



**St Joseph's School**  
 PORT LINCOLN  
*In all things love*

## APPLICATION FOR ENROLMENT

**Student Name:** \_\_\_\_\_  
Family Name Given Name/s (as per birth certificate)

<input type="checkbox"/>	Preschool (4+ Year old)	Term		Year										
<input type="checkbox"/>	Reception - Year 12	Term		Year										
	R	1	2	3	4	5	6	7	8	9	10	11	12	

Boarding

Please tick all relevant boxes

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

Please complete this form in full and return to the school.

# Thank you for your interest in St Joseph's School

We are a Josephite Catholic School, which means we are a school for all people, inclusive and welcoming of all families who seek quality Catholic Education for their children and are committed to upholding our vision, expectations and values.

## Enrolment Information

We are happy to accept enrolments at any time, subject to availability of places. If you have any enrolment enquiries, please contact the Student Registrar.

Email: [enrolments@sjspl.catholic.edu.au](mailto:enrolments@sjspl.catholic.edu.au)

## Enrolment Procedure

In order to apply for enrolment at St Joseph's School, please follow our enrolment process:

### *Application for Enrolment*

Please submit your application and supporting documentation to the Front Office

You are asked to supply a copy of the following documents with your application:

- Latest school report and NAPLAN report (if applicable)
- Copy of Birth Certificate
- Copy of Sacramental Certificates (if applicable)
- Any relevant Court Orders (if applicable)

### *Acknowledgement letter*

Your application will be acknowledged via letter.

### *Enrolment Meeting*

Prior to anticipated commencement date, a meeting will be arranged with the Principal, yourself and your child/children to determine whether St Joseph's School can meet your children's needs.

### *Offer of Placement*

A formal letter offering your children placement at St Joseph's School will be sent by the Principal together with a Student Acceptance Form.

### *Acceptance of Offer*

Your acceptance of placement will be confirmed by returning the Student Acceptance form, along with a payment of a non-refundable deposit (\$100 for School or First term fees for Preschool). This deposit will be deducted from your child's tuition fees on commencement of their schooling.

## Enrolment Criteria

In determining enrolment places at St Joseph's School the Principal considers each situation on its own merits but attempts to fulfil the mission of the Catholic School as an instrument of the Catholic Church and the vision of Catholic Education in the Diocese of Port Pirie.

In this way invitation to enrol at St Joseph's School is extended to:

- Students who share the Catholic faith tradition through their acceptance of the Sacraments of Initiation in the Catholic tradition.
- Students who have another sibling already enrolled at St Joseph's School and whose family show active commitment to the St Joseph's School Community.
- Students who are, or whose family are actively involved in the Church life of other Christian religions.
- Children of past students of St Joseph's School, who have maintained a commitment to the school or parish community.
- Students, whose parents share the school's educational vision and desire such educational outcomes for their children.
- Consideration is also given to the length of time families have had their application for enrolment lodged. The length of time from lodgement of application does not, however, guarantee a position.

## Student Details

Surname:

Given Names:

*(As per Birth Certificate)*

Preferred Given Name:

Date of Birth:

Male

Female

Unspecified

Main Language:	Additional Languages Spoken:		
Is your child of Aboriginal or Torres Strait Islander Origin?	No	<input type="checkbox"/>	
			Yes, Aboriginal <input type="checkbox"/>
			Yes, Torres Strait Islander <input type="checkbox"/>
			Yes, Both <input type="checkbox"/>

### Background

Country of Birth:	<input type="text"/>	Arrival date in Australia, if born overseas:	<input type="text"/>
Nationality:	<input type="text"/>	Visa (if not Australian citizen):	<input type="text"/>
Year first enrolled in a school in Australia:	<input type="text"/>	<ul style="list-style-type: none"> <li>▪ Visa Type: <input type="text"/></li> <li>▪ Visa Number: <input type="text"/></li> <li>▪ Date Granted:    /    /    Expiry Date:    /    /</li> </ul>	

### Education

Current School	<input type="text"/>			Current Year Level	<input type="text"/>
Previous Schools and Pre-schools (include Kindergarten and childcare up to present time) <i>(Attach separate sheet for more, if required)</i>					
1	<input type="text"/>	From	/ /	to	/ /
2	<input type="text"/>	From	/ /	to	/ /
3	<input type="text"/>	From	/ /	to	/ /
4	<input type="text"/>	From	/ /	to	/ /

