

Please note that an enrolment application form does not automatically guarantee a place for your child. Also, please ensure you have the necessary documents and fee when submitting this form. The application fee is not refundable.

## Application for Enrolment

**Preschool** (4-5 Years)      Term      Year      Group:      Monday/Tuesday      Thursday/Friday

**Reception to Year 6**      Term      Year      Year level:

### OFFICE USE ONLY:

Date received	/ /	Preschool Application Fee \$50	/ /	Receipt No.
Date received	/ /	Rec- Year 6 Application Fee \$50	/ /	Receipt No.
Acknowledgement	/ /	Interviewed	/ /	Offer sent / /
Offer accepted	/ /	Enrolment Fee Paid	/ /	Accept acknowledgement / /

### STUDENT DETAILS

Family name      Given name/s

Date of birth      Gender      Male      Female

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

### NATIONALITY/CULTURAL BACKGROUND

Country of birth

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

Visa (if not Australian Citizen):

Visa Type      Visa Number      Date granted      Expiry Date

STUDENT DETAILS (continued)

EDUCATION

Previous Schools and Preschools/Early Learning

1.	from	to
2.	from	to

RELIGION

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

FAMILY DETAILS

	Parent 1/Guardian 1/Mother	Parent 2/Guardian 2/Father
Title	Miss   Ms   Mrs   Dr	Mr   Dr
Family name		
Given name		
Occupation		
Occupation Group (refer list, last page)	1   2   3   4   8	1   2   3   4   8
Employer		
CONTACT DETAILS	Parent 1/Guardian 1/Mother	Parent 2/Guardian 2/Father
Home number		
Work number		
Mobile number		
Email address		
Residential address		
Postal address (if different)		
Child resides with	Yes, full time Yes, part time No	Yes, full time Yes, part time No
Family Court Order/Custody/Parenting Plan (If yes, please provide the school with a copy)		
	Yes	No
Religion		
Main language spoken at home		
Country of birth		
Cultural background		
Arrival date in Australia (if applicable)		

Residential status	Australian citizen Permanent resident Temporary resident	Australian citizen Permanent resident Temporary resident
Visa (if not an Australian Citizen)	Visa type Visa number Date granted Expiry date	Visa type Visa number Date granted Expiry date
Highest school year completed <small>(circle one)</small>	12      11      10      9 (or below)	12      11      10      9 (or below)
Non-school (tertiary) qualifications	Bachelor's degree or above Advanced diploma / Diploma Cert I to IV (including trade cert) No non-school qualifications	Bachelor's degree or above Advanced diploma / Diploma Cert I to IV (including trade cert) No non-school qualifications

## OTHER CHILDREN IN FAMILY

Name	Date of Birth	School attending	Year Level

## HEALTH INFORMATION

Date of your child's last CYH (Child Youth Health) Screening

Has your child received all scheduled immunisations? Yes      No  
(Schedule as determined by the childhood Immunisation Schedule available from [www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au))

Does your child have any health-related dietary restrictions? Yes      No  
If yes, please provide details

Does your child have a diagnosed medical condition that may require support? Yes      No  
If yes, please specify (eg. Inhaler for asthma, blood glucose monitoring for diabetes, Adrenaline auto-injector for anaphylaxis)

If your child has any individual emergency or routine health care/medical management needs (eg. seizure management, toilet support, diabetes management, supervision of medication, anaphylaxis first aid) the school will need a health care/medical management/medication plan from the treating doctor/health professional. The current management plan must be provided.

## DETAILS OF CHILD'S DOCTOR/CLINIC

Doctor/Clinic

Address

Post code

Phone

Medicare No.

## HEALTH INFORMATION (continued)

### ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions will assist us in facilitating the smooth transition of students into the school setting. If you answer yes to any of the following questions, please provide attachments if necessary.

Does your child have a diagnosed disability?	Yes	No
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If yes, please provide details (eg. Physical, hearing, vision impairment, autistic disorder, global development delay, speech and language impairment)

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Agencies involved

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Support received

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Contact person

Phone

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Email address

Does your child have any special achievements, talents?	Yes	No
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Does your child have any learning needs?	Yes	No
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Has your child attended any specialised agencies, special schools, units or centres?	Yes	No
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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
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Do you have any concerns about your child's development? (If yes, please provide details (eg. behaviour, personal care needs, language skills))	Yes	No
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Does your child have any special needs or considerations? (For example; disabilities, allergies, restrictions on physical activity)	Yes	No
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Does your child require any special provisions to be made by the school (eg. Medication, disabled access, etc)?	Yes	No
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Does your child have any infectious diseases?	Yes	No
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Has your child ever been suspended from school, expelled or refused admission to another school?	Yes	No
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Is there any other information that the school should be aware of in order to meet your child's educational needs?	Yes	No
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We consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professional.	Yes	No
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Do you have any outstanding school fees with another school?	Yes	No
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## 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 childcare 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 childcare centre, private preschool or department preschool, please provide details of the site and number of hours enrolled.

