



Established 1892

St Edmund's College

A Catholic College in the Edmund Rice Tradition for Boys in Year Levels 7 to 12

Telephone: (07) 3810 4400

Facsimile: (07) 3810 4402

Email: enrolments@sec.qld.edu.au Website: www.sec.qld.edu.au

APPLICATION FOR ENROLMENT

Please complete all sections and return to:

The Enrolment Officer, St Edmund's College, PO Box 2343, North Ipswich, Q 4305

16 Mary Street, Woodend, Ipswich, Qld 4305

Please circle

Entry Year Level: 7 8 9 10 11 12

In Calendar Year: _____

1. An administration fee of \$110 (non-refundable) must accompany this application.
2. Attach a copy of:
 - Recent school reports plus school reports from previous two years
 - Birth Certificate
 - Baptismal Certificate (if applicable)
 - Specialist Assessment Reports (if applicable)
 - National Assessment Program - Literacy and Numeracy Report (NAPLAN)

STUDENT DETAILS:

Surname: _____

First Names: _____

Preferred Name: _____

Address : _____

_____ P/C: _____

Date of Birth: _____

Was this student born in Australia?

Yes

No

*Country of Birth _____

Status Visa / Permanent Resident / Aust Citizen

Date of arrival _____

Is this student a baptised Catholic?

Yes

No

Religion _____

Parish: _____

SACRAMENTS (Documentary evidence required)

Baptism Yes No

Reconciliation Yes No

Eucharist Yes No

Confirmation Yes No

*Is this student of Aboriginal or Torres Strait Islander descent? No

Aboriginal Yes

Torres Strait Islander Yes

STUDENT'S SCHOOLING HISTORY:

Give details of the student's schooling to date.

Years ____ to ____ at _____

Years ____ to ____ at _____

Emergency contact: **(other than parents)**

Name: _____

Address: _____

_____ P/C: _____

Phone No: _____

Relationship to student: _____

SIBLINGS

Does the student have brothers at the school?

No

Yes *Give details*

Name: _____ Year: _____ House: _____

Name: _____ Year: _____ House: _____

Does the student have brothers who are past students?

No

Yes *Give details*

Name: _____ Year left _____

Name: _____ Year left _____

Does the student have younger brothers?

No

Yes

Name: _____ Current age: _____

Name: _____ Current age: _____

*N.B. Questions with * are a requirement of the Government and therefore must be answered*

OFFICE USE ONLY

Date of Application: ____ / ____ / 20____

Date of Interview: ____ / ____ / 20____

TASS No: _____

House: _____

**PARENT/CAREGIVER DETAILS
(Residing with the Student)**

Mother / Stepmother / Carer (Please Circle)

Surname: _____

First Names: _____

Mrs Ms _____

Home address: _____

_____ P/C _____

*Country of Birth _____

* Religion _____

* Education: Yr 9 Yr 10 Yr 11 Yr 12

Tertiary: Bachelor degree or higher / Advanced diploma
(Please circle) Certificate 1 – IV / No Non-School Qualification

Are you a member of the Defence Forces?
No Yes

Occupation/Profession/Trade : _____

Category No: 1 2 3 4 or 8 (Please see attached)
(Please circle)

Employer: _____

Home Phone: _____

Work: _____

Mobile: _____

Email: _____

**PARENT/CAREGIVER DETAILS
(Residing with the Student)**

Father / Stepfather / Carer (Please circle)

Surname: _____

First Names: _____

Mr Other _____

Home address: _____

_____ P/C _____

* Country of Birth: _____

* Religion _____

* Education: Yr 9 Yr 10 Yr 11 Yr 12

Tertiary: Bachelor degree or higher / Advanced diploma
(Please circle) Certificate 1 – IV /No Non-School Qualification

Are you a member of the Defence Forces?
No Yes

Occupation/Profession/Trade : _____

Category No: 1 2 3 4 or 8 (Please see attached)
(Please circle)

Employer: _____

Home Phone: _____

Work: _____

Mobile: _____

Email: _____

Is the father a past student of St Edmund's College?