### Religious

Religion	<input type="text"/>		Present Parish of Worship	<input type="text"/>	
<b>Sacraments</b>	<b>Parish</b>	<b>Year</b>	<b>Sacraments</b>	<b>Parish</b>	<b>Year</b>
Baptism	<input type="text"/>	<input type="text"/>	Reconciliation	<input type="text"/>	<input type="text"/>
Confirmation	<input type="text"/>	<input type="text"/>	Eucharist	<input type="text"/>	<input type="text"/>

FAMILY DETAILS	Parent 1/Guardian 1	Parent 2/Guardian 2
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Title		
Family Name		
Given Name		
Date of Birth		
Occupation		
Occupation Group (refer list – last page)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8
Employer		
If not employed, do you receive a government benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Details	Home	
	Work	
	Mobile	
	Email	

Residential Address (address where student resides)		
Postal Address		
Billing Address Preference	<input type="checkbox"/>	<input type="checkbox"/>
Relationship to child <i>Father/Mother/Foster/Step/Grand parent etc.</i>		
Child Resides with	Yes, full time <input type="checkbox"/> Yes, part time <input type="checkbox"/> No <input type="checkbox"/>	Yes, full time <input type="checkbox"/> Yes, part time <input type="checkbox"/> No <input type="checkbox"/>
Family Court or other relevant Court Order/Intervention Order or Parenting Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Religious and Background

Religion		
Main Language Spoken at Home		
Country of Birth		
Cultural Background		
Arrival date in Australia (if applicable)		
Residential Status	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>
Visa (if not an Australian Citizen)	<ul style="list-style-type: none"> <li>▪ Visa Type:</li> <li>▪ Visa Number:</li> <li>▪ Date Granted:                      /                      /</li> <li>▪ Expiry Date:                      /                      /</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visa Type:</li> <li>▪ Visa Number:</li> <li>▪ Date Granted:                      /                      /</li> <li>▪ Expiry Date:                      /                      /</li> </ul>

FAMILY DETAILS (cont)	Parent 1/Guardian 1	Parent 2/Guardian 2
Highest School Year Completed <i>(Circle one)</i>	Year 12 11 10 9 or below	Year 12 11 10 9 or below
Non-school (tertiary) qualifications	<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualifications	<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualifications
Are you an old scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____

### Other Students

Have you previously had a student at this school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the names and dates attended.	

### Other children in the family

Name	M / F	Birth Date	School attending	Year level

## EMERGENCY CONTACT DETAILS

Parents will be contacted in the first instance.

Please list below the order parent / guardian are to be contacted

Please also provide at least one other contact in the event we are unable to contact either parent / guardian

Parent /Guardian - First Emergency Contact	
Parent /Guardian - Second Emergency Contact	

Emergency Contacts & Relationship to Student	Home 📞 No.	Work 📞 No.	Mobile 📞 No.

## ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the school setting. If you answer **Yes** to any of the questions, please provide details, using attachments if necessary.

a) Does your child have any learning needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has your child attended any specialised agencies, special schools, units or centres?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Has your child been assessed by a specialist service (e.g. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic/service)	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Does your child have any special needs or considerations? (e.g. disabilities, allergies, restrictions on physical activity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Does your child require any special provisions to be made by the school? (e.g. medication, disabled access etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Does your child have any infectious diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Has your child ever been suspended from school, expelled or refused admission to another school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Does your child have any special achievements, talents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Is there any other information that the school should be aware of in order to meet your child's educational needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
j) If you are a sole enrolling parent are there any court orders/parenting plans in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If YES to any of the above questions please give details, using attachments if necessary

## SUPPORTING DOCUMENTATION

Please attach a copy of the following documents to your application where applicable

- A copy of the birth certificate (or extract) (or current passport)
- Copies of any national tests results (e.g. NAPLAN)
- Latest school report and/or reference from previous schools
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Any Court order, Parenting Plan or related information affecting your child
- Baptismal certificate
- Immunisation History Statement from myGov website – [www.medicareaustralia.gov/online](http://www.medicareaustralia.gov/online) (\* compulsory for Preschool)
- A copy of the Visa details (if the child is not an Australian citizen)
- Letter of support/reference from your Parish Priest / Minister of Religion (optional)

