



Our Lady of the Sacred Heart Catholic College

Transition to Year 12



International Student Application for Enrolment

Phone: (08) 8950 6400 Email: admin.olshalice@nt.catholic.edu.au

www.olshalice.catholic.edu.au CRICOS Provider 02598D

JUSTICE | LOVE | PEACE



HOW TO APPLY FOR ENROLMENT (*editable page*)

Thank you for your interest in enrolling your child at

Our Lady of the Sacred Heart Catholic College

Completing an application is one of the first steps in the enrolment process in a systemic Catholic College in the Diocese of Darwin.

Should you need help completing the application please seek assistance directly from us.

The enrolment process has a number of stages:

Initial - The Enquiry: Visit our website for more information - <http://www.olshalice.catholic.edu.au/international-enrolments>

Step 1 - Application for Admission: Complete the '*International Student Application for Enrolment*' form and submit to OLSH Catholic College along with all required supporting documentation;

Step 2 - Offer of Enrolment: Your Application for Enrolment will be assessed. If all reports and documents are in order and satisfactory, and there is an appropriate vacancy, you will receive an '*Offer of Enrolment*' letter and a '*Written Agreement with Students/Parents/Legal Guardians for Students Studying at OLSH*' for completion by the student and his/her parents;

Step 3 - Your Acceptance of Offer of Enrolment and Payment: On receipt of the Written Agreement, a Confirmation of Enrolment (CoE) will be forwarded to you to support your Visa Application. A copy of your Visa must be sent to us as soon as possible. Other forms requiring completion will also be forwarded and must be returned as soon as possible. Payment as indicated in your Letter of Offer is now to be paid.

Step 4 - Issue of Acceptance Advice and Health Cover: Upon receipt of all documentation and full payment, the College will send you a letter confirming your start date and place in the College. You are now required to provide proof that International Student Health Cover (OSHC) has been purchased.

Step 5 - Preparation: You will be sent a letter giving detailed information about preparing for school. Book your flights to Alice Springs and advise OLSH Catholic College of your flight details at least 2 weeks prior to arrival. Find out about the Northern Territory by searching the internet or reading books or articles.

Step 6 - Arrival to Alice Springs: Welcome to Alice Springs. You will be invited to an interview with the Principal where all documentation is required to be presented and verified. You will be provided with an overview of what the College can provide and the College's expectations of parents/guardians and students are also discussed;

You should be settled into your accommodation and have purchased all uniforms and stationary required.

Copies of the following documents must be included with this application for enrolment.

Documentation – All Student Applications (* Originals will need to be provided/sighted during the enrolment process)	
<input type="checkbox"/>	Certified copy of Birth Certificate (in English)
<input type="checkbox"/>	Certified copy of Passport, visa, citizenship documentation (if applicable)*
<input type="checkbox"/>	Immunisation History Statement or stat declaration stating that your child is not immunised.
<input type="checkbox"/>	Certified transcripts of academic records from last two years of schooling (in English)
<input type="checkbox"/>	Copy of subject choices for year of entry (Year 9 to 11 entry only)
<input type="checkbox"/>	Letter of recommendation (from previous school Principal) confirming suitability to attend OLSH Catholic College
<input type="checkbox"/>	Copy of IELTS English language test /evidence English language proficiency (5+ years of schooling in an English school)
<input type="checkbox"/>	Reports of assessments for speech, hearing, cognitive or occupational therapy (if applicable)
<input type="checkbox"/>	Recent Passport size photo
<input type="checkbox"/>	Baptism Certificate or any other Sacramental Certificates to date (if applicable)
<input type="checkbox"/>	Involvement in special programmes and associated reports e.g. Special Education units, Reading Recovery, Literacy support, Gifted and Talented programme.
<input type="checkbox"/>	Copy of membership card from your current Australian Health Provider (if already studying in Australia)
<input type="checkbox"/>	Authority to enrol or evidence of permission to transfer provided by the International Student Centre (If holding an International full fee student visa, sub-class 571P)
<input type="checkbox"/>	Authority to enrol for visitor and temporary resident holders may be required (other than sub-class 571P referred to above) issued by the Temporary Visa Holders Program Unit.
<input type="checkbox"/>	Evidence of the visa the student has applied for (if the student holds a bridging visa). Relevant medical and/or additional needs information (if applicable)

NOTE:

- ALL sections of this application must be completed
- ALL documentation is required before a Letter of Offer will be given
- Submission of this application does not guarantee enrolment



Our Lady of the Sacred Heart Catholic College
PO Box 2508 | Alice Springs NT 0871

Student
Name

ENROLMENT APPLICATION FORM

The College requires the information sought on this form for its own purposes and to answer questions from various Government and Educational Authorities.

