# Enrolment Application

St Joseph's School Hectorville

Love in all things

Also available to complete online via our website using a desktop device:

**sjh.catholic.edu.au/enrol-now**

# Application for enrolment

Please note that this enrolment application is an application only and does not guarantee that a place will be offered to your child.

Please cross all enrolments that apply:

☐ 3 Year Old Occasional Care Beginning date / / Term Year Year level

☐ Preschool Beginning date / / Term Year Year level

☐ Reception to Year 6 Beginning date / / Term Year Year level

☐ Both Preschool and School Beginning date / / Term Year Year level

**OFFICE USE ONLY**

$35 Application Fee for R – 6 enrolments (non-refundable) payable when application is submitted

Date received / / Application Fee / / Receipt number

Acknowledgement / / Interviewed / / Offer sent / /

Offer accepted / / Enrolment Fee paid / / Accept acknowledgement / /

## STUDENT DETAILS

Family name

Given name/s Preferred name

Date of birth / / Gender ☐ Male ☐ Female ☐ Unspecified

Address

Post code

Is your child of Aboriginal or Torres Strait Islander Origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both

Main language Main language spoken at home

**BACKGROUND**

Country of birth Nationality

Arrival date in Australia, if born overseas Year first enrolled in a school in Australia (if applicable)

Visa (if not Australian Citizen):

Visa type Visa number Date granted / / Expiry date / /

# STUDENT DETAILS (CONTINUED)

### EDUCATION

Current school _____ Current year level _____

Previous schools and preschools
(Attach separate sheet if needed)

1. _____ from / / to / /

2. _____ from / / to / /

3. _____ from / / to / /

4. _____ from / / to / /

### RELIGIOUS

Religion _____

Present Parish of Worship _____

| Sacraments | Parish | Date |
|---|---|---|
| Baptism | | / / |
| Confirmation | | / / |
| Reconciliation | | / / |
| Eucharist | | / / |

# FAMILY DETAILS

| | Parent 1/Guardian 1 | Parent 2/Guardian 2 |
|---|---|---|
| Title | | |
| Family name | | |
| Given name/s | | |
| Preferred name | | |
| Occupation | | |
| Occupation Group (refer list, last page) | ☐ 1 ☐ 2 ☐ 3 ☐ 4 | ☐ 1 ☐ 2 ☐ 3 ☐ 4 |
| Employer | | |

# FAMILY DETAILS (CONTINUED)

| | Parent 1/Guardian 1 | Parent 2/Guardian 2 |
|---|---|---|
| **CONTACT DETAILS** | | |
| Home phone number | | |
| Work phone number | | |
| Mobile number | | |
| Email address | | |
| Residential address | | |
| Postal address (if different) | | |
| Relationship to child (Father/Mother/Foster/Step/ Guardian/Grandparent etc.) | | |
| Child resides with | ☐ Yes, full time<br>☐ Yes, part time<br>☐ No | ☐ Yes, full time<br>☐ Yes, part time<br>☐ No |
| Family Court or other relevant Court Order/Intervention Order or Parenting Plan?<br>(If yes, a copy of the order is to be provided to the school) | ☐ Yes<br>☐ No | ☐ Yes<br>☐ No |
| **RELIGIOUS & BACKGROUND** | | |
| Religion | | |
| Main language spoken at home | | |
| Country of birth | | |
| Cultural background | | |
| Arrival date in Australia (if applicable) | | |
| Residential status | ☐ Australian citizen<br>☐ Permanent resident<br>☐ Temporary resident | ☐ Australian citizen<br>☐ Permanent resident<br>☐ Temporary resident |

# FAMILY DETAILS (CONTINUED)

| | Parent 1/Guardian 1 | Parent 2/Guardian 2 |
|---|---|---|
| Highest school year completed (circle one) | Year 12 11 10 9 (or below) | Year 12 11 10 9 (or below) |
| Non-school (tertiary) qualifications | ☐ Bachelor's degree or above<br>☐ Advanced diploma / Diploma<br>☐ Certificate I to IV (including trade certificate)<br>☐ No non-school qualifications | ☐ Bachelor's degree or above<br>☐ Advanced diploma / Diploma<br>☐ Certificate I to IV (including trade certificate)<br>☐ No non-school qualifications |

