

APPLICATION FOR ENROLMENT

This form is to be completed in conjunction with the Notes Booklet. When completing this form, please PRINT CLEARLY in blue or black pen.

Please circle the Year Level and indicate the Year for which the enrolment is required.												
Prep	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7					
Start Date:	DD/N	1 M / Y '	ΥΥΥ]		Studen	t's curre	nt Year	Level is:	Yr	or Not Applic	able

STUDENT INFORMATION

Section 1: Student Personal Details A legible copy of the student's Birth Certificate (and Change of	Name Certificate, if applicable) must be attached.
Legal Surname:	Preferred Surname: (to be used only with Principal's approval)
Legal First Name:	Preferred First Name: (If different from Legal First Name)
Other Given Name(s):	Date of Birth:
BCE Student Id: (If known): S	Gender*: Male Female

Section 2: Student Cultural Background	
Country of Birth*: In which country was the student born?	First Language Spoken: What is the language that the student identifies, or remembers, as being the first language, which he/she could understand to the extent of being able to conduct a conversation? English Other (Please specify)
Indigenous Status*: Is the student of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander Yes, Both Aboriginal and Torres Strait Islander	Main Language Spoken at Home*: Does the student speak a language other than English at home? If more than one language, indicate the one that is spoken most often. No, English Only Yes, Other (Please specify) Other Language Spoken at Home: Does the student speak another language other than English at home as indicated above? No No Yes, Other (Please specify)

Section 3: Student Citizenship	
Country of Citizenship: In which country does the student currently hold citizenship?	
Australia (If the student was not born in Australia or, the student was born in Australia and the parents were not born in Australia or were not Australian Citizens, proof of Australian Citizenship documentation must be provided)	
Proceed to Section 5: Current/Previous Schooling	
Other Country (Please specify)	
Proceed to Section 4: International Details	

Section 4: Student International Details Complete this section for students who are NOT Australian Citizens.

A legible copy of the student's Visa, Passport (including passport number) and Health Care documentation must be attached.

Country of Passport Issue:	Date of Entry to Australia:	
Visa Sub-Class Number:	Health Care Number:	
Visa Expiry Date:	Health Care Expiry Date:	

Section 5: Student Current/Previous Schooling Provide details of any educational environment which the student currently attends or has previously attended. Legible copies of any Transfer Documentation should be attached <i>(if applicable)</i> .						
School Name	Suburb/Town	State	Contact Number (if known)	Year Level(s)	Attended From (Date)	Attended To (Date)
					DD / MM / YY	DD / MM / YY
					DD / MM / YY	DD / MM / YY
					DD / MM / YY	DD / MM / YY
If more space is required, please attacl	h a separate page.					

Section 6: Student Religious Background						
Has the student been baptised in the Catholic faith?						
Yes. A legible copy of the student's Baptismal Certificate must be attached and details of any Sacraments Received should be provided below						
No. Other Rel	igion (Please specify)					
Sacraments Received:						
Baptism	Date Received DD / MM / YY Parish	Suburb				
Reconciliation	Date Received DD / MM / YY Parish	Suburb				
Eucharist	Date Received DD / MM / YY Parish	Suburb				
Confirmation	Date Received DD / MM / YY Parish	Suburb				

