



ST TERESA'S COLLEGE
— ABERGOWRIE —

THE ROMAN CATHOLIC TRUST CORPORATION FOR THE DIOCESE OF TOWNSVILLE

International Student Application for Enrolment

- * ALL sections must be completed.
- * Submission of this application does not guarantee enrolment.
- * Application payment of \$100 must accompany this application for it to be considered.

Student's Full Name:					
Calendar Year of Expected Entry:					
Year Level in which the student is to be enrolled 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>					
Is Student repeating this year? YES <input type="checkbox"/> No <input type="checkbox"/>					
Has the student ever been excluded from another school? YES <input type="checkbox"/> No <input type="checkbox"/>					

A CATHOLIC SCHOOL
This school is part of Catholic Education in the Diocese of Townsville. The school and the Diocese are committed to providing a quality education in a caring environment. A Catholic School is a community of faith and values based on Jesus, His Gospel and the values found there. These are essential to the life of our schools. All students are equally important and the curriculum is directed at the total formation both of the individual and of the school community.

ASSISTANCE WITH COMPLETING THE FORM
If you require assistance completing this form, including translation services, please contact your school.

WHO SHOULD COMPLETE THIS FORM?
Parents/guardians/carers of students or independent student seeking to enrol in schools within the Diocese of Townsville.

KEEPING STUDENT RECORDS UP-TO-DATE
Student, parent/legal custodian contact details must be confirmed in writing and updated as necessary at least every six months. They must notify the school within 7 days if there is a change to emergency contacts, mobile numbers and residential address.

RESPECTING YOUR PRIVACY
Your school and Townsville Catholic Education Office respect your privacy and are bound by privacy rules to protect the information you provide (see Page 15).

Collection of Information: The school collects personal information, including sensitive information about pupils and parents or guardians to enable the provision of schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the school. For more information about why schools collect personal information, and where information is held and distributed to, please refer to our Privacy Policy and Standard Collection Notice available on our school's website.

****TURN PAGE TO BEGIN COMPLETING STUDENT ENROLMENT APPLICATION FORM**

OFFICE USE ONLY Date Received:	Interview Date:
Interviewed By:	Enrolment Accepted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Student Registration No.	Student Key:
Family Code:	Start date:
	To be placed on Waiting list: Yes <input type="checkbox"/> No <input type="checkbox"/>



ST TERESA'S COLLEGE
— ABERGOWRIE —

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(07) 4780 8300

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www.abergowrie.catholic.edu.au

ABN 46 657 615 434 CRICOS 00518C



SECTION 1

ADDITIONAL EMERGENCY CONTACTS

Student's Name as recorded on Birth Certificate or passport.

Surname:

First and middle names:

Preferred Name:

Date of Birth:

Place of Birth:

Residential Address:

Postcode:

Postal Address: (if different from above)

Postcode:

SECTION 2

STUDENT BACKGROUND INFORMATION

What is the student's residency status?

If born overseas, what date did the student arrive in Australia? _____/_____/_____

Australian Citizen

Permanent Resident

Temporary Visa Holder

If the student is a permanent or temporary visa holder please provide the following information:

Current Visa sub-class Visa expiry date: _____/_____/_____

Is the student an international full fee-paying student on Visa sub-class 500 YES NO

Student's first language (What was the language/s used most by the student when he was learning to talk?)

English
Yes, other _____
(Please specify)

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

If Yes _____
(Please specify)

In which country was the student born? _____

In which town was the student born? _____

Is the student currently enrolled at another school?

No
Yes, other _____
(Please specify)



St. Teresa's College, Abergowrie will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the College, and with legislative requirements of the State of Queensland and the Commonwealth of Australia.

