festival of Performing Arts by bus
- d) participation in local excursions to shopping centre, parks, beach, local community etc.

I/We understand I/We will generally be notified when such events will be occurring although occasionally they may occur spontaneously and at short notice.

Mother/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Father/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**If at any time you wish to revoke your permission for your child to take part in these activities, you must notify the school.**

## AGREEMENT

### Agreement between the Trustees of the Roman Catholic Church for the Diocese of Lismore on behalf of

**ST ANTHONY'S PRIMAY SCHOOL KINGSLIFF**

And

**Parent/Carer**

Please insert parent/carers name

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 the \_\_\_\_\_ (school) 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)
  - ☐ **Immunisation certificate**
  - ☐ Most recent previous school reports and external test results
  - ☐ Current Family Court Orders (if applicable) \*
  - ☐ Relevant medical and/or additional needs information (if applicable)
  - ☐ Passport, visa, citizenship documentation (if applicable) \*
  - ☐ 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 (e.g. 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.
10. I/We agree to the school's pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.

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	FATHER/GUARDIAN
FULL NAME:	FULL NAME:
DATE OF BIRTH:	DATE OF BIRTH:
SIGNATURE:	SIGNATURE:
DATE:	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).





# ST ANTHONY'S PRIMARY SCHOOL, KINGSCLIFF

## SCHOOL FEE AGREEMENT

**SURNAME**

This document represents an ongoing agreement between St Anthony's Parish Kingscliff in conjunction with St Anthony's Primary School and the person(s) responsible for the payment of school fees. This agreement will stay in force for each student within a family, existing & new, attending St Anthony's for the duration of their schooling. School Fee Agreement is reached between St Anthony's Primary School and the Parent/Carers:

### PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

Fees will be billed to the **Father/Guardian**. (If you wish to change the way your account is billed, please indicate below.)

PERSON 1 Surname		PERSON 2 Surname	
Given name		Given Name	
Relationship to student		Relationship to Student	
Residential Address		Residential Address	
Mobile no.		Mobile No.	
Email Address.		Email Address	
%		%	

### PAYMENT METHOD

Please indicate which method you will utilise to pay school fees A, B or C

<b>A</b>	I/We will make payments by <b>term</b> , within 14 days of the issued invoice in <b>Terms 1,2,3 &amp; 4</b> . I/we will undertake to contact the school office to ascertain the amount required for elected period.	
	<input type="checkbox"/> <b>BPAY</b> Please note this is the preferred payment method	<input type="checkbox"/> EFTPOS /Credit Card <input type="checkbox"/> Cash/Cheque <input type="checkbox"/> Centrepay – (Please see office to sign form)
<b>B</b>	I/we wish to pay fees periodically as follows - <input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Fortnightly</b> <input type="checkbox"/> <b>Monthly</b> I/we will undertake to contact the school office to ascertain the amount required for elected period.	
	<input type="checkbox"/> <b>BPAY</b> Please note this is the preferred payment method	<input type="checkbox"/> EFTPOS / Credit Card <input type="checkbox"/> Cash/Cheque <input type="checkbox"/> Centrepay – (Please see office to sign form)
<b>C</b>	<input type="checkbox"/> I will pay my account in FULL by the due by date which will receive a 5% discount on the Tuition Fee portion	

## TERMS & CONDITIONS OF ENROLMENT

1. St Anthony's Primary School is responsible for the administration of the school fee billing.
2. All families are expected to pay the fees in accordance with the school fees policy, **unless an alternate arrangement has been negotiated with the Principal**. This will be evidenced by a variation, in writing, to this agreement.
3. Continuation of enrolment for each successive year of schooling is conditional on:
  - a) Fees for current and past years being paid in full or
  - b) An approved payment plan with Principal to be in place prior to commencement of proceeding year
4. Families must make fee payments as per arrangement set out in Method of Payment Section with all fee payments to be completed by 30th November.
5. On termination of enrolment, outstanding school fees are due and payable immediately unless an agreed arrangement has been entered into with the Parish & Principal.
6. Families are required to give **one terms written notification of student departure** from the school, in the absence of such notification a fee equivalent to one terms fees will be payable.
7. Information provided on enrolment forms may be used by the School in relation to the collection of school fees.
8. Ongoing application of any fee variation is subject to periodic review with regard to financial circumstances under this policy.
9. Families are reminded that students may be ineligible to attend major trips/excursions unless fees are paid in full or a satisfactory arrangement has been made prior to the application to attend the trip. Payment for the trip by a 3<sup>rd</sup> party (eg grandparent) will not be a reason to vary this clause.
10. If payments are not made or are in arrears and no alternative arrangement *has been agreed to*, a reminder notice will be issued. Failure to respond may result in the matter being referred for recovery action and continued enrolment being placed under consideration with the School Principal.
11. Any costs of recovery action being taken by the School will be charged to the outstanding account.
12. The parent/s who sign/s the Student Enrolment Application, Offer of Enrolment and this Agreement accepts responsibility for the payment of fees.
13. **Split invoices** can be issued with an application. However, each parent/guardian has a joint and several responsibility for the payment of 100% of the fees which means should either party not pay their share of the fees we have the right to pursue the other party for the full amount.
14. All overdue accounts not subject to an arrangement approved by the Principal, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.
15. Families paying fees by direct debit are responsible for ensuring that sufficient funds are held in their bank accounts. Any payment returned by their bank will incur a \$5.00 administration fee in addition to any fee charged by the bank.

## AGREEMENT

- I/We hereby acknowledge the information given on this form is true and correct.
- I/We acknowledge as parents/carers, that we are jointly and severally responsible for the payment of school fees in full and or in accordance with arrangements made.
- I/We have read and agree to the School Fees Policy as well as the Terms & Conditions of Enrolment.
- I/We understand that the amount of School Fees invoiced by the school will be provided to me/us.
- I/We agree to meet my/our commitment by the Payment Method indicated on this agreement.
- I/we understand that any costs associated with collection of outstanding school fee will be further invoiced to my/our school fee account and payment will be required.
- I/We acknowledge that personal information and details of outstanding school fees may be disclosed to outside agencies for debt collection activities should I/we default in payment.
- I/We undertake to contact the school to make amendments should circumstance change that may result in differences to this agreement including but not limited to sibling enrolment, change of bank accounts, change of payment method etc.
- I/We understand that personal information and details of outstanding school fees will be shared with/by other schools within the Diocese in which siblings are enrolled.

PERSON 1
Name:
Signature:
Date:

PERSON 2
Name:
Signature:
Date: