



# ST JOSEPH'S COLLEGE

PEACE THROUGH JUSTICE

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 Web: www.sjctweed.org  
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## ENROLMENT APPLICATION

For \_\_\_\_\_

Academic Year \_\_\_\_\_ for the year 20\_\_\_\_\_

**This form is an application only**  
**(Acceptance of this application form does not imply acceptance of enrolment)**

### APPLICATION PROCESS

All sections should be completed and returned to the College together with:

- \$55.00 enrolment application fee (cheque made payable to St Joseph's College)
- Photocopies of all of the following certificates (if applicable): Baptism, Confirmation and Eucharist
- Photocopies of the two most recent school reports
- Photocopy of the most recent NAPLAN Results
- Photocopy of Birth Certificate

### PLEASE PRINT ALL DETAILS

**Please Note: The shaded areas of this form are part of a National Data Collection required by Australian Department Ministers.**

### FAMILY INFORMATION

**Mailing Title** \_\_\_\_\_  
 (Title to be used for correspondence eg: Mr & Mrs J A Smith, Ms P H Jones)

**Residential Address** \_\_\_\_\_  
 \_\_\_\_\_ **Post Code** \_\_\_\_\_

**Postal Address** \_\_\_\_\_  
 (If different from above)

**Home Phone** \_\_\_\_\_ **Residential Structure** \_\_\_\_\_  
 (eg: married, divorced)

### STUDENT INFORMATION

**Christian Names** \_\_\_\_\_ **Surname** \_\_\_\_\_

**Sex**  Male  Female **Country of Birth** \_\_\_\_\_ **Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Please tick

**Nationality** \_\_\_\_\_ **Current School** \_\_\_\_\_

**Previous Schools** (include years of attendance) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Main Language Spoken at Home** \_\_\_\_\_ **Other Language** \_\_\_\_\_

**Aboriginal/Torres Strait Islander?** No  Yes  If **YES**, please tick one below  
 Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

**Religion** \_\_\_\_\_ **Parish** \_\_\_\_\_

**Sacraments Received**  
 Baptism \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Reconciliation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Confirmation \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Eucharist \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## **MEDICAL DETAILS**

Doctor's Name \_\_\_\_\_ Medical Practice \_\_\_\_\_

Doctor's Phone \_\_\_\_\_ Medicare Number \_\_\_\_\_

Private Health Fund \_\_\_\_\_ Health Fund Number \_\_\_\_\_

Allergies No  Yes  \_\_\_\_\_  
If **YES**, please specify

Medical Problems No  Yes  \_\_\_\_\_  
If **YES**, please specify (disabilities, asthma, physical activity restrictions, recent surgery, etc)

### **Immunisations** Please tick

Measles/Mumps No  Yes  Polio No  Yes  Rubella No  Yes

Tetanus/Diphtheria No  Yes  Whooping Cough No  Yes  Hepatitis B No  Yes

Meningococcal No  Yes

## **SPECIAL NEEDS OF STUDENT**

Indicate whether the student applying has any known or suspected **Special Needs**

Physical Needs No  Yes  Educational Needs No  Yes

Behaviour Needs No  Yes  Other Special Needs No  Yes

If you have answered **yes** to any of the above, please provide full details of those needs and any intervention/support that he/she may be currently receiving. (**Supporting documentation must be provided**)

Does your child require any special provisions to be made by the College, eg medication (including daily dosage)

## **RELEVANT PREVIOUS HISTORY**

The Lismore Diocese has a responsibility to assess and manage any risk of harm to its staff and students. To your knowledge, is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to the student, other students, or staff at this school?

No  Yes  If yes, please provide a brief history

Has the student had any past history of violent behaviour either inside or outside the school setting?

No  Yes  If yes, please give details \_\_\_\_\_

Did this involve being suspended or expelled from any previous school No  Yes  If yes, was this for?

a. Actual violence to any person No  Yes

b. Illegal drugs No  Yes

c. Possession of a weapon or any item used to cause harm or injury No  Yes

d. Threats of violence or intimidation of staff, students, or others at the school No  Yes

Has there been any serious disruption to continuity of schooling for any other reasons?

No  Yes  If yes, please give details \_\_\_\_\_

Has your child ever been assessed by a specialist service, eg School Counsellor, Child & Family Health Psychologist, other health professionals or any other relevant bodies that have knowledge of any issues mentioned previously?