1. Applications for enrolment must be made on International Enrolment Forms. This must be correctly completed, and must be accompanied by the following documents to support the application:
 - a) Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
 - b) A completed Reference Form from the student's current or most recent College Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
 - c) A completed Subject Choices Form.
 - d) Appropriate proof of identity and age;
 - e) Written evidence of proficiency in English as a second language. The minimum requirement is a 'B' in English. (Most recent academic reports).
 - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
 - g) Enrolment Application Fee AUD \$100
2. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
3. An application for enrolment can only be processed when all of the above are in the hands of the Enrolment Officer.
4. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
5. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application. Minimum academic and English language requirements are as follows:

Academic Requirements

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the College in a Letter of Offer.
 - a) For Year 7– 12 students:
 - A pass level or C grade or better for the majority of core subjects

English Language Proficiency Requirements

1. St. Teresa's College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2. Students must have a pass or C Grade in English language from previous school report cards.
2. If applicable, schools can note evidence presented by a student as part of the student visa application process as evidence of English language proficiency. Alternatively, St. Teresa's College accepts results from the following test instruments: ACER PAT. This will be conducted at the College when the student commences.
3. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.



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Courses Offered

1

CRICOS Course Code: 084777M

Course Name: Secondary School Studies Years 7 to 10 Boys Only.

Course Level: Junior Secondary Studies

Course Language: English

Course Location: QLD St. Teresa's College- Location Owned and operated by Provider.

2

CRICOS Course Code: 084778K

Course Name: Secondary School Studies Years 11 to 12 Boys Only.

Course Level: Senior Secondary Certificate of Education

Course Language: English.

Course Location: QLD St. Teresa's College – Location Owned and Operated by Provider.

Students are issued academic reports at the end of each semester.

St. Teresa's College is a boy's boarding school. There is only the boarding option for all overseas students. Students live on campus in dormitory style accommodation that is age appropriate during the school term.

Please visit the College's website for information on students' residences and facilities.

Students travel home for the holidays.



SECTION 3 DETAILS OF STUDENT'S PREVIOUS SCHOOL/S

Details of student's previous school/s (Attach an additional sheet if necessary)

School	Date of Leaving	Year, Grade or Level attained	State or Territory	Country (if not Australia)
	/ /			
	/ /			
	/ /			

SECTION 4 SIBLING INFORMATION

List all children in the family from ELDEST to YOUNGEST – including the enrolling student.
Indicate House or Home Group name only if this student has an older sibling at this college.

Brother's/Sister's given names	Surname	DOB	School	House or Home group (if applicable)	Current Year Level
1.					
2.					
3.					
4.					

SECTION 5 STUDENT MEDICAL INFORMATION

Student Name _____ D.O.B _____

Indicate if the student has been affected by or suffers from any of the following? (Please select Yes or No)

	Yes	No		Yes	No		Yes	No
Prenatal concerns	<input type="checkbox"/>	<input type="checkbox"/>	Asthma *	<input type="checkbox"/>	<input type="checkbox"/>	Stomach complaints	<input type="checkbox"/>	<input type="checkbox"/>
Birth concerns	<input type="checkbox"/>	<input type="checkbox"/>	Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Very high temperatures	<input type="checkbox"/>	<input type="checkbox"/>
Postnatal concerns	<input type="checkbox"/>	<input type="checkbox"/>	Head injury	<input type="checkbox"/>	<input type="checkbox"/>	Glandular fever	<input type="checkbox"/>	<input type="checkbox"/>
Vision concerns	<input type="checkbox"/>	<input type="checkbox"/>	Frequent colds	<input type="checkbox"/>	<input type="checkbox"/>	Ross River virus	<input type="checkbox"/>	<input type="checkbox"/>
Hearing concerns	<input type="checkbox"/>	<input type="checkbox"/>	Ear infections	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>
Speech concerns	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy/convulsions *	<input type="checkbox"/>	<input type="checkbox"/>	Anorexia nervosa	<input type="checkbox"/>	<input type="checkbox"/>
Allergies *	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Bulimia	<input type="checkbox"/>	<input type="checkbox"/>
Anaphylaxis *	<input type="checkbox"/>	<input type="checkbox"/>	Specific learning difficulty	<input type="checkbox"/>	<input type="checkbox"/>	Heart Condition/Concerns	<input type="checkbox"/>	<input type="checkbox"/>
Knocked unconscious	<input type="checkbox"/>	<input type="checkbox"/>	A.D.D. / A.D.H.D.	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>