RELATED PERSONS' INFORMATION

Parent/Legal Guardian/Caregiver 2
Legal Surname:
Legal First Name:
Other Given Name(s):
Preferred Surname: (If different from Legal Surname)
Preferred First Name: (If different from Legal First Name)
Title:
☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr
🗌 Fr 🔲 Sr 🗌 Br 🗌 Rev 🗌 Prof
Gender:
☐ Male ☐ Female
Date of Birth: D D / M M / Y Y Y Y
round
Parent/Legal Guardian/Caregiver 2
Parent/Legal Guardian/Caregiver 2 Country of Birth:
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born?
Parent/Legal Guardian/Caregiver 2 Country of Birth:
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify)
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born?
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Country of Passport Issue:
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Country of Passport Issue: If not eligible for an Australian passport. Main Language Spoken at Home*:
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Country of Passport Issue: If not eligible for an Australian passport. Main Language Spoken at Home*: Does the parent/caregiver speak a language other than English a home? If more than one language, indicate the one that is spoke
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Other (Please specify) Other (Please specify) Country of Passport Issue: If not eligible for an Australian passport. Main Language Spoken at Home*: Does the parent/caregiver speak a language other than English a home? If more than one language, indicate the one that is spoke most often.
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Other (Please specify) Country of Passport Issue: If not eligible for an Australian passport. Image: Country of Passport Issue: Main Language Spoken at Home*: Does the parent/caregiver speak a language other than English a home? If more than one language, indicate the one that is spoke most often. Image: No, English Only No, English Only
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Country of Passport Issue: In ot eligible for an Australian passport. Main Language Spoken at Home*: Des the parent/caregiver speak a language other than English a home? If more than one language, indicate the one that is spoke most often. No, English Only Yes, Other (Please specify)
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Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Country of Passport Issue: In ot eligible for an Australian passport. Main Language Spoken at Home*: Does the parent/caregiver speak a language other than English at home? If more than one language, indicate the one that is spokened them. No, English Only Yes, Other (Please specify) Des the parent/caregiver speak another language other than English at home and other than the Main Language Spoken at
Parent/Legal Guardian/Caregiver 2 Country of Birth: Where was this person born? Australia Other (Please specify) Country of Passport Issue: If not eligible for an Australian passport. Main Language Spoken at Home*: Does the parent/caregiver speak a language other than English a home? If more than one language, indicate the one that is spoke most often. No, English Only Yes, Other (Please specify) Other Language Spoken at Home: Does the parent/caregiver speak a language other than English at home? If more than one language, indicate the one that is spoke most often. Does the parent/caregiver speak a language other than English at home? If more than one language, indicate the one that is spoke most often. Does the parent/caregiver speak a language other than English at home? If more than one language, indicate the one that is spoke most often. Does the parent/caregiver speak a language other than English at home? If more than one language, indicate the one that is spoke most often. Does the parent/caregiver speak an other language other than English at home?
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Parent/Legal Guardian/Caregiver 2 Country of Birth:
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Section 9: Related Persons' General Information

Parent/Legal Guardian/Caregiver 1

Occupation Group*:

What is the occupation group of the parent/caregiver?

Select the appropriate parental occupation group number from the attached list in **Appendix 1** in the Notes Booklet, and write the number in the box at right.

- 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, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

Highest School Level*:

What is the highest year of primary or secondary school the parent/caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent

- Year 11 or equivalent
- Year 10 or equivalent

Year 9 or equivalent or below

Highest Qualification Level*:

What is the level of the highest qualification the parent/caregiver has completed?

Bachelor degree or above

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

Occupation:

Describe the type of work, if any, which the parent/caregiver undertakes. (eg plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

Workplace:

Provide the name of the parent/caregiver's workplace. (eg Brisbane City Council, Mater Hospital, Coles)

Talents:

Indicate any special talents the parent/caregiver possesses which may be of benefit to the school community.

Interests:

Indicate any special interests the parent/caregiver possesses which may be of benefit to the school community.

Parent/Legal Guardian/Caregiver 2

Occupation Group*:

What is the occupation group of the parent/caregiver?

Select the appropriate parental occupation group number from the attached list in **Appendix 1** in the Notes Booklet, and write the number in the box at right.



- 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, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter **8**' in the box above.

Highest School Level*:

What is the highest year of primary or secondary school the parent/caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent
Year 11 or equivalent
Year 10 or equivalent

Year 9 or equivalent or below

Highest Qualification Level*:

What is the level of the highest qualification the parent/caregiver has completed?

