

Our Lady Queen of Peace School

106 Botting St

ALBERT PARK SA 5014

P: 08 8279 8800

E: info@olqp.catholic.edu.au

W: www.olqp.catholic.edu.au



Application for Enrolment

Student name:

_____ Surname: _____ Given names: _____

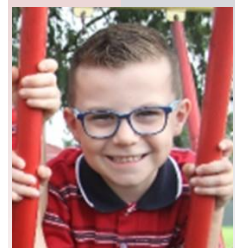
to begin Term:

_____ Year: _____ Year level: _____

Thank you for your interest in Our Lady Queen of Peace School.

Please complete the following form and submit it to the school with payment of the \$30 application fee

We will then contact you regarding an invitation for an enrolment interview.



Student details

First name: _____ Family name: _____

Preferred name: _____ Middle names: _____

Gender (Please circle): Male / Female Date of birth: _____ / _____ / _____

Address: _____

Post code: _____

Is your child of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander
-

Country of birth: _____ Cultural background: _____

Does your child speak a language other than English at home?

- No, English only
- Yes, language most spoken at home: _____
-

Date first enrolled in a school in Australia: _____ / _____ / _____

Previous schools and pre-schools (include kindergarten up to present time)

- | | | | | | | |
|----------|-------|---|---|-----|---|---|
| 1. _____ | From: | / | / | To: | / | / |
| 2. _____ | From: | / | / | To: | / | / |
| 3. _____ | From: | / | / | To: | / | / |
| 4. _____ | From: | / | / | To: | / | / |
-

Other children in the family:	Gender	Birth date	School attending	Year Level
_____	M / F	/ /	_____	_____
_____	M / F	/ /	_____	_____
_____	M / F	/ /	_____	_____
_____	M / F	/ /	_____	_____

Religion: _____ Current Parish: _____

Sacraments:

Baptism date: / / Parish: _____

Confirmation date: / / Parish: _____

Reconciliation date: / / Parish: _____

Eucharist date: / / Parish: _____

Student visa information (if applicable):

Visa type: _____ Visa number: _____

Date visa granted: / /

Additional needs and considerations for students

- The following questions are to assist us in facilitating the smooth transition of students into the school setting. Please circle either YES or NO.
- If your answer is YES for any of the below questions, please provide details in the space provided, using attachments if necessary.
- We consent to the school obtaining information about our child, where necessary, from previous schools or agencies/professionals.

a. Does your child have any special achievements, talents?	YES / NO
b. Does your child have any learning needs?	YES / NO
c. Has your child attended any specialised agencies, special schools, units or centres?	YES / NO
d. Has your child been assessed by a specialist service (such as speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)?	YES / NO
e. Does your child have any special needs or considerations? (For example, disabilities, allergies, restrictions on physical activity)	YES / NO
f. Does your child require any special provisions to be made by the school? (for example, medication, disabled access)	YES / NO
g. Does your child have any infectious diseases?	YES / NO
h. Has your child ever been suspended from school, expelled or refused admission to another school?	YES / NO
i. Is there any other information that the school should be aware of in order to meet your child's educational needs?	YES / NO

Please provide details here: (add attachments, if necessary)

Family details – Parent 1 / Guardian 1

Title: Mrs Ms Miss Mr Dr Family name: _____

Given name/s: _____ Preferred name: _____

Relationship to child: _____ Date of birth: _____ / _____ / _____

Residential address: _____
_____ Post code: _____

Postal address: _____
(if different to above) _____

Contact information: Home phone: _____
Work phone: _____
Mobile phone: _____
Email: _____

Employer: _____ Occupation: _____

If not currently employed, do you receive a government benefit: YES NO

Country of birth: _____ Cultural background: _____

Date of arrival in Australia (if applicable): _____ / _____ / _____

Residential status: Permanent Temporary _____ Length of stay

Religion: _____

Main language spoken at home: _____

Living with child: Yes, full-time Yes, part-time No

Family Court or other relevant court order/intervention order of Parenting plan? YES / NO
If YES, please provide a copy of that order to the school.

Visa information (if applicable) Visa type: _____

Visa number: _____ Date granted: _____

Information included in the following section will, if your application is successful, be required by the Australian Government as part of the school's statistical reporting requirements.

Occupation information:

Please select the appropriate parental occupation group from the list on the separate, loose sheet, (labelled Page 13) and place the group number in the box below.

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.

If the person has not been in paid work in the last 12 months, enter '8' in the box.

What is the **occupation group** of Parent 1 / Guardian 1?

