



Application for Enrolment

Thank you for your interest in seeking enrolment at St Francis de Sales College.

Please complete this form in full and return to the College.

STUDENT

Surname/Family Name	<input type="text"/>												
First Given Name	<input type="text"/>												
Second Given Name	<input type="text"/>												
Preferred Name	<input type="text"/>												
To begin in Term	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Year to begin	<input type="text"/>							
In Year Level	<input type="checkbox"/> R	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

PLEASE NOTE: This is an Application form only, and does not guarantee that a place will be offered to your child. Please complete this form in full and return to the College with the \$50 Application fee, and an interview with a Leadership Team member will be organised for your family. Subsequent offers of enrolment are confirmed with the payment of the \$350 Acceptance of Enrolment fee.

OFFICE USE ONLY

Enrolment Form Received	/ /	Interview Date	/ /	Acceptance Fee Receipt No.....			
Enrolment Application Fee	\$ / /	Interviewed	/ /	Acceptance Fee paid \$ / /			
Enrolment Application Fee Receipt No.	Offer Sent	/ /	Enrolment entered / /			
Acknowledgement Sent	/ /	Offer Accepted	/ /	Registration No.			
Student Information Forms	<input type="checkbox"/>	Transfer Form	<input type="checkbox"/>	Permission Forms	<input type="checkbox"/>	Billing advised	<input type="checkbox"/>

STUDENT DETAILS

Family Name:		Given Name/s:			
Male / Female / Unspecified (Circle)	Birth Date:	Beginning Date	Year:	Term:	Year Level:
Address:					Postcode:
Main Language:		Main Language Spoken at Home:			
Is your child of Aboriginal or Torres Strait Islander Origin?		No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>	Yes, Both <input type="checkbox"/>

Background

Country of Birth:	Arrival date in Australia, if born overseas:
Nationality:	Visa (if not Australian citizen): ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / Expiry Date: / /
Year first enrolled in a school in Australia:	

Education

Current School		Current Year Level	
Previous Schools and Pre-schools (include Kindergarten up to present time) <i>(Attach separate sheet for more, if required)</i>			
1		From / /	to / /
2		From / /	to / /
3		From / /	to / /
4		From / /	to / /

Religious

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

FAMILY DETAILS

Parent 1/Guardian 1

Parent 2/Guardian 2

Title										
Family Name										
Given Name										
Date of Birth										
Occupation										
Occupation Group (refer list, page 6)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 8
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					
Contact Details Home/Work	H		W		H		W			
Mobile										
Email										

**FAMILY DETAILS
(continued)**

Parent 1/Guardian 1

Parent 2/Guardian 2

Residential Address		
Postal Address (if different)		
Relationship to child <i>Father/Mother/Foster/ Step/Grandparent etc.</i>		
Child Resides with	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? <i>(If yes, a copy of the order is to be provided to the school)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Send fee statement to	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Religious and Background

Religion		
Main Language Spoken		
Country of Birth		
Cultural Background		
Arrival date in Australia (if applicable)		
Residential Status	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>
Visa (if not an Australian Citizen)	<ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / ▪ Expiry Date: / / 	<ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / ▪ Expiry Date: / /
Highest School Year Completed	12 11 10 9 or below	12 11 10 9 or below
Non-school (tertiary) qualifications	<input type="checkbox"/> Bachelor's 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 qualifications	<input type="checkbox"/> Bachelor's 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 qualifications
Are you an Old Scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____

Other Students

Have you previously had or do you currently have a child at this College? Yes No

If yes, please indicate the names and dates attended of other school age children in the family.

Name	M / F	Birth Date	School attending	Year level
	<input type="checkbox"/> M <input type="checkbox"/> F			
	<input type="checkbox"/> M <input type="checkbox"/> F			
	<input type="checkbox"/> M <input type="checkbox"/> F			
	<input type="checkbox"/> M <input type="checkbox"/> F			
	<input type="checkbox"/> M <input type="checkbox"/> F			
	<input type="checkbox"/> M <input type="checkbox"/> F			

ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the College.
If you answer **Yes** to any of the questions, please provide details and attach supporting documents if necessary.

a)	Does your child have any learning needs? If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
b)	Has your child attended any specialised agencies, special schools, units or centres? If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
c)	Has your child been assessed by a specialist service (e.g. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic/service) If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
d)	Does your child have any special needs or considerations? (e.g. disabilities, allergies, restrictions on physical activity) If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
e)	Does your child require any special provisions to be made by the school? (e.g. medication, disabled access etc.) If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
f)	Does your child have any infectious diseases? If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
g)	Has your child ever been suspended from school, expelled or refused admission to another school? If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
h)	Does your child have any special achievements, talents? If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No
i)	Is there any other information that the school should be aware of in order to meet your child's educational needs If yes, please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER INFORMATION

Please submit a copy of the following documents (as applicable) with your application.