	Bachelor	degree	or	above
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- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school gualification

Occupation:

Describe the type of work, if any, which the parent/caregiver undertakes. (eg plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

Workplace:

Provide the name of the parent/caregiver's workplace. (eg Brisbane City Council, Mater Hospital, Coles)

Talents:

Indicate any special talents the parent/caregiver possesses which may be of benefit to the school community.

Interests:

Indicate any special interests the parent/caregiver possesses which may be of benefit to the school community.

Section 10: Related Persons' Address Infor	mation
Parent/Legal Guardian/Caregiver 1	Parent/Legal Guardian/Caregiver 2
Residential Address Details	Residential Address Details
	Same as Parent/Legal Guardian/Caregiver1
Street Address:	Street Address:
	Suburb/Town:
State: Postcode:	State: Postcode:
Country (if not Australia):	Country (if not Australia):
Postal/Correspondence Address Details	Postal/Correspondence Address Details
Same as Residential address	Same as Residential address
Postal Address:	Postal Address:
Suburb/Town:	Suburb/Town:
State: Postcode:	State: Postcode:
Country (If not Australia):	Country (If not Australia):
Country (If not Australia):	
Residential (Alternative) Address Details	Residential (Alternative) Address Details
(If required)	(If required)
Street Address:	Street Address:
Suburb/Town:	Suburb/Town:
State: Postcode:	State: Postcode:
Country (if not Australia):	Country (if not Australia):

Section 11: Related Persons' Contact Information					
Parent/Legal Guardian/Caregiver 1	Parent/Legal Guardian/Caregiver 2				
Contact Method Type Order Sile	his ber tt? Contact Method Type Indicate best contact order for this silent?				
Home Telephone Number:	Home Telephone Number:				
Mobile Telephone Number:	Mobile Telephone Number:				
Email Address:	Email Address:				
Work Telephone Number: ()	Work Telephone Number: ()				
Work Mobile Telephone Number:	Work Mobile Telephone Number:				
Work Email Address:	Work Email Address:				
Comments:	Comments:				

Section 12: Related Persons' Relationship to the Student

Parent/Legal Guardian/Caregiver 1

What is the relationship of this person to the student? (Tick one (1) only)

Parent/Legal Guardian/Caregiver 2

What is the relationship of this person to the student? (Tick one (1) only)

Mother	Home Stay Sister	Mother	Home Stay Sister
E Father	Home Stay Brother	Father	Home Stay Brother
Step Mother	🗌 Aunt	Step Mother	🗌 Aunt
Step Father	Uncle	Step Father	Uncle
Foster Mother	□ Niece	Foster Mother	🗌 Niece
Foster Father	Nephew	Foster Father	Nephew
Grandmother	Cousin	Grandmother	Cousin
Grandfather	Friend	Grandfather	Friend
Home Stay Parent	Doctor	Home Stay Parent	Doctor
Sister	Dentist	Sister	Dentist
Brother	Legal Guardian (for Dept. of Communities only)	Brother	Legal Guardian (for Dept. of Communities only)
Half Sister	Care Provider	Half Sister	Care Provider
Half Brother	Counsellor/Social Worker	Half Brother	Counsellor/Social Worker
Step Sister	Agent	Step Sister	Agent
Step Brother	Reg. Exchange Org	Step Brother	Reg. Exchange Org
Foster Sister		Foster Sister	
Foster Brother		Foster Brother	

