

Student Details

Student Surname: _____

Student Given Name(s): _____

Preferred Name: _____

Date of Birth: / / Male Female

Country of Birth: _____

Nationality: _____

Cultural Background: _____

Is the child of Aboriginal or Torres Strait Islander descent? No Aboriginal Torres Strait Islander

Primary language spoken at home: _____

Other languages spoken: _____

If student not born in Australia:

Date of Arrival: / /

Visa Sub-Class: Visa Class:

Visa Number: Visa Expiry:

Year First Enrolled in School in Australia:(?)

Student Religion

Student Religion: _____

Place of Worship: _____

Sacraments & Dates (If Applicable)

Baptism Date: / / Confirmation Date: / /

Reconciliation Date: / / Communion / Eucharist Date: / /

Student Residential Details

Student Address: _____

Post Code: _____

Parent/Guardian the Child resides with (the majority of the time):

Parent/Guardian (1) Parent/Guardian (2) Other

Are the parents: Separated De Facto Married Divorced Single

Is a Court Order currently in place? No Yes

If yes, a copy of the order MUST be supplied to the College

Is the student under the Guardianship of the Minister? No Yes

If yes, please give the following details:

Caseworker Name: _____ Contact Number: _____

School History

Please list the childcare centres, kindergartens or schools the student has attended up to the present time:

Name of Institute	Date Started	Date Finished	Year Level
_____	/ /	/ /	_____
_____	/ /	/ /	_____
_____	/ /	/ /	_____
_____	/ /	/ /	_____

Please list any year levels repeated: _____

Has your child ever been suspended from school, expelled or refused admission to another school? Yes No

If yes, please provide the reason: _____ *What year level?:* _____

Please list any hobbies or involvement in sports, drama, art or music: _____

Do you have any outstanding school fees with another school? Yes No

Parent / Guardian 1

Relationship to Child:

Title: Mrs Ms Miss Mr Dr Rev

Surname:

Given Name(s):

Date of Birth:

Telephone: (H) (M)

Email: *(Note: Must be supplied)*

Residential Address:

Postal Address:

Occupation:

Employer:

Work Phone:

Is the Parent / Guardian employed FULL TIME
by the Australian Defence Force? Yes No

If not employed, do you receive a government benefit?
 Yes No

Country of Birth:

Date of Arrival in Australia (If Applicable)

Cultural Background:

Religion:

Primary Language spoken at home:

Visa Details (If Applicable)

Visa Type: Visa Number:

Visa Class: Visa Sub-Class:

Date Granted: / /

The following information is required by the Australian Government for assessment and reporting purposes.

Highest Level of Schooling Completed?

12 11 10 9 (or below)

Highest Level of Qualification Completed?

- Bachelor Degree (or above)
 Advanced Diploma/Diploma
 Certificate I to IV (Including a Trade Certificate)
 No non-school qualification

What is your current occupation?

(or most recent, in the previous 12 months?)

- Group 1 Group 2
 Group 3 Group 4
 Group 8 (Please refer to list on back page)

Parent / Guardian 2

Relationship to Child:

Title: Mrs Ms Miss Mr Dr Rev

Surname:

Given Name(s):

Date of Birth:

Telephone: (H) (M)

Email: *(Note: Must be supplied)*

Residential Address:

Postal Address:

Occupation:

Employer:

Work Phone:

Is the Parent / Guardian employed FULL TIME
by the Australian Defence Force? Yes No

If not employed, do you receive a government benefit?
 Yes No

Country of Birth:

Date of Arrival in Australia (If Applicable)

Cultural Background:

Religion:

Primary Language spoken at home:

Visa Details (If Applicable)

Visa Type: Visa Number:

Visa Class: Visa Sub-Class:

Date Granted: / /

Highest Level of Schooling Completed?

12 11 10 9 (or below)

Highest Level of Qualification Completed?

- Bachelor Degree (or above)
 Advanced Diploma/Diploma
 Certificate I to IV (Including a Trade Certificate)
 No non-school qualification

What is your current occupation?

(or most recent, in the previous 12 months?)

- Group 1 Group 2
 Group 3 Group 4
 Group 8 (Please refer to list on back page)

Additional Needs & Considerations

I/we consent to St Columba College obtaining information about our child, where necessary, from previous schools, agencies or professionals

Yes No

Does your child have any specific achievements or talents?

Yes No

Does your child have any learning needs?

Yes No

Does your child require any English as an Additional Language (EAL) support?

Yes No

Has your child attended any specialised agencies, special schools, units or centres?

Yes No

Has your child been assessed by a specialist service? (e.g. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)

Yes No

Does your child have any specific needs or considerations? (e.g. disabilities, allergies, restrictions on physical activity)

Yes No

Does your child require any specific provisions to be made by the College? (e.g. medication, disabled access etc.)

Yes No

Does your child have any infectious diseases?

Yes No

Is there any other information we should be aware of in order to meet your child's educational needs?

Yes No

If you answered 'Yes' to any questions above, please give details. (Please attach a copy of reports/assessments).