## OTHER CHILDREN

Have you previously had a student at this school? ☐ Yes ☐ No

If yes, please list the names and dates attended:

Do you have any other children in the family? ☐ Yes ☐ No

| Name | M / F / U | Birth date | School attending | Year level |
|---|---|---|---|---|
| | | / / | | |
| | | / / | | |
| | | / / | | |
| | | / / | | |
| | | / / | | |

Has your child received all scheduled immunisations? ☐ Yes ☐ No
(Schedule as determined by the Childhood Immunisation Schedule available from www.sahealth.sa.gov.au)

## MEDICAL CONDITIONS

Does your child have any of the following medical conditions that may require support?

| | | | | | |
|---|---|---|---|---|---|
| Severe Allergy (e.g. Bee Sting) | ☐ Yes | ☐ No | Medication usually taken at school | ☐ Yes | ☐ No |
| Asthma | ☐ Yes | ☐ No | Diabetes | ☐ Yes | ☐ No |
| Other | ☐ Yes | ☐ No | | | |

# HEALTH INFORMATION

If yes to 'other', please give details:

If you have ticked yes to any of the above medical conditions, please provide a copy of the relevant Action Plan e.g. Asthma/Allergy/Anaphylaxis Action plan or Medical Authority form (for medication to be taken regularly at school). Information provided may be accessed and used as required in the case of an emergency.

Are you aware of any medical/healthcare emergency that could arise? ☐ Yes ☐ No
If yes, please provide information about the type of emergency and how to recognise it:

Are there any health related dietary restrictions? If yes, please provide details: ☐ Yes ☐ No

## DETAILS OF CHILD'S DOCTOR/CLINIC

Doctor's name Practice name

Address

Post code Phone

Health fund name

Does your policy include ambulance cover? ☐ Yes ☐ No

## ADDITIONAL NEEDS

Does your child have a diagnosed disability? ☐ Yes ☐ No

If yes, please provide details (eg. physical, hearing, vision impairment, autistic disorder, global development delay, speech and language impairment):

## HEALTH INFORMATION (CONTINUED)

Agencies involved

Support received

Contact person Phone

Email address

Do you have any concerns about your child's development? ☐ Yes ☐ No

If yes, please provide details (eg. behaviour, personal care needs, language skills):

## ADDITIONAL NEEDS & CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the school setting.

| | | |
|---|---|---|
| We consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professionals. | ☐ Yes | ☐ No |
| Does your child have any special achievements, talents? | ☐ Yes | ☐ No |
| Does your child have any learning needs? | ☐ Yes | ☐ No |
| Has your child attended any specialised agencies, special schools, units or centres? | ☐ Yes | ☐ No |
| Has your child been assessed by a specialist service (such as speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)? | ☐ Yes | ☐ No |
| Does your child have any special needs or considerations? (For example: disabilities, allergies, restrictions on physical activity) | ☐ Yes | ☐ No |
| Does your child require any special provisions to be made by the school (eg. medication, disabled access, etc)? | ☐ Yes | ☐ No |
| Does your child have any infectious diseases? | ☐ Yes | ☐ No |
| Has your child ever been suspended from school, expelled or refused admission to another school? | ☐ Yes | ☐ No |
| Is there any other information that the school should be aware of in order to meet your child's educational needs? | ☐ Yes | ☐ No |
| Do you have any outstanding school fees with another school? | ☐ Yes | ☐ No |

If you answered yes to any of the previous questions, please give details and use attachments if necessary.

## WHY DID YOU CHOOSE OUR SCHOOL?

# For Preschool enrolments

## PLEASE COMPLETE:
## DEPARTMENT FOR EDUCATION PARENT DISCLAIMER

I/We understand that the entitlement to a department funded preschool program, which may be a child care centre, private preschool or department preschool, is for an average of 15 hours per week over 40 weeks of the year (maximum, 600 hours).

