



# Holy Spirit School

120 Oban Road North Ringwood TELEPHONE: (03) 9876 1103 FAX: (03) 9879 9410  
 Email: principal@hsringwoodnth.catholic.edu.au www.hsringwoodnth.catholic.edu.au

## ENROLMENT FORM 2021

NAME OF STUDENT: .....

Family Details	
Family Surname:	
Correspondence to: (Primary Contact)	Accounts to:
Residential Address:	Postcode:
Postal Address (if different):	Postcode:
Family Phone Number:	Other:

Student Details	
First Name:	Male <input type="checkbox"/>
Middle Name:	Female <input type="checkbox"/>
Surname:	Other <input type="checkbox"/>
Commencement Year or Date:	Date of Birth

Students Position in the Family

Entry Details	
Level of Entry into Holy Spirit Community School <b>Prep</b> 1 2 3 4 5 6 (please circle)	
Previous PreSchool.....	Previous School.....
Contact Number.....	Contact Number.....
Teachers Name.....	Teachers Name.....

I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:  
 No  Yes

Does the student have a Victorian Student Number (VSN)?  Yes: \_\_\_\_\_  Yes, but VSN is UNKNOWN  No

Child resides with:  Both Parents  Mother  Father  Other, if so details:

Is your child of Aboriginal or Torres Strait Islander origin? (Please tick one)  
  No  Yes, Aboriginal   Yes, Torres Strait Islander   Yes, both Aboriginal and Torres Strait Islander

Please list below any future siblings and their anticipated year of enrolment			
	Name	Date of Birth	Anticipated Year of Enrolment
Child			
Child			
Child			

### Student Medical Information

Name of Dentist:	Telephone:
Name of Doctor/Medical Clinic	Telephone:
Medicare No.	
Do you have:	
Ambulance Subscription? Yes <input type="checkbox"/> Member No. _____	No <input type="checkbox"/>
Private health insurance? Yes <input type="checkbox"/> Membership No. _____	No <input type="checkbox"/>
Fund Name _____	

### Allergies and/or Medical Conditions

Are there **any allergies and/or medical conditions** relating to the student applying for enrolment (eg. asthma management; anaphylaxis; allergies to nuts, penicillin, bee stings etc.) of which Holy Spirit School should be aware:

Please detail below or attach to this Enrolment Form:

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### Immunisation Details

Has the student been immunised? Yes  No  Year of last tetanus booster? \_\_\_\_\_

If yes, details should have been provided to the school office by having forwarded:

- a copy of the Immunisation Record printout from local government; OR
- The Child History Statement from the Australian Childhood Immunisation Register.

Have you provided details to the school office? Yes  No

### Sacramental Details

Religion:	Date of Baptism.....
	Place of Baptism.....
Sacraments Received:    Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation <input type="checkbox"/>	

## Additional Needs

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

**Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?**

Yes  No

Does your child present with:		YES <input type="checkbox"/>	Please specify	NO <input type="checkbox"/>	
autism (ASD)	<input type="checkbox"/>	behavioural concerns	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability/ developmental delay	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	oral language/communication difficulties	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	physical impairment	<input type="checkbox"/>	other condition (please specify)	<input type="checkbox"/>
Has your child ever seen a:		YES <input type="checkbox"/>	Please specify	NO <input type="checkbox"/>	
paediatrician	<input type="checkbox"/>	physiotherapist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
psychologist/counsellor	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
psychiatrist	<input type="checkbox"/>	continence nurse	<input type="checkbox"/>	other specialist (please specify)	<input type="checkbox"/>
<b>Have you attached all relevant information/reports?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					

### Enrolment for children with additional needs

1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
  - a. the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
  - b. the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
  - c. the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
  - d. any limitations on the school's ability to provide the additional assistance requested.
2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
  - a. the additional assistance remains necessary and/or appropriate to the child's needs
  - b. the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
  - c. it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

I/we have read all of the information in the Additional Needs section of this enrolment form and understand the policies that we will need to abide by should this enrolment application be successful.

**Regardless of what is ticked, this page MUST be signed by both Parents/Guardians**

*All related policies and documents can be accessed here: <https://www.hsringwoodnth.catholic.edu.au/newsletters-forms>*

SIGNED: \_\_\_\_\_ (Parent 1/ Guardian A) DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Parent 2/ Guardian B) DATE: \_\_\_\_\_

STUDENTS CITIZENSHIP DETAILS	
Country of Birth	
Nationality	

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*	
<b>Please tick the relevant category below and record the visa subclass number as per government requirements:</b> (original documents to be sighted and copies to be retained by the school)	
<b>Australian citizen not born in Australia:</b>	
<input type="checkbox"/>	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)
	Australian passport number:
	Naturalisation certificate number:
	Visa subclass recorded on entry to Australia:
	Date of arrival in Australia:
<b>Not currently an Australian citizen, please provide further details as appropriate below:</b>	
<input type="checkbox"/>	Permanent resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i>
<b>* Please attach visa/ImmiCard/letter of notification and passport photo page.</b>	