Private Health Fund _____ Membership Number _____

Expiry Date _____



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Does the student suffer from any significant allergy? No Yes

If Yes – please specify eg; Hives, watery eyes, etc

List any medical alerts, diseases, surgery or disorders, or recurring illnesses:

Are there any sports or other physical activities in which the student should NOT participate?

No Yes If Yes – please specify:

Is the student taking any medication regularly? No Yes If Yes – please specify

N.B. School staff will not administer any drugs or other medication (including panadol) except those prescribed by a doctor and supplied in a container bearing a pharmacist's label stating the student's name, dosage and time/s for administration. The request for administration of the medication must be accompanied by a Medication Consent Form.

Is there any other medical information of which the school should be aware? Example: Bed wetting, surgeries etc



SECTION 6 IMMUNISATION

Under the Queensland *Public Health Act 2005*, Chapter 5, legislation is in place to protect all students against contagious conditions that are preventable by vaccine. Enrolment is dependent upon Immunisation being completed or an approved exemption recorded.

IMMUNISATION SCHEDULE

- Australian Childhood Immunisation Exemption claimed: A copy of this exemption **MUST** be attached.

Hepatitis B Vaccine (HEB)	<input type="checkbox"/>	Additional vaccinations	
Combined Diphtheria Tetanus Pertussis (DTP)	<input type="checkbox"/>	Rotavirus	<input type="checkbox"/>
Poliomyelitis Oral or Injectable (OPV)	<input type="checkbox"/>	Diphtheria and Tetanus (CDT)	<input type="checkbox"/>
Haemophilus Influenza Type B (HIB)	<input type="checkbox"/>	Twinrix vaccine (combined Hepatitis A & B vaccine)	<input type="checkbox"/>
Measles, Mumps & Rubella (MMR)	<input type="checkbox"/>	Influenza (FLU)	<input type="checkbox"/>
Meningococcal Group C (MEN)	<input type="checkbox"/>		
Varicella (Chickenpox) (VZV)	<input type="checkbox"/>		
Pneumococcal (PCV)	<input type="checkbox"/>		

Family Doctor:

Phone Number:

SECTION 7 ADDITIONAL EMERGENCY CONTACTS

For an emergency where the parent/guardian/carer cannot be contacted, please give details of those to be contacted.

Priority	Name	Emergency Phone 1	Emergency Phone 2	Relationship to Student
1 st				
2 nd				
3 rd				

Please note: Students will not be released into the custody of these or any other persons unless specifically requested by a person whose details appear in Section 14A.

SECTION 8 SPECIAL FAMILY CIRCUMSTANCES

Please advise any special family circumstances e.g. single parent, dual custody, foster care, access restrictions (give details). If not applicable, please tick the box below

YES NO

Are the Tuition Fees to be split between parents?

Yes No

% of split _____

Supporting current legal documents (e.g. Family Court orders, access restrictions, Parenting Plans).

Attached Yes No





SECTION 9 RELIGION

Religion: (Please tick one only below)

Roman Catholic	<input type="checkbox"/>		
Orthodox	<input type="checkbox"/>	Name branch of Orthodoxy (Greek, Russian) _____	
Anglican	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Uniting	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Methodist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Apostolic	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Presbyterian	<input type="checkbox"/>	Australian Indigenous Traditional	<input type="checkbox"/>
Church of Christ	<input type="checkbox"/>	Other Religion; please specify _____	
Baptist	<input type="checkbox"/>		
Lutheran	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Other Christian; please specify _____			

Parish or other local religious community _____

Sacraments: (Attach documentary evidence) If no sacraments celebrated, tick this box

Date	Church	Town/Suburb
Baptism		
Confirmation		
Eucharist		



SECTION 10 SPECIAL ASSESSMENT

Has the student been assessed or treated by any of the following specialist services?