No Yes Years _____

SMS number for St Edmund's College to contact parent if the student is absent OR in the event of an EMERGENCY general SMS to all College parents.

**PARENT DETAILS
(NOT Residing with the Student)**

Surname: _____

First Names: _____

Mr Mrs Ms _____

Home address: _____

_____ P/C _____

* Country of Birth: _____

* Religion _____

* Education: Yr 9 Yr 10 Yr 11 Yr 12

Tertiary: Bachelor degree or higher / Advanced diploma
(Please circle) Certificate 1 – IV /No Non-School Qualification

Are you a member of the Defence Forces?
No Yes

Occupation/Profession/Trade : _____

Category No: 1 2 3 4 or 8 (Please see attached)
(Please circle)

Employer: _____

Home Phone: _____

Work: _____

Mobile: _____

Email: _____

STUDENT DETAILS:

Medical

Does the student suffer from any of the following?

Asthma Yes No

Diabetes Yes No

Epilepsy Yes No

Allergic Reactions Yes No

Is Condition severe Yes No

****A copy of the Medical Plan must be provided to the College.**

Does the student take medication at school?

No

Yes Give details

Has the student been immunised against these diseases?

Tetanus Yes Date: _____ No

Rubella Yes Date: _____ No

Hepatitis B Yes Date: _____ No

Does the student suffer from any disability which would affect his participation in school activities?

No

Yes Give details

LA NGUAGE

* Main language used in the home at time of child's birth:

Mother's main language : _____

Father's main language : _____

TRANSPORT

How will this student travel to school?

- Bus Company _____
- Train Home Station _____
- Car
- Foot
- Bicycle

FAMILY MATTERS

Do any Family Court Orders or Department of Child Safety Orders exist for this student?

No

Yes Complete details below ***

Family Court Parenting Order (custody, guardianship or access)

Yes No

Parenting Agreements or Plans

Yes No

Child Protection or Guardianship Orders

Yes No

Attach any documentary evidence

SCHOOL REPORTS:

Original reports should be sent to :

- Mother and Father
- Mother only
- Father only
- Guardian
- Copy to : _____

CORRESPONDENCE :

Original correspondence should be sent to :

- Mother and Father
- Mother only
- Father only
- Guardian
- Copy to : _____

ACCOUNTS:

Fee accounts should be sent to:

- Mother and Father
- Mother only
- Father only
- Guardian

Are there any special considerations affecting this student?

EDUCATIONAL SUPPORT:

The following information allows St Edmund's College to plan for your son's education and care. Failure to accurately disclose relevant information could cause enrolment to be cancelled.

Has the student received any of the following?

(Please tick)

- Behaviour Adjustment Support
- Learning Support
- Professional assessment for learning difficulties
- English as Second Language (ESL) Assistance
- Gifted & Talented Extension Assistance
- Professional counselling

Has the student been Verified as a student with disabilities?

Eg.

- Physical Impairment
- Intellectual Impairment
- Autistic Spectrum Disorder
- Social-Emotional Disorder
- Visual Impairment
- Hearing Impairment
- Speech/Language Impairment

Attach any documentary evidence

ENROLMENT DISCLOSURE NOTICE

- 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. The primary purpose of collecting this information is to enable the College to provide an Edmund Rice Education for your son.
- 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) Certain laws and Province policies governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- 4) Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- 5) The College from time to time discloses personal and sensitive information to others for administrative, educational and safety purposes. This includes to other schools, government departments, Edmund Rice Education Australia, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
- 6) Full and frank disclosure is required. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.
- 7) Personal information collected from pupils is regularly disclosed to their parents and guardians. On occasions information such as academic or sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
- 8) Parents may seek access to personal information collected about them and their son by contacting the College in writing. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
- 9) We may include your contact details in a class list and College directory. If we do not receive written advice from you we will assume your agreement with this.
- 10) 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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, this College has adopted and is bound by the ten (10) national Privacy Principles established by the Federal Privacy Commission and set out in the act see www.privacy.gov.au

Please turn over!