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

Student details

Surname

First Name

Middle Name

Preferred First Name

Gender

☐

Male

☐

Female

☐

No Comment

Date of Birth

Residential Address

Suburb

Postcode

Commencement Year (eg 2020)

Entry Year/Grade (eg Yr 7)

Previous School

Level Previous School
(eg Yr 6)

Previous School (town or suburb)

State

Does the student speak a language other than English at home?

☐

Yes

☐

No

If so please, specify the one that is spoken most often

Religion

Student Mobile Phone
(if applicable)

Student Email

Student Residential Status

(original documents to be sighted and copies to be retained by the College)

Australian Citizen (Naturalisation Certificate or Passport if country of birth is not Australia)

☐

Permanent Resident (Passport if country of birth is not Australia)

☐

Temporary Resident (Passport and visa)

☐

Other/Visitor/Student (Passport and visa)

☐

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

Student Nationality			
Government Requirement	Country of Birth:		<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify
	(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)		
	Indigenous Identifier		
	Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Aboriginal but NOT Torres Strait Islander origin <input type="checkbox"/> Torres Strait Islander but NOT Aboriginal <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/>		

Student Medical Information			
Doctor's Name		Doctor's Phone Number	
Student's Overseas Health Cover	Provider:		Valid From: ____ / 20 ____
	Policy Number:		Valid To: ____ / 20 ____
Colleges need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.			
Allergies		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(please specify any known allergies eg allergy to nuts, penicillin, insect stings, etc)			
Medical Conditions			
Please specify any medical conditions of which the College should be aware of including any medication taken by the student. (eg Asthma, anaphylaxis, diabetes, vision, hearing and /or prescribed medication)			
Dentist's name		Dentist's Phone	
Dental Conditions			
(Please specify any significant conditions the student has had that the College should be aware of)			
Immunisation Status			
(NB: Provide a copy of the Immunisation History Statement)			
Immunisation certificate/record provided:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Inclusion Support

Indicate whether the student applying for enrolment has any known or emerging Additional Needs:

Physical Disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental Health Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sensory Impairments	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diagnosed condition affecting Learning	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chronic Illnesses	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requires "English as a Second Language/Dialect" (ESL/D) support	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Learning Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Currently receives assistance with Learning Support	<input type="checkbox"/> Yes <input type="checkbox"/> No

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)

If 'Yes' to any of above, please nominate a person at the current school who can assist in the collection of other relevant information.

Name	<input type="text"/>	Position	<input type="text"/>	Phone	<input type="text"/>
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Please note: If this application is successful it is an essential part of the enrolment contract that the College be advised promptly of any changes to the needs of the student over the course of his/her enrolment. The College 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 College.

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our College. It will assist the College 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.

Health and Safety

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 College? ☐ Yes ☐ No

If yes, please provide a brief description:

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues.

Does your child have any history of violent behaviour? ☐ Yes ☐ No

Does your child have any history of behavioural problems (including verbal bullying)? ☐ Yes ☐ No

Has your child every been suspended or expelled from any previous school? ☐ Yes ☐ No

If yes, what was this for?:

Actual violence to any person? ☐ Yes ☐ No Possession of a weapon or any item used to cause an injury ☐ Yes ☐ No

Threats of violence? ☐ Yes ☐ No Intimidation, bullying or harassment of students or staff at school ☐ Yes ☐ No

Illegal drugs? ☐ Yes ☐ No Other (please specify)

Professional Services

Please tick any of these professional services you have accessed with your child

<input type="checkbox"/> Speech Therapist	<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Optometrist	<input type="checkbox"/> Audiometry / Hearing Specialist
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Counsellor	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Paediatrician

Sacramental Information (if applicable)

Sacrament	Date	Parish	Town/Suburb
Baptism			
Confirmation			
Reconciliation			
Communion			

Siblings

List all children in your family attending school or pre-school (from oldest to youngest), including applicant.

Name	College/School/Preschool	Year/Grade (current calendar year)	Date of birth

Court Orders (if applicable)

Are there any current Court Orders relating to the student? ☐ Yes ☐ No

If yes, copies of these court orders eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided)

Is there other information you wish the College to be aware of?

