



# ST LUCY'S SCHOOL

In the Catholic Dominican tradition. A community enriched by difference;  
inspiring learning for a life of purpose.

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## APPLICATION FOR ENROLMENT

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### PRIMARY SCHOOL

PLEASE ATTACH  
RECENT PHOTO

We live **Joy**,  
foster **Community**,  
act with **Courage**,  
pursue the **Truth**.

# APPLICATION FOR ENROLMENT

## PRIMARY SCHOOL

### CHECKLIST

Please attached the following documentation to the Application for Enrolment:

- The Application for Enrolment Form, with all contact and medical details fully completed.
- The signatures of both parents are required. Where only one parent signs, that person must satisfy the School that he/she is the sole parent and will be responsible for all fees and charges. Contact Registrar if you need to discuss this.
- Visa status documentation (where relevant). A copy of passport and visa details if the student is not an Australian or New Zealand citizen and transcripts of reports.
- Current psychology report – recent expert assessments of your child’s disability/ disabilities (see Eligibility Criteria on page 7 of Enrolment). Please note that along with any diagnosis, we also need a Stanford Binet, or Weschler cognitive assessment from a psychologist. Contact Registrar if your child does not have a Cognitive Assessment.
- Any other assessments or reports (Speech, OT, etc) that provide further information about your child relevant to the school.
- Your written account of your child, your hopes and expectations of St Lucy’s (pg 4).
- Any other medical/medication plans applicable
- Recent photo of the student (stuck to front of form)
- Copy of Birth Certificate/passport
- Immunisation Certificate
- Baptism Certificate (if applicable)
- Family Court Orders, if access restrictions in place. In the case of sole custody or split guardianship the school must be provided with a copy of any court order or other custody documentation.
- ASCIA Action Plan for Anaphylaxis (if applicable)
- \$500 (AUD) application fee (non refundable) Please pay enrolment application fee to:  
**St Lucy’s School**  
**BSB: 062264 Acc No: 00900159**  
Please put child’s name in reference field.

**Applications must be complete in order to be considered for enrolment.**

**Thank you!**



# ST LUCY'S SCHOOL APPLICATION FOR ENROLMENT

21 Cleveland Street,  
Wahroonga 2076 Australia  
www.stlucys.nsw.edu.au/enrolments  
Email: enrol@stlucys.nsw.edu.au  
Phone: (02) 9487 1277

## Student Details:

Surname	Given Name/s
Preferred First Name	Date of Birth: DD/MM/YYYY
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Primary Home Address of Student ..... ..... .....
Year which you are seeking to enrol student K 1 2 3 4 5 6 7 8 9 10 11 12	
Intended Start Date DD/MM/YYYY	Country of Birth

**Students Residency Status**

Australian Citizen       New Zealand Citizen       Norfolk Islander  
 Permanent Resident       Visa Holder       Residence determination

If born overseas, what date did student arrive in Australia?     

If student is a permanent or temporary visa holder, please provide the following information:

Current Visa sub-class      Visa expiry Date       Copy of Visa Documentation

    

Has your child attended school previously (for kindergarten students, any day care)?       Yes       No

Location            Dates of Attendance       to     

Is English the only language spoken at home?  
 Yes       No

If No, what other language/s are spoken?

**Aboriginality**

No       Aboriginal       Torres Strait Islander       Both Aboriginal and Torres Strait Islander

Child's religion (if any)	Sacraments received (if applicable)
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## Student's Medical Details

Student's Medicare Number

Medicare Card Expiry date

Private Medical Fund

Private Medical Fund Number

Doctors name/Medical Centre

.....

Doctors Address

.....

.....

.....

Doctors Phone Number

.....

Does your child have Allergies?

Yes  No

If Yes, what is the allergy to

.....

.....

Is it a severe allergy (anaphylaxis)?

Yes  No

Does your child have an ASCIA  
Action Plan for Anaphylaxis?

Yes  No

Please attach this Plan to enrolment form

Has your child been prescribed an  
adrenaline autoinjector (ie EpiPen®)?

