



**Non-refundable
\$40 application
fee payable when
enrolment form
submitted**

APPLICATION FOR ENROLMENT



**458 Henley Beach Road
Lockleys SA 5032
Telephone: 08 8356 6404
Email: info@sflockleys.catholic.edu.au**

OFFICE USE ONLY:					
CHRISTIAN NAME			SURNAME NAME		
Category			Year Level	Term 1 2 3 4 Year	D.O.B.
Date Received / /		Application Fee Paid / /		Receipt Number:	
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptism Certificate (if applicable)		Acknowledgement Sent / /		Interviewed / /	
Offer Sent / /		Invoice Due Date / /		Invoice No:	
Offer Accepted / /		Acceptance Fee Paid / /		Receipt No:	

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

FAMILY DETAIL	Mother/Parent1/Guardian1	Father/Parent2/Guardian 2
Title	Mr Mrs Ms Miss Dr (Please circle)	Mr Mrs Ms Miss Dr (Please circle)
Family Name		
Given Name		
Employer		
Occupation		
If not employed, do you receive a government benefit?	YES NO (Circle one)	YES NO (Circle one)
Telephone Numbers Home		
Mobile		
Work		
Email Address		
Country of Birth		
Date of birth		
Date of arrival in Australia (if applicable)		
Cultural background		
Religion		
Main language spoken at home		
Do you speak a language other than English at home?		
Residential status	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>
Visa (Please present passport to be copied)	Visa Type Visa number Date granted: Expiry Date:	Visa Type Visa number Date granted: Expiry Date:
Relationship to child (Father, Mother, Foster parent, etc.)		
Old Scholar / Finished year	YES _____ NO <input type="checkbox"/>	YES _____ NO <input type="checkbox"/>
Parent school education What is the highest year of primary or Secondary school completed?		
Parental non-school education What is the level of the highest qualification the mother/parent1/guardian1 has completed?	Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Residential Address		
	P/C	P/C
Postal Address (if different)		
	P/C	P/C
Child resides with	YES, full –time YES part time NO	YES full time YES part time NO
Family Court or other relevant Court Order YES NO (Circle one) (if YES, you should provide a copy of that order to the school)		

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.

Occupation (Please refer to the below list of parental occupation groups) (Please select the appropriate parental occupation group from the attached list and place the group number in the box.)

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

If the person has not been in paid work in the last 12 months, enter '8' in the box.

What is the occupation group of the mother/parent 1/guardian 1?

What is the occupation group of the father/parent 2/guardian 2?

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, fight 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/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, 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 DETAIL

Family Name		Given Name/s					
Male / Female (Circle)	Birthdate: / /	Beginning Date: Year		Term		Year Level	

Address (Please note: where parents are separated, state the address where the child mostly resides);

 Postcode

Is the student of Aboriginal or Torres Strait Islander Origin?

No Yes, Aboriginal

Yes, Torres Strait Islander Yes, Both Aboriginal and Torres Strait Islander.....

Does the student 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 Other – please specify.....

Country of Birth (Please present Birth Certificate to be copied)	Australia <input type="checkbox"/>
	Other (please specify)Date of arrival in Australia.....

Visa Details	Visa Type (Please present passport/visa to be copied)
	Visa Number
	Date Granted: Expiry Date:

First enrolled in a school in Australia: / /	Religion
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Please present certificates to be copied Present Parish of worship

Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

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

1		From / /	to / /
2		From / /	to / /
3		From / /	to / /
4		From / /	to / /

OTHER CHILDREN IN THE FAMILY	M / F	Date of Birth	School attending	Yr level

A copy of the child's **birth certificate must be attached** to the enrolment form (without this an enrolment form cannot be accepted)

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 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 made 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.

OTHER INFORMATION

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

Please attach a copy of the following documents (as applicable).

- 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

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. 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.]
13. 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.

PARENT/GUARDIAN DECLARATION

- 1 In applying to enrol my child at this school I/we accept that she/he will be educated in the Catholic faith within a Christian educational environment.
- 2 I/we accept that support of school staff and cooperation concerning school activities is essential.
- 3 I/we accept that we will abide by school policies as amended from time to time.
- 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 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.
- 6 I/we accept the standards the School 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 (except where exemptions/remissions have been sought and granted).
- 8 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.
- 9 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.
- 10 I/we consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professionals.
- 11 I consent to my basic family details (name and telephone number) being revealed to:

State Dental Clinic **YES / NO**
- 12 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.
- 13 I declare that all of the information provided in this application is, to the best of my knowledge, true and accurate.

YES / NO
- 14 I acknowledge and, if my application is successful, accept all of the above terms and conditions (clauses 1-14)

Mother/Guardian (signature) _____ **Date:** _____

Father/Guardian (signature) _____ **Date:** _____

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.

(Both parents/guardians to sign if possible)	Signature _____ Date _____	Signature _____ Date _____
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PLEASE NOTE	In due course you will be contacted regarding your application for enrolment. If you accept an offer of enrolment, the terms and conditions detailed in this <i>Application for Enrolment</i> are incorporated in the Enrolment Contract.
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