

CONFIDENTIAL APPLICATION FOR ENROLMENT

Name: _____

Year Level: _____ Commencing 20 _____

CHECKLIST: Application form must be returned to St John's College office only with the required paperwork listed below. Thank you.



- Latest School Report (photocopy)
- Latest NAPLAN Results (photocopy)
- Birth Certificate (photocopy)
- Baptism Certificate (photocopy)
- Principal's Reference
- \$60 Application Fee (non refundable)
- Additional Medical Information
- Recent Photograph of Applicant X 2
- Signatures below
- Legal Documentation (if applicable)
- Australian Citizenship Documents (if applicable)

- I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child.
- I/We fully understand that I/we are entirely liable for all fees and expenses incurred by my son/daughter attending St John's College.
- I/We fully understand that outstanding fee debt at other Brisbane Catholic Education schools must be resolved prior to enrolment confirmation.
- I/we enclose \$60 Application Fee (non-refundable).
- I/we agree with the terms of the Enrolment Bond.
- I/we agree to be supportive of the ethos of the College and its policies and procedures.

ENROLMENT FORM MUST BE SIGNED BY ALL ENROLLING PARENTS FOR THIS APPLICATION TO BE VALID. (ie. 1. Mother & Father, 2. Mother & Stepfather, 3. Father & Stepmother, 4. Mother, 5. Father.)

1. Parent/Guardian Signature: _____

Date: _____

2. Parent/Guardian Signature: _____

Date: _____



STUDENT INFORMATION

PERSONAL DETAILS				
Legal Surname		Preferred Surname <i>(if different from Legal)</i>		
First Given Name		Preferred First Name		
Other Given Name/s				
Date of Birth	/	/	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Certificate Attached <i>A copy of the birth certificate or other suitable documentation indicating birth information must be attached</i>				
CULTURAL BACKGROUND				
Country of Birth				
Country of Citizenship	Australian Resident <input type="checkbox"/> Yes <input type="checkbox"/> No			
Indigenous Status <i>Is the student of Aboriginal or Torres Strait Islander origin?</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander			
First Language Spoken				
Main Language Spoken at Home				
Other Language Spoken				
Alternate Student Address <i>(if applicable)</i>				
INTERNATIONAL DETAILS <i>A copy of the visa must be attached</i>				
Country of Passport Issue <i>(if not Australia)</i>				
PREVIOUS SCHOOL <i>(if applicable)</i>	Transfer form attached <input type="checkbox"/> Yes <input type="checkbox"/> No			
School Name	Suburb/Town/State	Year Level	Date From – Date To	
RELIGIOUS BACKGROUND				
Religion	<input type="text"/>	Copy of Baptism Certificate attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sacraments	<i>If Catholic, please indicate Sacraments received below</i>			
	<input type="checkbox"/> Baptism	Date Received	___ / ___ / ___	Parish _____
	<input type="checkbox"/> Reconciliation	Date Received	___ / ___ / ___	Parish _____
	<input type="checkbox"/> Eucharist	Date Received	___ / ___ / ___	Parish _____
<input type="checkbox"/> Confirmation	Date Received	___ / ___ / ___	Parish _____	
CONTACT DETAILS:				
Student Mobile Number <i>(if applicable)</i>				
SIBLINGS: <i>if at school and those not yet attending school. (If more than 4 siblings please attach further details). Listing siblings is not regarded as an enrolment for them.</i>				
	Sibling 1	Sibling 2	Sibling 3	Sibling 4
Legal Surname				
Preferred Surname				
Legal First Name				
Relationship to Student				
Date of Birth	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
School Name <i>(if at school)</i> <i>Class & House (if at a catholic school)</i>				
Resides with Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY INFORMATION