Yes  No

If yes, you will need to provide the school with one (and renew prior to expiry date)

Immunisation – please indicate if your child is immunised against the following:  
(Immunisation certificate must be supplied.)

Diptheria  Whooping Cough  Polio  Tetanus  Rubella  Chickenpox  Other

Medical Conditions the school should be aware of :

Asthma  Diabetes  Dietary issues  
 Epilepsy  Seizures

Other:

.....

.....

.....

Will your child require medication to  
be administered in school hours?

Yes  No

If so what prescribed medication?

The school will require further information  
in relation to prescribed medication on enrolment.

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Yes  No In the case of accident/illness, I give permission for my child to be seen by the Casualty Department of  
Hornsby Hospital or another hospital (if necessary) and to be transported by ambulance.

Please provide below an account of your child - we're interested to know the journey they and you have been on - from  
diagnosis to this point; how they fit into your family; what are your hopes for them and your expectations of St Lucy's.

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## Family Details

### Family Status

Married  Divorced  Separated  Defacto  Single

In the case of sole custody or split guardianship the school must be provided with a copy of any court or other custody documentation.

## Parent/Carer 1

Surname

Does this Parent/Carer live in the Primary Address listed in Student Details section?

Yes  No If no, residing address

Given Name/s

Preferred First Name

Sex

Male  Female

Country of Birth

Nationality

Is the mailing address different to residing address?

Yes  No If yes, please provide

Aboriginality

No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

Occupational group (see back page)

Please chose the Group that best describes your occupation (mark only one box). If you have retired or stopped work in the last 12 months, chose the group in which you used to work. (See back page of this document for occupational reference to this.)

Group 1  Group 2  Group 3  Group 4  Group 8

Occupation

Business name of current employer (if any)

What is the highest level of schooling completed?

Year 12 or equivalent  Year 11 or equivalent  Year 10 or Equivalent  Year 9 or equivalent or below

Educational Qualifications - What is the highest qualification completed?

No non-school qualification  Certificate I to IV (including trade certificate)  Advanced diploma/diploma  
 Bachelor degree or above

Does this parent/carers speak a language other than English at home?  English only  
 Yes

If yes, what language/s?

I confirm that I will be responsible for payment of fees. If sole parent, I will be responsible for all fees and charges.

Signature of Parent/Carer 1

Date:

DD/MM/YYYY

## Parent/Carer 2

Surname	Does this Parent/Carer live in the Primary Address listed in Student Details section? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, residing address ..... ..... .....
Given Name/s	
Preferred First Name	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Is the mailing address different to residing address? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide ..... ..... .....
Country of Birth .....	
Nationality .....	

Aboriginality  
 No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

Occupational group (see back page)  
Please choose the Group that best describes your occupation (mark only one box). If you have retired or stopped work in the last 12 months, chose the group in which you used to work. (See back page of this document for occupational reference to this.)  
 Group 1  Group 2  Group 3  Group 4  Group 8

Occupation	Business name of current employer (if any)
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What is the highest level of schooling completed?  
 Year 12 or equivalent  Year 11 or equivalent  Year 10 or Equivalent  Year 9 or equivalent or below

Educational Qualifications - What is the highest qualification completed?  
 No non-school qualification  Certificate I to IV  Advanced diploma/diploma  Bachelor degree or above

Does this parent/carers speak a language other than English at home? <input type="checkbox"/> English only <input type="checkbox"/> Yes	If yes, what language/s?
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I confirm that I will be responsible for payment of fees. If sole parent, I will be responsible for all fees and charges.

Signature of Parent/Carer 2	Date: DD/MM/YYYY
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### Additional Emergency Contacts

Please list two additional contacts that the school can call in the event of an emergency if we're not able to contact either parent/carers

Family Name	Given Name/s
Relationship to Student	Phone number (mobile) ..... Alt number (home, work) .....
Family Name	Given Name/s
Relationship to Student	Phone number (mobile) ..... Alt number (home, work) .....