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

Contact Details		
Details	Parent1/Guardian A (Primary Contact)	Parent2/Guardian B (Secondary Contact)
First Name		
Middle Name		
Surname		
Relationship to Student		
Address – Street		
Suburb & Postcode		
Residential Guardian	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		
Mobile Phone Number		
Email		
Do you have a current 'Working With Children Check'? (WWCC)	No: Expiry Date:	No: Expiry Date:
Employer		
Occupation		
Occupational Group  (Refer to attached 'List of Parental Occupations')	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>	Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N <input type="checkbox"/>
Highest Year of School Education	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/>
Level of Highest Qualification	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert.I to IV (incl Trade Cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Cert.I to IV (incl Trade Cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list below: 1. 2.
Country of Birth		
Nationality		
Religion		
<b>Signature</b>		

## Emergency Contact Details

Details	Emergency Contact 1	Emergency Contact 2
	Please nominate a person <b><u>other than a parent</u></b> who may be contacted in the event of an emergency, if parents cannot be contacted	Please nominate a person <b><u>other than a parent</u></b> who may be contacted in the event of an emergency, if parents cannot be contacted
First Name		
Surname		
Relationship to Student		
Address – Street		
Suburb & Postcode		
Home Phone Number		
Work Phone Number		
Mobile Phone Number		
Email		

## Agreement

In making application for enrolment of my/our children at Holy Spirit School, I/we agree to the following:

We have included copies of the following documents with this application for enrolment : (please check box)

- Birth Certificate
- Baptismal Certificate
- Immunisation Certificate

If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges & School Fee Collection Policy.

I recognise that the school is dependent upon fundraising efforts by parents and I/we will endeavour to support those efforts.

I consent to Holy Spirit School using any health care information, which I supply about my child for its normal practices and purposes, such as those which arise out of its duty of care, in accordance with the *Health Act 2001 (Vic.)*.

Should the school determine that referral for further assessment to an outside agency is necessary, I will give my written consent for such assessment and will attend any meetings, where requested, prior to or following the assessment.

I/We have read and agree with the Holy Spirit School Privacy Policy and Child Safety Policy.

I/ We have read and accept the Code of Conduct (see attached).

I agree to make the school aware of my child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

I agree to provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, with any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

I agree that where, during the course of my child's enrolment, new information becomes available that is material to my child's educational and/or safety/wellbeing needs, it is a term of my child's continuing enrolment that such information is provided to the school promptly.

I agree to provide an accurate residential address and agree that failure to provide an updated residential address for my child will also be treated as a breach of the terms of enrolment.

I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school

I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)

I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as detailed in the annual Tuition Fees and Levies letter and the Collection of School Fees Policy.

I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)

I will attend parent/teacher and information evenings which relate to my child

In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal

I will treat all members of the school community with respect as befits a Catholic school

If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred

As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

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.

*All related policies and documents can be accessed here:*

<http://www.hsringwoodnth.catholic.edu.au/newsletters-forms/>

SIGNED: \_\_\_\_\_ (Parent A Guardian1)      DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Parent B Guardian2 )      DATE: \_\_\_\_\_

**PLEASE ENSURE BOTH PARENTS/GUARDIAN SIGN AND DATE**

Please note:

- Acceptance of this application for enrolment is subject to the approval of the Parish Priest or his authorised representative.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).



**Parental Occupation Definition:** **Parental Occupation** is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

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

## LIST OF PARENTAL OCCUPATIONS

### Occupation Group A:

#### 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]

### Occupation Group B:

#### 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.
- . **Retails 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

### Occupation Group C:

#### Tradesmen/women, clerks and skilled office, sales and service staff

- . **Tradesmen/women** – Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- . **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, 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]

### Occupation Group D:

#### 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 working, miner, seafarer/fishing hand]
  - . *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

# Safeguarding Children and Young People

## Code of Conduct:

At Holy Spirit our mission is to adhere to the belief of the Catholic Church that the Catholic school is a place where each child will be encouraged to embrace Catholic faith and values as part of their education<sup>1</sup>.

As a welcoming school community, Holy Spirit provides an inclusive and safe environment and is focused on each child's wellbeing, achievement, challenge, creativity and enjoyment. The child is at the centre of all learning experiences that are responsive to the different ways in which students learn and achieve their best.

<sup>1</sup> A Pastoral Letter of the Catholic Church in Education

At Holy Spirit Community School we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

## Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Holy Spirit Primary School, against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/school council members at Holy Spirit are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

## Acceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school's leadership (or child safety officer if the school has appointed someone to this role)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

## Unacceptable behaviours

All staff, volunteers, contractors, clergy and board/school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)

- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs
- consume excessive alcohol or use any illicit drugs at school or at school events in the presence of children.

CHILD SAFE RELATED POLICIES CAN BE FOUND AT THIS WEB ADDRESS:

[www.hsringwoodnth.catholic.edu.au](http://www.hsringwoodnth.catholic.edu.au)