



A Catholic Secondary College for Boys in the Edmund Rice Tradition

STRICTLY CONFIDENTIAL

APPLICATION FOR ENROLMENT

NAME OF STUDENT TO BE ENROLLED:

INTO WHICH YEAR LEVEL IS THE STUDENT SEEKING ENROLMENT:

PROPOSED YEAR OF COMMENCEMENT:

CURRENT SCHOOL:

OFFICE USE ONLY	
Enrolment Fee (\$)	Date Received: / / Interview Date: : / /
Interviewed by:	Enrolment Accepted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Commencement Date: / /	Principal or Delegate's Signature:
Family Code:	Year Level: Homeroom:
Medical and Special Education Needs:	Pastoral House:
Entered into TASS:	To be placed on a Waiting List <input type="checkbox"/> Yes <input type="checkbox"/> No

This school is part of Edmund Rice Education Australia (EREA). Catholic schools are communities of faith and the Gospel values based on Jesus, his Gospel and the values found there. These are essential to the life of our schools. Each student is important and the curriculum is directed at the total formation of the individual and of the school community.

Ignatius Park College
 PO Box 121, Aitkenvale, Qld, 4814
Telephone: (07) 4796 0222 **Fax:** (07) 4796 0200
Email: info@ipc.qld.edu.au **Web:** www.ipc.qld.edu.au
Legal Entity: Trustees of Edmund Rice Education Australia Trading as Ignatius Park College
ABN: 96 372 268 340

BEFORE COMPLETING THIS APPLICATION FOR ENROLMENT, PLEASE READ CAREFULLY THE INFORMATION CONTAINED IN OUR ENROLMENT HANDBOOK

PART A: STUDENT DETAILS

SURNAME: _____

CHRISTIAN NAMES: _____ **KNOWN AS:** _____

RESIDENTIAL ADDRESS: _____

APPLYING FOR YEAR LEVEL: _____ **TO ENTER IN YEAR:** _____ **DATE OF BIRTH:** _____

(Include a copy of Birth Certificate)

BIRTH PLACE: Australia Other – please specify, including arrival date. _____

AUSTRALIAN CITIZEN: Yes No If No, what nationality: _____

VISA SUB CLASS NUMBER _____ (please enclose copy of visa and passport)

Do you identify as being: **ABORIGINAL** Yes No **TORRES STRAIT ISLANDER** Yes No

ABORIGINAL AND TORRES STRAIT ISLANDER Yes No

If yes – Student’s Indigenous tribal grouping / clan name / other (if applicable) _____

Is English the first language of the student? Yes No If No, what is student’s first language? _____

RELIGION: _____ **FAMILY PARISH:** _____

SACRAMENTS RECEIVED: (Include copies of certificates)

Baptism Date/Place: _____ Reconciliation Date/Place: _____

Eucharist Date/Place: _____ Confirmation Date/Place: _____

Is the student the son of a past student (Old Boy) of the College? Yes No

Years attended _____ Year Graduated _____

Has the applicant ever been excluded from another College? Yes No

Please specify:

Defence Force Family? Yes No

Is the student in the care of the State? Yes No *If Yes – please attach supporting legal documents.*

SIBLING INFORMATION:

List all children in the family from ELDEST to YOUNGEST – including the enrolling student. Indicate the Pastoral House if the enrolling student has an older sibling at the College.

Sibling’s Name	DOB	School	Year Level/House

STUDENT’S PREVIOUS SCHOOLING HISTORY: List all schools your son has attended.

YEAR	SCHOOL (Private/Catholic/State)

PART B: FAMILY DETAILS

Does the student live with: <i>(please tick the appropriate box)</i> <input type="checkbox"/> Both parents <input type="checkbox"/> Shared Custody <input type="checkbox"/> Mother/Guardian 1 <input type="checkbox"/> Father/Guardian 2			
	Parent/Guardian 1 – (Mother; Step-Mother) Residing with Applicant	Parent/Guardian 2 – (Father; Step-Father) Residing with Applicant	Parent/Guardian 3 – NOT Residing with Applicant
Title: (eg Mr/Mrs/Ms)			
Surname:			
Given Names:			
Relationship to Applicant:			
Residential Address:	-----	-----	-----
Postal Address:	-----	-----	-----
Religion:			
Parish:			
Occupation:			
Employer:			
Marital Status:			
Birth Country:			
Do you Identify as being Aboriginal or Torres Strait Islander:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander
Main Language Spoken at Home:			
Home Telephone:			
Work Telephone:			
Mobile Telephone:			
Email Address:			
Please indicate preferred contact for correspondence/email:			Parent/Guardian 1 <input type="checkbox"/> Parent/Guardian 2 <input type="checkbox"/> Parent/Guardian 3 <input type="checkbox"/>

