



**St Augustine's  
Parish School**  
*Salisbury*

# APPLICATION FOR ENROLMENT

Student Name: \_\_\_\_\_

Family Name

Christian Name

To begin: \_\_\_\_\_

In Year level: \_\_\_\_\_

*We are a welcoming community  
united in faith and centred on learning  
who value and nurture the dignity of each individual*

## Enrolment checklist

**Please bring the following original documents  
(as applicable) with this Enrolment Application  
(office staff will copy) to your conversation:**

Provided

Birth Certificate (or extract) (or current passport)	
Baptism Certificate (if applicable)	
Parent / Guardian and child residential entry visa (if applicable)	
Any national test results (eg NAPLAN), where available	
Any Court Order, Parenting Plan or related information affecting your child	
Documentation relating to special/medical needs (any reports, medical action plans, assessments, etc)	
Letter of support/reference from your Parish Priest/Minister of Religion	
Latest Previous Kindergarten/ School Report	

## OFFICE USE ONLY

Appointment scheduled for

/ / At am/pm

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

<b>FAMILY DETAIL</b>		Mother / Guardian 1			Father / Guardian 2		
Title		Mr Mrs Ms Miss Dr (Please circle)			Mr Mrs Ms Miss Dr (Please circle)		
Family Name							
Given Name							
Date of Birth							
Usual occupation							
Employer							
If not employed, do you receive a government benefit?				YES	NO	(Circle one)	
Telephone Numbers		<u>Home/Work</u>	H	W	H	W	
		<u>Email/Mobile</u>	E	M	E	M	
Country of Birth							
Date of arrival in Australia (if applicable)							
Cultural background							
Religion							
Main language spoken at home							
Residential status		Australian citizen: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Length of stay .....			Australian citizen: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Length of stay .....		
Visa (if not an Australian citizen)		Visa Type: ..... Visa No.: ..... Date granted: .....			Visa Type: ..... Visa No.: ..... Date granted: .....		
Residential Address		Street No.					
		Suburb					
Postal Address		PO Box or Street No.					
(if different)		Suburb					
Relationship to child (Father, Mother, Foster parent, Step parent, etc)							
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"/>		
		If the child does not reside with you, do you require a copy of the Student Report <input type="checkbox"/> YES			If the child does not reside with you, do you require a copy of the Student Report <input type="checkbox"/> YES		
Family Court or other relevant Court Order/Intervention Order or Parenting Plan? (If YES, you should provide a copy of that order to the school)					YES	NO	(Circle one)
<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>							
<b>Occupation</b>							
(Please refer to the list of parental occupation groups on the next page)							
(Please select the appropriate parental occupation group from the list and place the group number in the box.)							
<ul style="list-style-type: none"> <li>• If the person is not currently in <b>paid</b> 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 <b>paid</b> work in the last 12 months, enter '8'.</li> </ul>							
What is the occupation group of the mother / guardian 1?				<input type="checkbox"/>			
What is the occupation group of the father / guardian 2?				<input type="checkbox"/>			

## 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, flight 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]

### Language Other Than English

**Does the mother / guardian 1 speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often.)

No	English Only	<input type="checkbox"/>	Yes	Polish	<input type="checkbox"/>	Yes	Italian	<input type="checkbox"/>
Yes	Tagalog (Filipino)	<input type="checkbox"/>	Yes	Greek	<input type="checkbox"/>	Yes	Arabic (inc Lebanese)	<input type="checkbox"/>
Yes	Vietnamese	<input type="checkbox"/>	Yes	Serbian	<input type="checkbox"/>	Yes	Cantonese	<input type="checkbox"/>
Yes	German	<input type="checkbox"/>	Yes	Dinka	<input type="checkbox"/>	Yes	Dari	<input type="checkbox"/>
Yes	Persian	<input type="checkbox"/>	Yes	Other – please specify:	.....			

**Does the father / guardian 2 speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often.)

No	English Only	<input type="checkbox"/>	Yes	Polish	<input type="checkbox"/>	Yes	Italian	<input type="checkbox"/>
Yes	Tagalog (Filipino)	<input type="checkbox"/>	Yes	Greek	<input type="checkbox"/>	Yes	Arabic (inc Lebanese)	<input type="checkbox"/>
Yes	Vietnamese	<input type="checkbox"/>	Yes	Serbian	<input type="checkbox"/>	Yes	Cantonese	<input type="checkbox"/>
Yes	German	<input type="checkbox"/>	Yes	Dinka	<input type="checkbox"/>	Yes	Dari	<input type="checkbox"/>
Yes	Persian	<input type="checkbox"/>	Yes	Other – please specify:	.....			

### Parental School Education

**What is the HIGHEST year of primary or secondary school completed by:**

• the mother / guardian 1?