Special Circumstances (if applicable)

Are there any special circumstances about the student seeking to be enrolled that the College should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state) ☐ Yes ☐ No
If Yes, please provide a brief description of the circumstances.

Dietary Requirements (if applicable)

Are there any special Dietary Requirements for the student seeking to be enrolled that the College that we should know prior to enrolment? (eg vegetarian, gluten free, no nuts, etc) ☐ Yes ☐ No
If Yes, please provide a brief description of the circumstances.

Parent/Guardian 1 Details (Student's Home Country)

Title	<input type="text"/>	Family Name	<input type="text"/>	Given Name/s	<input type="text"/>
Relationship to student	<input type="text"/>				
Address (leave blank if same as student)	<input type="text"/>				
Does the student normally 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"/>				
Employer	<input type="text"/>				

Parent/Guardian 2 Details (Student's Home Country)

Title	<input type="text"/>	Family Name	<input type="text"/>	Given Name/s	<input type="text"/>
Relationship to student	<input type="text"/>				
Address (leave blank if same as student)	<input type="text"/>				
Does the student normally 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"/>				
Employer	<input type="text"/>				

Parent/Guardian 1 Details (In Australia)

*This information is required for the **Department of Immigration and Border Protection (DIBP)** approved parent/guardian residing with the student at the Alice Springs address. For the Transition to Year 4 course, students **MUST** be living with one or both parents.*

Title	<input type="text"/>	Family Name	<input type="text"/>	Given Name/s	<input type="text"/>
Relationship to student	<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"/>
Are you the preferred SMS, email and postal mail contact for the student? <input type="checkbox"/> Yes <input type="checkbox"/> No (for alerts, last minute changes to excursions, emergencies reports etc)					
Email	<input type="text"/>				
Occupation	<input type="text"/>				
Employer	<input type="text"/>				

Parent/Guardian 1 (In Australia) Occupational Group**Government Requirement**

Please select from the list of parental occupational groups on page 15.

(Home duties/not in paid employment for last 12 months – Group 8)

Group 1 ☐

Group 2 ☐

Group 3 ☐

Group 4 ☐

Group 8 ☐

Country of Birth, Australia ☐

or Other, please specify

Nationality

Religion

What is the highest year of primary or secondary school parent/guardian 1 has completed?

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

☐ Year 9 or equivalent or below

☐ Year 10 or equivalent

☐ Year 11 or equivalent

☐ Year 12 or equivalent

What is the level of the highest qualification parent/guardian 1 has completed? (Select one box only)

☐ N, Non-School Qualification

☐ Advanced Diploma / Diploma

☐ Certificate I to IV

☐ Bachelor Degree or above

Does this parent/carer speak a language other than English at home?

☐ No, English only

☐ Yes, other please specify

Parent/Guardian 2 Details (In Australia)

Title

Family Name

Given Name/s

Relationship to student

Address (leave blank if same as student)

Does the student reside at this address?

☐ Yes

☐ No

Phone Work

Mobile

Are you the preferred SMS, email and postal mail contact for the student?

☐ Yes ☐ No

(for alerts, last minute changes to excursions, emergencies reports etc)

Email

Occupation

Employer

Parent/Guardian 2 (In Australia) Occupational Group**Government Requirement**

Please select from the list of parental occupational groups on page 15.

(Home duties/not in paid employment for last 12 months – Group 8)

Group 1 ☐

Group 2 ☐

Group 3 ☐

Group 4 ☐

Group 8 ☐

Country of Birth, Australia ☐

or Other, please specify

Nationality

Religion

What is the highest year of primary or secondary school parent/guardian 2 has completed?

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

☐ Year 9 or equivalent or below

☐ Year 10 or equivalent

☐ Year 11 or equivalent

☐ Year 12 or equivalent

What is the level of the highest qualification parent/guardian 2 has completed? (Select one box only)

☐ No Non-School Qualification

☐ Advanced Diploma / Diploma

☐ Certificate I to IV

☐ Bachelor Degree or above

Does this parent/carer speak a language other than English at home?