No  Yes  If yes, please give details (including contact details) \_\_\_\_\_

**CONTACT INFORMATION – FATHER/GUARDIAN – Residing at same address**

**Full Name** \_\_\_\_\_ **Title** (eg Mr) \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_ **Marital Status** \_\_\_\_\_

**Religion** \_\_\_\_\_

**Mobile** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Group 1**  **Group 2**  **Group 3**  **Group 4**

Please tick the Occupational group (refer to Parental Occupations List)

School Education	Highest Qualification	
Year 12 <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/>	Country of Birth _____
Year 11 <input type="checkbox"/>	Advanced Diploma/Diploma <input type="checkbox"/>	Nationality _____
Year 10 <input type="checkbox"/>	Certificate I to IV <input type="checkbox"/>	Main Language Spoken at Home _____
Year 9 <input type="checkbox"/>	No Non-School Qualification <input type="checkbox"/>	Other Language _____

(or equivalent or below)

**CONTACT INFORMATION – MOTHER/GUARDIAN – Residing at same address**

**Full Name** \_\_\_\_\_ **Title** (eg Mrs, Ms, Miss) \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_ **Marital Status** \_\_\_\_\_

**Religion** \_\_\_\_\_

**Mobile** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Group 1**  **Group 2**  **Group 3**  **Group 4**

Please tick the Occupational group (refer to Parental Occupations List)

School Education	Highest Qualification	
Year 12 <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/>	Country of Birth _____
Year 11 <input type="checkbox"/>	Advanced Diploma/Diploma <input type="checkbox"/>	Nationality _____
Year 10 <input type="checkbox"/>	Certificate I to IV <input type="checkbox"/>	Main Language Spoken at Home _____
Year 9 <input type="checkbox"/>	No Non-School Qualification <input type="checkbox"/>	Other Language _____

(or equivalent or below)

**EMERGENCY CONTACTS** (Preferably persons other than parents residing with the student and who live nearby)

**Emergency Contact Person 1** Name \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_ **Sex** Male  Female  Please tick

**Residential Address** \_\_\_\_\_

**Mobile** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Emergency Contact Person 2** Name \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_ **Sex** Male  Female  Please tick

**Residential Address** \_\_\_\_\_

**Mobile** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**NON RESIDENTIAL PARENT / GUARDIAN** (If applicable)

**Name** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_

**Religion** \_\_\_\_\_

**Residential Address** \_\_\_\_\_

**Postal Address** \_\_\_\_\_  
(If different from above)

**Home Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Group 1**  **Group 2**  **Group 3**  **Group 4**

Please tick the Occupational group (refer to Parental Occupations List)

**School Education**

Year 12   
Year 11   
Year 10   
Year 9

(or equivalent or below)

**Highest Qualification**

Bachelor Degree or above   
Advanced Diploma/Diploma   
Certificate I to IV   
No Non-School Qualification

**Country of Birth** \_\_\_\_\_

**Nationality** \_\_\_\_\_

**Main Language Spoken at Home** \_\_\_\_\_

**Other Language** \_\_\_\_\_

**Would you like this non residential parent to be listed as an emergency contact:** No  Yes

**Should this parent receive:** **School Reports** No  Yes  **Newsletters** No  Yes

**SPECIAL CIRCUMSTANCES**

**Are there any Family Court/Parenting Plans that have been issued in relation to the enrolling student?**

No  Yes  (If you have ticked yes, please provide supporting documentation)

**Please give details of any special family circumstances or other relevant information**

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

**FEES INFORMATION**

Fees Accounts to be sent to: Parents/Guardians – as per residential address

Postal address

Or: Non Residential Parent/Guardian – as per residential address

Postal address

## **OTHER CHILDREN IN THE FAMILY**

	<b>Name</b>	<b>Date of Birth</b>	<b>If at School, School Name</b>	<b>Year Level</b>
Child 1				
Child 2				
Child 3				
Child 4				
Child 5				

## **PARENT / GUARDIAN DECLARATION**

*If my child is enrolled at St Joseph's College I will abide by the following **Conditions of Enrolment**:*

**SCHOOL RULES:** Parents agree to be bound by the rules of the College and undertake to ensure that their daughter/son complies at all times with the policies, responsibilities and code of behaviour stipulated by the College for its students. Parents undertake to support the decisions of the Principal in relation to required conduct. Parents support the College in its expectation that all students wear the correct school uniform and maintain it in a neat and tidy manner at all times. Parents acknowledge that the Principal has the right to cancel this enrolment before or after acceptance of their daughter/son for disciplinary reasons.