Section 12: Related Persons' Relationship to the Student (continued)			
Parent/Legal Guardian/Caregiver 1	Parent/Legal Guardian/Caregiver 2		
Does this person perform any of the following roles in regards to the student?	Does this person perform any of the following roles in regards to the student?		
Emergency Contact:	Emergency Contact:		
 Yes. Circle the priority in which this person is to be contacted in relation to other persons who could be contacted in the case of an emergency. 1st 2nd 	 Yes. Circle the priority in which this person is to be contacted in relation to other persons who could be contacted in the case of an emergency. 1st 2nd 		
□ No	□ No		
Legal Guardian: If this person is not a birth or adoptive parent, then legal documentation must be attached. Yes No	Legal Guardian: If this person is not a birth or adoptive parent, then legal documentation must be attached. Yes No		
Caregiver: A person who has responsibility for the general wellbeing of a student on a day-to-day basis. Yes No	Caregiver: A person who has responsibility for the general wellbeing of a student on a day-to-day basis. Yes No		
Main Contact: A student must have one (1) main contact. Yes No	Main Contact: A student must have one (1) main contact. Yes No		
Is this person to receive any of the following forms of Communication?	Is this person to receive any of the following forms of Communication?		
Report Cards/Progress Reports: Yes No	Report Cards/Progress Reports: Yes No		
Newsletters:	Newsletters:		
Invitations:	Invitations:		
School Portal Access:	School Portal Access: Yes No		
Does this person reside with the student?	Does this person reside with the student?		
Does this person require the assistance of an interpreter?	Does this person require the assistance of an interpreter?		

Section 13: Student Address Information

Residential Address Details

- Same as Parent\Legal Guardian\Caregiver1
- □ Same as Parent\Legal Guardian\Caregiver2

Street Address:

State: Postcoo	le:
Country (If not Australia):	
	Country (If not Australia):

Section 14: Student Contact Information					
Contact Method Type	Order Indicate best contact order for the	Silent Is this number silent?	Contact Method Type (If required)	Order Indicate best contact order for the	Silent Is this number silent?
Home Telephone Number:	student.		Home (Alternative) Number:	student.	
Mobile Telephone Number:	_				
Email Address:					

Residential (Alternative) Details (If required)

- Same as Parent\Legal Guardian\Caregiver1
- Same as Parent\Legal Guardian\Caregiver2

Street Address:

Section 15: Student Medical Information

Does the student have a medical condition of which the school should be aware?

Yes. Provide details below.

No. Proceed to Section 16: Student Specialist Assessments

Condition	Requ Medica	iires ation [#]	Has Me Action		Brief Description of Condition and Treatment
Allergy	🗌 Yes	🗌 No	☐ Yes	🗌 No	
Anaphylaxis	🗌 Yes	🗌 No	🗌 Yes	🗌 No	
Asthma	🗌 Yes	🗌 No	☐ Yes	🗌 No	
Diabetes Mellitus Type 1	☐ Yes	🗌 No	☐ Yes	🗌 No	
Epilepsy	☐ Yes	🗌 No	🗌 Yes	🗌 No	
Febrile Convulsions	🗌 Yes	🗌 No	🗌 Yes	🗌 No	
Other (Please specify)	🗌 Yes	🗌 No	🗌 Yes	🗌 No	

[#] Note that if any medication is required to be administered to the student during school time or if the student has a Medical Action Plan, additional information will need to be provided upon enrolment and retained on the student's file.

Section 16: Student Specialist Assessments			
Has the student had any recent allied health or medical specialist assessments of which the school should be aware? (eg an assessment by a speech pathologist, behavioural psychologist, orthopaedic specialist, paediatrician etc.)			
Yes. Provide details below and ensure a legible copy of any relevant health or medical assessment report(s) is attached.			
No. Proceed to Section 17: Educational Support Information			

Section 17: Educationa	I Support Information			
Does the student have any e	educational support requirements	of which the school sh	ould be aware?	
Yes. Respond to the que	stions below.			
No. Proceed to Section	n 18: Legal Information			
Describe any physical, social/ and / or participation in school	emotional, and/or learning needs of t	he student which may im	npact on duty of care	
Has the student been diagnos	ed with a disability? If so, provide de	etails.		
	by an educational sector in Queensla and or Catholic Education)? If so, p		ducation and Training,	
If the student is from interstate or overseas, describe the educational support provided.				
Section 18: Legal Inform Is the student in Care of the Yes No				
Are there any legal issues c	oncerning the student of which the	e school should be awa	are?	
 Yes. Provide details below and ensure a legible copy of any relevant legal document(s) is attached. No. Proceed to Section 19: Sibling Information 				
Туре	Legal First Name and Surname of the person for whom the document is issued	Effective From (Date)	Effective To (Date)	
Parenting Order		DD/MM/YY	DD/MM/YY	
Parenting Agreement		DD/MM/YY	DD/MM/YY	
Domestic Violence Order		DD/MM/YY	DD/MM/YY	
Apprehended Violence Order		DD/MM/YY	DD/MM/YY	
Child Protection Order		DD/MM/YY	DD/MM/YY	
Other Caring Arrangement (Please specify)		DD/MM/YY	DD/MM/YY	
Legal Guardianship Documentation		DD/MM/YY	DD/MM/YY	

