

\$30 Application Fee paid:

Date:

\$150 Enrolment Deposit paid:

Date:

**Student Name**

Family Name

Christian Name

to begin Term\_\_\_\_\_ in 20\_\_\_\_\_

in Year level\_\_\_\_\_



## APPLICATION FOR ENROLMENT

Address: 2 Todd Street, WOODCROFT SA 5162

Phone: 8322 7211

Email: [info@emmaus.catholic.edu.au](mailto:info@emmaus.catholic.edu.au)

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

## VISION STATEMENT

*'A community on a journey with Jesus connected in faith, learning, justice and love for all creation.'*

We invite students on a personal journey of their Catholic faith, which recognises the unique presence of God in all people. In partnership, we strive to inspire a passion for learning and equip students to make a positive difference in the world. With a generous and peaceful spirit, we actively participate in the care of God's creation. We foster a welcoming and inclusive community engaged in works of social justice.

## OUR VALUES

*Faith and Spirituality*  
*Learning*  
*Peace and Justice*  
*Compassion and Forgiveness*  
*Belonging*  
*Personal Responsibility*  
*Respect*  
*Partnerships*  
*Sustainability*  
*Creativity*  
*Global Citizenship*

## STUDENT DETAIL

Family Name:		Given Names:		Preferred Name:	
Male / Female (Circle)	Date of Birth:	Year of Entry:	Term of Entry:	Year Level:	
Residential Address (where the child mostly resides):	Street:				
	Suburb:			Postcode:	

## LANGUAGES AND CULTURAL BACKGROUND

Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (Please specify)	Nationality:
Is your child of Aboriginal or Torres Strait Islander Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/>			

If born overseas, please state residency status:

Australian Citizen <input type="checkbox"/>	Permanent Resident <input type="checkbox"/>	Temporary Resident <input type="checkbox"/>
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Date of arrival in Australia:		Date of Citizenship (if applicable)	
Visa Type:	Visa Number:	Date Granted:	Expiry Date:

Does the student speak a language other than English at home? ☐ Yes ☐ No

Please indicate the language most spoken at home if more than one:

## RELIGIOUS AFFILIATION

Religion:			Present Parish of Worship:		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

## PREVIOUS SCHOOLING

Most recent schools and kindergarten/child care attended:		<input type="checkbox"/> Does not attend Kindergarten
Name of School	Date Commenced	Date left

## SIBLING INFORMATION

Names of other children in the family	M / F	Date of Birth	Current School	Year level

FAMILY DETAILS				
PARENT/GUARDIAN 1				
Family Name		Given Name:		Preferred Name:
				Title:
Relationship to Student:		Religion:		<input type="checkbox"/> No Affiliation
Residential Address <i>(where the child mostly resides):</i>	Street:			
	Suburb:			Postcode:
Postal Address <i>(If different from above)</i>	Street:			
	Suburb:			Postcode:
Mobile:		Home:		Work:
Email:				
Occupation:			Employer:	
Date of Birth				
Main language spoken at home				
Country of Birth: <input type="checkbox"/> Australia		<input type="checkbox"/> Other (Please specify)		Nationality:
If born overseas, please state residency status:				
Australian Citizen <input type="checkbox"/>		Permanent Resident <input type="checkbox"/>		Temporary Resident <input type="checkbox"/>
Date of arrival in Australia:			Date of Citizenship (if applicable)	
Visa Type:	Visa Number:	Date Granted:	Expiry Date:	
PARENT/GUARDIAN 2				
Family Name		Given Name:		Preferred Name:
				Title:
Relationship to Student:		Religion:		<input type="checkbox"/> No Affiliation
Residential Address <i>(where the child mostly resides):</i>	Street:			
	Suburb:			Postcode:
Postal Address <i>(If different from above)</i>	Street:			
	Suburb:			Postcode:
Mobile:		Home:		Work:
Email:				
Occupation:			Employer:	
Date of Birth				
Main language spoken at home				
Country of Birth: <input type="checkbox"/> Australia		<input type="checkbox"/> Other (Please specify)		Nationality:
If born overseas, please state residency status:				
Australian Citizen <input type="checkbox"/>		Permanent Resident <input type="checkbox"/>		Temporary Resident <input type="checkbox"/>
Date of arrival in Australia:			Date of Citizenship (if applicable)	
Visa Type:	Visa Number:	Date Granted:	Expiry Date:	