## Validation of Eligibility for School, Assisted Transport and Funding

Area of Development	Acceptable Assessment Instruments	Date of Assessment	Quals of Assessor	Results
Cognitive	<input type="checkbox"/> Stanford <input type="checkbox"/> Binet <input type="checkbox"/> WIPPSI <input type="checkbox"/> WISC <input type="checkbox"/> Other			
Social/ behavioural	<input type="checkbox"/> ABAS <input type="checkbox"/> Vineland <input type="checkbox"/> Baileys			
Physical	Please provide information.			
Sensory	<input type="checkbox"/> Vision Acuity <input type="checkbox"/> Hearing Acuity			
Autistic Spectrum	<input type="checkbox"/> CARS <input type="checkbox"/> GARS <input type="checkbox"/> DSM IV <input type="checkbox"/> DSM V <input type="checkbox"/> A.D.O.S			

### Declaration and accuracy and signature

I declare that the information in this application is, to the best of my knowledge and belief, accurate and complete.

Where I have given personal information about people other than myself or my child, I have done so with authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

Signature of Parent/Carer 1

Signature of Parent/Carer 2

Print Name

Print Name

Date:

DD/MM/YYYY

Date:

DD/MM/YYYY

**RETURN FORM TO: Registrar, St Lucy's School | 21 Cleveland Street, Wahroonga NSW 2076 | [enrol@stlucys.nsw.edu.au](mailto:enrol@stlucys.nsw.edu.au)**

The information requested in this Enrolment Form is for assessment and reporting purposes and is required by the Ministerial Council of Education, Employment, Training and Youth Affairs.

**Privacy Statement:** St Lucy's will use the information collected in this form for the purposes of, providing educational programs, making appropriate contact in emergencies, marketing opportunities; undertaking statistical, research, planning and reporting activities. For a copy of St Lucy's full Privacy Policy please contact the school on 9487 1277 or visit our website at [stlucys.nsw.edu.au/policies](http://stlucys.nsw.edu.au/policies).

## List of Parental Occupation Groups (for completing Occupational Group question Parent/Carer)

<p><b>GROUP 1</b> Senior management in large business organisation, government administration and defence, and qualified professionals</p>	<ul style="list-style-type: none"> <li>• Senior executive/manager/department head in industry, commerce, media or other large organisation</li> <li>• Public service manager (section head or above), regional director, health/education/police/fire services/administrator</li> <li>• Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)</li> <li>• Defence Forces Commissioned Officer</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</li> <li>• Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)</li> <li>• Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</li> </ul>
<p><b>GROUP 2</b> Other business managers, arts/media/sportspersons and associate professionals</p>	<ul style="list-style-type: none"> <li>• Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</li> <li>• Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing)</li> <li>• Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)</li> <li>• Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)</li> <li>• Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)</li> </ul>	<ul style="list-style-type: none"> <li>• Associate professionals generally have diploma/technical qualifications and support managers and professionals</li> <li>• Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</li> <li>• Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)</li> <li>• Defence Forces senior Non-Commissioned Officer</li> </ul>
<p><b>GROUP 3</b> Tradespeople, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> <li>• Tradespeople generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group.</li> <li>• 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)</li> <li>• Skilled office, sales and service staff</li> </ul>	<ul style="list-style-type: none"> <li>• Office (secretary, personal assistant, desktop publishing operator, switchboard operator)</li> <li>• Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)</li> <li>• 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)</li> </ul>
<p><b>GROUP 4</b> Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> <li>• Drivers, mobile plant, production/processing machinery and other machinery operators</li> <li>• Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)</li> <li>• Office assistants, sales assistants and other assistants</li> <li>• Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)</li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)</li> <li>• Labourers and related workers</li> <li>• Defence Forces ranks below senior NCO not included below</li> <li>• 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)</li> <li>• Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)</li> </ul>
<p><b>GROUP 8</b></p>	<ul style="list-style-type: none"> <li>• You have not been in paid work in the last 12 months</li> </ul>	