PARENT/GUARDIAN DETAILS

<p>It is appreciated that an applicant’s family background can differ widely. The following information is sought as part of the College’s pastoral context and to avoid errors in correspondence, the mailing of accounts, etc. Please indicate if any of the following circumstances apply.</p>	
Family circumstances, e.g. single parent, dual custody, foster care, access restrictions Details: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student resides with: _____	
Do supporting legal documents exist (e.g. Family Court Orders, access restrictions, parenting plans)? Are all such documents attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION ADJUSTMENT PROGRAM INFORMATION:

Full and frank disclosure is required. Has the student been ascertained or has a diagnosis been verified through profiling for Education Adjustment Program (EAP). Yes No *If Yes, please indicate below the student's current ascertainment/verified diagnosis.*

Ascertained for academic problems or learning difficulties - Level 1 2 3 4 5 6

Approximate Date of Verification of Disability (physical, visual, hearing, intellectual impairment or Autistic spectrum disorder):

_____ School: _____ Please specify below:

Category	Tick	Comments
Intellectual Impairment	<input type="checkbox"/>	
Speech Language Impairment	<input type="checkbox"/>	
Autistic Spectrum Disorder	<input type="checkbox"/>	
Social Emotional Disorder	<input type="checkbox"/>	
Hearing Impairment	<input type="checkbox"/>	
Vision Impairment	<input type="checkbox"/>	
Physical impairment	<input type="checkbox"/>	

Please attach copies of any reports relevant to Specialist and EAP Assessments.

Is the applicant required to be included in the College's Learning Enrichment Program? Yes No
Please indicate Gifted and Talented or Learning Difficulties

Has the applicant received any of the following? (Please tick (✓), give details and note when and where.)

- Gifted and Talented Assistance _____
- Remedial Assistance _____
- ESL Assistance _____
- Professional Assessment for Learning Difficulties _____
- Professional Counselling _____

Does the applicant have any physical impairment that may affect his circumstances at the College?

- Deafness Eyesight Other _____

APPLICANT'S INTERESTS AND OTHER ACTIVITIES

SPORT	
MUSIC	<input type="checkbox"/> Interested <input type="checkbox"/> Currently Learning Instrument _____ <input type="checkbox"/> Length of Time (Years _____ Months _____)
OTHER	

ADDITIONAL (If the student has any special strengths, please detail. Include any enrichment programs attended.)

- Academic Strengths: _____
- Cultural Strengths: _____
- Sporting Strengths: _____

PARENT/CAREGIVER

In order to obtain your child's file from your previous school, would you please complete the following:

I _____ give permission for _____ (school)
_____ (school's address and phone number)
to forward all relevant files/information relating to my child/children to Ignatius Park College.

Signature: _____ Date: _____

PART D: RESIDING AWAY FROM HOME

Complete this section only if applicant is residing away from home.

Adult Responsible for Student _____
Relationship to Student _____ Religion _____
Address _____ Postcode _____
Home Phone No. _____ Business Phone No. _____ Mobile _____
Email Address _____
Occupation _____ Employer _____
Nature of Business/Profession _____ Position Held _____
Business Address _____

REASON FOR SELECTING IGNATIUS PARK COLLEGE

(Please number relevant reasons in order of priority, with 1 being highest)

- Catholic Single Sex School Proximity to home Fees
- Good Reputation Child's choice Discipline Policy Friends
- Recommendation Other (please specify)

PART F: SPECIAL CIRCUMSTANCES

Enrolment at Ignatius Park College is keenly sought. Sometimes we are simply unable to offer a position because we do not have any positions available. Are there any special circumstances surrounding the applicant's enrolment? Please attach correspondence to the application if additional space is required.

- No special circumstances. *Special circumstances, for example:*
 - Recently returned from overseas Interstate transfer Economic
- Is there any other information which you would like to mention to assist your application?

