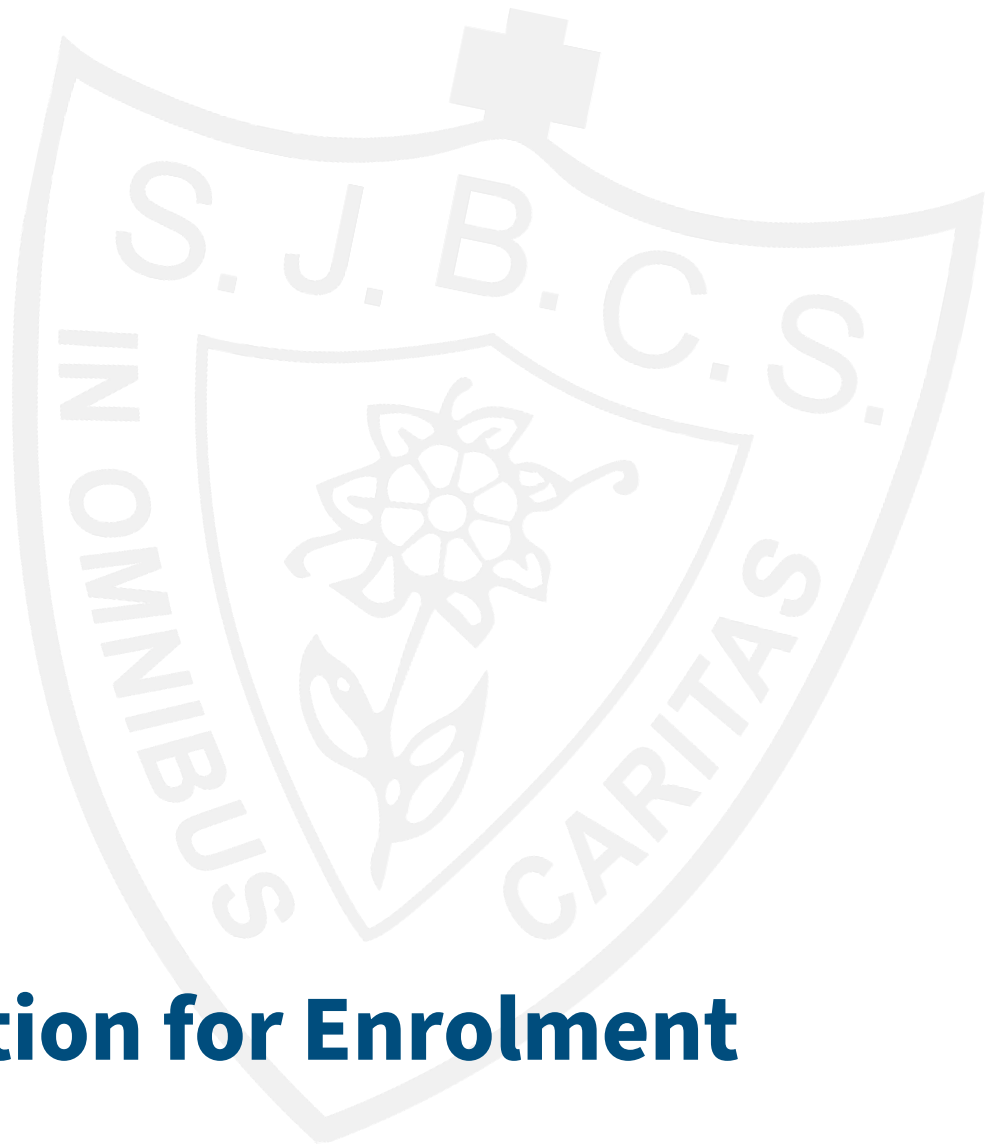


St John the Baptist

Catholic School



Application for Enrolment

Enrolment Information

Thank you for your interest in St John the Baptist Catholic School. Please find the following enrolment procedure outlined for your consideration.

APPLICATION PROCEDURE

To enrol at St John the Baptist Catholic School you are requested to complete and return the Application for Enrolment form together with:

- Payment of a non-refundable Application Fee of \$50.00
- Copy of the birth certificate of the student applicant
- Visa or citizenship papers if born outside of Australia and copies of passports of both parents and child
- Copies of any sacramental certificates
- Copy of most recent school report
- Copy of most recent NAPLAN report
- Documentation relating to any special needs (specialist reports, action plans, assessments etc)
- Copy of Court Orders regarding the custody of a child if applicable

OFFERS OF ENROLMENT

An offer of enrolment is made following an interview. Acceptance of the offer is confirmed by signing the Acceptance of Offer form and payment of \$100.00 non-refundable Acceptance Fee. The \$100.00 fee is deducted from your child's fees on commencement at St John the Baptist Catholic School.

