

Application for Enrolment

Full Name of Student
Date of Birth
Full Name of Parents
Main Contact Number

This application form is to place your child on the appropriate waiting list. Your application is not confirmed until the \$150.00 application fee is paid. This can be paid by:

- EFTPOS
- Direct Debit
 - Byron Community Primary School
 - BSB 062 514
 - Account 10513286
 - Reference Child's initial and surname
- Cash (not a preferred option)

OFFICE USE ONLY	
Year Level to start:	<input type="checkbox"/> P <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Year:	20__
Tour Conducted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Application for Enrolment received:	
Date Payment received:	
Date Entered into TASS:	
Birth Certificate/Passport Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Immunisation History Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT DETAILS			
First Name		Gender	
Middle Name(s)		Year/Grade to start	
Surname		Previous School	
Preferred Name		Previous School Year	

FAMILY NAME/MAIN HOME ADDRESS OF STUDENT			
Family Surname			
Address of Student			
Family Mailing Details (if different from above)		Family Billing Details (if different from above)	
Name		Name	
Address		Address	
Email		Email	

STUDENT LIVING ARRANGEMENTS	
Student Lives With:	
<input type="checkbox"/> Both Mother and Father together	<input type="checkbox"/> Permanently with Father
<input type="checkbox"/> Permanently with Mother	<input type="checkbox"/> Equal time spent with both Mother and Father
<input type="checkbox"/> Other (Please be specific)	
Is your child the subject of a Family Court order? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please attach a copy of documents.	
Is there any other information you wish the school to be aware of?	

STUDENT NATIONALITY	
Government Requirement	
In which country was your child born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify)
Is your child of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both
Does your child speak languages other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify below)

RESIDENTIAL STATUS
Copies to be retained by School
<input type="checkbox"/> Australian citizen (Naturalisation Certificate or Australian Passport if country of birth is not Australia)
<input type="checkbox"/> Permanent resident (Passport if country of birth is not Australia)
<input type="checkbox"/> Temporary resident (Passport and Visa)
<input type="checkbox"/> Bridging Visa (Passport and Visa)
<input type="checkbox"/> Other/Visitor/Student/Passport/Visa (Passport and Visa)
<input type="checkbox"/> Copy of parent(s) Passport if child's country of birth is not Australia

KINDERGARTEN ENROLMENTS ONLY	
What type/s of care outside of home did your child have prior to enrolling at school?	
<input type="checkbox"/> Long Day Care	<input type="checkbox"/> Other Care (please specify
<input type="checkbox"/> Family Day Care	Name of pre-school, long day care or other service used
<input type="checkbox"/> Pre-School	
Do you give BCPS permission to contact your child's previous care providers? <input type="checkbox"/> Yes <input type="checkbox"/> No	

MEDICAL DETAILS		
Doctor/Medical Centre Name:		
Doctor/Medical Centre Address:		
Doctor/Medical Centre Phone Number:		
Child's Medicare Number:	Expiry Date:	Reference No:
Government Requirement (Copies to be retained by School)		
Medical Conditions: Please specify any medical conditions your child suffers from, eg asthma, diabetes and/or any prescribed medication taken by your child (action plan to be attached):		
Allergies: Please list any know allergies your child has, eg nuts, penicillin, bee stings, etc (action plan to be attached):		
Has your child been diagnosed as being at risk of anaphylaxis? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, does your child have an EpiPen? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Intolerances/Dietary: Please list any food intolerances or dietary requirements your child has:		

IMMUNISATION
Government Requirement
Please provide a copy of your Immunisation History Statement (available through Medicare or MyGov)

SPECIAL NEEDS			
Government Requirement			
Does your child have:			
<input type="checkbox"/> Autism	<input type="checkbox"/> Behavioural disorders	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Intellectual disability
<input type="checkbox"/> Language disorder	<input type="checkbox"/> Mental health issues	<input type="checkbox"/> Physical disability	<input type="checkbox"/> Vision impairment
<input type="checkbox"/> ADHD	<input type="checkbox"/> Acquired brain injury	<input type="checkbox"/> Giftedness	<input type="checkbox"/> Difficulties in learning
<input type="checkbox"/> None of the above	<input type="checkbox"/> Other (please specify)		
If other, please list what accommodations were previously provided for your child:			
Has your child received any assessment from the following?			
<input type="checkbox"/> Paediatrician	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Speech Therapy	<input type="checkbox"/> Early Intervention
<input type="checkbox"/> Counselling	<input type="checkbox"/> Other (please specify)		
If yes, please provide a brief description:			
Please provide details of health professionals or other relevant agencies that have knowledge of these issues:			
Does your child have any history of violent behaviour		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any history of behavioural problems (including verbal bullying)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child ever been suspended or expelled from any previous school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide full details:			

