



Enrolment Application

APPLYING FOR YEAR _____ IN 20_____

STUDENT SURNAME _____

STUDENT FIRST NAME _____
(as shown on Birth Certificate)

Please print and complete this form, marking NA for information that is Not Applicable. Return form to Our Lady of Mercy College with attached documents *if appropriate** to your application. To ensure a valid application, check our website for enrolment closing dates. Please note that lodgement of the enrolment application form does not guarantee enrolment in the school.

If information requested is not provided we may not be able to enrol your child.

CHECKLIST OF REQUIREMENTS

- Copy of Birth Certificate
- Copy of Baptism Certificate
- Supporting Material*
- Copy of Visa/Australian Passport/Australian Citizenship Certificate*
- Application Fee \$80.00 (non refundable)

Our Lady of Mercy College
A Ministry of Mercy Education Ltd
52 Cape Street Heidelberg 3084 Tel: **03 9459 2511** Fax: **9459 0579**
Web: www.olmcheidelberg.catholic.edu.au

College Registrar: Ms Merri O'Halloran
Email: mohalloran@olmcheidelberg.catholic.edu.au

During the course of a student's enrolment at the College, information is collected for administrative, educational and support purposes. Your daughter's enrolment application will be shared with senior teachers at the time of Family interviews in August of the enrolment year. Her name, current school, and parish will be shared with other Catholic Secondary schools in the region at the time of finalising enrolment offers in September of the enrolment year.

For more detail refer to the OLMC Privacy Policy and Standard Collection Notice on our website.

Student Details

Surname _____ First names _____
 (as shown on Birth Certificate)
 Preferred First Name _____
 Residential address _____ Postcode _____
 Postal address _____ Postcode _____
 Home Phone _____
 Date of birth _____ Country of birth _____ Place in family _____

Resident Status: Australian Citizen
 Permanent Resident Please attach copy of Visa
 Temporary Resident Please attach copy of Visa

Note: Children born in Australia do not automatically acquire Australian citizenship unless at least one parent is an Australian citizen or permanent resident at the time of the child's birth. If a child is born in Australia and neither parent was an Australian citizen or permanent resident at the time of the birth, please provide a copy of the child's citizenship certificate, or Australian passport, or relevant visa.

Year of Arrival in Australia Day _____ Month _____ Year _____
 Commenced School in Australia Day _____ Month _____ Year _____

Present School _____ Suburb _____

Present Grade/Year Level _____ Number of years at current school _____

Language spoken at home _____

Special education needs and detail of support offered at present school. Please specify below.

Please specify any relevant medical conditions for your daughter.

Asthma	Anaphylaxis	Diabetes	Other – please explain in the space below

Sisters who are current/past pupils at OLMC (if past pupil please enter year left)

Name _____ Class/Year left _____ Name _____ Class/Year left _____

Name _____ Class/Year left _____

If mother was a past pupil at OLMC: Maiden name Years attended

Religion & Sacraments

Religion _____ Parish church attended/suburb _____

Sacraments received: Baptism Yes Year No

A copy of the certificate of Baptism is required with this application

Eucharist YES Year _____ NO Confirmation YES Year _____ NO

Family Details & Information

Student lives with: Both Parents Mother Only Father Only Shared Parenting
 Other – Please specify _____

Are there any Family Court Orders, Parenting Plans that have been issued in relation to the enrolling student? Yes No
(If **YES** supporting documentation must be provided)

Parent Information

First Contact (please tick) Mother Father Other*
Second Contact (please tick) Mother Father Other*

<p>*Relationship to Student</p> <p>Surname _____ First Name _____ Title _____ Religion _____ Date of Birth _____ Country of Birth _____ Citizenship _____ Residential Address _____ _____ Postcode _____ Telephone _____ Mobile _____ Work _____ Email _____ Occupation _____ Name of Employer _____</p>	<p>*Relationship to Student</p> <p>Surname _____ First Name _____ Title _____ Religion _____ Date of Birth _____ Country of Birth _____ Citizenship _____ Residential Address _____ _____ Postcode _____ Telephone _____ Mobile _____ Work _____ Email _____ Occupation _____ Name of Employer _____</p>
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Accounts to be sent to

Mother Father Both Parents

Account Address _____ Postcode _____

Emergency Contact

Name _____ Relationship to student _____
Address _____
Postcode _____ Phone _____ Mobile _____

Further Information

Please give any further information you would like us to be aware of in regard to this application. Please feel free to add one extra page.
Note: For students enrolling in Years 8-12, the most recent school report and NAPLAN results are required.

