



# St Joseph's School

## TRANMERE

513 Magill Road, Tranmere SA 5073  
Phone: 08 8217 8300  
Email: [info@stjotran.catholic.edu.au](mailto:info@stjotran.catholic.edu.au)  
Website: [www.stjotran.catholic.edu.au](http://www.stjotran.catholic.edu.au)

## APPLICATION FOR ENROLMENT

### Reception to Year 6

#### STUDENT DETAIL

Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Male / Female (Please circle)

Beginning Date: Year \_\_\_\_\_ Term \_\_\_\_\_ Year Level \_\_\_\_\_

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

#### OFFICE USE ONLY

**\$50 Application Fee (non – refundable) payable when application is submitted**

Date Received / /	Deposit Paid / /	Receipt Number
Acknowledgement / /	Interviewed / /	Offer Sent / /
Offer Accepted / /	Accept Fee paid / /	Accept Acknowledgement / /



## 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? (for example: 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 received all scheduled immunisations? Schedule as determined by Childhood Immunisation Schedule available from <a href="http://www.sahealth.sa.gov.au">http://www.sahealth.sa.gov.au</a>	YES / NO
(i) Has your child ever been suspended from school, expelled or refused admission to another school?	YES / NO
(j) 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.

Do you have any outstanding school fees with another school? YES / NO

## OTHER INFORMATION

Please attach a copy of the following documents (where applicable)

- A copy of the birth certificate (or extract)
- Immunisation History Statement available from [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- Baptismal certificate
- Latest school report and/or reference from previous schools
- Copies of any national tests results (eg NAPLAN) where available
- Letter of support/reference from your Parish Priest / Minister of Religion
- Any Court order, parenting plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)

Other children in the family	M / F	D of B	School attending	Yr level

<b>FAMILY DETAIL</b>	<b>Mother/Parent 1/Guardian 1</b>	<b>Father/Parent 2/Guardian 2</b>
Title	Mr Mrs Ms Miss Dr (Please circle)	Mr Mrs Ms Miss Dr (Please circle)
Family Name		
Given Name		
Date of Birth		
Employer		
Occupation		
If not employed, do you receive a government benefit?		Please circle YES / NO
Telephone Numbers	Hm:                      Wk:	Hm:                      Wk:
	Mob:                      Mob:	Mob:                      Mob:
Email Address		
Country of Birth		
Date of arrival in Australia (if applicable)		
Cultural background		
Religion		
Main language spoken at home		
Residential status	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Length of stay <input type="checkbox"/>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Length of stay <input type="checkbox"/>
Visa	Visa type: Visa Number: Date granted:	Visa type: Visa Number: Date granted:
Residential Address		
Postal Address (if different)		
Living with child	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 <input type="checkbox"/>
Family Court or other relevant Court Order/Intervention Order or Parenting Plan		YES NO (circle one)
(If YES, please provide a copy of that order to the school)		
<p><b>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.</b></p> <p><b>Occupation</b> (Please refer to the attached list of parental occupation groups on the back page)</p> <p>(Please select the appropriate parental occupation group from the attached list on page 8 and place the group number in the box.)</p> <ul style="list-style-type: none"> <li>• If the person is not currently 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</li> <li>• If the person has not been in paid work in the last 12 months, enter '8' in the box.</li> </ul> <p>What is the occupation group of the <b>mother</b>/parent 1/guardian 1?                      <input type="checkbox"/></p> <p>What is the occupation group of the <b>father</b>/parent 2/guardian 2?                      <input type="checkbox"/></p>		

**Language Other than English**

Does the **mother** / parent1 / guardian1 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 Italian ..... %
- Yes Greek ..... %
- Yes Vietnamese ..... %
- Yes Cantonese ..... %
- Yes Dinka ..... %
- Yes Persian..... %
- Yes Polish ..... %
- Yes Tagalog (Filipino)..... %
- Yes Arabic (incl. Lebanese) ..... %
- Yes Serbian ..... %
- Yes German ..... %
- Yes Dari ..... %

Other – please specify.....

Does the **father** / parent2 / guardian2 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 Italian ..... %
- Yes Greek ..... %
- Yes Vietnamese ..... %
- Yes Cantonese ..... %
- Yes Dinka ..... %
- Yes Persian..... %
- Yes Polish ..... %
- Yes Tagalog (Filipino)..... %
- Yes Arabic (incl. Lebanese) ..... %
- Yes Serbian ..... %
- Yes German ..... %
- Yes Dari ..... %

Other – please specify.....

**Parental school education**

What is the **highest** year of primary or secondary school the **mother** / parent1 / guardian1 has completed?

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

- Year 12 or equivalent .....  Mark one box only
- 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 **father** / parent2 / guardian2 has completed?

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

- Year 12 or equivalent .....  Mark one box only
- Year 11 or equivalent.....
- Year 10 or equivalent.....
- Year 9 or equivalent or below .....

**Parental non-school education**

What is the **highest** qualification the **mother** / parent1 / guardian1 has completed?

- Bachelor degree or above .....  Mark one box only
- Advanced diploma/Diploma .....
- Certificate I to IV (including Trade certificate) .....
- No non-school qualification.....

What is the **highest** qualification the **father** / parent2 / guardian2 has completed?

- Bachelor degree or above.....  Mark one box only
- Advanced diploma/Diploma .....
- Certificate I to IV (including Trade certificate) .....
- No non-school qualification.....

## 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 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 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 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

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.

Mother/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Father/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** In due course you will be contacted regarding their 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**

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 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 paying 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 a Letter of Offer received, that there will be an Acceptance Fee of \$300 This is non-refundable and payable on our acceptance of your offer.

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

Mother/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Father/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

### **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

**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 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.

**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

**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]

**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/refugee/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]