This site <b>St Joseph's Preschool Payneham</b>	Number of hours enrolled
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Other department funded site: Name of site	Number of hours enrolled
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(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
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## INFORMATION PRIVACY STATEMENT

The Department for Education (the department) is committed to respecting the confidentiality of information provided by St Joseph's School Payneham 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 any of the Government 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/ Mother Signature:

Date

Parent 2/Guardian 2/ Father Signature:

Date

## PRIVACY AND RELEASE OF 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 a writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide teacher and learning 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 Protections laws.
  4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask for student medical reports from time to time.
  5. The school from time to time discloses personal and sensitive information to others for administrative and education 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 both parents are enrolling parents, but 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 interviews upon request. However, the school will abide by our 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 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 views 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 student's parent or guardian prior to publication. We may include students and parent contact details in a class list/school directory.
14. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing the information to the school and that they can access the information if they wish. The school does not usually disclose this information third parties.
  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 the 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 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 accept that the method of payment will be by direct debit from my account.
  23. 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 record.
  24. 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.
  25. 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.
  26. I/We understand that once we have been officially interviewed and an Acceptance of Enrolment Offer and Letter is received, that there will be an Acceptance Fee of \$50 for Preschool and \$100 for Reception - Year 6. This is non-refundable and payable on our acceptance of your offer.

## PARENT/GUARDIAN DECLARATION

I/We acknowledge and if my/our application is successful, I/we accept all of the above terms and conditions (clauses 1-26).

Parent 1/Guardian 1/Mother      Date

Signature: \_\_\_\_\_

Parent 2/Guardian 2/Father      Date

Signature: \_\_\_\_\_

### Non-Refundable Application and Enrolment Deposit Fee.

I hereby authorise St Joseph's Payneham to draw the amount of \$ \_\_\_\_\_

\$50 Application Fee (Preschool) \$50 Application Fee (Rec-Yr 6) \$50 Enrolment Deposit (Preschool) \$100 Enrolment Deposit (Rec-Yr 6)
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Mastercard      Visa

Cardholder's Name

Cardholder's Mastercard/Visa Number

Exp Date      CVV

Signature of cardholder

Date



## ENROLMENT CHECKLIST

Please provide the following relevant documents when submitting this enrolment application.

A copy of the following documents:

Birth certificate (or extract)

Immunisation History Statement from myGov website  
[www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)

Baptismal certificate

Latest school report and/or reference from previous school

Copies of any national tests results (eg. NAPLAN) where available

Any Court order, parenting plan or related information affecting your child

Specific Health/Medical management plan

Documentation relating to special needs (eg reports, action plans, assessments, etc)

If not born in Australia and on a Visa, please provide documentation (passports, Visa Grant Notice.)

### Return Application Enrolment Form to Lanette Burke

E: [lburke@stjopayn.catholic.edu.au](mailto:lburke@stjopayn.catholic.edu.au)

A: 78 Portrush Road, Payneham SA 5070

T: (08) 8206 5106

W: [www.stjopayn.catholic.edu.au](http://www.stjopayn.catholic.edu.au)

Please note, if you accept an offer of enrolment, the terms and conditions detailed in this Application form are incorporated in the Enrolment Contract. Preschool Application fee is \$50. School Application Fee is \$50. This is non-refundable including Transition Programs.

If accepted, a \$50 Preschool and/or \$100 deposit for Reception to Year 6 Acceptance Fee is payable. Total Acceptance Deposit Fee for Preschool to Year 6 is \$150. This fee will be deducted from the first term's tuition fee.

## PARENTAL OCCUPATION CHECKLIST

### **GROUP 1: Senior management in large business organisation, government administration & 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 director)

### **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/industrialrelations/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-Com. Officer

### **GROUP 3: Tradesmen/women, clerks and skilled office, sales and service staff**

All tradesmen /women are included in this group. Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. **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 rep, auctioneer, insurance agent/ assessor/loss adjuster/market research) **Service** (aged/ disabled/ refugee/ child care worker, nanny)

### **GROUP 4: Machine operator, 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, ticket seller, bus/train conductor, service station attendant, car rental

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, farmhand 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)