

ENROLMENT APPLICATION

Our Lady of Grace School



Student Name: _____

Academic Year of Entry (Please Circle): PK KG PP 1 2 3 4 5 6

Calendar Year of Entry: _____

Entry age for Pre-Kindy is when your child turns 3.

Entry age for Kindergarten is the year your child turns 4 if born prior to 1 July. Children turning 4 on 1 July or after enter the year they turn 5.

Please complete and return this form to the school before your interview.

OFFICE USE ONLY

Receipt: _____ Date: _____ Student Key: _____

Family Key: _____ Interview Date: _____ Interview Time: _____

STUDENT INFORMATION

STUDENT SURNAME: _____

First Name: _____ Second Name: _____

Gender: _____ Preferred Name: _____

Address: _____

Date of Birth ____/____/____ Place of Birth: _____ Birth Certificate Attached: Yes/No

Residency Status: Citizen Permanent Resident Temporary Resident

Visa Class / No. _____ (Please provide a copy of passport and visa)

Date of Arrival: _____ Passport Number: _____

Nationality: _____ Country of Citizenship: _____

Language Spoken at Home: _____

Aboriginal Descent Torres Strait Islander Descent

Religion Denomination: _____ Parish Priest: _____

Parish: _____ Suburb: _____

Baptism ____/____/____

Reconciliation ____/____/____

Holy Communion ____/____/____

Confirmation ____/____/____

Baptism Certificate Attached: Yes/No

Current School: _____ Location: _____ Year Level: _____

FAMILY INFORMATION

Mother / Parent / Guardian

Title: _____ Surname: _____ Given Name (in full): _____

Residential Address: _____ Suburb: _____

Post Code: _____ Home Telephone: _____

Email Address: _____

Marital Status: _____ Relationship to Student: _____

Nationality: _____ Country of Citizenship: _____

Country of Birth: _____ Language: _____

Religious Denomination: _____ Parish Priest: _____

Parish: _____ Suburb: _____

Contact Numbers: _____

Father / Parent / Guardian

Title: _____ Surname: _____ Given Name (in full): _____

Residential Address: _____ Suburb: _____

Post Code: _____ Home Telephone: _____

Email Address: _____

Marital Status: _____ Relationship to Student: _____

Nationality: _____ Country of Citizenship: _____

Country of Birth: _____ Language: _____

Religious Denomination: _____ Parish Priest: _____

Parish: _____ Suburb: _____

Contact Numbers: _____

Custody / Guardianship

Name of Person(s) with legal guardianship of the student: _____

Are there any current Family Court Orders or current Restraining Orders that would apply to the child?

 Yes NoIf applicable, please attach a copy outlining details of any special or restricted access arrangements.

Why would you like your child educated at Our Lady of Grace School?

SIBLINGS

Name	Date of Birth	Year Level	School
	___/___/___		
	___/___/___		
	___/___/___		

EMERGENCY CONTACT DETAILS (Other than Parents)

Name (1): _____ Relationship to Student: _____

Telephone: _____ Mobile: _____

Name (2): _____ Relationship to Student: _____

Telephone: _____ Mobile: _____

DISCLOSURE

Do you agree that the information supplied in the *Student Information* and *Family Information* sections, can be provided to the relevant Parish Priest?

Yes / No

UNIFORM

I understand that the uniform is compulsory for Pre-Primary – Year 6 and I will ensure my child is wearing the correct uniform, as set out in the Uniform Policy, at all times.

PERMISSION TO TRAVEL

I give permission for my child to travel on any excursion the school organises, on transport that the school deems suitable. I understand this will generally be either:-

- * public transport - bus or train
- * private chartered bus
- * private transport where necessary
- * excursions on foot eg. to the shopping centre

Should I NOT wish my child to travel by these means on specific occasions, then I shall notify the school in writing. This permission is valid FOR THE DURATION OF my child's enrolment at Our Lady of Grace School.

PUBLICITY AND USE OF STUDENT IMAGES

As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education Office WA (CEWA) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, training videos and/or the school social media and website.

(Please tick)

I give I do not give permission for the use of my son's/daughter's photo/video image in school publicity activities undertaken by the school, CEWA or local media.

I give I do not give permission for the use of my son's/daughter's photo on the School Website.

This permission is valid FOR THE DURATION OF my child's enrolment at Our Lady of Grace School. I understand it will be my responsibility to notify the school in writing should I wish to change this authority at any time.