CONTACT DETAILS		
	Mother/Guardian Details	Father/Guardian Details
Title		
First Name		
Middle Name		
Surname		
Address		
Mobile		
Business Phone		
Email		
Government Requirement		
What is your occupation group? (refer to Parent Occupation Group Descriptions attached)		
What is the highest year of school that has been completed?	<input type="checkbox"/> 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
Non-School Education	<input type="checkbox"/> 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 – IV (incl. Trade)	<input type="checkbox"/> Certificate I – IV (incl. Trade)
	<input type="checkbox"/> No non-school qualifications	<input type="checkbox"/> No non-school qualifications
Languages other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please list)	<input type="checkbox"/> No <input type="checkbox"/> Yes (please list)
Country of Birth		
Nationality		
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Married <input type="checkbox"/> Divorced
	<input type="checkbox"/> De Facto <input type="checkbox"/> Single	<input type="checkbox"/> De Facto <input type="checkbox"/> Single
	<input type="checkbox"/> Widow	<input type="checkbox"/> Widow

EMERGENCY CONTACT DETAILS – These people are authorised to collect my child			
	Emergency Contact 1	Emergency Contact 2	Emergency Contact 3
Title			
First Name			
Surname			
Mobile			
Relationship to child			

MODE OF TRANSPORT
<input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Walk <input type="checkbox"/> Other
Days to catch bus and bus number if known

FAMILY CONTRIBUTION
What skills can you bring to our school for family contribution?

AGREEMENTS

PAYMENT OF FEES	
<p>Enrolment carries an obligation to pay all required school fees and levies. A copy of the Enrolment Policy and Schedule of Fees are on our website. In signing below, you are confirming that you take full responsibility for payment of fees and charges as required under BCPS Enrolment Policy, and that you allow the school to communicate with either parent about fee related issues. I understand my child's continued enrolment is dependent on my fees being paid in full by the end of Week 2 of each term unless arrangements are made to pay by written and signed agreement with the Business Manager.</p>	
Parent 1 Name:	Signature
Parent 2 Name:	Signature

PERMISSIONS	
<p>Medical Treatment Permission. If my child needs urgent hospital or medical treatment of any nature and the school is unable to contact parent/guardian/emergency contact after making reasonable efforts, I authorise the school to give authority for such treatment. I indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Short Excursion Permission: I give permission for my child to attend school outings within the general locality</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Use of Photographs within the school community: I give permission for photographs of my child to be used for school articles/newsletter</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Use of Photographs outside the school community: I give permission for photographs of my child to be used for school promotions and publications, including the School website and School Facebook</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Use of Resources: I accept responsibility for any library books or equipment sent home, and agree to replace any lost or damaged items.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I give permission for BCPS to disclose information/data to the Dept of Education or alike organisations/agencies on my child</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

AGREEMENTS	
<p>Your application is unable to be processed unless all documents are submitted.</p>	
<p>I agree to support the school policies in relation to studies, discipline and the general operation of the school including the enrolment and student attendance policies</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I have included copies of the following documents:</p>	
Birth Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Passport/Visa/Citizenship (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family Court Orders (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cover Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photo	<input type="checkbox"/> Yes <input type="checkbox"/> No
Latest school reports (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relevant medical and/or special needs information including clinical/education assessments (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Immunisation Certificate or Conscientious Objection Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Action Plans (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent 1 Name:	Signature
Parent 2 Name:	Signature

STUDENT APPLICATION FOR ENROLMENT

STANDARD COLLECTION NOTICE

1. Byron Community Primary School (School) collects personal information, including sensitive information about students and parent(s) or guardian(s) 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, Public Health and Child Protection Laws.
4. The School has an obligation to notify the Office of the Australian Information Commission (OAIC) and the affected individuals if there is an 'eligible data breach' in relation to the information the school holds. To satisfy the obligation to notify the OAIC there must have been:
 - Unauthorised access to, or disclosure of the information lost, or
 - Where the unauthorised disclosure is likely to occur, and a reasonable person is satisfied that access or disclosure of that information would likely result in serious harm to the individual to which the information relates.
5. 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.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
7. Personal information collected from students is regularly disclosed to their parent(s) or guardian(s).
8. The School may store personal information in the 'cloud' which may mean it resides on servers which are situated outside Australia.
9. The School's Privacy Policy sets out how parent(s) or guardian(s) or students may seek access to personal information collected 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.
10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
11. As you may know the School engages in fundraising activities from time to time. Information received from you may be used to make and appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters. The School will obtain separate permissions from the students' parent(s) or guardian(s) prior to publication if we would like to include photographs or other identifying material for the School or otherwise make it available to the public such as on the internet.
13. We may include students and students' parent(s) or guardian(s) contact details in a class list and School directory.
14. 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, so that they can access that information if they wish. The School does not usually disclose this information to third parties.

PARENT(S) OR GUARDIAN(S) OCCUPATION GROUP DESCRIPTIONS

GROUP 1:

- **Senior management** in a large business organisation, government and defence & 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 a 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:

- **Tradespeople** generally have completed a 4-year trade certificate, usually apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, record/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 adjustor, market researcher)
 - **Services** (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:

- **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, guard, cleaner, caretaker, laundry worker, car park attendant, crossing supervisor).