☐ No, English only

☐ Yes, other please specify

Family (In Australia) Details

Parish (eg Sacred Heart Parish)

Main Language Spoken at Home (Funding may be available to assist students where a language other than English is spoken at home)

Fee Billing

Name of fee payer 1

Relationship to student

Percentage

%

Address

Phone Number

Best email address for billing

Name of fee payer 2

Relationship to student

Percentage

%

Address

Phone Number

Best email address for billing

Emergency Contact Information (To be used in the event of an emergency if Australian family cannot be contacted)

Contact 1

Name

Relationship to student

Phone Work

Mobile

Contact 2

Name

Relationship to student

Phone Work

Mobile

OFFICE USE ONLY (Insert dates as applicable)

Application rec'd		All documentation rec'd		Application approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recommendations						
Principal or Delegate Name			Principal or Delegate Signature			
Offer sent		Offer accepted		Letter of Release if student transferred from another provider		
Agreement with Student/Parent/Guardian		Confirmation of Enrolment (CoE) No/s				
Agreement for Intern. Students		Guardian/s Agreement		Accommodation Provider Form		
WWCC/s for home residents		Copy of Student Passport		Country of passport issue		
IELTS English or evidence of 5+yrs English study		Visa copy & VEVO check		Visa Subclass		
Overseas Health Cover Evidence		Bond & Enrolment appl. fee paid (Receipt No.)				
Family code		Student No		All documents sighted		
Interview date/time		Enrolment date				
Roll Class/Home group		House		Year level		

PERMISSIONS AND CONSENT

In dealing with this application, it may be necessary for Our Lady of the Sacred Heart Catholic College or any part of the Catholic Education Office, Darwin 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, NT of Australia 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.

In accordance with the Enrolment Guidelines and Support Procedures of the Catholic Education Office and the Catholic Education Northern Territory Privacy Policy – Diocese of Darwin, permission must be given by the parent/s or guardian/s of a student to allow the principal or representative to contact, collect and record any relevant information (either orally or via documentary material or report) about the child. To comply with the privacy act 2000 and current NT law I understand that my child's records will be stored in a confidential file, and be permanently archived after he/she has left school. 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

Student Name		Year/Level	
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PERMISSION TO ACCESS DOCUMENTS ☐ Yes ☐ No

1. I/We consent to the College and the Catholic Education Office gaining access to relevant information about the student to be enrolled that was supplied with the application, held by previous schools, health care professionals or other government agencies.
2. I/We consent to the College and the Catholic Education Office approaching these bodies directly. The information they request may include information related to any of the questions I/We have answered in the application.
3. I/We consent to the release of any relevant information concerning my child to appropriate professionals (medical, therapy or education).
4. I/We give permission to teachers and other staff who may be concerned with my child's education, development or welfare to attend case conferences or meetings with Catholic Education Office Staff and Allied Health Professionals and to share information about my child.

PREVIOUS SCHOOL RECORDS ☐ Yes ☐ No

I/We give permission to the College to access relevant educational and pastoral records held by the previous College/school/preschool.

PHOTOGRAPH/ VIDEO PERMISSIONS ☐ Yes ☐ No

1. I/We give permission to the College and Catholic Education Office NT to publish or use for training purposes any College related material by or about my child, including photographs and or videos in print and online promotional, marketing, media and educational material (eg newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation.
2. I/We understand that if our child is aged 15 or over that, they will also have to give permission.
3. I/We understand and agree that if I/We do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the College in writing. I/We understand that, without this permission to publish our child will not be included in the College photographic records (ie. yearbook, newsletters, class activities, etc.) and will not be included in class photos.

PERMISSION TO SWIM ☐ Yes ☐ No

I/We give permission to the College to allow my/our child to swim at College activities provided that the waterway is safe and adequately patrolled by certified life savers. My child's swimming ability is rated as non-swimmer/poor/average/good (*Circle appl.*)

FIRST AID AND MEDICAL TREATMENT ☐ Yes ☐ No

1. I/We give permission to the College to administer minor and basic first aid if required.
2. I/We give permission to the College to administer medication, supplied in original packaging with student's name and DOB, and accompanied by a medical certificate.
3. I/We give permission to authorise the College staff to seek medical attention for my child should a medical emergency arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and;
4. I/We agree to meet all costs.

PERMISSION FOR TUTORIAL ASSISTANCE ☐ Yes ☐ No (For Aboriginal/Torres Strait Islander students)

I/We give permission for my/our child to have tutorial assistance as per funding guidelines.

PERMISSION TO DRIVE TO/FROM SCHOOL ☐ Yes ☐ No ☐ N/A

I/We give permission to allow my child to drive to and from the College on the understanding that they have a current driver's licence and have read and agreed to the terms and conditions of the College policy and guidelines and that a breach of either may result in the privilege being reversed, amended or revoked.