Signature of Parent(s) / Guardian(s)

_____ Date _____
MOTHER / GUARDIAN

_____ Date _____
FATHER /GUARDIAN

AGREEMENT

I/we understand and accept that the completion of this application/enrolment form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the school's enrolment criteria.

I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.

I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

I/we have completed this application form fully and to the best of my/our knowledge. The Principal reserves the right to refuse or terminate enrolment if the parent(s) or guardian(s) has knowingly withheld material information relevant to the application/enrolment process.

I/we agree to support and uphold the [OLG Code of Conduct](#) (attached).

I/we agree to give priority to my/our role as supportive and involved parents in the school community and to participate in meetings and procedures that are part of my/our child's/children's educational program.

I/we agree to support the Catholic objectives and ethos of the school.

I/we have read and fully understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all aspects of the educational program of the school including the Religious Education program of the school.

I/we agree to abide by the policies and directions of the school and the Catholic Education Western Australia as they are enacted from time to time.

I/we agree that while my/our child/children is/are in Pre Kindy, Kindergarten and Pre-Primary that I/we or another adult will accompany my/our child/children to and from the classroom for every session.

A terms notice is required if leaving the school, otherwise a terms fee will be charged.

FEE RESPONSIBILITY

Payment of School Fees is the responsibility of:

Both parents/guardians jointly _____ mother /guardian _____ father /guardian _____ (full or at what percentage) please indicate.

Signature of Parent(s) / Guardian(s) _____ Date _____
MOTHER / GUARDIAN

_____ Date _____
FATHER /GUARDIAN

ENROLMENT PROCEDURE

Please return this application to the school office in person, via email (enquiries@olg.wa.edu.au) or post to P.O. Box 383, North Beach 6920, marked "Attention Enrolment Officer". There is a \$30 fee (non-refundable) per application lodged. Once you are offered a position an acceptance fee of \$100 per child for Kindergarten to Year 6 and \$100 for Pre-Kindy (refunded on fee statement) is payable via cash, cheque or credit card.

This Enrolment Application does NOT mean automatic acceptance. All enrolments are subject to an interview with the Principal.

INTERVIEW PROCESS

All new students to the school and their parents are interviewed by the Principal. This interview is the final stage in the enrolment process and items discussed may include:

- The school's nature as a faith community
- Sacramental programmes and Parish connection
- Our Lady of Grace Vision for Learning and Strategic Directions
- Fee structure
- An opportunity to update information on Enrolment Application form
- An overview of the school's curriculum
- An outline of the school's expectation of parents
- An outline of the parent's expectations of the school
- Broad discussion about the interests/abilities of the child, medical conditions etc

- Information regarding orientation, letter of offer of position, waiting lists etc
- The Outside School Hours Care programme

The interview process will be followed by a letter offering a position or one explaining that no position can currently be offered and waiting lists are kept as appropriate.

The final decision for any enrolment/placement is at the discretion of the Principal.

Please take the time to read the information in regard to our [Student Enrolment Policy](#).

ENROLMENT PRIORITY

Our Lady of Grace School Catholic Primary School exists for the primary purpose of providing Catholic children from the parish of Our Lady of Grace with a Catholic education thus enrolment priority is given to:

- Children of practising Catholic families from Our Lady of Grace Parish (in order of application)
- Siblings of students already attending, or having attended Our Lady of Grace School
- Children of practising Catholic families from other parishes (in order of application)
- Non-practising Catholic/non Catholic families
- Aboriginal and Torres Strait Islander people will be given enrolment preference wherever possible and practical.

This Enrolment Application is consistent with the Enrolment Policy as stated by Catholic Education.

PLEASE NOTE:

- Completion of this document does NOT guarantee an enrolment interview or offer
- Enrolment will involve an interview with the Principal. A letter of invitation will follow and enrolment in the school will be processed on receipt of all requested documents
- This Enrolment Application has been completed to the best of my/our knowledge

Our Lady of Grace School is conscious of each person's right to privacy for personal information. Information relating to the [Schools Privacy and Information Collection notice](#) can be found on the schools website under Student Enrolment Policy.

Please enclose the following supporting documentation:

- Birth Certificate
- Baptism Certificate
- Immunisation
- Most recent school report
- NAPLAN report (if applicable)
- Other relevant educational or psychological assessments (must be supplied at interview)
- Copy of Parenting, Restraint or Custodial Order (if applicable)
- Copy of Passport, Visa, or Travel Documents – including date of entry stamp (if born overseas)
- Data Collection Form (copy enclosed in package)

Our Lady of Grace School



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