SERVICE	YES	NO	NAME OF CENTRE / PRACTITIONER	DATE OF FIRST VISIT	IS YOUR CHILD ATTENDING NOW?
Child Guidance	<input type="checkbox"/>	<input type="checkbox"/>			
Speech Pathologist	<input type="checkbox"/>	<input type="checkbox"/>			
Occupational Therapist	<input type="checkbox"/>	<input type="checkbox"/>			
Physiotherapist	<input type="checkbox"/>	<input type="checkbox"/>			
Psychiatrist	<input type="checkbox"/>	<input type="checkbox"/>			
Psychologist	<input type="checkbox"/>	<input type="checkbox"/>			
Specialist Clinic	<input type="checkbox"/>	<input type="checkbox"/>			
Audiology Clinic	<input type="checkbox"/>	<input type="checkbox"/>			
Learning Support/Enrichment Teacher	<input type="checkbox"/>	<input type="checkbox"/>			
Paediatrician	<input type="checkbox"/>	<input type="checkbox"/>			
Optometrist	<input type="checkbox"/>	<input type="checkbox"/>			
Education Guidance Officer	<input type="checkbox"/>	<input type="checkbox"/>			
Other, please specify					



SECTION 11 DISABILITY VERIFICATION INFORMATION

Does the student have a disability Yes No

If Yes, please indicate below the student's current ascertained/verified diagnosis. *(Please supply documentation)*

Category	Mark	Level (if applicable)
Intellectual Impairment	<input type="checkbox"/>	
Vision Impairment	<input type="checkbox"/>	
Speech Language Impairment	<input type="checkbox"/>	
Hearing Impairment	<input type="checkbox"/>	
Physical Impairment	<input type="checkbox"/>	
Social Emotional Disorder	<input type="checkbox"/>	
Multiple	<input type="checkbox"/>	
Autism Spectrum Disorder	<input type="checkbox"/>	

SECTION 12 ADDITIONAL INFORMATION

Indicate any other physical, social/emotional or intellectual conditions which may affect learning or other school activities or which may require additional or emergency attention at school.



MEDICAL CONSENT

Consent must be given prior to commencement at College for the welfare of the student, covering the period January 2017 to December 2022.

Student Name _____

	Please circle		Signature
	YES	NO	
Is your child able to participate in all sports and camps?	YES	NO	
Do you give permission for your son to be examined by a Doctor when necessary?	YES	NO	
Do you give permission for your son to have the following if necessary: Dental Car Hospitalisation Public OR Private	YES	NO	
Permission for Principal/ Head of Boarding to sign for anaesthetics for emergency treatments (every effort will be made to contact Parent/Guardian first)	YES	NO	
Permission for Aboriginal Health workers to complete screening tests, such as hearing tests, blood sugar tests, eye tests, under the supervision of TAIHS	YES	NO	
Permission for the Head of Boarding or school Principal to sign consent forms for School Based Vaccination Program (SBCP)	YES	NO	
Permission for the Head of Boarding or appointed staff to administer simple analgesia (eg Paracetamol) and/or "over the counter" medications (eg cough mixtures) when required	YES	NO	
Permission for student to travel offsite with a representative of the College and/or TAIHS to attend any medical appointments or check-ups.	YES	NO	

Please print Parent or guardian's Name here _____

***Failure to disclose relevant information may result in the enrolment being rejected.**



Has the applicant ever been suspended or expelled from any previous school, pre-school or other educational institution?

Yes No

If "Yes" what was this for (please tick)

- Actual violence to any person
 - Illegal drugs
 - Possession of a weapon or any item used to cause injury
 - Threats of violence or intimidation of staff, students or other person

 - Other
-

Are you aware of any other incidents of the kind listed above that involved the student outside of the school setting?

Yes No

If "Yes" please provide a brief outline of these matters.