I/We declare that the child I am/we are enrolling is not already accessing a department funded preschool program with an entitlement of 15 hours per week from another service provider.

If this child is accessing another preschool program that is funded by a department, which may be a child care centre, private preschool or department preschool, please provide details of the site and number of hours enrolled.

This site **St Joseph's Preschool Hectorville** Number of hours enrolled

Other department funded site:
Name of site Number of hours enrolled

(If unsure whether the other service is a department Grant Funded Preschool contact the Universal Access team on 8226 3681 for more information.)

Parent/Guardian Signature: Date / /

# INFORMATION PRIVACY STATEMENT

The Department for Education (the department) is committed to respecting the confidentiality of information provided by St Joseph's School Hectorville about children and their parent(s) or guardian(s), for example, information requested on child enrolment forms. Some of the information requested in this form is to enable the department to:

- assess and to provide all preschool funding entitlements (under the provisions of the Universal Access to Early Childhood Education Funding and Service Agreement)
- collect necessary statistical information and undertake analysis of the composition of the child population
- meet reporting requirements, including to the Australian Government.

If organisations are contracted on behalf of the department to undertake tasks that require access to enrolment data, the contract(s) between the department and those organisations will include strict confidentiality and disposal provisions.

Only unidentifiable data is reported to the Australian Government. In accordance with the South Australian Government Information Privacy Principles, no personal information is reported publicly that could identify individuals.

Further information about the Information Privacy Principles can be found at: https://archives.sa.gov.au/sites/default/files/public/documents/Short%20Guide%20to%20the%20Information%20Privacy%20Principles.pdf

The information collected in enrolment forms provided to the department is stored securely in the department's databases. The management of this information is governed by State and the department's policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the 'Information Privacy Principles' (see reference above). Unless required to do so by a law of the State or Australian Government, as otherwise permitted by the Information Privacy Principles or in accordance with the information sharing guidelines, the department will not otherwise disclose the information to others without your consent.

I/We have read the Information Privacy Statement above. Please sign:

Parent 1/Guardian 1
Signature: _____

Date / /

Parent 2/Guardian 2
Signature: _____

Date / /

# PRIVACY AND RELEASE INFORMATION

1. The school collects personal information, including sensitive information about students and parents/guardians, 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 students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils 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, and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.

5. The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the school's local parish and diocese, other related church agencies/entities, and schools within other Dioceses; medical practitioners; people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the school; anyone you authorise the school to disclose information to; and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.

6. From time to time, the school may be required to communicate to parents/guardians that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.

7. In situations where both parents are enrolling, but are separated, it is the policy of the school to release school reports to both parents of the student upon request. It is also our policy to allow both parents to attend parent/teacher interviews upon request. However, the school will abide by any court orders which prevent the release of such information.

8. The school may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.

# PRIVACY AND RELEASE INFORMATION (CONTINUED)

9. Personal information collected from pupils is regularly disclosed to their parents or guardians.

10. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the school's use of an online or 'cloud' service provider is contained in the school's Privacy Statement.

11. The school's Privacy Statement, accessible on the school's website, sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as 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. Any refusal will be notified in writing with reasons if appropriate.

12. The school's Privacy Statement also sets out how parents/guardians and students can make a complaint about a breach of the APPs and how the complaint will be handled.

13. The school may engage 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.

14. Enrolled children may have the opportunity to be photographed, filmed, or recorded, and their artistic and academic works, such as artwork and projects, may be showcased in various formats. Parents/guardians must complete and return the Student Permission form to indicate permission for the school to collect and utilise such content for both print and online marketing initiatives. This may entail featuring the content in e-newsletters, on the school website, social media platforms, and other advertising mediums.

15. Our school utilises a range of third-party applications to facilitate effective communication with families regarding their enrolled child/ren. These platforms include: Mailchimp for marketing & school e-newsletters, Seesaw for sharing student learning and classroom updates, PTO for parent-teacher interview bookings, Skool Loop for Sport and general school-wide announcements and communication, and Class Creator for organising class placements. These tools help us provide timely, relevant information and enhance family engagement with the school community.