Please explain your reasons for choosing this Catholic school for your child's education:


## RELEASE OF INFORMATION AND PRIVACY INFORMATION

1. 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 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.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about pupils from time to time.
5. 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 (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local parish and diocese, 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, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the School; 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.
6. From time to time, the school may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.
7. The school may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Statement.
10. The School's Privacy Statement, 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.
11. The School's Privacy Statement also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
12. 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.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet and on our 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 we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
14. We may include pupils' and pupils' parents' contact details in a class list and School directory.
15. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

## PARENT/GUARDIAN DECLARATION

1. In applying to enrol my /our child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of school staff and cooperation concerning school activities is essential.
3. I/we accept that I/we will abide by school policies as amended from time to time.
4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
5. I/we accept that the school reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct that brings into disrepute the good name and reputation of the School.
6. I/we accept the standards the school sets regarding grooming, uniform and personal presentation.
7. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the school (except where exemptions/remissions have been sought and granted).
8. I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions is my/our responsibility.
9. I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.
10. I/we consent to my/our basic family details (name, email address and telephone number) being revealed to: State Dental Clinic and to other Catholic schools who may wish to provide me/us with information to assist in choosing another Catholic school.
11. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside.
12. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.
13. I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions (clauses 1-12)

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

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

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



# Complete for Preschool enrolments

## PLEASE COMPLETE: DEPARTMENT FOR EDUCATION PARENT DISCLAIMER

I/We understand that the entitlement to a department funded preschool program, which may be a child care centre, private preschool or department preschool, is for an average of 15 hours per week over 40 weeks of the year (maximum, 600 hours).

I/We declare that the child I am/we are enrolling is not already accessing a department funded preschool program with an entitlement of 15 hours per week from another service provider.

If this child is accessing another preschool program that is funded by a department, which may be a child care centre, private preschool or department preschool, please provide details of the site and number of hours enrolled.

This site **St Joseph's Preschool Port Lincoln** Number of hours enrolled: 15 + 6 (21hrs total)

Other department funded site:

Name of site \_\_\_\_\_ Number of hours enrolled \_\_\_\_\_

(If unsure whether the other service is a department Grant Funded Preschool contact the Universal Access team on 8226 3681 for more information.)

Parent/Guardian Signature: \_\_\_\_\_ Date / /

## INFORMATION PRIVACY STATEMENT

The Department for Education (the department) is committed to respecting the confidentiality of information provided by St Joseph's School Port Lincoln about children and their parent(s) or guardian(s), for example, information requested on child enrolment forms. Some of the information requested in this form is to enable the department to:

- assess and to provide all preschool funding entitlements (under the provisions of the Universal Access to Early Childhood Education Funding and Service Agreement)
- collect necessary statistical information and undertake analysis of the composition of the child population
- meet reporting requirements, including to the Australian Government.

If organisations are contracted on behalf of the department to undertake tasks that require access to enrolment data, the contract(s) between the department and those organisations will include strict confidentiality and disposal provisions.

Only unidentifiable data is reported to the Australian Government. In accordance with the South Australian Government Information Privacy Principles, no personal information is reported publicly that could identify individuals.

Further information about the Information Privacy Principles can be found at: <https://archives.sa.gov.au/sites/default/files/public/documents/Short%20Guide%20to%20the%20Information%20Privacy%20Principles.pdf>

The information collected in enrolment forms provided to the department is stored securely in the department's databases. The management of this information is governed by State and the department's policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the 'Information Privacy Principles' (see reference above). Unless required to do so by a law of the State or Australian Government, as otherwise permitted by the Information Privacy Principles or in accordance with the information sharing guidelines, the department will not otherwise disclose the information to others without your consent.

I/We have read the Information Privacy Statement above. Please sign:

Parent 1/Guardian 1/Mother Signature: \_\_\_\_\_ Date / /

Parent 2/Guardian 2/Father Signature: \_\_\_\_\_ Date / /



## 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 a degree of 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, work 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]

### Group 8: Currently not in paid work

- If the person is not currently in paid work but has had a job in the past 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, tick Group "8" in the appropriate box.