

# ENROLMENT APPLICATION INFORMATION

Thank you for your interest in enrolling your child into our School.

This application to enrol form is to be completed in English. If you need an explanation of any of the questions or help in completing this application, please ask for assistance from the Enrolment Secretary. You are welcome to provide further information on an attached sheet.

The school will notify you of the outcome of your application. The information you have provided will be used by the school to enrol your child, if your application is accepted. Please do not purchase items such as uniforms until you receive confirmation of enrolment in writing.

PLEASE KEEP THIS PAGE AND RETURN YOUR APPLICATION TO THE SCHOOL.

## When you come to the school to enrol please bring these documents with you:

- **Proof of student's residential address** (eg: original copies of council rates notice, residential lease, electricity accounts, statutory declaration etc)
- **Birth certificate or identity documents**
- **Copies of any family law or other relevant court orders** (if applicable)
- **Immunisation history statement** (only required for students enrolling in primary /secondary schools for the first time)
- **Baptismal Certificate** (only required for students enrolling in primary /secondary schools for the first time)

## In addition, if your child is a permanent resident but not an Australian citizen, you will need to provide:

- **Passport or travel documents**
- **Current visa and previous visas** (if applicable)

## In addition, if your child is a temporary visa holder you will also need to provide:

- **Authority to Enrol** issued by the Temporary Visa Holders Program Unit. This is required for visitor and temporary visa holders (other than sub class 571P)
- **Authority to Enrol or evidence of permission to transfer** issued by the International Student Centre (if holding an international full fee student visa, sub class 571P)
- **Evidence of the visa the student has applied for** (if the student holds a bridging visa)

## Your privacy protected

The school and the Catholic Education Office are subject to the *Privacy and Personal Information Protection Act 1998 (NSW)* and the *Health Records and Information Privacy Act 2002*.

The information you provide will be used to process your child's application for enrolment, which may include a risk assessment.

It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

The health-related information collected is subject to the Health Records and Information Privacy Act 2002. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other, related purposes.

## Do parents have to answer the questions?

We are required by law to ensure the health and safety of students, staff and visitors on our premises. It is therefore necessary for you to answer all questions on this form.

The information you provide will assist the school to communicate with you and to care for your child while at school. Should you choose to submit an incomplete form, processing your application may be delayed.

**Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.**

## Why have we asked for information about your occupation and education?

All Australian Education Ministers have agreed on National Goals for Schooling in the 21<sup>st</sup> Century. The National Goals specifically state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location.

The goals also state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

To help us to make sure we are achieving this goal, all parents across Australia, no matter which school their child attends, are being asked to provide information about family background. The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Providing information about your occupation and education is voluntary but your information will help us to ensure that all students are being well served by Australian schools.

The four groups listed on page '2' are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that you think best describes you. If you have retired or stopped work in the past year please choose the group in which you used to work.

**You will need to use this table to answer the questions on pages '6-7'.**

## Secure Internet Access and Email

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using their Internet and email services.

**Parents will need to inform the school in writing if they do not want their child to have access to the school's Internet and email facility.**

## Photographs at school

Taking photographs of students can constitute a collection of their personal information. Occasionally photographs are taken of individual students and classes of students at school.

# Parent Occupation Groups

<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, kitchen hand, 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 3</b> Tradesmen/women, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> <li>Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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> </ul>	<ul style="list-style-type: none"> <li>Skilled office, sales and service staff</li> <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 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 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>Please note</b></p>	<ul style="list-style-type: none"> <li>If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.</li> </ul>	<ul style="list-style-type: none"> <li>If the person has not been in paid work in the last 12 months, please write '8' in the box</li> </ul>