16. We may include pupils' and pupils' parents' contact details in a class list and school directory.

17. 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.

18. In the event of default of payment of fees, the school may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.

I/We consent to my/our basic family details (name and telephone number) being revealed to State Dental Clinic. ☐ Yes ☐ No

I/We consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside. ☐ Yes ☐ No

Parent 1/Guardian 1
Signature: _____

Date / /

Parent 2/Guardian 2
Signature: _____

Date / /

**Please note:**
In due course you will be contacted regarding your application for enrolment. If you accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated in the Enrolment Contract.

# PARENT/GUARDIAN DECLARATION

1. In applying to enrol my/our child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.

2. I/we accept that support of school staff and cooperation concerning school activities is essential.

3. I/we accept that I/we will abide by school policies as amended from time to time.

4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.

5. I/we accept that the school reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct that brings into disrepute the good name and reputation of the school.

## PARENT/GUARDIAN DECLARATION (CONTINUED)

6. I/we accept the standards the school sets regarding grooming, uniform and personal presentation.
7. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the school (except where exemptions/remissions have been sought and granted).
8. I/we accept that the method of payment will be by direct debit from my account.
9. I/we accept that one full term's tuition fee will be charged for students withdrawn without at least one term's notice in writing.
10. I/we understand that once we have been officially interviewed and a Letter of Offer received, that there will be an Acceptance Fee of $100 for Preschool and $100 Reception to Year 6 (total Acceptance Fee for Preschool to Year 6 is $200). This is non-refundable and payable on our acceptance of your offer.
11. I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions is my/our responsibility.
12. I/we consent to the school obtaining information about my/ our child, where necessary, from previous schools or agencies/ professionals.
13. I/we consent to the school obtaining my/our fee-paying record, where necessary, from previous schools.
14. I/we consent to my/our basic family details (name, email address and telephone number) being revealed to: State Dental Clinic and to other Catholic schools who may wish to provide me/us with information to assist in choosing another Catholic school.
15. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside.
16. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.

I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions clauses 1–16 and Privacy and Release Information clauses 1–16 (previous page).

Parent 1/Guardian 1
Signature: _____

Date / / _____

Parent 2/Guardian 2
Signature: _____

Date / / _____

# Checklist: What you need to provide/ bring with you

Please bring the following with you when presenting this complete enrolment application:

**For Reception to Year 6 enrolments, the Application Fee of $35. This is non-refundable.**

Please note application does not guarantee that a place will be offered to your child. If accepted, a $100 Preschool or $100 Reception to Year 6 Acceptance Fee is payable (total Acceptance Fee for Preschool to Year 6 is $200). This is non-refundable.

**A copy of the following documents (where applicable):**

- Immunisation History Statement available from www.medicareaustralia.gov.au/online
- Latest school report and/or reference from previous schools
- Copies of any national tests results (eg. NAPLAN) where available
- Any Court order, parenting plan or related information affecting your child
- Health care/Medical management plan if required
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- If you are not born in Australia and on a Visa, please provide documentation (passports, Visa Grant Notice).

# GLOSSARY PARENTAL NON-SCHOOL EDUCATION

| | |
|---|---|
| **Bachelor degree** | Includes postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and bachelor Degree. |
| **Advanced diploma/Diploma** | Includes Advanced Diploma, Associate Degree and Diploma |
| **Certificate I to IV (including Trade certificate)** | Includes Certificate I, Certificate II, Certificate IV, Trade Certificate, Advanced certificate, Apprenticeship Certificate and trainee Certificate. |

# LIST OF PARENTAL OCCUPATION GROUPS

### GROUP 1: Senior Management in large business organisation, government admin and defence, and qualified professionals

- 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
- 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
- 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, air traffic controller]

### GROUP 2: Other business managers, arts/media/ sportspersons and associate professionals

- Associate professionals generally have diploma/technical qualifications and support managers and 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/investments/insurance broker, credit/loans officer]
- Retail sales/service 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]
- 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/refuge/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 NCO not included above
- Agricultural, 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]