Year 12 or equivalent	<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Year 9 or equivalent or below	<input type="checkbox"/>

• the father / guardian 2?

Year 12 or equivalent	<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Year 9 or equivalent or below	<input type="checkbox"/>

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

### Parental Non-School Education

**What is the level of the HIGHEST qualification of:**

• the mother / guardian 1?

Bachelor degree or above	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
Certificate I-IV (inc trade certificate)	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>

• the father / guardian 2?

Bachelor degree or above	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
Certificate I-IV (inc trade certificate)	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>

(Mark one box only)

### GLOSSARY

Bachelor degree

Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree

Certificate I to IV (inc trade certificate)

Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate

Diploma / Advanced Diploma

Includes Advanced Diploma, Associate Degree and Diploma

## 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):		Street No.				
		Suburb				

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 Aboriginal & Torres Strait Islander	<input type="checkbox"/>

## VISA INFORMATION (if applicable)

Visa	Visa Type: .....
	Visa No.: .....
	Date granted: .....

Does your child speak a language other than English at home?

*(If more than one language, indicate the one that is spoken most often.)*

No English Only	<input type="checkbox"/>	Yes Polish	<input type="checkbox"/>	Yes Italian	<input type="checkbox"/>
Yes Tagalog (Filipino)	<input type="checkbox"/>	Yes Greek	<input type="checkbox"/>	Yes Arabic (inc Lebanese)	<input type="checkbox"/>
Yes Vietnamese	<input type="checkbox"/>	Yes Serbian	<input type="checkbox"/>	Yes Cantonese	<input type="checkbox"/>
Yes German	<input type="checkbox"/>	Yes Dinka	<input type="checkbox"/>	Yes Dari	<input type="checkbox"/>
Yes Persian	<input type="checkbox"/>	Yes Other – please specify: .....			

Country of Birth	Australia	<input type="checkbox"/>	United Kingdom	<input type="checkbox"/>
	New Zealand	<input type="checkbox"/>	South Africa	<input type="checkbox"/>
	Philippines	<input type="checkbox"/>	Vietnam	<input type="checkbox"/>
	United States of America	<input type="checkbox"/>	Bosnia & Herzegovina	<input type="checkbox"/>
	Thailand	<input type="checkbox"/>	Spain	<input type="checkbox"/>
	Other (please specify): .....			

First enrolled in a school in Australia: / /	Religion		
	Present Parish of worship		

Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

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

1		From / /	To / /
2		From / /	To / /
3		From / /	To / /
4		From / /	To / /
5		From / /	To / /

Other children in the family	M / F	Date of Birth	School attending	Yr level

**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) Has your child been diagnosed and assessed with 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, impediments, allergies, restrictions on physical activity)	YES	NO
(f) Does your child require any special provisions to be made by the school? (For example, 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 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.

**OTHER INFORMATION**

Do you have any outstanding school fees with another school?	YES	NO
I/We consent to my/our 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

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**I/We declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.**

(Both parents/guardians to sign, if possible) Signatures: .....  
Date: / / / /

**PLEASE NOTE:** In due course applicants will be contacted regarding their application for enrolment.  
If applicants accepts an offer of enrolment, the terms and conditions detailed in this *Application for Enrolment* are incorporated in the Enrolment Contract.

## 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 student and to enable them to take part in all the activities of the school.
- 2 Some of the information the school collects 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 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 conversations, 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 the school newsletter, magazine 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. We may include students' and students' parents' contact details in a class list and 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 that you are disclosing that information to the school and why, that they can access that information if they wish and the school does not usually disclose this information to third parties.

## PARENT/GUARDIAN DECLARATION

- 15 In applying to enrol my/our 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 co-operation concerning school activities is essential.
- 17 I/we accept that I/we will abide by school policies as amended from time to time.
- 18 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.
- 19 I/we accept the school uniform policy and standards set for grooming and personal presentation, and that I/we will be responsible for ensuring that my/our child wears the correct school uniform at all times.
- 20 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) in accordance with the School Fee Policy (as amended), including debt recovery and legal expenses/bad cheque costs incurred.
- 21 I/we will be responsible for the payment of fees if my/our child needs to attend the OSHC service at any time.
- 22 I/we give consent for the school to contact any other Catholic school which my/our child has previously attended for the purpose of ascertaining my/our fee paying record.
- 23 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/our child's personal possessions is my/our responsibility.
- 24 I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.
- 25 I/we accept the responsibility to notify the school of any medical conditions that my/our child may have/develop and to keep the school informed of any changes.

**I/We acknowledge and, if this application is successful, accept all of the above terms and conditions (clauses 1-25)**

Mother / Guardian 1 (signature) ..... Date / /

Father / Guardian 2 (signature) ..... Date / /