Thank you for your application to enrol at Sacred Heart Primary School or Mother Teresa Primary School. You are choosing a partnership in Catholic education for your child with Sacred Heart Primary or Mother Teresa Primary. It involves a commitment to work with the school and support the philosophy, values and aims of Catholic education.

Specifically, joining this community means that parents/carers and students are committed to:
- the development of quality relationships with all members of the school community;
- the Catholic identity and evangelising mission of the school within the Church
- supporting the school in upholding school rules and policies;
- involvement by parents and caregivers, where possible, in the life of the school and in fundraising.

What to bring

When you come to the school to enrol please bring these documents with you:
- Proof of student’s residential address (e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration)
- Birth certificate or identity documents
- Copies of any family law or other relevant court orders (if applicable)
- Immunisation history statement (only required for students enrolling in primary schools for the first time).

If your child is a permanent resident but not a citizen, you will need to provide:
- Passport or travel documents
- Current visa and previous visas (if applicable).

If your child is a temporary visa holder you will also need to provide:
- Authority to Enrol issued by the Temporary Visa Holders Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P referred to below)
- Authority to Enrol or evidence of permission to transfer issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- Evidence of the visa the student has applied for (if the student holds a bridging visa).

A Checklist summarising the documents required for enrolment is provided below.

Your privacy protected

The information you provide will be used to process your child’s application for enrolment, which may include a risk assessment.

Please refer to the Standard Collection Notice attached to this Enrolment Application and Agreement. The Standard Collection Notice forms part of this Agreement.

The health-related information collected is subject to the Health Records and Information Privacy Act 2002. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.
Photographs at school
Taking photographs of students can constitute a collection of their personal information. Occasionally photographs are taken of individual students and classes of students at school. If you do not wish your child to be photographed under any circumstances, please make sure you have specified this on page 13 of this form.

Do parents have to answer the questions?
We are required by law to ensure the health and safety of students, staff and visitors on our school. It is therefore necessary for you to answer all questions on this form except those about your occupation and education.

The information you provide will assist the school to communicate with you and to care for your child while at school. If you choose to submit an incomplete form, processing your application may be delayed and the quality of our service to you may be affected.

Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

School attendance, programs and policies
The rights and responsibilities of all members of the Catholic school community are governed by a range of Diocesan and school policies. You may access our policies at www.parra.catholic.edu.au. Alternatively please ask our office staff for assistance.

The School will communicate important information concerning all children attending Sacred Heart Primary and Mother Teresa Primary via a newsletter which will be made available to you.

Sacred Heart Primary School or Mother Teresa Primary School offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. Your child will be excused from taking part in these when you give written notification of intended absence and provide reasons for your child’s inability to take part in the activity. The School Principal may wish to discuss such intended absence if impacts upon the educational interest of the child.

School attendance is obligatory for all children between the ages of 6 and 15. If your child is absent short periods due to medical reasons and you know of the intended absence in advance please advise the school the dates of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child’s absence.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with regulations governing school attendance such requests may sometimes be refused.

The School does not undertake insurance of students’ personal belongings. We recommend that you obtain suitable insurance for your child’s belongings throughout the year.

Secure Internet Access and Email
Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school’s policy when using the school’s Internet and email services.
Questions

If you need an explanation of any of the questions or help in completing this application, please ask for assistance from school staff. You are welcome to provide further information on an attached sheet.

The school will notify you of the results of your application. The information you have provided will be used by the school to enrol your child, if your application is accepted.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Enrolment Application</th>
<th>Enrolment Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Passport size photograph of student</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Birth Certificate</td>
<td>Copy</td>
<td>Original</td>
</tr>
<tr>
<td>Latest school report from previous school</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Passport and Visa (if student is not Australian)</td>
<td>Copy</td>
<td>Original</td>
</tr>
<tr>
<td>Citizenship/Residency/Visa (country of birth other than Australia)</td>
<td>Copy</td>
<td>Original</td>
</tr>
<tr>
<td>Family Court Orders / Parenting Plans / AVOs relevant to student</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>Immunisation Certificates</td>
<td></td>
<td>Original</td>
</tr>
<tr>
<td>Sacrament certificates (Baptism/ Reconciliation/ Eucharist/ Confirmation as applicable)</td>
<td></td>
<td>Original</td>
</tr>
<tr>
<td>Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others.</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>National Data Collection Form</td>
<td>Original</td>
<td></td>
</tr>
<tr>
<td>Proof of student's residential address</td>
<td>Original</td>
<td></td>
</tr>
</tbody>
</table>