PART E: PAYMENT OF FEES

- No student desiring a Catholic education should be excluded from a Catholic school because of his parent’s inability to pay the prescribed fee as a result of genuine financial hardship.
- In order to keep fees at a modest level, and at the same time provide much needed facilities for the future, it is an expectation that parents will honour their fee obligation and/or contribute, according to their means, to any special levies as may be proposed.
- Should you wish to discuss financial issues, independent of this interview, an arrangement can be made for this to take place BEFORE the enrolment process is complete and places offered.
- Should your financial or other circumstances change during the time your son is at the College, please discuss this in confidence with the Principal or his delegate.
- School fees and charges are set and published by the College each year. A Financial Agreement is to be entered into as part of the enrolment process.
- By choosing and accepting one of the financial arrangement options below, the Account Holder(s):
 - Agree to be Account Holder(s) and accepts financial responsibility for the school fees, levies and charges incurred for the enrolment of _____ (name of son/s).
 - Agrees that this arrangement is to be in place for all fees and charges incurred during your son’s enrolment or until a new financial arrangement is made in writing.
 - Undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each Account Holder to approach the school to discuss payment options should difficulties arising meeting this obligation.
 - Agrees to give a Term’s notice in writing if your son is to leave the College:
 - (a) by not later than the first day of the term at the end of which it is intended he should leave, or
 - (b) if it is intended that he should leave during a term, not later than the first day of the preceding term.

FINANCIAL ARRANGEMENT OPTIONS (please select one of the following options)

OPTION 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITY

Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible. Where two parties, usually a mother and father, assume joint financial responsibility for 100% of the account.

Account Holder 1 Full Name:	
Relationship to Student:	
Email Address:	
Signature of person accepting responsibility for fees:	
Date Signed:	
Account Holder 2 Full Name:	
Relationship to Student:	
Email Address:	
Signature of person accepting responsibility for fees:	
Date Signed:	

OPTION 2: SOLE FINANCIAL RESPONSIBILITY

100% responsibility is allocated to one person who is nominated as Account Holder. Where only one party, eg. a mother or a father, assumes financial responsibility for 100% of the account. Please also attach a copy of any Court Orders that are in place and have not been provided to the College.

Account Holder Full Name:	
Relationship to Student:	
Email Address:	
Signature of person accepting responsibility for fees:	
Date Signed:	
Address:	
Contact Phone Number:	

OPTION 3: SPLIT FINANCIAL RESPONSIBILITY

Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder. Where multiple parties are financially responsible for a portion of the account, e.g. mother – 50% tuition fees and ancillary charges, and father – 50% tuition fees and ancillary charges. Both persons must sign agreeing to the split financial responsibility.

Account Holder 1 Full Name:	
Relationship to Student:	
Email Address:	
Signature of person accepting responsibility for fees:	
Date Signed:	
Address:	
Contact Number:	
Account Holder 2 Full Name:	
Relationship to Student:	
Email Address:	
Signature of person accepting responsibility for fees:	
Date Signed:	
Address:	
Contact Number:	

Is the Applicant in receipt of **Austudy** Yes No
Abstudy Yes No
Other _____

PART G: STUDENT MANAGEMENT POLICIES INCLUDING DRUG POLICY

(Part G will be filled out at the interview with Parent/Guardian and Applicant after explanation.)

The College is committed to providing an environment which maximises educational opportunities and outcomes for all within the context of gospel values and the ethos of Edmund Rice Education. It is expected that parents and students will support behaviours that are socially responsible in respect of the College rules, College policies and the law.

AGREEMENT – STUDENT

I promise to keep the College Rules, Behaviour Code and the Law.

Student _____ Signature _____

Dated this _____ day of _____ 20_____.

In respect of the College 'Drug Policy'

All students enrolling at this College are required, by the following written agreement, to comply with the College's policy of prohibition in respect of illegal and illicit use of drugs within the College context and to accept the actions and consequences which will follow as a result of a breach of that policy.

Edmund Rice Education Australia Drug Policy (Illegal Drugs)

1. A student at the College, in the vicinity of the College, travelling to and from the College, at College events, or events related to, or interpreted as being under College control, shall not:
 - Knowingly have in his possession, a drug of dependence other than that for which they hold a current prescription prescribed by a registered medical practitioner or a prohibited substance and/or administer/supply to himself, or permit another person to administer/supply to himself, a drug of dependence or a prohibited substance; and/or
 - Have in his possession any piece of equipment for use in connection with the smoking or consumption or administration of such a drug or substance or the preparation of such a drug or substance, for smoking, consumption or administration.

2. In the event that a student breaches this prohibition, the College Drug Policy Procedures and response will be followed.

AGREEMENT (To be filled out at the interview.)

