



**O'Loughlin  
Catholic  
College  
Darwin**

**ENROLMENT APPLICATION FORM**

**Confidential**

Student name: \_\_\_\_\_

Year: \_\_\_\_\_ **20** \_\_\_\_\_

**CHECKLIST – PLEASE ENSURE THE FOLLOWING IS COMPLETED AND RETURNED TO THE COLLEGE**

- **Application Form**
- **Most recent school report**
- **NAPLAN Results**
- **Immunization records**
- **Birth Certificate**
- **\$110 enrolment fee to be paid on receipt of enrolment form (non refundable)**
- **\$70 Skills Test fee to be paid on receipt of enrolment form (Year 7 only) (non refundable)**
- **\$300 Deposit to be paid once interview has been conducted and student is accepted (non refundable) Deposit to be deducted from your Semester 1, 2013 school fees. (Please note your position is not secure until the deposit has been received)**

WHEN COMPLETED PLEASE RETURN TO:  
THE SECRETARY, O'LOUGHLIN CATHOLIC COLLEGE, PO BOX 41911, CASUARINA, NT 0811  
TELEPHONE: (08) 8945 1277 FAX: (08) 8927 7140  
EMAIL: secretary.oloughlin@nt.catholic.edu.au  
O'Loughlin College is a registered Education Provider with the Australian Government.  
(CRICOS Provider #: 01860C)



## Family Information

This information refers to Parents residing at the same address as the student.

*For parent/guardian not residing at the same address please complete the section 'Alternative Family Details.'*

Female Parent / Guardian 1.	Male Parent / Guardian 2.																								
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<b>24. Sole Parent</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Sole Parent</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																								
<b>25. Australian Defence Family</b> <input type="checkbox"/> No <input type="checkbox"/> Yes please specify Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Defence Unit :																									
<b>26. Family Parish</b>																									

## Family Address Details

Does the Child live at this address: *Permanently / Occasionally (Please Circle)*.

If the Child resides at times with another family please provide details in Alternative Family section of this form.

### 27. Residential Address

Mailing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	
Home Telephone Number	

### 28. Postal Address ♦ Leave Blank if same as Residential Address

Street Number and Name or Post Office Box	
Town	
State and Postcode	

### 29. Billing Address ♦ Leave Blank if same as Residential Address

Billing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	

### 30. The following information is to be supplied if the Payment of School Fees is shared or from an alternative source. This information will be used in the Billing for the Fees.

Billing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	
Telephone	Home _____ Mobile _____

## Alternative Family Details

Other Parent not residing at the same address as the student

This information is also required if the student resides at times with an alternative family during school terms

Alternative Female Parent / Guardian	Alternative Male Parent / Guardian																								
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<b>38. Request a copy of Student Reports</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Request a copy of Student Reports</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																								
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## Alternative Family Address Details

### 40. Residential Address

<b>Mailing Title</b> eg. Mr and Mrs D Smith	
<b>Street Number and Name</b>	
<b>Town</b>	
<b>State and Postcode</b>	
<b>Home Telephone Number</b>	

### 41. Postal Address ♦ Leave Blank if same as Residential Address

<b>Street Number and Name or Post Office Box</b>	
<b>Town</b>	
<b>State and Postcode</b>	

## Student's Medical Details

<b>42. Doctor's Name</b>																												
<b>43. Doctor's Phone No.</b>																												
<b>44. Medical Conditions</b> (advise if your child receives daily medication)	eg. medical/physical/allergy																											
<b>45. Special Needs</b>	eg. psychological/cognitive/sensory/behavioural																											
<b>46. Medic Alert Required?</b>	<input type="checkbox"/> Yes (Please supply details of alert) _____ <input type="checkbox"/> No																											
<b>47. Immunisation Record</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">MMR (Measles, Mumps, Rubella)</td> <td style="width: 10%;"><input type="checkbox"/> Yes</td> <td style="width: 20%;"><input type="checkbox"/> No</td> </tr> <tr> <td>MEN (Meningococcal)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Tetanus</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Pertussis (whooping cough)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Diphtheria</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Polio (OPV)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Hepatitis B (HEB)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Hib (Haemophilus Influenza Type B)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>BCG (TB)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	MMR (Measles, Mumps, Rubella)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MEN (Meningococcal)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tetanus	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pertussis (whooping cough)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Diphtheria	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Polio (OPV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hepatitis B (HEB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hib (Haemophilus Influenza Type B)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	BCG (TB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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BCG (TB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No																										
<b>48. Consent to Medical Attention:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  In the event of illness or injury requiring urgent medical treatment I consent for medical and /or hospital attention to be sought. (If Ambulance travel is required the cost is covered by the College Ambulance Cover)  Parents / Emergency Contact will be contacted immediately in these events.  If prescription / other medication is sent to school with the student a note giving details of dosage and permission for College staff to administer medication must accompany the student.																												