Language other than English:

Does Parent 1 / Guardian 1 speak a language other than English at home? If more than one language, indicate the one that is **spoken most often**.

Mark one box only

- | | | | |
|-----------------------|--------------------------|----------------------------------|--------------------------|
| No, English only..... | <input type="checkbox"/> | Yes, Polish | <input type="checkbox"/> |
| Yes, Italian | <input type="checkbox"/> | Yes, Tagalog (Filipino) | <input type="checkbox"/> |
| Yes, Greek | <input type="checkbox"/> | Yes, Arabic (inc Lebanese) | <input type="checkbox"/> |
| Yes, Vietnamese | <input type="checkbox"/> | Yes, Serbian | <input type="checkbox"/> |
| Yes, Cantonese..... | <input type="checkbox"/> | Yes, German..... | <input type="checkbox"/> |
| Yes, Dinka..... | <input type="checkbox"/> | Yes, Dari | <input type="checkbox"/> |
| Yes, Persian..... | <input type="checkbox"/> | Yes, Other – please specify | |

Parental school education:

What is the highest year of primary or secondary school Parent 1 / Guardian 1 has completed?

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

Mark one box only

- Year 12 or equivalent.....
- Year 11 or equivalent.....
- Year 10 or equivalent.....
- Year 9 or equivalent.....

Parental non-school education:

What is the level of the **highest** qualification Parent 1 / Guardian 1 has completed?

Mark one box only

Bachelor degree or above

Advanced diploma / Diploma

Certificate I to IV (inc trade certificate).....

No non-school qualification.....

Glossary:

Bachelor degree	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree
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Certificate I to IV (including trade certificate)	Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced trade certificate), Certificate, Apprenticeship Certificate, Traineeship Certificate
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Diploma / Advanced Diploma	Includes Advanced Diploma, Associate Degree and Diploma.
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Family details – Parent 2 / Guardian 2

Title: Mrs Ms Miss Mr Dr Family name: _____

Given name/s: _____ Preferred name: _____

Relationship to child: _____ Date of birth: _____ / _____ / _____

Residential address: _____
_____ Post code: _____

Postal address: _____
(if different to above) _____

Contact information: Home phone: _____
Work phone: _____
Mobile phone: _____
Email: _____

Employer: _____ Occupation: _____

If not currently employed, do you receive a government benefit: YES NO

Country of birth: _____ Cultural background: _____

Date of arrival in Australia (if applicable): _____ / _____ / _____

Residential status: Permanent Temporary _____ Length of stay

Religion: _____

Main language spoken at home: _____

Living with child: Yes, full-time Yes, part-time No

Family Court or other relevant court order/intervention order of Parenting plan? YES / NO
If YES, please provide a copy of that order to the school.

Visa information (if applicable) Visa type: _____

Visa number: _____ Date granted: _____

Information included in the following section will, if your application is successful, be required by the Australian Government as part of the school's statistical reporting requirements.

Occupation information:

Please select the appropriate parental occupation group from the list on the separate, loose sheet, (labelled Page 13) and place the group number in the box below.

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.

If the person has not been in paid work in the last 12 months, enter '8' in the box.

What is the **occupation group** of Parent 2 / Guardian 2?

Language other than English:

Does Parent 2 / Guardian 2 speak a language other than English at home? If more than one language, indicate the one that is **spoken most often**.

Mark one box only

No, English only.....

Yes, Italian

Yes, Greek

Yes, Vietnamese

Yes, Cantonese.....

Yes, Dinka.....

Yes, Persian.....

Yes, Polish

Yes, Tagalog (Filipino)

Yes, Arabic (inc Lebanese)

Yes, Serbian

Yes, German.....

Yes, Dari

Yes, Other – please specify

Parental school education:

What is the highest year of primary or secondary school Parent 2 / Guardian 2 has completed?

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

Mark one box only

Year 12 or equivalent.....

Year 11 or equivalent.....

Year 10 or equivalent.....

Year 9 or equivalent.....

Parental non-school education:

What is the level of the **highest** qualification Parent 2 / Guardian 2 has completed?

Mark one box only

Bachelor degree or above

Advanced diploma / Diploma

Certificate I to IV (inc trade certificate).....

No non-school qualification.....