I, _____, agree to comply with the College policy in respect of drugs within the College context. I further agree that should I be involved in a breach of the policy, I undertake to assist the College in its data collection concerning the breach and further to comply with any pastoral support programs and discipline responses as may be decided as appropriate by the College in the circumstances.

I accept that searches of property may be required where there is a reasonable suspicion of breach of College rules/law. I have read the agreement and understood my obligations under it.

Student _____ Signature _____

Dated this _____ day of _____ 20_____.

PART H: PARENT/COLLEGE AGREEMENT (Part H must be completed and signed by both parents prior to lodgement.)

Applicant's Name _____ Year Level and Year of Entry _____

The parties to this Contract of Enrolment are the

Please print full name _____ Mother/Guardian 1

Please print full name _____ Father/Guardian 2

and the College as represented by the Principal.

In the event that the College makes an offer of a place at the College to the student as named above then,

I/We, the undersigned, being the Parent(s) / Legal Guardian(s) of the above applicant, or an independent student, will accept the offer of a place in the class and in the year of entry indicated above. An offer of a position will be formalised through a Letter of Offer from the school. I/We accept the following conditions upon which the offer is made:

1. I/We seek a Catholic education for our son and I/we support the Christian values of the school and the values of the EREA Charter (2011), the Religious Education and other school initiatives that actively espouse and promote Christian values. I/we understand that while my/our child is a student at the school, he is expected to take part in and support these faith activities and respect the religious principles and practices of the school, and that failure to do so could lead to cancellation of enrolment. I/we understand the College engages the services of a College Chaplain and support the College in this endeavour.
2. I/We support the applicant in complying with the College Rules and Behaviour Management Policy/Procedure for the time being in force and that I/we will not hold the College liable for any loss or damage caused by a failure of the applicant to observe the aforesaid. I/we also understand that while a student of the College, the student is expected to act at all times in accordance with the values and rules of the College and that serious breaches in this regard could lead to cancellation of enrolment. I/we agree that such College Rules may be altered or added to at any time.
3. In the event that we wish to terminate our son/s' enrolment, I/we will give written notice to the Principal. If possible, the written notice will be:
 - (a) not later than the first day of the Term at the end of which it is intended he is to leave; or
 - (b) if it is intended that he should leave during a Term, not later than the first day of the preceding Term.
4. I/we accept the responsibility to pay school fees and levies which will be paid at the time determined by the College and will remain payable during any period of absence of our child from the College unless otherwise agreed. Fees may be adjusted annually and the College will endeavour to keep parents informed at the beginning of each year of any such variations.
5. I/we acknowledge that, unless otherwise agreed in writing with the College, we as parents or guardians, are jointly and severally liable for the payments of fees and levies. Should any fees or levies not be paid by the due date, then the College may, in its sole discretion, suspend or terminate the applicant's enrolment at the College and take legal action to recover outstanding fees and levies.
6. I/we will contact the school promptly if I/we propose any change regarding fee-paying arrangements or am/are concerned that I/we may not be able to pay the fees as contracted. I/we agree to make further arrangements acceptable to the school on how any resulting debt will be paid.
7. I/we consent to the student participating in all normal curricular, sporting and co-curricular activities conducted with the approval of the College, such as work experience, College camps, excursions and functions except for the following (if applicable): _____
8. With reference to the above, or in the case of an emergency not covered by the above, I/we consent to the student travelling by College bus, or on any form of public or private transport, where such transport is deemed in the reasonable opinion of the College to be necessary or desirable.