Section 19: Sibling Information

Does the student have any siblings attending an education environment or other younger non-school age siblings?

Yes. Provide details below.

No. Proceed to Section 20: Additional Information

Sibling 1	Sibling 2	Sibling 3	Sibling 4
DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
🗌 Yes 🗌 No	🗌 Yes 🗌 No	🗌 Yes 🗌 No	🗌 Yes 🗌 No
	DD/MM/YYYY	DD/MM/YYYY DD/MM/YYYY	DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Section 20: Additional Information	
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Is there any other information which you believe may assist with this application for enrolment?

Yes. Provide details below.

No. Proceed to Check List

CHECK LIST Please complete before submitting the Application for Enrolment form Note that original documents will need to be sighted to finalise enrolment confirmation. Documents provided: 2 Yes 🗌 No **Birth Certificate** Yes 🗌 No Not Applicable Australian Citizenship Documentation **Current Visa** Yes 🗌 No Not Applicable **Current Passport** Yes 🗌 No Not Applicable Yes □ No Not Applicable Health Care Documentation Current/Previous School Transfer Form 🗌 No Yes Not Applicable Yes 🗌 No **Baptism Certificate** Not Applicable Health or Medical Assessment Reports ☐ Yes □ No Not Applicable Legal Documentation Yes 🗌 No Not Applicable

Signature(s)

I declare that:

- I have completed this form in conjunction with the Notes Booklet •
- The information provided in this form is complete and is a full and frank disclosure of information pertinent to the student seeking enrolment

I understand that:

- I have an obligation to inform the school of any change to the information provided in this form that may affect this Application for Enrolment
- Should this Application for Enrolment be successful, I have an ongoing obligation to provide the school with relevant, current information about the student for the period of enrolment at the school

SIGNATURE of Parent or Legal Guardian	SIGNATURE of Parent or Legal Guardian
PRINT NAME of Parent or Legal Guardian	PRINT NAME of Parent or Legal Guardian
RELATIONSHIP to Student	RELATIONSHIP to Student
DATE SIGNED	

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Criteria for Enrolment

As stated in the Enrolment Policy, enrolment at Our Lady of Mt Carmel is granted according to seven criteria. Please indicate which category you believe you are in and the reason for your decision.

Please Circle:

Category 1. Siblings of current and past students of Mt Carmel

Category 2. Catholic children who reside and regularly worship in the parishes of Mt Carmel or Regina Caeli & Catholic children of Mt Carmel staff. Applicants are encouraged to document their level of involvement in the parish.

Category 3. Catholic children of active parishioners residing outside the parish boundaries of Mt Carmel or Regina Caeli. Applicants are encouraged to document their level of involvement in the parish.

Category 4. Catholic children of non-active families residing inside the parish boundaries of Mt Carmel or Regina Caeli.

Category 5. Catholic children of non-active families who reside outside the parishes of Mt Carmel or Regina Caeli.

Category 6. Baptised children of families with a meaningful affiliation with orthodox or other Christian traditions.

Category 7. All other Non-Catholic children with a demonstrated meaningful affiliation with Christian values and traditions.

My Reasons:

FOR OFFICE USE ONLY

RECORDED ON PARISH RECORDS - Date OF PARISH MEMBERSHIP -....

 ENROLMENT CATEGORY
 1
 2
 3
 4
 5
 6
 7