

A Catholic co-educational
Reception - Year 6 school



Application
for Enrolment

APPLICATION FOR ENROLMENT

STUDENT DETAILS

Family Name _____

Christian Name _____

Year to Commence _____ Year Level _____

Please complete the Application for Enrolment in full and submit together with the requested documentation (page 8) and a non-refundable Application Fee of \$50.

CONTACT INFORMATION

St Mary's Memorial School

16 Milton Street, Glenelg, South Australia 5045

T (08) 8294 4580

General Enquiry info@stmarmem.catholic.edu.au

Enrolments enrolments@stmarmem.catholic.edu.au

stmarmem.catholic.edu.au

School Office Hours

Monday to Friday 8.30am - 4.00pm during school term

OFFICE USE ONLY

Beginning Year Intake

Mid Year Intake

Sibling

Birth Certificate

Baptism

School Tour

Date Received

Application Fee Receipt No.

Interview

Acknowledgement Letter

Offer of Enrolment

Acceptance of Offer

Confirmation of Enrolment

Documents Validated

CESIS Validated

Billing Code

Enrolment Complete

Completed by

FAMILY DETAILS

Family Details	Parent 1/Guardian 1	Parent 2/Guardian 2
Title	Mr Mrs Ms Miss Dr (circle one)	Mr Mrs Ms Miss Dr (circle one)
Family Name		
Given Name/s		
Date of Birth		
Employer		
If not employed, do you receive a government benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email		
Telephone Numbers	Home	
	Mobile	
	Work	
Country of Birth		
Date of arrival in Australia (if applicable)		
Cultural background		
Religion		
Main language spoken at home		
Residential status	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Length of stay	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Length of stay
Visa	Visa Type Visa Number Date granted	Visa Type Visa Number Date granted
Residential Address		
Postal Address (if different)		
Living with child	<input type="checkbox"/> Yes, full-time <input type="checkbox"/> Yes, part-time <input type="checkbox"/> No	<input type="checkbox"/> Yes, full-time <input type="checkbox"/> Yes, part-time <input type="checkbox"/> No
Family Court or other relevant Court Order/Intervention Order or Parenting Plan (If Yes, please provide a copy of that order to the school)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Information included in the following section will, if your application is successful, be required by the Australian Government as part of the School's statistical reporting requirements.</p> <p>Occupation (Please refer to the list of parental occupation groups on page 6) and place the relevant group number in the box below.</p> <ul style="list-style-type: none"> If the person is not current in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. <p>If the person has not been in paid work in the last 12 months, enter '8' in the box.</p> <p>What is the occupation group of the Parent 1/Guardian 1? <input type="text"/></p> <p>What is the occupation group of the Parent 2/Guardian 2? <input type="text"/></p>		

FAMILY DETAILS

LANGUAGES OTHER THAN ENGLISH

Does the Parent 1/Guardian 1 speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

- | | | |
|---|---|--|
| <input type="checkbox"/> No, English Only | <input type="checkbox"/> Yes, Dinka | <input type="checkbox"/> Yes, Serbian |
| <input type="checkbox"/> Yes, Italian | <input type="checkbox"/> Yes, Persian | <input type="checkbox"/> Yes, German |
| <input type="checkbox"/> Yes, Greek | <input type="checkbox"/> Yes, Polish | <input type="checkbox"/> Yes, Dari |
| <input type="checkbox"/> Yes, Vietnamese | <input type="checkbox"/> Yes, Tagalog (Filipino) | <input type="checkbox"/> Yes, Other - please specify |
| <input type="checkbox"/> Yes, Cantonese | <input type="checkbox"/> Yes, Arabic (incl. Lebanese) | _____ |

Does the Parent 2/Guardian 2 speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often).

- | | | |
|---|---|--|
| <input type="checkbox"/> No, English Only | <input type="checkbox"/> Yes, Dinka | <input type="checkbox"/> Yes, Serbian |
| <input type="checkbox"/> Yes, Italian | <input type="checkbox"/> Yes, Persian | <input type="checkbox"/> Yes, German |
| <input type="checkbox"/> Yes, Greek | <input type="checkbox"/> Yes, Polish | <input type="checkbox"/> Yes, Dari |
| <input type="checkbox"/> Yes, Vietnamese | <input type="checkbox"/> Yes, Tagalog (Filipino) | <input type="checkbox"/> Yes, Other - please specify |
| <input type="checkbox"/> Yes, Cantonese | <input type="checkbox"/> Yes, Arabic (incl. Lebanese) | _____ |

PARENTAL SCHOOL EDUCATION

What is the **highest** year of primary or secondary school the Parent 1/Guardian 1 has completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

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

What is the **highest** year of primary or secondary school the Parent 2/Guardian 2 has completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

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

PARENTAL NON-SCHOOL EDUCATION

What is the level of the **highest** qualification the Parent 1/Guardian 1 has completed?

Mark one box only

- Bachelor Degree or above
 Advanced Diploma/Diploma
 Certificate I to IV (including Trade Certificate)
 No non-school qualification

What is the level of the **highest** qualification the Parent 2/Guardian 2 has completed?

Mark one box only

- Bachelor Degree or above
 Advanced Diploma/Diploma
 Certificate I to IV (including Trade Certificate)
 No non-school qualification

Glossary

Bachelor Degree

Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.