If the student is enrolled it is essential that the College has all information about the needs of a student in order to make REASONABLE ADJUSTMENTS to meet those needs. The College MUST be advised promptly of any changes to the needs of the student. The College will regularly assess its ability to provide adequate services for these needs.

The College must be advised promptly of any changes to the contact details of the student's and parents' addresses and phone numbers.

Signed: _____ (Parent/Legal Guardian) Date: _____

**Failure to disclose relevant information may result in the enrolment being rejected.*



SECTION 14 PARENT / GUARDIAN / CARER INFORMATION

NOTE: Read instructions for Parts A, B, C, before beginning this section

PART A DETAILS OF THE PERSON(S) RESPONSIBLE FOR THE DAY-TO-DAY CARE OF THE STUDENT AND WITH WHOM THE STUDENT LIVES

Parent /Legal Guardian Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Parent / Legal Guardian Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Given Name/s	Given Name/s
Surname	Surname
Religion	Religion
Parish	Parish
Relationship to Student: Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/> Please specify:	Relationship to Student: Mother <input type="checkbox"/> Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Guardian <input type="checkbox"/> Carer <input type="checkbox"/> Other <input type="checkbox"/> Please specify:
Residential Address:	Residential Address:
City	City
State Post Code	State Post Code
Postal Address (if different from above):	Postal Address (if different from above):
City	City
State Post Code	State Post Code
Occupation:	Occupation:
Employer:	Employer:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
E-mail Address:	E-mail Address:
Past student of this school? Yes <input type="checkbox"/> N/A <input type="checkbox"/> Highest Year of school education _____ Level of highest qualification _____ Occupational group (Refer to page 14) _____	Past student of this school? Yes <input type="checkbox"/> N/A <input type="checkbox"/> Highest Year of school education _____ Level of highest qualification _____ Occupational group (Refer to page 14) _____
Parent / Legal Guardian 1 Does the parent speak a language other than English at home? No, English only <input type="checkbox"/> Yes, other _____ (Please specify)	Parent / Guardian / Carer No 2 Does the parent speak a language other than English at home? No, English only <input type="checkbox"/> Other/s _____ (Please specify)
In which country was the parent born? Australia <input type="checkbox"/> Other _____ (Please specify)	In which country was the parent born? Australia <input type="checkbox"/> Other _____ (Please specify)



PART B DETAILS OF PARENTS NOT LIVING WITH THE STUDENT (NON-CUSTODIAL)

If you complete this section then you must also have completed SECTION 8 (Special Family Circumstances) of the Enrolment Form.

Non-Custodial Parent No 1	Non-Custodial Parent No 2
Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Rev <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>
Given Name/s	Given Name/s
Surname	Surname
Religion	Religion
Parish	Parish
Relationship to Student:	Relationship to Student:
Residential Address:	Residential Address:
City	City
State Post Code	State Post Code
Postal Address (if different from above):	Postal Address (if different from above):
City	City
State Post Code	State Post Code
Occupation:	Occupation:
Employer:	Employer:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Mobile Phone:	Mobile Phone:
Past student of this school? Yes <input type="checkbox"/> N/A <input type="checkbox"/> Highest Year of school education _____ Level of highest qualification _____ Occupational group (Refer to page 14) _____	Past student of this school? Yes <input type="checkbox"/> N/A <input type="checkbox"/> Highest Year of school education _____ Level of highest qualification _____ Occupational group (Refer to page 14) _____
E-mail Address:	E-mail Address:
Do you require an electronic version of the School Newsletter? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you require an electronic version of the School Newsletter? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a copy of the School Report? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you require a copy of the School Report? Yes <input type="checkbox"/> No <input type="checkbox"/>



PART C COLLECTION OF DATA ON PARENT BACKGROUNDS

The Federal Government requires schools to collect information from parents in relation to their educational background and occupation. The information collected is used in the reporting of student outcomes against the "National Goals for schooling in the 21st Century", including the reporting of outcomes of the Year 9 NAPLAN.