**FEES:** Both parents and/or guardians agree to pay fees as indicated in the fees information. Unless prior arrangements have been agreed to by the Parish School Fees Manager, parents agree to pay all fees and other charges by the dates stipulated on the school fee accounts.

**WITHDRAWAL OF STUDENTS:** Parents agree to give adequate notice in writing of their intention to withdraw their daughter/son from the College. This allows time to be given to students on the College waiting list.

**EMERGENCY:** In the event of a medical or other emergency arising, in which the Principal or delegated staff member considers it impossible or impracticable to communicate with the parents or guardians of the student, the Principal (or delegated staff member) is authorised to act as is thought necessary or expedient. The Principal and the College and their agents shall not be liable for any reasonable action taken in that event.

**OFFER AND ACCEPTANCE:** Upon submission of this application form, the applicant will be placed on a waiting list. Places will be offered to successful applicants following interviews.

**PRIVACY POLICY:** I/We give permission for the publication of any school-related material by or about our child, including photographs. It is acknowledged that such material is used regularly in publications by the College to communicate and promote events, as per the College Privacy Policy. Publications include Newsletters, the Prospectus, Magazines, newspaper articles and the College website.

*If this application is accepted, I/we jointly agree to the conditions of enrolment as set out above.*

*Further, I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true. I also declare to keep the school informed of any changes relating to the above when they occur.*

Both parents/guardians to sign (if applicable)

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian 1 Please Print

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian 2 Please Print

### **RECORD OF INTERVIEW**

Interview Date \_\_\_\_\_ Time \_\_\_\_\_ Interviewer \_\_\_\_\_

Relevant Information \_\_\_\_\_

**OFFICE USE** Receipt Number \_\_\_\_\_ Date \_\_\_\_\_

Date of Commencement \_\_\_\_\_ Homeroom \_\_\_\_\_ House Colour \_\_\_\_\_

Family Number \_\_\_\_\_ Student Number \_\_\_\_\_

Enrolment Terminated \_\_\_\_\_ Letter Received \_\_\_\_\_ Destination School \_\_\_\_\_

## **PARENTAL OCCUPATION DEFINITION**

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

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 appropriate box.

### **Group 1: Senior Management in large business organization, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organization.

**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, 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** (trade's 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 part attendant, crossing supervisor)

# **ST JOSEPH'S COLLEGE ~ PRIVACY POLICY**

## ***Your privacy is important***

This statement outlines the College's policy on how St Joseph's College uses and manages personal information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment.

### **What kind of personal information does the College collect and how does the College collect it?**

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information about:

- pupils and parents and/or guardians ('parents') before, during and after the course of a pupil's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

**Personal Information you provide:** The College will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and pupils provide personal information.

**Personal Information provided by other people:** In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

**Exception in relation to current employee records:** Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

### **How will the College use the personal information you provide?**

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

**Pupils and Parents:** In relation to personal information of pupils and parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical well being;
- seeking donations and marketing for the College;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a pupil or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the College;
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.

**Marketing and fundraising:** The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Exception in relation to related schools:** The Privacy Act allows each school, being legally related to each of the other schools conducted by the Diocese of Lismore to share personal information with other schools conducted by the Diocese. Other Diocesan schools may then only use this personal information for the purpose for which it was originally collected by the Diocese. This allows schools to transfer information between them, for example, when a pupil transfers from a Diocesan school to another school conducted by the Diocese.

## **Who might the College disclose personal information to?**

The College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- parents; and
- anyone you authorise the College to disclose information to.

**Sending information overseas:** The College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

## **How does the College treat sensitive information?**

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **Management and security of personal information**

The College's staff members are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

## **Updating personal information**

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Principal of the College at any time.

The National Privacy Principles require the College not to store personal information longer than necessary.

## **You have the right to check what personal information the College holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

## **Consent and rights of access to the personal information of pupils**

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The College will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Colleges duty of care to the pupil.

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

## **Enquiries**

If you would like further information about the way St Joseph's College manages the personal information it holds, please contact the Principal.