Definitions

1. "Agreement" means a Student Enrolment Contract.
2. "School" and "College" mean a Diocese of Darwin Catholic systemic school.
3. "Fees" includes tuition, special or other fees.
4. "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the principal.
5. "Parent/Guardian" is the parent(s) and/or legal guardian named in the application.
6. "Rules" includes regulations and policies designated by the principal from time to time.

Parental /Guardian Responsibilities

- 1.1 The parent/guardian accepts that he/she is primarily responsible for the conduct, attitudes and general education of the student while the student is enrolled at a Catholic school in the Diocese of Darwin.
- 1.2 The parent/guardian agrees to support the Catholic ethos of the College in the education of the student.
- 1.3 The parent/guardian agrees not to engage in social media or allow children to engage in social media that disparages or brings the College or its employees into disrepute. Further, the parent/guardian acknowledges the right of the College to suspend or terminate an enrolment in the event that social media statements are made that defame or disparage the College, employees or the Catholic Church.
- 1.4 The parent/guardian understands that photographs containing other students should not be posted without the express consent of the other student/s' parent.
- 1.5 The parent/guardian agrees to show proper care and regard for College property and the property of others.
- 1.6 The parent/guardian agrees to abide to all work, health and safety obligations.
- 1.7 The parent/guardian agrees to abide by the rules and regulations of the College including those pertaining to the program of studies, sport, pastoral care, College uniform, discipline and the general operation of the College. The parent/guardian further agrees that he/she will undertake to be conversant with the policies, regulations and dress codes in place at the College and that all rules may be altered or added to at any time by announcement at College assembly or in the newsletter or by publication on the College website or School Stream app.
- 1.8 The parent/guardian agrees to raise any concerns about the College in accordance with the College and Catholic Education Office policy and procedure. The parent further agrees to make no comments about the College or any staff or community member, which would bring the College, its staff or community reputation into disrepute, defame, or humiliate individual staff members.
- 1.9 The parent/guardian agrees to refrain from actions and behaviours that constitute bullying, harassment, vilification and discrimination.
- 1.10 The parent/guardian agrees to refrain from offensive, insulting or derogatory language or conduct.
- 1.11 The parent agrees to appropriate behaviour and conduct in relation to standards of dress, and behave lawfully in regards to smoking, consumption of alcohol and use and or possession of illicit substances on College grounds or at authorised College events.
- 1.12 The parent/guardian agrees to provide the College with all information of a medical, psychological or social nature which may be relevant to the student's welfare and education and that any update to this information will be provided promptly throughout the period of enrolment.
- 1.13 The parent/guardian will support the pedagogical methodology, including the use of technology in the delivery of the curriculum and other educational outcomes.

Discipline

- 2.1 The principal is authorised to initiate whatever reasonable disciplinary measures the principal deems necessary in relation to the conduct of the student or to suspend the student as a result of any act, omission or behaviour, judged to be sufficiently serious, or to terminate this agreement without notice. This will apply to behaviour on campus, at College events and anywhere else where the student's behaviour reflects adversely on the College.
- 2.2 The Parent indemnifies the College against any loss or damage caused by any failure of the student to comply with the rules.
- 2.3 The College may search lockers, bags and property of the student where it is reasonable and necessary for the College to do so or as part of a search of a place where the College conducts any activities.
- 2.4 The College may confiscate forbidden or dangerous property, including but not limited to illegal substances, alcohol, cigarettes, unauthorised prescription drugs, electronic devices, weapons and other inappropriate material.

Student Activities

- 3.1 The parent/guardian agrees to support the child's participation in the religious life of the College (eg College liturgies, retreat programs) and that the student will participate fully in academic, sporting, pastoral care, religious activities to the required levels, as designated by the principal from time to time.
- 3.2 The parent/guardian consents to the student attending and participating in excursions and activities during and out of College hours as required, in accordance with the curriculum. The Parent will ensure that the student is available, if requested, to attend certain events, e.g. swimming, athletics and cross country carnivals. The parent consents to the College transporting the student off site, as necessary for any College related activity, within Alice Springs.

