



Student Enrolment Forms

Our Lady of Mercy Primary School, Girrawheen
Catholic Education of Western Australia Policy [No. 2-D5](#)

PARENT / GUARDIAN CHECKLIST

You must complete the forms in this document and include any relevant paperwork as listed below. Once the enrolment forms and all additional documentation is received, you will be contacted for an appointment. Both the Mother and Father should attend the enrolment interview with their child. If you do not speak English, it is your responsibility to bring a translator with you to ensure you understand the conditions of enrolment at Our Lady of Mercy Primary School.

Please ensure you submit copies of the following with this application. If you do not submit the relevant paperwork, we will not be permitted to arrange an interview. Please use this checklist:

COMPULSORY PAPERWORK:

- Our Lady of Mercy Enrolment forms (see pages overleaf)
- Baptism certificate
- VISA information (where applicable)
- Copy of the child's most recent school reports (if transferring from another school)
- Copies of any custody papers or court orders, e.g. VROs etc. (if applicable)
- Child's Medical Action Plan (if suffering from Asthma, allergies or other illnesses requiring medication or medical action)

IF YOUR CHILD HAS BEEN INVOLVED IN ANY INTERVENTION OR HAD ASSISTANCE FROM OUTSIDE AGENCIES YOU MUST ALSO INCLUDE REPORTS / COMMUNICATIONS FROM :

- Child Development Services
- Speech Therapists
- Occupational Therapists
- Paediatrician
- Psychologist
- Behaviour Management Plans

Our Lady of Mercy Primary School

Application for Enrolment

55 Hudson Avenue, Girrawheen 6064

Ph: (08) 9207 7677 Email: admin@olom.wa.edu.au

DATE OF APPLICATION.....
 DATE OF ADMISSION REQUIRED.....YEAR LEVEL.....

STUDENT DETAILS	MALE / FEMALE
SURNAME.....	
FIRST & SECOND NAME.....	
PREFERRED NAME.....	
DATE OF BIRTH..... RELIGION.....	
DATE OF BAPTISM PLACE OF BAPTISM.....	
RECEIVED: RECONCILIATION... YES date.....or, NO.	
COMMUNION... YES date..... or, NO CONFIRMATION.. YES date.....or, NO	
PREVIOUS SCHOOL: Name..... Year level.....	
Address..... Tel.No.....	
IF BORN OUTSIDE OF AUSTRALIA:	
Date of arrival in Australia: Visa Category Number:.....	
Country of Citizenship:	
Language Spoken at Home:	

MOTHER'S DETAILS

TICK IF PRIMARY CONTACT

FIRST NAME.....

SURNAME.

OCCUPATION.....

MOBILE TEL.....

HOME TEL.....

EMPLOYER.....

BUSINESS TEL.....

COUNTRY OF BIRTH.....

COUNTRY OF CITIZENSHIP.....

RELIGION.....

ADDRESS:

.....

.....

POST CODE:

FATHER'S DETAILS

TICK IF PRIMARY CONTACT

FIRST NAME.....

SURNAME.

OCCUPATION.....

MOBILE TEL.....

HOME TEL.....

EMPLOYER.....

BUSINESS TEL.....

COUNTRY OF BIRTH.....

COUNTRY OF CITIZENSHIP.....

RELIGION.....

ADDRESS:

.....

.....

POST CODE:

STUDENT MEDICAL INFORMATION *(Applicable to an imminent enrolment commencement)*
IMMUNISATION RECORD

F- fully immunized N – not immunized I – incomplete immunization P- personal objections

Measles Mumps Rubella Diphtheria Tetanus

Hepatitis B Tetanus Polio (OPV) Pertussis (Whooping cough)

Immunisation Record Attached: Yes / No

Family Doctor/Medical Clinic: _____

Address: _____

Contact Numbers: _____

Dentist/Dental Clinic: _____

Address: _____

Contact Numbers: _____

Medicare Number: _____ Blood Group: _____ *(If known)*

Fully completed copies of Immunisation Records should be attached to the Application form.

EMERGENCY CONTACT INFORMATION – Other than parents	
Emergency contact name.....	Tel No.....
Relation to Student:	
Emergency contact name.....	Tel No.....
Relation to Student:	

MEDICAL EMERGENCY AUTHORISATION

I/We authorise Our Lady of Mercy School to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. If an emergency occurs requiring surgery, anesthetic, oxygen, blood transfusion, medication and I/we are unable to be contacted within a reasonable time, I/we authorise Our Lady of Mercy School to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf. I/we understand we are responsible for all associated costs.