FURTHER INFORMATION

Please visit our website to gain further insight regarding our school community and educational pathways on www.stjohnpl.catholic.edu.au.

The school's Enrolment Officer is your point of contact during the application process.

Please email enrolments@stjohnpl.catholic.edu.au

Student Information

STUDENT NAME

Surname:

Given Names:

Preferred Name:

Date of Birth:

Gender:

Commencement Year:

Term:

Year Level:

Residential Address:

State:

Postcode:

Postal Address:

State:

Postcode:

COUNTRY OF BIRTH

Was the student born overseas? Yes No Birth Country: _____ Date of arrival: _____

If born overseas, please tick residency status: Permanent Resident Temporary Resident Australian Citizen International Student

Does the student speak another language other than English at home? Yes No If yes, please state: _____

Visa Type:

Date first enrolled in a school:

Visa Number:

Date Granted:

Expiry Date:

ABORIGINAL OR TORRES STRAIT ISLANDER

Is the student of Aboriginal or Torres Strait Islander origin? Yes No Aboriginal Torres Strait Combination of both

RELIGIOUS AFFILIATION

Religion:

Present Parish:

Sacrament

Parish

Date

Sacrament

Parish

Date

Baptism

Reconciliation

Confirmation

Eucharist

SIBLING INFORMATION

Names of other children in the family	Gender	Date of Birth	Current School (Enrolled/Attending)	Year Level

PREVIOUS SCHOOLING

Most recent Schools or Pre-Schools attended: (include Kindergarten up to present time)

	Name of School	Date Commenced	Date Left
1.			
2.			

ADDITIONAL LEARNING NEEDS AND CONSIDERATIONS FOR STUDENTS

Does your child have a known disability or any additional needs? Yes No

If Yes, please specify:

Emotional Social Physical Medical

Name of Disability / Needs:

Diagnosed by:

Has your child been assessed by a specialist service (eg: speech therapist, psychologist, occupational therapist etc)? Yes No

Has your child attended any specialised educational settings eg: units, centres currently or in the past? Yes No

Does your child have any special achievements, talents? Yes No

Has your child ever been suspended from school, expelled or refused admission to another school? Yes No

Does your child have any infectious diseases? Yes No

Are there any circumstances (eg: special needs, school based support programs, custody orders) of which the Principal should be aware of? Yes No

If you answered **YES** to any of the questions above, please provide details below and attach relevant documentation with your application.

Parent/Caregiver Information and Contact Details

PARENT / CAREGIVER 1

Surname:		Given Names:	
Title: (Mr, Mrs, Ms, Miss, Dr, Prof etc)	Gender:	Date of Birth:	
Cultural Background:	Country of Birth:	Religion:	
Date of Arrival in Australia:	Language Spoken at Home:		
If born overseas, please tick residency status: Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Australian Citizen <input type="checkbox"/> International Student <input type="checkbox"/>			
Visa Type:			
Visa Number:	Date Granted:	Expiry Date:	
Residential Address:			
Postal Address:			
Phone No	Mob:	Work:	
Email:			
Relationship to child:			
Employer:		Occupation:	
If not employed, do you receive a government benefit? Yes <input type="checkbox"/> No <input type="checkbox"/>		Occupation Group No: (found on Pg 7)	

PARENT / CAREGIVER 2

Surname:		Given Names:	
Title: (Mr, Mrs, Ms, Miss, Dr, Prof etc)	Gender:	Date of Birth:	
Cultural Background:	Country of Birth:	Religion:	
Date of Arrival in Australia:	Language Spoken at Home:		
If born overseas, please tick residency status: Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Australian Citizen <input type="checkbox"/> International Student <input type="checkbox"/>			
Visa Type:			
Visa Number:	Date Granted:	Expiry Date:	
Residential Address:			
Postal Address:			
Phone No	Mob:	Work:	
Email:			
Relationship to child:			
Employer:		Occupation:	
If not employed, do you receive a government benefit? Yes <input type="checkbox"/> No <input type="checkbox"/>		Occupation Group No: (found on Pg 7)	

PARENT / CAREGIVER SCHOOL EDUCATION

What is the highest year of primary or secondary school Parent/Caregiver 1 has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below") Please mark one box only.		What is the highest year of primary or secondary school Parent/Caregiver 2 has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below") Please mark one box only.	
Year 12 or Equivalent		Year 12 or Equivalent	
Year 11 or Equivalent		Year 11 or Equivalent	
Year 10 or Equivalent		Year 10 or Equivalent	
Year 9 or Equivalent or below		Year 9 or Equivalent or below	