Risk and Insurance

- 4.1 The College accepts no liability for the loss of personal effects while the student is on site or participating in activities off site.
- 4.2 The College does not insure the student's property of any description. It is the responsibility of the Parent to take action in this respect if the Parent considers insurance cover desirable.
- 4.3 The College provides limited personal accident insurance for the student (through Catholic Church Insurance CCI) while on College grounds during School hours, or after hours functions, training, study or on any sanctioned College Events or placements, whether at School, on excursion, work experience or VET and recommends that where further cover is required, the parent take out such cover.
- 4.4 The parent/guardian will be responsible for all breakages and damage to College property caused by the student.

Fees

- 5.1 The parent/guardian jointly and severally accepts responsibility for the payment of tuition fees and other costs associated with the education of the student as determined and amended from time to time by the College (except where exemptions/remissions have been sought and granted) throughout the period of enrolment.
- 5.2 The parent/guardian agrees to abide by the terms of the Schedule of Fees and Charges and any fee payment policy issued by the College and will pay punctually, as they fall due, all fees and expenses.
- 5.3 Where more than one parent/guardian is a party to this agreement, each parent is aware of the fee billing arrangements nominated in the application and that the parties nominated are liable for payment of all fees and charges levied by the College from time to time.
- 5.4 Applications to vary responsibility for the payment of fees must be in writing and agreed to by all parties, or subject to a legal agreement.
- 5.5 In the event of default of fee payment, the College may refer the matter to a debt collection agency and/or credit reporting agency. Any costs associated with the recovery of the debt are the responsibility of the parent/guardian

Privacy

- 6.1 The parent agrees to the Standard Collection Statement as contained in the Enrolment Application and agrees to its terms including alterations made from time to time.
- 6.2 Our Lady of the Sacred Heart Catholic College Privacy Policy is available on our website: www.olshalice.catholic.edu.au/privacy-policy

Miscellaneous

- 7.1 If the student is unable to attend timetabled lessons through illness or other reasonable excuse, the Parent will inform the College through the School Stream app on the morning of the absence. The parent will notify the College in writing of any extended absences for whatever reason. The College reserves the right to mark a student as absent – unaccepted where the reason for the absence is deemed inappropriate.
- 7.2 If any medical or other emergency arises in which the principal considers it impossible or impractical to communicate with the parents/guardians/emergency contacts of the student, the principal or his designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the student and the student's health, safety and protection.
- 7.3 The College will promote the best interests of the student at all times and will remain impartial in the event of any matrimonial or custodial disputes. Generally, the College has no obligation and is not responsible for enforcing a parenting or other applicable Court Order, for example, monitor which parent is scheduled to collect a child after the conclusion of College. The parent will refrain from asking the College to intervene or be involved in any parenting proceedings.
- 7.4 Where more than one parent/guardian is a party to this agreement the College may act on the instruction of the residential parent/guardian at the time unless a valid order of the Court states otherwise.
- 7.5 The College reserves the right in its sole subjective discretion to place the student in a class, which it believes is appropriate.
- 7.6 The principal and the Catholic Education Office each has the right at their discretion to close the College during any emergency which affects the College, during such time and in such circumstances as the principal and Catholic Education Office think fit without creating any right to a refund of any fees paid or payable.
- 7.7 The principal and Catholic Education Office has complete discretion to decline to continue the enrolment of the student at the commencement of any school year or following a serious incident.
- 7.8 The College may survey and interview students and parents/guardians for the purpose of its own research in accordance with the Standard Collection Notice.

These terms and conditions are subject to alteration from time to time. Any alterations will be notified to parents/guardians in writing. Continuing enrolment of a student at the College following the receipt of such notice shall be deemed to constitute acceptance of the revised terms and conditions. Signing the parent agreement and declaration on the following page constitutes agreement with the terms and conditions above.

Agreement between Our Lady Of The Sacred Heart Catholic College and parent/s/guardian/s of:

Please insert student name

Agreement and Declaration:

