



## Kindergarten to Year 12 Application for Enrolment

Office use only	
Family Code: _____	Student Code: _____
Receipt No: _____	Amount: \$ _____
Date Interviewed: _____	
Agreement Mailed: _____	Returned: _____
Privacy Act Form Mailed: _____	Returned: _____
Network Form Mailed: _____	Returned: _____
<b>Family Name:</b>	
<b>Student Surname:</b>	<b>Student First Name:</b>
	<b>Student Middle Name:</b>
<b>Academic Year of Entry:</b>	<b>Date of Entry:</b>
<b>Parents Mailing Title:</b>	
<b>Residential Address:</b>	<b>Postal Address:</b>
Town: _____ Postcode: _____	Town: _____ Postcode: _____
Telephone: _____	Home Email: _____
<b>Fees Account Address:</b> (If different from Postal or Residential)	
Name: _____	Relationship to student: _____
Address: _____	Town: _____ Postcode: _____
<b>Mother / Step Mother / Guardian</b>	<b>Father / Step Father / Guardian</b>
First Name: _____ Surname: _____	First Name: _____ Surname: _____
Title: Mrs Miss Ms Dr Rev	Title: Mr Dr Rev
Lives with Child: Yes / No	Lives with Child: Yes / No
Status: Married/Divorced/Separated/Sole Parent/Step Mother/Deceased/De Facto	Status: Married/Divorced/Separated/Sole Parent/ Step Father/Deceased/De Facto
Occupation: _____	Occupation: _____
Employers Name: _____	Employers Name: _____
Work Telephone: _____	Work Telephone: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Religious Denomination: _____	Religious Denomination: _____
Language Spoken at home: _____	Language Spoken at home: _____



The following questions are a Government Data Requirement in order for the school to receive Government funding. For more information regarding this requirement go to: <http://www.aisnsw.edu.au> then click on the Collection of Information, which will also provide Information for Parents.

What is the highest year of primary or secondary school the parents/guardians have completed? (For parents who have never attended school, mark Year 9 or equivalent or below).

	<b>Mother/parent 1 Guardian 1</b>	<b>Father/parent 2 Guardian 2</b>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/guardians have completed?

	<b>Mother/parent 1 Guardian 1</b>	<b>Father/parent 2 Guardian 2</b>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma / Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non school qualifications	<input type="checkbox"/>	<input type="checkbox"/>

Please select the appropriate parental occupation group from the attached list.  
 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.  
 If the person has not been in paid work in the last 12 months, enter '8' in the box below.

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 for previous 2 questions are attached.**

**Compulsory Emergency Contact (other than Mother or Father)**

Name	Relationship	Mobile	Telephone

**Non Custodial Parent:**

Name:

Relationship to student:

Address:

Town:

Telephone:

Postcode:

Mobile:

**Other relevant Family Information: eg custody arrangements and concerns.** (Sensitive matters can be notified privately to the Principal or College Registrar).



<b>Student Details:</b> Date of Birth:    /    / <b>Copy of Birth Certificate attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous School Attended:	
Country of Birth:	Is the student an Australian Citizen: Yes / No	
Is the student of Aboriginal or Torres Strait Islander origin? No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>	Do you have a permanent Resident Visa: Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide Visa Code:	
Religious Denomination: Minister/Priest and Parish:		
<b>Does the student or their mother or their father speak a language other than English at home?</b> If more than one language, please indicate the one that is spoken most often.		
	<b>Student</b> <b>Mother/parent 1</b> <b>Father/parent 2</b>	
	<b>Guardian 1</b> <b>Guardian 2</b>	
No    English only <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes    Other – please specify: _____		
<b>Academic Progress: (Please provide copies of student report card at time of interview)</b> Strength in subject area/skills		
Weakness in subject area/skills		
<b>Medical Details – Immunisation Records submitted:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Medicare Number:	Medicare Expiry:	
Private Medical Fund:	Private Medical Fund Number:	
Ambulance Cover:    Yes / No	Last Tetanus Date:	
Doctor: Telephone:		
Dentist: Telephone:		
<b>Medical Conditions/Allergies</b> (eg asthma, skin conditions, diabetes, epilepsy, fits or blackouts etc)		
<b>Medication:</b> Is your child currently required to take medication on a daily basis? Please give details eg. Name, dosage, time to be taken, reason/condition. The College must be advised of any change to this medication.		
<b>Other relevant Medical Information:</b> Parents must advise the College of any disability or impairment which currently affects the student or may in the future and also provide medical documentation from the child's medical specialist. eg Hearing/speech/vision problems, physical/ learning difficulties, autism etc.		



**Parent/Guardian Accident Consent**

In the event of any accident or illness, I give my consent to the College to obtain any medical assistance that my child may require. I undertake to pay any costs incurred in the treatment of my child.

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE: If parents/guardian cannot be contacted and the student's condition is considered serious then the student will be transported by ambulance to hospital.**

**Liabilities to Other Schools:**

Do you have any pre-existing liabilities to other schools, if so, how much is owing?

Please complete: Yes / No If yes, amount owing: \$

**Conditions of Registration and Enrolment**

A registration application fee of \$250 for one child or \$500 per family is required for this application to be processed. This fee is non-refundable. Registration for enrolment does not guarantee enrolment.

I/We understand that I/we will be required to complete an Enrolment Agreement if the College offers a position. We understand that if a position is not currently available our application will be placed in the Enrolment Application Pool.

I/We have, through discussion with the College Principal and/or reading the documents provided, understand the philosophy of the College toward the uniform and behavioural responsibilities of students. I will give my support to this direction and encourage a positive response in my children.

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please advise us of areas in which you may be able to assist at the College, eg gardening (working bees), special skills, reading assistance, business donations, etc.**

\_\_\_\_\_  
\_\_\_\_\_

**Which day/s of the week/month are you able to assist at the Canteen.** \_\_\_\_\_



### 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 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, flying instructor, air traffic controller]

#### **Group 2: Other business managers, arts/media/sports persons 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/refuge/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 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, crossing supervisor]



Student Name	Parent /Guardian Name	Parent/Guardian Signature	Date

**UNDER COMMONWEALTH PRIVACY ACT COLLECTION NOTICE**

1. The College may collect personal information, including sensitive information about pupils and parents or guardians before and or 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 the appropriate care for your son/daughter whilst at 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 and fulfil the Government's Data requirements.
3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.
4. Information about a pupil's health is a confidential matter within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about son/daughter from time to time and will treat the information with care and confidentiality.
5. The College from time to time may be required to disclose personal and sensitive information to others. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions such as academic and sporting achievements, pupil activities, photographs and other news is published in College newsletters, magazines, displayed on classroom notice boards, College noticeboard and may be included on our web site and Facebook page.

**If you do not wish** the College to disclose and/or publish information on your child, please specify details below:

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8. Parents may seek access to the personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to the information about themselves. However, there will be occasions where access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College's duty of care to another pupil.
9. The College engages in fundraising activities. The information received by the College may be used to make an appeal to you.
10. If you provide the College with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College. You should also inform them that they can access that information if they wish and that the College does not usually disclose the information to third parties.
11. Your contact details and email address may be provided each year to the College Class Parents. The purpose of this is to invite you to various class activities organised outside of the College. **If you do not agree, please advise us now.**