Signature of Parent(s)/Guardian(s): Date:
Female Parent of Guardian

Signature of Parent(s)/Guardian(s): Date:
Male Parent of Guardian

I give <input type="checkbox"/> do not give <input type="checkbox"/> permission for my child's first name <input type="checkbox"/> photo <input type="checkbox"/> to be used for school & CEWA marketing purposes such as the school website, newsletter, brochures and flyers.	
Signed.....	Date.....
I have read the School Enrolment Policy and agree to support the school in all matters raised therein.	
Signed.....	Date.....

OUR LADY OF MERCY PRIMARY SCHOOL

CONDITIONS FOR ADMISSION

Your child is offered a place at Our Lady of Mercy Primary School according to the following conditions:

1. Our Lady of Mercy is a Catholic school. A condition for admission is that students and parents must accept the values underlying Catholic education, and that the student undertakes to participate fully in the faith practices and observances of the school.
2. In accordance with our enrolment policy students will be offered places in the following preferential order: baptised Catholics of the Our Lady of Mercy parish, siblings of baptised Catholics from the Our Lady of Mercy parish Catholic children of other parishes and their siblings, then other Christian families.
3. When accepting a place at Our Lady of Mercy Primary school, parents and students accept the obligation that the student will abide by the school's rules and standards of uniform, conduct, and behaviour. Parents and guardians agree to abide by school policy including supervisory hours and the issues and concerns protocol.
4. In accepting a place at Our Lady of Mercy School, parents undertake to be supportive of the aims, programs and activities of the school and to participate in the functions organised from time to time for the whole school community.
5. Accepting a place at Our Lady of Mercy Primary school is an acceptance of our school's Vision statement and acknowledgement that you will support the school in working towards its objectives.

I / We have read and understand the Conditions for Admission into Our Lady of Mercy School.

We recognise the importance of the following areas of school life and will strongly support the school in:

- the faith education of all children;
- the classroom programmes of learning as conducted by the classroom teacher;
- all formal school activities including; camps, sporting occasions, Thanksgiving/Graduation Mass night;
- the school's regulations as detailed in the Parent Information Handbook, codes of conduct, appearance and uniform standards;
- the fostering of a spirit of co-operation and community between parents, staff and students.

I / We confirm that we accept the offer of a place for our child /ren into Our Lady of Mercy Primary School. Child/ren's names: _____

Parent or Guardian's signature _____

(Please print names below in block letters) _____

Parent or Guardian's signature _____

(Please print names below in block letters) _____

Date _____

Permission for Our Lady of Mercy Primary School to Use Photos, Video/Audio and Work Samples

Please complete and sign this form and return it to admin@olom.wa.edu.au

I give permission for photos, video/audio and samples of work created by my child/children to be used without acknowledgment, remuneration or compensation in publications and/or presentations for Our Lady of Mercy Primary School and/or Catholic Education Office of WA.

I authorise the Our Lady of Mercy Primary School to include the photos, video/audio and samples of work in material for their educational and communication purposes, such as in school newsletters, school banners, school flyers and other promotional materials for the school or Catholic Education Office of W.A. I acknowledge that at times, this will include material for public use such as council newsletters, or other outside agencies.

To be signed by a parent or guardian.

When you enrol your children into Our Lady of Mercy Primary school permission, you grant permission for the school to use your child / children's images in school, CEWA and public communications and publications. ***If you do not wish to provide this permission, please indicate in the note section below.***

Child/ren's Name/s _____

Name of Parent/Guardian (cross out whichever is inapplicable): _____

Address: _____

Tel: _____

Signature: _____ Date: _____

Notes:

I do not grant permission for my child's image to be used.

Any personal information will be stored, used and disclosed in accordance with the requirements of the *Privacy Act 1988*.

SUPPLEMENTARY INFORMATION

National Educational Access Licence for Schools Agreement (NEALS)

The CEWA and its schools are parties to an agreement between almost all educational institutions in Australia that allows each party to use another party's copyright material for free. The CEWA must obtain consent to allow other parties to use student copyright material under NEALS.

Personal Information

Personal Information is information which is about a person whose identity can be reasonably known. This can include a photograph, video or digital image of a student. CEWA & Our Lady of Mercy Primary School should protect the privacy of individuals in the collection, storage and display of their images.

The purposes for collecting individual images/works by schools and CEWA & Our Lady of Mercy Primary School include:

- Recording of individual participation in CEWA, school and in school events,
- Promoting the schools and CEWA and their activities.

Consent

The use of digital media means that once personal information is collected and put on line, the CEWA & Our Lady of Mercy Primary School cannot control how it is used. CEWA & Our Lady of Mercy Primary School must be mindful of this when collecting and using information and take reasonable care to ensure that the information is of a nature that it may not be exploited. The consent form is one way in which CEWA & Our Lady of Mercy Primary School ensures that individuals are fully informed about how the information may be used, and the consequences of their consent.