PARENT / CAREGIVER NON SCHOOL EDUCATION

What is the highest qualification Parent/Caregiver 1 has completed? Please mark one box only.		What is the highest qualification Parent/Caregiver 2 has completed? Please mark one box only.	
Bachelor Degree or Above		Bachelor Degree or Above	
Advanced Diploma / Diploma		Advanced Diploma / Diploma	
Certificate I to IV (including trade cert)		Certificate I to IV (including trade cert)	
No non school qualification		No non school qualification	

RELATIONSHIPS

Family Court Order or Relevant Court Order / Parenting Plan (please include copies): Yes <input type="checkbox"/> No <input type="checkbox"/>			
With whom does the student normally reside? Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Shared Arrangement <input type="checkbox"/>			
Please complete if relevant: Parents Separated <input type="checkbox"/> Parents Divorced <input type="checkbox"/> Father Deceased <input type="checkbox"/> Mother Deceased <input type="checkbox"/>			

Privacy Declaration and Signature

PRIVACY COLLECTION NOTICE

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 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, 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' parents or guardians 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.

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

ENROLMENT APPLICATION DECLARATION AND PAYMENT OF SCHOOL FEES

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. I/we accept that support of school staff and cooperation concerning school activities is essential.
2. I/We accept that I/we will abide by school policies as amended from time to time.
3. I/We accept that I/we will abide by the Parent Charter and the Parent Code of Conduct. Failure to comply breaches this enrolment contract.
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/College 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/College.
6. I/We accept the standards the School/College 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/College (except where exemptions/remissions have been sought and granted).
8. I/We give consent for the School/College to contact any other Catholic school which my/our child has previously attended for the purpose of ascertaining my/our fee paying record.
9. I/We accept that the School/College 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.
10. Payment of the enrolment Acceptance Fee as a portion of the total tuition is required to reserve your place in the school. Deposits are intended to demonstrate a family's commitment to enrolment, allowing the school to make staffing and financial plans. If your child does not start at St John the Baptist Catholic School after paying the Acceptance Fee, this fee is non-refundable.

Failure to comply with this enrolment contract may result in termination of enrolment.

SIGNATURES

- I / We acknowledge and accept all of the above terms and conditions and declarations.
- I / We declare that all of the information provided to St John the Baptist Catholic School to support this application is to the best of my/our knowledge true and accurate.
- 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.

Parent / Caregiver 1 Signature:

Parent / Caregiver 2 Signature:

This form MUST be signed by ALL offerees (legal parents / caregivers) of the enrolling child.

APPLICATION CHECK LIST

Please include the following to assist your application:

1. Application Fee of \$50.00 (GST included and non-refundable)
2. Copy of the student's birth certificate
3. If born overseas, a copy of the visa, passport or citizenship papers (both parents and student)
4. Copies of Sacramental certificates (where applicable)
5. Copy of most recent school report
6. Copy of most recent NAPLAN report
7. Copy of any Court Orders or Parenting Plans or related information regarding custody of the child (where applicable)
8. Up to date copies of documents relating to special needs (eg: psychological / diagnostic assessments, Allied Health reports Personalised Learning Plans etc)

PAYMENT OF APPLICATION FEE

Payment of \$50.00 non-refundable fee is required with this application

Payment Method:

Credit Card (Amount \$50.00) (To be paid in person or via phone only)

Cash

Direct Credit

Name of Bank: CDF

Account Name: St John the Baptist Catholic School

BSB: 066 782

Account Number: 100 000 331

Please put your child's name and Year of School Start as the reference.

COMPLETED APPLICATIONS

Please return the completed and signed Application for Enrolment Form to:

St John the Baptist Catholic School, PO Box 394, PLYMPTON SA 5038

Or via email – info@stjohnpl.catholic.edu.au

OFFICE USE ONLY

Date Received:

Deposit Paid:

Acknowledgement Sent:

Interviewed:

Offer Sent:

Offer Accepted:

Notice of Acceptance Sent:

List of Parent Occupational Groups

Group 1: Senior Management in large business organisation, Government administration and defence and qualified professionals

- **Senior Executive/Manager/Department head** in industry, 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 or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teacher 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/Ships 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, proofreader, sportsman/woman, coach, trainer, sports official}
- **Associate Professionals** generally have a 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 adjustor, market researcher}
 - **Service** {aged/disabled/refuge/childcare 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, Kitchen Hand, 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/teachers' 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 including the 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, car park attendant, crossing supervisor}