What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark box *Year 9 or equivalent or below*). Please "☑" the appropriate box.

	MOTHER/GUARDIAN 1	FATHER/GUARDIAN 2	NON RESIDING PARENT
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

	MOTHER/GUARDIAN 1	FATHER/GUARDIAN 2	NON RESIDING PARENT
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV..... (Including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the next questions, please select the appropriate parental occupation group from the list on the following page.

- If you are not currently in **paid** work but has had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.
- If you have **not** been in **paid** work in the last **12 months** , enter '8' in the box below.

	<u>Code</u>	<u>Occupation</u>
What is the occupation group of the parent/guardian 1?	<input type="text"/>	_____
What is the occupation group of the parent/guardian 2?	<input type="text"/>	_____
What is the occupation group of non-residing parent?	<input type="text"/>	_____



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,



Consents

1. I understand the School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing, via on-line enrolment processes or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School. The Townsville Catholic Education Office Collection Notice is attached.
2. I have read the above (23) and agree that the school may provide contact details and some other information to the parish and diocese to assist their pastoral work.
YES NO
3. I/we consent to the school sharing my/our personal information (limited to name, address, telephone numbers, occupation) to its associated supporting groups (e.g. Parents & Friends' Association, Parents' Network and sporting and cultural support groups), and my son/daughter's details to the School Past Pupils' Association when he leaves the school, if applicable.
YES NO
4. I/we consent to the student participating in all regular short duration (i.e. not overnight) events/activities, e.g. curricular, sporting and other extra-curricular activities, conducted with the approval of the Principal, including day trips, excursions and functions. I/we understand that I/we will be given notice of any such activities in advance. If the student is unable to participate I/we will contact the school.
YES NO
5. I/we consent to the student travelling on school and/or public transport to participate in all regular short duration (i.e. not overnight) events/activities e.g. curricular, sporting and extra-curricular activities conducted with the approval of the Principal, including day trips, excursions and functions.
YES NO
6. I/we accept that Consents 26 and 27 last for the period the student is enrolled at the school and that, apart from being given advance notice of events/activities, no further consent need be sought by the school for the student's participation in regular short duration (i.e. not overnight) events/activities.
YES NO
7. I/we understand that for extended activities/excursions additional consent will be sought from us. Examples of such activities include:-
 - Activities lasting overnight and longer.
 - Activities involving long distance or expensive travel
 - Activities which may have higher than average inherent risk e.g. camps
 - Activities requiring payment in addition to normal school fees and charges
8. I/we consent to the student being photographed or filmed for any school, Catholic education or Townsville Catholic
9. Diocese related communication for educational or promotional purposes. I/we understand this may include news media (eg television, radio, and newspaper), school publications (eg newsletters, yearbooks), Online media (eg. website) and Social media (eg Facebook, Instagram).
YES NO
10. If I/we answered yes above, I/we understand the copyright of such images will be retained by the Townsville Catholic Education Office, the Diocese of Townsville or their contractors, and there will be no remuneration or compensation for the images. I understand and agree that it is my responsibility to notify the school if I do not wish to consent to my child's photograph/video appearing in any or all of the above, or if I wish to withdraw this authorisation and consent.
11. I/we have read and agreed to the Townsville Catholic Education Office Acceptable Use Guidelines for Information Communication Technology (ICT). I understand all students will be asked to agree and comply with these guidelines.
YES NO



- 12. I/we have made **full and frank disclosure** of all information requested by the school in the Enrolment Application Form and am/are aware of my/our **continuing obligation** to keep the school informed of any changes of details supplied and of any information which may affect the student's wellbeing or progress at the school.
- 13. I/we understand that in signing below each parent/guardian/carer signatory is accepting individual responsibility for the payment of all school fees, levies and other charges associated with this enrolment at this school if the application is accepted.
- 14. I/we understand that if two parents/guardians/carers sign below, they will each continue to be fully responsible for the payment of fees/levies/charges account. Any change in domestic arrangements will not lead to any change in this responsibility. Neither the school nor Townsville Catholic Education Office will accept instruction from either signatory that he is no longer responsible for payment without a signed statement to that effect from the other signatory.
- 15. I/we understand that if this application is lodged electronically I/we will sign this contract when I/we attend for an enrolment interview.