- A copy of the birth certificate (or extract) (or current passport)
- Latest school report
- Copies of any national tests results (e.g. 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)
- A copy of the Visa details (if the child is not an Australian citizen)
- Letter of support/reference from your Parish Priest / Minister of Religion (if applicable)

PARENT/GUARDIAN DECLARATION

In applying to enrol our/my child at this College, we/I acknowledge that:

1. Our/My child will be educated in the Catholic faith within a Christian educational environment.
2. We/I accept that support of College staff and cooperation regarding College activities is essential.
3. We/I accept that we/I will abide by College policies as amended from time to time.
4. We/I accept that participation in camps, retreats and reflection days is compulsory and that membership in College sporting teams takes priority over competing sporting interests.
5. The College reserves the right to remove a student from the community, temporarily or permanently, for serious or continued breaches of College rules, regulations and/or policies (which are amended from time to time), including conduct that brings into disrepute the good name and reputation of the College.
6. We/I accept the standards the College sets regarding grooming, uniform and personal presentation.
7. We/I jointly and severally accept responsibility for the payment of tuition fees and other costs associated with the education of our/my child as determined and amended from time to time by the College (except where exemptions/remissions have been sought and granted) and inclusive of any costs associated with recovery of unpaid debt.
8. We/I confirm that we will commence a College Fee Option Plan within 2 weeks of our/my child commencing at the College and will abide by the College Fee Policy.
9. We/I give consent for the College to contact any other school which our/my child has previously attended for the purpose of ascertaining our/my fee paying record.
10. We/I consent to the College obtaining information about our/my child, where necessary, from previous schools or agencies/professionals.
11. We/I accept that the College does not accept liability for damage or loss of any personal possessions of students and insurance for student's personal possessions is our/my responsibility.
12. We/I declare that all of the information provided in this application is, to the best of our/my knowledge, true and accurate.
13. We/I acknowledge, accept and agree to all of the above terms and conditions (clauses 1-12).
14. A \$50 Application fee is to be paid on return of this completed Application form. This fee is non-refundable. Any subsequent offer of enrolment is then confirmed by the payment of the \$350 Acceptance of Enrolment fee.

Upon submission of the enrolment form, the applicants will be placed on a waiting list and acknowledged in writing. Places are offered following interview.

Acceptance of an offer is made by the return of the signed acceptance form together with payment of the entry fee.

If applicants accept an offer of enrolment, the terms and conditions detailed in this **Application for Enrolment** are incorporated in the Enrolment Contract.

Please explain your reasons for choosing St Francis de Sales College for your child's education:

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

Parent/Caregiver 1 Signed: Print Name: Relationship to the Child:

Parent/Caregiver 2 Signed: Print Name: Relationship to the Child:

Dated this **day of**, 20

Please sign and date this form and return the completed form, application fee and required documents to:

The Principal
St Francis de Sales College
8 Dutton Road, PO Box 1793, MOUNT BARKER SA 5251

APPLICATION FEE CREDIT CARD PAYMENT

Visa Mastercard Other

Card Number / / /

Expiry Date /

Name on Card

RELEASE OF INFORMATION AND PRIVACY INFORMATION

1. The College collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection]* laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about pupils from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other Colleges and teachers at those Colleges; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the College's local parish and diocese, other related church agencies/entities, and Schools within other Dioceses; medical practitioners; people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the College; anyone you authorise the College to disclose information to; and anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
6. From time to time, the College may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.
7. The College may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Statement.
10. The College's Privacy Statement, accessible on the College's website, sets out how parents or pupils may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The College's Privacy Statement also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The College may engage 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 College'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, pupil activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
14. We may include pupils' and pupils' parents' contact details in a class list and College directory.
15. If you provide the College 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 College and why.

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, car park attendant]

Group 8: Currently not in paid work

- If the person is not currently in paid work but has had a job in the past 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, tick Group "8" in the appropriate box.



St Francis de Sales College is an Early Learning to Year 12 Catholic Co-educational College in the Adelaide Hills

FAITH | PERSEVERANCE | COMPASSION | INTEGRITY | RESPECT | WISDOM | JUSTICE