9. In the event of any medical or other emergency arising in which the College considers it impossible or impractical to communicate with the undersigned Parent(s), Guardian(s), or Carer(s), the College will take all reasonable care of my/our son suffering accident or illness but will not be responsible for the costs of any ambulance, medical or dental attention or treatment administered to the student in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student, including attention provided by the College First Aide staff.
10. The consent which I/we have given is valid at all times while the student is in the custody of the College including, but not limited to, such times as the student is at the College, is present at College camps or is attending or participating in a work experience program, excursion or function. The Principal, or his nominee, has authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside (as appropriate) the College precincts, or to suspend / exclude / expel the student for any cause judged to be sufficient.
11. The school does not insure against, and is not responsible for, damage, loss or theft of the student's property of any description.
12. I/we will use my/our best endeavours to ensure the student will not be absent from the school without good cause and that term dates as advertised will be adhered to. I/we will promptly explain any absences of the student using appropriate school processes to the Principal.
13. The College does not have a responsibility to provide work for my/our child to do during a period of avoidable school absence from the College. If the absence is a result of a choice by student/parent/carer, the school may choose to/not to provide catch-up lessons or assessment.
14. In this contract, the expression "Principal" includes any person from time to time acting as Principal or other staff members for the time being carrying out the duties of, or exercising the authority of, the Principal.
15. I/we give consent / do not consent [delete that not applicable] to the Applicant being photographed and/or named in publications of Ignatius Park College, including but without limitation, any internet or web site, year book, advertising or promotional material or press release. If you believe there is a good reason for your family's information to be not passed on as described, please speak to the Principal or a member of the College Leadership Team at the time of your interview.
16. Catholic schools have a long history of a pastoral relationship between the school and the local Diocese and Parish. In fact, Catholic schools are agencies of the Diocese and, as such, seek to be an integral part of the life of their Catholic parish. This sometimes requires an exchange of information (e.g. for Sacramental preparation) between the school and the Parish/Diocese. This would include names and contact details of families, the religion of students and parents and whether or not students described as Catholics have celebrated the sacraments of Baptism, Confirmation, First Communion and Reconciliation. Relevant Parish/Diocesan staff will treat this information with the same confidentiality as do school staff.
17. I/we give consent / do not consent that we have read and accept that the school may provide contact details and some other information to the Parish and Diocese to assist their pastoral work. If you believe there is a good reason for your family's information to be not passed on as described, please speak to the Principal or a member of the College Leadership Team at the time of your interview.

This contract (as amended from time to time) will be binding and remain in force for the duration of the applicant's enrolment at the College. I/We have made full and frank disclosure of all information requested by the College in the Application for Enrolment Form.

Mother/Guardian 1 _____ Signature _____

Father/Guardian 2 _____ Signature _____

I accept the above named application for enrolment at the College.

Principal or Delegate's Signature _____ **Date** _____

THE FOLLOWING INFORMATION IS REQUIRED TO BE COLLECTED FOR AUSTRALIAN GOVERNMENT PURPOSES.

- The Australian Government requires each school to collect mandatory data as part of its funding agreement. Please note: Individuals are not identified in the provision of this information to Government Departments.
- In accordance with Edmund Rice Education Australia (EREA) Privacy Policy, the primary purpose of this information is for use in the enrolment process at this school for your son. In addition, if the enrolment is successful, the information may be disclosed to others for the purposes of the student’s education and wellbeing. The information is kept for the period of time necessary for this purpose. All such information will be securely stored. Failure to disclose the requested information will affect initial/ongoing enrolment. For further information about our Privacy Policy, please contact Ignatius Park College.
- Full and frank disclosure of requested information is required.
- Failure to disclose all relevant and correct information could result in cancellation of enrolment.

Does Parent/Guardian 1, Parent/Guardian 2 or Parent/Guardian 3 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

Yes No

Parent/Guardian 1 _____ (*female*)

Parent/Guardian 2 _____ (*male*)

Parent/Guardian 3 _____

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 below.)

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2	PARENT/GUARDIAN 3
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?

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2	PARENT/GUARDIAN 3
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 (incl Trade Cert.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate one of the Occupation Groups below: (see instructions on the following page)

	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2	PARENT/GUARDIAN 3
Groups	① ② ③ ④ ⑧	① ② ③ ④ ⑧	① ② ③ ④ ⑧

LIST OF PARENTAL OCCUPATION GROUPS:

Instructions: Please select the appropriate parental occupation group number from the list.

GROUP 1: Senior management in large business, organisation, government administration and defence and qualified professionals including:

- **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 including:

- **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 including:

- **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)
- **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 research)
 - **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 including:

- **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/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
 - **Defence Forces** ranks below senior NCO not included above
 - **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
 - **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

GROUP 8: If the person has not been in paid work in the last 12 months, indicate ⑧ on previous page.



IGNATIUS PARK COLLEGE

(Trustees of Edmund Rice Education Australia Trading as Ignatius Park College)

PO Box 121 AITKENVALE 4814

Telephone: (07) 4796 0222 Facsimile: (07) 4796 0200

Email: info@ipc.qld.edu.au; Website: www.ipc.qld.edu.au

CONFIDENTIAL REFERENCE

THIS SECTION IS NOT TO BE RETURNED TO IGNATIUS PARK COLLEGE WITH THE APPLICATION FOR ENROLMENT. PLEASE FORWARD TO YOUR SON'S CURRENT PRINCIPAL FOR COMPLETION.