**49. Emergency Contacts** – The first and second parent or guardian stated on page 5 will be the school's first and second priority contacts. You may wish to provide other names below.

Contact Name	Relationship to student	Work Phone	Home Phone	Mobile
1				

## Parent/Guardian Background Information

The following information is required by the Australian Government and must be completed. It is used to measure the achievements of students from various backgrounds for national reporting. Individuals are not identified.

### 50. What is the highest year of primary or secondary school the parents / guardians have completed? (for persons who have never attended school, mark 'Year 9 or equivalent or below')

Mother/ Parent1 / Guardian 1	Mark only one box	Father/ Parent2 / Guardian2	Mark only one box
Year 12 or equivalent.....	<input type="checkbox"/>	Year 12 or equivalent.....	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	Year 11 or equivalent.....	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	Year 10 or equivalent.....	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	Year 9 or equivalent or below.....	<input type="checkbox"/>

### 51. What is the level of the *highest* qualification the parents / guardians have completed?

Mother/ Parent1/ Guardian 1	Mark only one box	Father/ Parent2 / Guardian2	Mark only one box
Bachelor degree or above.....	<input type="checkbox"/>	Bachelor degree or above.....	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	Advanced diploma/Diploma.....	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	Certificate I to IV (including trade certificate).....	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	No non-school qualification.....	<input type="checkbox"/>

The following questions refer to the parental occupation group. Please select from the appropriate parental occupation from the attached list.

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

### 52. What is the occupation group of the Mother/ Parent1/ Guardian1.

Group \_\_\_\_\_

### What is the occupation group of the Father/ Parent2 Guardian2.

Group \_\_\_\_\_

### 53. Aboriginal/Torres Strait Islander Students

Parental permission is given for tutorial assistance as per funding guidelines

Yes       No

**AGREEMENT**

- I/we understand and accept that O'Loughlin Catholic College (herein known as the College) is a Christian community in which students are given the opportunity to deepen their understanding of catholic beliefs, clarify their values and develop real and practical concerns for others. The College philosophy encourages the development of personal responsibility in students, recognising and valuing individual differences, and encouraging the achievement of each one's potential. The College provides an environment where gospel values are lived out, thus allowing students to experience the hope and optimism of the Gospel message of Jesus Christ. I/we agree to support in every possible way this religious dimension of the College.
- I/we accept and agree to support the standards of behaviour, discipline policy, grooming and uniform which the College requires.
- I/we realise that in sending my child to O'Loughlin Catholic College, I am undertaking certain financial commitments regarding school fees, uniforms, etc. I agree that Fees and Levies, as determined by the Principal and College Board, will be paid on receipt of Invoice. If at any time and for any reason I should find myself unable to meet my financial obligations in full, I agree to contact the Bursar or Principal to make special interim arrangements. I understand that failure to do this will jeopardise my child's ongoing enrolment in the College.
- I/we understand that a full term's notice in writing must be given to the College Secretary before withdrawal of a student. Failure to give such notice will involve payment of the fee for the relative billing period, irrespective of the date the student may leave during the term. Exceptions may be given in cases of transfers at short notice, or on compassionate grounds.
- I/we agree that my child will take an active part in the various activities, including co-curricular, that are run as part of the College educational program, and that I will ensure their attendance at these activities.
- I/we understand the importance of parental involvement with the education of my child. I agree to assist in some capacity and I understand that some commitment will be expected of me.
- I/we understand and accept that the completion of this enrolment form does not guarantee enrolment.
- I/we understand and accept that attendance at an enrolment interview does not guarantee an enrolment offer being made.
- I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

Do you give permission for your child's previous school to release their files?

Yes       No

**SIGNATURES OF PARENT(S) / GUARDIAN(S)**

Female Parent or Guardian ..... Date    /    / 20

Male Parent or Guardian ..... Date    /    / 20

## List of Parental Occupation Groups

### **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 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/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, kitchenhand, 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]

## PROTECTING YOUR PRIVACY

### O'Loughlin Catholic College

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]\* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. 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, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
6. 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.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. 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