Glossary:

Bachelor degree	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree
-----------------	--

Certificate I to IV (including trade certificate)	Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced trade certificate), Certificate, Apprenticeship Certificate, Traineeship Certificate
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Diploma / Advanced Diploma	Includes Advanced Diploma, Associate Degree and Diploma.
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Other information

Do you have any outstanding school fees with another school? YES NO

Please bring a copy of the following documents (as applicable) to your interview:

- A copy of the birth certificate (or extract or current passport) of the child
- Latest school report and/or reference from previous schools
- Copies of any national test results (eg NAPLAN), where available
- Baptismal certificate
- Any court order, parenting plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Letter of support / reference from your Parish Priest / Minister of Religion

I consent to my basic family details (name and telephone number) being revealed to:

State Dental Clinic YES NO

I / we consent to my / our personal details (contact name, telephone number, address) being disclosed for pastoral support and thanksgiving campaigns to the Parish in which I / we reside.

YES NO

Please state your reasons for choosing Our Lady Queen of Peace School for your child's education

I declare that all of the information provided in this application is, to the best of my knowledge, true and accurate. (Both parents / guardians to sign if possible)

Signature
Parent 1 /
Guardian 1

Date: / /

Signature
Parent 2 /
Guardian 2

Date: / /

Please note:

In due course you will be contacted regarding your application for enrolment.
If you accept an offer of enrolment, the terms and conditions detailed in the Application for Enrolment are incorporated in the Enrolment Contract.

Privacy information

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student'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.
2. 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.
3. 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.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of the School to release school reports to the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interview upon request. However, the School will abide by any court orders which prevent the release of such information.
8. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
10. The School's Privacy Policy sets out how parents or students may seek access to personal information collected 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 students have provided information in confidence.
11. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. As you may know 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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the students' parent or guardian prior to publication. We may include students' and students' parents' contact details in a class list and School directory. [or Schools may wish to seek specific consent to publish contact details in class lists and School directories.]
14. 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 this information to third parties.

Parent / Guardian Declaration

1. In applying to enrol my child at this school I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of school staff and cooperation concerning school activities is essential.
3. I/we accept that we will abide by school policies as amended from time to time.
4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
5. I/we accept that the School/College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School/College.
6. I/we accept the standards the School/College sets regarding grooming, uniform and personal presentation.
7. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School/College (except where exemptions/remissions have been sought and granted).
8. I/we give consent for the School/College to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
9. I/we accept that the School/College does not accept liability for damage or loss of any personal possessions of students and that insurance for my child's personal possessions is my responsibility.

I acknowledge and, if my application is successful, accept all of the above terms and conditions (clauses 1-23).

Parent 1 / Guardian 1:

/ /

Signature

Date

Parent 2 / Guardian 2:

/ /

Signature

Date

Office use only

Date received:		Acknowledgement sent:	
Interviewed:	Offer sent:	Offer accepted:	
Notice of Acceptance sent:		Application fee paid:	

<https://olqpcatholiceduau.sharepoint.com/sites/Leadership/Shared Documents/General/Enrolment Documents/2023/Enrolment Applications/OLQP Newsletter Website Enrolment Form 0922.docx>

List of Parental Occupation Groups

GROUP 1 – Senior management in large business organisation, government administration, 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, 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
- Air/Sea Transport - Aircraft/Ship's Captain/Officer/Pilot, Flight Officer, Flying Instructor, Air Traffic Operator

GROUP 2 – Other business managers, arts/media/sport persons 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 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
- 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

GROUP 3 – Tradesmen/women, clerks and skilled office, sales, and service staff

- Tradesmen/women generally have completed a four-year 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, Customs Agent, Customer Service Clerk, Admissions Clerk

Skilled office, sales, and service staff

- Office - Secretary, Personal Assistant, Desktop Publishing Operator, Switchboard Operator
- Sales - Company Sales Representative, Auctioneer, Insurance Agent/Assess or Loss Adjustor, Market Researcher
- Service - Age/Disabled/Refuge/Child Care Worker, Nanny, Meter Reader, Parking Inspector, Postal Worker, Courier, Travel Agent, Tour Guide, Flight Attendant, Fitness Instructor, Casino Dealer/Supervisor

GROUP 4 – Machine operators, hospitality staff, assistants, labourers, and related workers

- Drivers, Mobile Plant, Production/Processing Machinery Operators
- Hospitality Staff - Hotel Service Supervisor, Receptionist, Waiter, Bar Attendant, Kitchen Hand, Porter, House Keeper
- Office - Typist, Word Processor/Data Entry/Business Machine Operator, Receptionist, Office Assistant
- Sales - Sales Assistant, Motor Vehicle/Caravan/Parts Salesperson, Check Out 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 - Farm Overseer, Shearer, Farm Hand, Horse Trainer, 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

Group 8

- If you have not been in paid work in the last 12 months