1. I /We acknowledge and understand that this Agreement is in force ONLY after I/We formally accept an offer of enrolment from the College.
2. I/We have read all of the information in the enrolment package.
3. I /We have read and agree to each of the Terms and Conditions of student enrolment as outlined in this application. Failure to comply may result in the termination of the student/family enrolment.
4. I/We have indicated our permissions/consent for our child in relation to various College matters and agree to indicate to the College in writing if these circumstances change.
5. I/We understand and support the Catholic ethos of the College and agree to abide by the rules and regulations of the College including those pertaining to program of studies, sport, pastoral care, College uniform, discipline and the general operation of the College.
6. I/We undertake not to engage in social media or allow our children to engage in social media that disparages or brings the College or its employees into disrepute. Furthermore, I / we acknowledge the right of the College to suspend or terminate my/our child(ren)'s enrolment from the College in the event that social media statements are made that defames or disparages the College employees or the Roman Catholic Church.
7. I/We agree to honour the financial commitments required by the College as per any scheduled fees and charges as determined and amended from time to time by the College.
8. I/We authorise the College to seek confirmation from any nominated third party fee payer that they are liable for the percentage of fees payable as outlined in the application.
9. I/We understand that the information that I/we have provided must be kept up to date throughout the period of enrolment eg. change of address, court orders.
10. I/We agree to support our child's participation in the religious life of the College (eg. College liturgies, retreat programs).
11. I/We agree, if my/our child should require urgent medical treatment, the College 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.
12. I/We agree to the College pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.
13. I/We have read the Standard Collection Notice about the collection and management of the personal information.
14. I/We declare that the information provided in the 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.
15. I/We understand that an offer of enrolment from any school/College in the Diocese of Darwin does not constitute acceptance into any other primary or secondary Catholic school/College within the diocese.

College Name:

Our Lady of the Sacred Heart Catholic College

Parent/Guardian 1 (Student's Home Country)

Name:

Signature:

Date:

Parent/Guardian 1 (In Australia)

Name:

Signature:

Date:

Parent/Guardian 2 (Student's Home Country)

Name:

Signature:

Date:

Parent/Guardian 2 (In Australia)

Name:

Signature:

Date:

STUDENT ENROLMENT AGREEMENT (Students Years 5 to 12)

Please insert student name

Enrolment as a student at this College implies the acceptance of, and commitment to, all College policies and procedures. As a student at this College I accept responsibility to:

1. Be prepared to contribute towards mature and productive relationships with staff and peers;
2. Show respect for all persons, property and the environment;
3. Comply with any directions from staff/teachers and treat all staff/teachers, students and visitors with respect in both manner and speech;
4. Act in an appropriate manner in the College environment, on College related activities and whilst wearing College Uniform;
5. Make an honest effort to do my best in all aspects of my schooling and complete all assessment tasks, class work and homework, as directed by teachers;
6. Wear the complete College uniform neatly on all College occasions and maintain an appropriate standard of personal presentation;
7. Actively participate in the College Retreats, sports programs, carnivals, community service and other designated special events;
8. Attend all scheduled classes, activities and events;
9. Provide correspondence from parents/guardians to the College explaining any absence and a Medical Certificate for absences of three consecutive days or more, or in the case of missing assessment tasks or exams;
10. Not carry or use alcohol, tobacco, drugs or illegal substances or items onto the College grounds or to College related activities;
11. Strictly comply with the College rules regarding driving to the College and/or being a passenger in a car driven by another student;
12. Use all Information and Communication Technology in accordance with the College Information Technology Usage Agreement; and,
13. Uphold the Student Code of Conduct.

Photograph/Video Permissions (For students aged 15 or over):

1. I give permission to the College and Catholic Education Office NT to publish or use for training purposes any College related material by or about me, including photographs and or videos in print and online promotional, marketing, media and educational material (eg newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation. ☐ Yes ☐ No
2. I understand and agree that if I do not wish to consent to my photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the College in writing. I understand that, without this permission to publish I will not be included in the College photographic records (ie. yearbook, newsletters, class activities, etc.) and will not be included in class photos. ☐ Yes ☐ No

College Name: Our Lady of the Sacred Heart Catholic College

Student

I understand the above conditions of enrolment and agree to abide by them. If I fail to honour these responsibilities, I understand that my enrolment may be suspended or terminated.

Signature:

Date:

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.
Group 8	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.
Group 1	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.
Group 2	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.
Group 3	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/refugee/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 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.

STANDARD COLLECTION NOTICE

1	The school (the Diocese both independently and through its schools) 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 student 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	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.
6	<p>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 Education Office, the Catholic Education Commission, your local diocese and the parish, schools within other Catholic Dioceses. Also government authorities such as the Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA)]* medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.</p> <p>In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.</p>
7	The school from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.*
8	The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9	Personal information collected from students 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 student of the school
10	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.
11	The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12	Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Students 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 student or where students have provided information in confidence.
13	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.
14	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.
15	On occasions, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines and on the school's intranet, website and social media sites. 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 intranet, website and social media sites.
16	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.

* If appropriate