Mother/Legal Guardian:
Please print in full

Signature

Date

Father/Legal Guardian
Please print in full

Signature

Date

Student's name:
Please print in full

Signature

Date

Principal / Delegate's name:

Signature

Date



DOCUMENT CHECKLIST

When applying to enrol your child at this school, please check that you have provided copies of the following: -



- Birth certificate
- Copy of 2 latest school reports.
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Reference from previous school principal
- Copy of Passport
- Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you will also need to provide:

- Authority to Enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub-class 500)
- Evidence of the visa the student has applied for (if the student holds a bridging visa)
- Proof of overseas Health Cover for the duration of the course.



Confidential

Collection Notice

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Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The school may ask you to provide medical reports about pupils from time to time. Personal information collected from pupils is regularly disclosed to their parents or guardians. The school may disclose personal and sensitive information for educational, administrative and support purposes.

This may include to:

- other schools and teachers at those schools
- government departments
- Townsville Catholic Education Office (TCEO), the Queensland Catholic Education Commission (QCEC), the Townsville Diocesan Office and local parishes, other related church agencies/entities and schools within other Dioceses
- medical practitioners
- people providing educational, support and health services to the school, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA)
- people providing administrative and financial services to the school, and
- anyone you authorise the school to disclose information to, and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.

The school uses online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information. This personal information may be stored in the 'cloud' which may be situated outside

Australia. Further information about the school's use of online or

'cloud' service providers is contained in the Diocesan Education Council (DEC) Privacy Policy.

The DEC Privacy Policy, accessible on the school's website, sets out how parents or pupils may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as 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 pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The DEC Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

The school may engage 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. The school will not disclose your

personal information to third parties for their own marketing purposes without your consent.

On occasion, information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines, intranet, social media pages and website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if the school would like to include such photographs, videos or other identifying material in promotional material or otherwise make this material available to the public such as on the internet.

The school may include pupils' and pupils' parents' contact details in a class list and school directory. If you provide the school with the personal information of others, such as doctors or emergency contacts, the school encourages you to inform them that you are disclosing that information to the school and why.

Special Family Circumstances (Section 9)

This section requests additional information about parents/guardians/carers, so that we can be aware of family arrangements eg foster care, contact arrangements, access restrictions. Please provide Family Court Orders detailing access restrictions and parenting plans, and inform the school as soon as possible about any changes to your family arrangements.

Student Medical Information (Section 6)

Health information is requested so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk. We require details of student medical conditions and/or disabilities, and medication they may need whilst at school. It is the responsibility of the parent/guardian/carer to provide medication to the school in an authorised pharmacy packet.

Inform the school if your child develops a medical condition that may require regular or emergency attention from school staff. In the event that this information is not provided, the school will not be liable for any failure to render assistance to the child. Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.

Please contact your school if you require further information or clarification regarding the Catholic Education – Diocese of Townsville Office Medications Policy as per The School Administration Handbook. Always seek the guidance from your school regarding any medications.

Enrolment Contract (Section 15)

This section is completed by the parent/guardian/carer of the child and outlines conditions which all parties to this Contract of Enrolment will abide by.

Consents (Section 15)

Consent is required by the parent/guardian/carer of the child for all Category A (short duration and day) activities and all Category B (extended activities/excursions) activities. Consent is also required by the parent/guardian/carer of the child for media, social media and communication releases. Such material will be used for the purposes of advertising, promotion, media publicity, publication, and display for any Catholic Education – Diocese of Townsville or Queensland Catholic Education Commission purpose in whole or in part.

These consents are ongoing. If you wish to withdraw consent, please inform the school in writing.