Dear Principal

This student is making application for enrolment in Year _____ in Year 20__ at Ignatius Park College and is required to supply a reference from his current Principal. Please complete this reference at your earliest convenience and forward to the Principal's Assistant, Ignatius Park College, under confidential cover.

STUDENT'S NAME _____

Please tick (✓) where applicable.

- | | |
|--|---|
| <p>1. I have known the above student for a period of ____ years. He is currently in Year ____ and has attended this school for ____ years. In my opinion, he has shown the following abilities in his studies.</p> <p><input type="checkbox"/> Well Above Average
<input type="checkbox"/> Above Average
<input type="checkbox"/> Average
<input type="checkbox"/> Below Average</p> <p>2. His application to his work has been:</p> <p><input type="checkbox"/> Excellent
<input type="checkbox"/> Very Satisfactory
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Fair
<input type="checkbox"/> Unsatisfactory:
<input type="checkbox"/> At Times
<input type="checkbox"/> Frequently</p> <p>3. He has represented this school at:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. In my view, his conduct at this school has been:</p> <p><input type="checkbox"/> Exemplary
<input type="checkbox"/> Consistently Good
<input type="checkbox"/> Creditable
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> At Times
<input type="checkbox"/> Frequently</p> | <p>5. His attitude to his teachers and fellow students has been:</p> <p><input type="checkbox"/> Excellent
<input type="checkbox"/> Very Good
<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Unsatisfactory:
<input type="checkbox"/> At Times
<input type="checkbox"/> Frequently</p> <p>6. He has special needs in the area of:</p> <p><input type="checkbox"/> physical impairment/mobility;
<input type="checkbox"/> learning support behaviour.</p> <p>Details: _____</p> <p>7. Does the student have a Verified Disability: Yes / No
If yes, please identify.</p> <p><input type="checkbox"/> Physical Impairment
<input type="checkbox"/> Social Emotional
<input type="checkbox"/> Sensory
<input type="checkbox"/> Cognitive</p> <p>8. His parent(s)/guardian(s) have been supportive of the school.</p> <p><input type="checkbox"/> No
<input type="checkbox"/> Yes
<input type="checkbox"/> Don't Know</p> <p>9. Are any fees or levies presently outstanding?</p> <p><input type="checkbox"/> Yes
<input type="checkbox"/> No</p> |
|--|---|

Signed: _____

Date: _____

School: _____
(Please use school stamp.)

Other Comments:

This school is part of Edmund Rice Education Australia (EREA). Catholic schools are communities of faith and the Gospel values based on Jesus, his Gospel and the values found there. These are essential to the life of our schools. Each student is important and the curriculum is directed at the total formation of the individual and of the school community.

KEEPING STUDENT RECORDS UP-TO-DATE

Please inform your school if any information provided on this form (such as contact details, address and medical information) needs to be changed at a later date.

RESPECTING YOUR PRIVACY

Edmund Rice Education Australia, together with your school, respects your privacy and is bound by privacy rules to protect the information you provide.

All information on the Application for Enrolment form is strictly confidential and will be kept by Ignatius Park College and Edmund Rice Education Australia (EREA). The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education in the Edmund Rice tradition. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parent(s), guardian(s) or carer(s).

Catholic Schools and EREA are bound by the *Privacy Amendment (Private Sector) Act 2000* and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and have adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing our practices and procedures for the use and management of the personal, sensitive and health information we collect and record can be obtained upon request from EREA.

DOCUMENT CHECKLIST:

When enrolling your child at this school, please check that you have provided the following:

- All sections of the Application for Enrolment must be completed
- Birth certificate or extract or identity documents
- Sacramental certificates
- Latest school report
- Recent NAPLAN results (*if possible*)
- Documentation relating to special needs (any reports, action plans, assessment, etc.)
- Court order, parenting plans, access restrictions, etc. (*if applicable*)
- Immunisation certificate

If your child is NOT an Australian citizen, you will need to provide certified copies of:

- Passport or travel documents
- Current visa and previous visas (*if applicable*)

Additional Information:

- Part E: Payment of Fees – If both parents and/or step-parent are submitting this application; name, address and the signature of both parents is required. If the account is to be split between both parents, please ensure that the name, address and signature of both parents has been provided.

If you require a split account, you will need to contact the Senior Finance Officer to make the necessary arrangements.

- Part H: Parent/College Agreement (Pages 9/10) – to be signed by both parents and/or step-parent.
- Please lodge the Confidential Reference (page 14) with your son's current Principal.
- An enrolment fee of \$60 per student (or \$80 for twins) is payable at the time of interview.