Parent / College Agreement

Applicant's Full Name

Entry Year Level & Calendar Year of Entry Year Level in 20

FOR THE PARENT(S) / LEGAL GUARDIAN(S) OF THE ABOVE APPLICANT

I/We, the undersigned, being the Parent(s) / Legal Guardian(s) of the above student, accept the offer made by St Edmund's College. We accept the conditions upon which the offer was made as follows:

1. I/We support the applicant in complying with the College Ethos, Policies, Rules and Behaviour Management Policy / Procedure for the time being in force and that I/we will not hold the College liable for any loss or damage caused by a failure of the applicant to observe the aforesaid. I/We understand that while a student of the College, the student is expected to act at all times in accordance with the values and rules of the College and that serious breaches in this regard could lead to cancellation of enrolment. I/We agree that such College Rules may be altered or added to at any time.
2. I/We will work with the College in partnership to promote the best interests of our student and all other students.
3. Fees and levies will be paid at the time determined by the College and will remain payable during any period of absence of our child from the College unless otherwise agreed.
4. I/We acknowledge that, unless otherwise agreed in writing with the College, we as parents or guardians are jointly and severally liable for the payments of fees and levies. Should any fees or levies not be paid by the due date, than the College may, in its sole discretion, suspend or terminate the applicant's enrolment at the College and take legal action to recover outstanding fees and levies.
5. If the applicant is to leave the College, I/we will, where possible, give **written** notice:
 - (a) not later than the first day of the Term at the end of which it is intended he is to leave; or
 - (b) if it is intended that he should leave during a Term, not later than the first day of the preceding Term.
6. I/we have filled in the enrolment application fully and accurately and acknowledge our on-going obligation to keep the school informed of any development which may impact on the student, school life/capacity.
7. I/We consent to the student participating in all normal curricular, sporting and extra-curricular activities conducted with the approval of the College, such as work experience, College camps, excursions and functions, except for the following (if applicable):

.....

.....
8. With reference to the above, or in the case of an emergency not covered by the above, I/we consent to the student travelling by College bus, or on any form of public or private transport, where such transport is deemed in the reasonable opinion of the College to be necessary or desirable.
9. In the event of any medical or other emergency arising in which the College considers it impossible or impractical to communicate with the undersigned Parent/s or Guardian/s, the College will take all reasonable care of a student suffering accident or illness but will not be responsible for the costs of any ambulance, medical or dental attention or treatment administered to the student in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student, including attention provided by the College nursing staff.
10. The Principal, or his nominee, has authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside (as appropriate) the College precincts, or to suspend / exclude / expel the student for any cause judged to be sufficient.
11. The consent which I/we have given is valid at all times while the student is in the custody of the College including, but not limited to, such times as the student is at the College, is present at College camps or is attending or participating in a work experience program, excursion or function.
12. In this contract, the expression "Principal" includes any person from time to time acting as Principal or other staff members for the time being carrying out the duties of, or exercising the authority of, the Principal.
13. **I/We consent** **do not consent** to the Applicant being photographed and/or named in publications of the Christian Brothers, including but without limitation, any internet or web site, year book, advertising or promotional material or press release.
14. I/We have made full and frank disclosure of all information requested by the College in the Application for Enrolment form and agree to the College seeking documentary evidence from previous schools in which our son has been enrolled. Failure to provide relevant details and assessments could result in cancellation of enrolment.

BOTH PARENTS MUST SIGN :

Mother / Caregiver (Please Print)

Signature

Father / Caregiver (Please Print)

Signature

I accept the above named applicant for enrolment at the College.

Principal's Signature

Date