## PARENTAL OCCUPATION GROUP AND EDUCATION

	Parent/Guardian 1	Parent/Guardian 2
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.		
Occupation Group Number: (Please refer to the list of parental occupation groups on the next page and place the appropriate number in the box)  If the person has not been in paid work for the last 12 months, please enter "8" in the box.		
What is the highest year of secondary schooling completed?	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"/>	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"/>
What is the level of the <i>highest</i> qualification completed?	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I – 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 – IV (including trade Certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>

## GLOSSARY

Bachelor degree	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.
Certificate I to IV (including 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

## RELATIONSHIPS

Please complete the following to assist with communication

<input type="checkbox"/> Parents live together with student	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Parents divorced	<input type="checkbox"/> Father Deceased <input type="checkbox"/> Mother Deceased
With whom does the student normally reside	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only	<input type="checkbox"/> Shared/ Other Arrangement
Communication regarding to day to day matters is to:	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only	<input type="checkbox"/> Guardian
Copies of School Reports should be sent to:	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only	<input type="checkbox"/> Guardian

## PARENTAL OCCUPATIONAL 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; intensify, 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/office/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)

**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 be apprenticeship. All tradesmen/women are included in this group.

**Clerks** (bookkeeper, bank/PO clerk, statistical/ actuarial clerk, accounting/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, many 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, kitchen hand, 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/teachers' 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 workers** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

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.

## 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) | Does your child have any achievements or 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? (e.g. disabilities, allergies, restrictions on physical activity)  | YES/NO |
| f) | Does your child require any special provisions to be made by the school (e.g. medication, disabled access etc)   | YES/NO |
| g) | Does your child have any infectious diseases?  | YES/NO |
| h) | Has your child ever been suspended from, 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.

I/We consent to Emmaus Catholic School obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.	YES/NO
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## OTHER INFORMATION

Do you have any outstanding school fees with another school?	YES/NO
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**Please include the following documents when submitting your Application for Enrolment Form, together with the applications fee of \$30 (GST Inclusive and non-refundable)**

- |   |
|---|
| <input type="checkbox"/> A copy of the birth certificate (or extract) (or current passport)                   |
| <input type="checkbox"/> Visa or Citizenship papers if born outside Australia                                 |
| <input type="checkbox"/> Latest school report and/or reference from previous schools                          |
| <input type="checkbox"/> Copies of any national test results (eg NAPLAN) where available                      |
| <input type="checkbox"/> Baptismal and other sacramental certificates   |
| <input type="checkbox"/> Any Court order, Parenting Plan or related information affecting your child          |
| <input type="checkbox"/> Documentation relating to special needs (any reports, action plans, assessments etc) |

**Please state your reasons for choosing Emmaus Catholic School for your child's education:**

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

(Both parents/guardians  
to sign if possible)

Name _____
Signature _____
Date _____

Name _____
Signature _____
Date _____

## PRIVACY INFORMATION AND PARENT/GUARDIAN DECLARATION

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 pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect 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, 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 interview 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 School newsletters and magazines 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. The School will obtain separate permissions from the students' parent or guardian prior to publication. 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 that the School does not usually disclose this information to third parties.
15. In applying to enrol my 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 cooperation concerning school activities is essential.
17. I/we accept that we will abide by school policies as amended from time to time.
18. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
19. 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.
20. I/we accept the standards the School sets regarding grooming, uniform and personal presentation.
21. 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). The school must be given a full term's notice in writing prior to the student's withdrawal. Without such notice, the School reserves the right to charge a full term's fee.
22. I/we give consent for the School to contact any other Catholic school which my 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 child's personal possessions is my responsibility.

I acknowledge and, if my application is successful, accept all of the above terms and conditions (clauses 1-23).

Mother/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Father/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

I/we give consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support to the Parish in which we reside.

YES/NO

**In due course you will be contacted regarding your application for enrolment. If you accept an offer of enrolment, the terms and conditions detailed in this *Application for Enrolment* are incorporated in the Enrolment Contract.**