Siblings Details (if under the age of 18 years)

Student Surname:

Student Given Name(s):

Date of Birth: / /

Male Female

Status: Currently Attending St Columba College | Year Level _____ On Waiting List Past Student

Student Surname:

Student Given Name(s):

Date of Birth: / /

Male Female

Status: Currently Attending St Columba College | Year Level _____ On Waiting List Past Student

Student Surname:

Student Given Name(s):

Date of Birth: / /

Male Female

Status: Currently Attending St Columba College | Year Level _____ On Waiting List Past Student

Student Surname:

Student Given Name(s):

Date of Birth: / /

Male Female

Status: Currently Attending St Columba College | Year Level _____ On Waiting List Past Student

How did you hear about us?

Which of the following factors prompted or influenced your decision to enrol your child at St Columba College?

- | | | |
|--|---|---|
| <input type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Recommendation | <input type="checkbox"/> Past Student/Family |
| <input type="checkbox"/> Online Digital Advertising | <input type="checkbox"/> Open Day | <input type="checkbox"/> Mail Drop |
| <input type="checkbox"/> Shopping Centre Advertisement | <input type="checkbox"/> College Tour | <input type="checkbox"/> Sibling already enrolled |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Internet Search | <input type="checkbox"/> Local Primary School |
| <input type="checkbox"/> Church/Parish | <input type="checkbox"/> Live in the area | <input type="checkbox"/> Other (please specify below) |
| <input type="checkbox"/> Local Signage | <input type="checkbox"/> Website | |
-

Terms & Conditions

1. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the College. The primary purpose for collecting this information is to enable the College to provide schooling for your child. The College's Privacy Statement is available on the College website. **2.** Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. **3.** In situations where parents are separated, it is the policy of the College to release student reports to both the mother and father of the student upon request. It is also our policy to allow both the mother and father to attend parent/teacher interviews upon request. However, the College will abide by any Court Orders which prevent the release of such information. **4.** Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The College may ask you to provide medical information or medical reports about your child from time to time. **5.** The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other Catholic schools, government departments, the South Australian Commission for Catholic Schools, Catholic Education Office, local parishes, medical practitioners and people providing services to the College including specialist visiting consultants and advisors from the Catholic Education Offices, sports coaches and volunteers. **6.** In the event of a default of payment of fees, the College 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. The College's Fee Policy is available on the College website. **7.** I/We agree to charge any real estate in favour of the College to secure any money at any time owing by me/us to the College and I/we authorise the College to lodge a caveat over any real estate owned by us in

order to secure the payment of any money owed us/me to the College. **8.** If the College does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of your child. **9.** Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievement, student activities and other news is published in the College newsletter, year book and on our website. **10.** Parents or guardians may seek access to personal information collected about them and their child, by contacting the College. 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 College's duty of care to the student, or where students have provided information in confidence. **11.** The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent. **12.** If you provide the College 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 College and why, that they can access the information if they wish and that the College does not usually disclose the information to third parties.

DECLARATION: I/We jointly and severally accept...

1. That, in applying to enrol my child at St Columba College, s/he will be educated in the Anglican / Catholic traditions, within a Christian educational environment. **2.** That support of the College staff and cooperation concerning College activities is essential. **3.** That we will abide by College policies as amended from time to time. **4.** That participation in camps is compulsory at certain year levels. **5.** That the College reserves the right to suspend or cancel the enrolment of a student for serious or continued breaches of College rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the College. **6.** The standards the College sets regarding grooming, uniform and personal presentation.

7. 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 College (except where exemptions remissions have been sought and granted). I/We acknowledge that the College can take action to recover payment of tuition or other fees against either or both of the parents or guardians where they have entered into this enrolment agreement jointly and severally. **8.** Give consent for the College to contact any other school which my child has previously attended for the purpose of ascertaining information relevant to my child's education. **9.** That the College does not accept liability for damage or loss of any personal possessions of students, and that insurance for students' personal possessions is my/our responsibility. **10.** In the event of illness or injury to the student, necessitating urgent hospital and/or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, I/We authorise the Principal, or in his or her absence, a responsible member of the College staff, to give the necessary authority for such treatment without the College or such person incurring any legal liability to the parent or guardian for any injury, sickness, loss or damage that may result from any negligent act or omission of the College, or such person.

I/We acknowledge and accept all of the above terms and conditions. I/We also declare that all of the information provided in this application is, to the best of my/our knowledge, true.

Mother / Guardian

Signature _____

Date ___ / ___ / ___

Father / Guardian

Signature _____

Date ___ / ___ / ___

List of Occupation Groups

GROUP 1: SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATION, GOVERNMENT ADMINISTRATION AND DEFENCE, 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 treat others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing Professionals.**
- **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
- **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, sportsperson, 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: Tradespeople, clerks and skilled office, sales and service staff

- **Tradesmen/women:** Generally completed 4-year Trade Certificate, usually by apprenticeship. All tradespeople 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, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk.
- **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, machinery operators.**
- **Hospitality Staff:** Hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper.
- **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.
- **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, fishinghand.
- **Other worker:** Labourer, factory hand, storeperson, guard, cleaner, laundry worker, trolley collector, car park attendant, crossing supervisor.

Group 8: Not currently employed, retired.



President Avenue, Andrews Farm South Australia 5114

T | 08 8254 0600 **E** | admin@stcolumba.sa.edu.au | www.stcolumba.sa.edu.au

April 2019