PERSONAL DETAILS	Parent/Caregiver	Parent/Caregiver	Parent/Caregiver Non-Residing
Surname			
Given Name/s			
Preferred First Name			
Title (e.g. Mr, Mrs)			
Date of Birth			
CULTURAL BACKGROUND			
Interpreter Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth			
Country of Citizenship			
Main Language Spoken At Home			
Other Language Spoken			
RELIGIOUS BACKGROUND			
Religion			
Parish			
OCCUPATION			
WORKPLACE			
GENERAL DETAILS <i>As required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs</i>			
Occupation Type <i>What is the occupation group of the parent/caregiver? (see Appendix 1)</i>	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months
Highest School Level <i>What is the highest year of primary or secondary school the parent/caregiver has completed?</i>	<input type="checkbox"/> 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 - which includes never attended	<input type="checkbox"/> 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 - which includes never attended	<input type="checkbox"/> 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 - which includes never attended
Highest Qualification Completed <i>What is the level of the highest qualification the parent/caregiver has completed?</i>	<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"/> 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
RESIDENTIAL ADDRESS			
Street Address			
Suburb/Town			
State & Postcode			
Country			
Does the student reside at this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No to all, please give details in 'Additional Information'			
MAILING ADDRESS <i>If not different from Residential write 'as above'</i>			
Post Box/Street			
Suburb/Town			
State & Postcode			
Country			
CONTACT DETAILS <i>Indicate best contact order (1-3) for phone numbers for each person (e.g. call work first 1, then mobile 2 etc)</i>			
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priority Contact Order <i>Who to contact first (write 1st, 2nd, 3rd)</i>			
Home Email Address			
OTHER INFORMATION			
Relationship to Student			
Receive Communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT OTHER DETAILS

MEDICAL CONDITIONS	Details
<input type="checkbox"/> Allergies <input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes Mellitus Type 1 <input type="checkbox"/> Epilepsy <input type="checkbox"/> Febrile Convulsions <input type="checkbox"/> Other (please specify)	
SPECIALIST ASSESSMENTS Does this student have any recent allied health or medical specialist assessments? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please attach relevant reports)	
SPECIAL NEEDS Please describe any physical, social/emotional, and/or learning needs which may impact on duty of care and/or participation in school activities.	
LEGAL INFORMATION Name the Legal Guardian/s of this student	
Please indicate any legal issues of which the school should be aware (e.g. family court orders, parental agreements, guardianship orders, child protection orders, etc.). <i>A copy of the relevant documentation will be required to be held by the school should enrolment be accepted.</i>	
Is this student in the Care of the State? <input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDITIONAL INFORMATION Please indicate any additional information which may assist with this enrolment application.	

EMERGENCY INFORMATION

Those listed below are additional emergency contacts should parents/caregivers be unavailable.

1 st Additional Emergency Contact	
Surname	
Given Name/s	Preferred Name/s
Title (eg. Mr, Mrs)	
Contact Telephone Number/s (indicate silent numbers by placing an "S" beside the number) (Only include numbers applicable for emergency contact)	Contact Priority Order (Place 1, 2 and/or 3 as applicable in the boxes) <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work
Relationship to student (Uncle, Family Friend etc)	
2 nd Additional Emergency Contact	
Surname	
Given Name/s	Preferred Name/s
Title (eg. Mr, Mrs)	
Contact Telephone Number/s (indicate silent numbers by placing an "S" beside the number) (Only include numbers applicable for emergency contact)	Contact Priority Order (Place 1, 2 and/or 3 as applicable in the boxes) <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work
Relationship to student (Uncle, Family Friend etc)	



Brisbane Catholic Education (BCE) Information Collection Notice PRIVACY STATEMENT



Teaching Challenging Transforming

Information we collect: Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act (1988).

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used for appropriate parish purposes.

Disclosure of information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority and people providing administrative and financial services to the school. In addition, we may be required by law to disclose this information to government departments, both State and Federal.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves 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.

Personal information collected from students is regularly disclosed to their parents/legal guardians. On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students may also seek access to personal information 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 student or where students have provided information in confidence.

The School Privacy Policy sets out how parents or students may complain about a breach of privacy and how the school will deal with such a complaint.

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. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

Our privacy position: Brisbane Catholic Education is bound by the Privacy Act (1988) and has adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website <http://www.bne.catholic.edu.au>. Alternatively, a hard copy of the statement may be provided on request.

Information required: If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

By completing and submitting your enrolment information you have confirmed your understanding of and agreement with the above.

As at 27/7/2017

APPENDIX 1 – 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/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, 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]

If the person is not currently working

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, select 'Not in paid work in last 12 months'.