Certificate I to IV
(including Trade Certificate)

Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate.

Diploma/Advanced Diploma

Includes Advanced Diploma, Associate Degree and Diploma.

LIST OF PARENTAL OCCUPATION GROUPS

GROUP 1: Senior management in large business organisation, government administration and defence, and 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 of 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: 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, work 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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, care park attendant, crossing supervisor]

STUDENT DETAILS

Family Name	Given Name/s
Male/Female (Please circle) Birth date	Beginning Date Year ____ Term ____ Year Level ____
Address (Please note: where parents are separated, state the address where the child mostly resides):	
_____ Postcode _____	

Is your child of Aboriginal or Torres Strait Islander Origin?

No
 Yes, Torres Strait Islander

Yes, Aboriginal
 Yes, both Aboriginal and Torres Strait Islander

VISA INFORMATION (IF APPLICABLE)

Visa Type	Visa Number	Date granted
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Does your child speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often).

No, English Only
 Yes, Dinka
 Yes, Serbian

Yes, Italian
 Yes, Persian
 Yes, German

Yes, Greek
 Yes, Polish
 Yes, Dari

Yes, Vietnamese
 Yes, Tagalog (Filipino)
 Yes, Other - please specify _____

Yes, Cantonese
 Yes, Arabic (incl. Lebanese)

Country of Birth

Australia
 Philippines
 Thailand

United Kingdom
 Vietnam
 China

New Zealand
 United States of America
 Other - please specify _____

South Africa
 Bosnia and Herzegovina

First enrolled in a school in Australia ____/____/____

RELIGION

Religion			Present Parish of worship		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

EDUCATION

Previous Schools and Pre-schools (include Kindergarten up to present time)

Current school	Current year level
1.	From _____ To _____
2.	From _____ To _____
3.	From _____ To _____
4.	From _____ To _____

Other children in the family	Male/Female	Date of Birth	Name of School attending	Year level

STUDENT DETAILS

ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

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

- (a) Does your child have any special achievements, talents? Yes No
- (b) Does your child have any learning needs? Yes No
- (c) Has your child attended any specialised agencies, special schools, units or centres? Yes No
- (d) 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
- (e) Does your child have any special needs or considerations? (eg. disabilities, allergies, restrictions on physical activity) Yes No
- (f) Does your child require any special provisions to be made by the school? (eg. medication, disabled access etc) Yes No
- (g) Does your child have any infectious diseases? Yes No
- (h) Has your child ever been suspended from school, expelled or refused admission to another school? Yes No
- (i) Is there any other information that the school should be aware of in order to meet your child's educational needs? Yes No

If YES to any of the above questions, please give details, using attachments if necessary.

We consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professionals. Yes No

OTHER INFORMATION

Do you have any outstanding school fees with another school? Yes No

Please submit with your application:

- A copy of the birth certificate (or extract) (or current passport)
- Latest school report and/or reference from previous schools
- Copies of any national tests results (eg. NAPLAN) where available
- Baptismal certificate
- Any Court order, Parenting Plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Letter of support/reference from your Parish Priest/Minister of Religion

Please state your reasons for choosing this Catholic school for your child's education:

I declare that all of the information provided in this application is, to the best of my knowledge, true and accurate.

All enrolling parents/guardians to sign.

Parent 1/Guardian 1 (signature) _____ Date ____/____/____

Parent 2/Guardian 2 (signature) _____ Date ____/____/____

PRIVACY INFORMATION

1. The School collects personal information, including sensitive information about students and parents or 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 the pupil 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 but are not limited to 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 under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments and their agents, the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of the School to release school reports to the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interview upon request. However, the School will abide by any court orders which prevent the release of such information.
8. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. 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.
10. The School's Privacy Policy sets out how parents 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 pupil, or where students have provided information in confidence.
11. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. As you may know the School from time to time engages 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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines 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 and magazines and on our website. The School will obtain separate permissions from the students' parent or guardian prior to publication. We may include students' and students' parents' contact details in a class list and School directory. [or Schools may wish to seek specific consent to publish contact details in class lists and School directories.]
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, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

I consent to my 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/GUARDIAN DECLARATION

15. In applying to enrol my child at this school I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
16. I/we accept that support of school staff and cooperation concerning school activities is essential.
17. I/we accept that we will abide by school policies as amended from time to time.
18. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
19. 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 which brings into disrepute the good name and reputation of the School .
20. I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
21. I/we accept joint and several 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).
22. I/we give consent for the School to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
23. 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 child's personal possessions is my responsibility.
24. I/we consent to the School obtaining information about our child, where necessary, from previous schools or agencies/ professionals.

I acknowledge and, if my application is successful, accept all of the above terms and conditions (clauses 1-24)

Parent 1/Guardian 1 (signature)

_____ Date ____/____/____

Parent 2/Guardian 2 (signature)

_____ Date ____/____/____

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

CREDIT CARD PAYMENT DETAILS

Type of card Mastercard Visa (circle one) Name on card _____

Card Number

Expiry date / CCV Payment Amount \$ _____

STUDY | PRAYER | SERVICE | COMMUNITY

Enrolment Enquiries

For further information please contact our School Office

P: (08) 8294 4580

E: enrolments@stmarmem.catholic.edu.au

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