ENROLMENT APPLICATION FORM

Family Name ________________________________

Christian Name ________________________________

To Begin in

Year ____________________

Year Level ____________________

Term ____________________

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

St Mark’s College
The Terrace, PO Box 796
Port Pirie South Australia 5540
E info@smc.catholic.edu.au
W www.smc.catholic.edu.au
ENROLMENT APPLICATION FORM

Student

- Male [ ] Female [ ]
- Date of Birth

Family Name [ ]
Given Names [ ]

Beginning Date [ ] Year [ ] Term [ ] Year Level [ ]

Address (Please note: where parents are separated, state the address where the child mostly resides)

Are you seeking a boarding placement for your child at the College Boarding Home? [ ] Yes [ ] No

Is your child of Aboriginal or Torres Strait Islander Origin?
- [ ] No
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Strait Islander
- [ ] Yes, Both Aboriginal and Torres Strait Islander

Visa Information (Please supply copies of Passport and current Visa if applicable).

<table>
<thead>
<tr>
<th>Visa Category (please circle)</th>
<th>Visa / Passport</th>
<th>Visa Number</th>
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<tbody>
<tr>
<td>Issue Date</td>
<td></td>
<td>Expiring Date</td>
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Issuing Country [ ]
Originating Country [ ]

- [ ] Temporary
- [ ] Refugee

Does your child speak a language other than English at home?
(If more than one language, specify the one that is spoken most often)

- [ ] No, English Only
- [ ] Yes, Other – please specify:
  - Country of Birth [ ]
  - Nationality [ ]
  - Cultural Background [ ]

First enrolled in a school in Australia [ ] / [ ] / [ ]

Religion [ ]
Present Parish of worship [ ]

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<tr>
<th>Sacraments</th>
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<tr>
<td>Baptism</td>
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<td>Confirmation</td>
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<td>Reconciliation</td>
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<td>Eucharist</td>
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</table>

Previous schools and pre-schools (include Kindergarten up to present time)

1. From [ ] / [ ] / [ ] To [ ] / [ ] / [ ]
2. From [ ] / [ ] / [ ] To [ ] / [ ] / [ ]
3. From [ ] / [ ] / [ ] To [ ] / [ ] / [ ]
4. From [ ] / [ ] / [ ] To [ ] / [ ] / [ ]
**Other children in the family**

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<thead>
<tr>
<th>Name</th>
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<th>Year Level</th>
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<table>
<thead>
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<th>Year Level</th>
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**Additional Needs and Considerations for Students**

(The following questions are to assist us in facilitating the smooth transition of students into the College setting.)

- Does your child have any special achievements, talents? [ ] Yes [ ] No
- Does your child have any learning needs? [ ] 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 (such as speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)? [ ] Yes [ ] No
- Does your child have any special needs or considerations? (for example: disabilities, allergies, restrictions on physical activity) [ ] Yes [ ] No
- Does your child require any special provisions to be made by the College (e.g. medication, disabled access etc) [ ] Yes [ ] No
- Does your child have any infectious diseases? [ ] Yes [ ] No
- Has your child ever been suspended from school, expelled or refused admission to another school? [ ] Yes [ ] No
- Is there any other information that the College should be aware of in order to meet your child’s educational needs? [ ] Yes [ ] No

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

**Other Information**

We consent to the College obtaining information about our child, where necessary, from previous schools or agencies/professionals. [ ] Yes [ ] No

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

**Please include a copy of the following documents (as applicable) with your application**

- [ ] Birth certificate (or extract) (or current passport)
- [ ] Current passport (if not born in Australia)
- [ ] Visa or Citizenship Certificate
- [ ] Latest school report and/or reference from previous schools
- [ ] National tests results (e.g. NAPLAN)
- [ ] Baptismal certificate
- [ ] Any Court order, Parenting Plan or related information affecting your child
- [ ] Documentation relating to special needs (any reports, action plans, assessments, health action plans, etc)
Mother □ / Step Mother □ / Guardian □ / Parent □

Title □ Mr □ Mrs □ Ms □ Miss □ Dr

Family Name □

Given Names □

Employer □

Occupation □

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

Home Phone □

Work Phone □

Mobile □

Email □

Date of Birth □

Country of Birth □

Date of arrival in Australia (if applicable) □

Cultural background □

Religion □

Main language spoken at home □

Residential status □ Permanent □ Temporary □ Length of stay □

Visa Type □

Visa Number □

Date granted □

Residential Address □

Postal Address (if different) □

Are you an Old Scholar? □ No □ Yes □ Final Year □ □ □ □ □ House □

Living with child □ Yes, Full Time □ Yes, Part Time □ No □

Family Court or other relevant Court Order/Intervention Order or Parenting Plan □ Yes □ No □

(if YES, please provide a copy of that order to the College)

Information included in the following section will, if your application is successful, be required by the Australian Government as part of the school’s statistical reporting requirements.

What is the occupation group of the mother/parent 1/guardian 1? □

(Please refer to page 6 for the list of parental occupation groups for appropriate number to write in the box above)

• If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation

If the person has not been in paid work in the last 12 months, enter ‘8’ in the box.

Does the mother/parent 1/guardian 1 speak a language other than English at home? □

(If more than one language, specify the one that is spoken most often)

□ No, English Only

□ Yes, Other – please specify:

What is the highest year of primary or secondary school the mother/parent 1/guardian 1 has completed? □

(Mark one box only. For persons who have never attended school, mark ‘Year 9 or equivalent or below’)

□ Year 12 or equivalent □ Year 10 or equivalent

□ Year 11 or equivalent □ Year 9 or equivalent or below

What is the level of the highest qualification the mother/parent 1/guardian 1 has completed? □

(Mark one box only)

□ Bachelor degree or above □ Certificate I to IV (including trade certificate)

□ Advanced diploma/Diploma □ No non-school qualification

Glossary

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


Diploma (includes Advanced Diploma, Associate Degree and Diploma).
**Father □ / Step Father □ / Guardian 2 □ / Parent 2 □**

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Dr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>Given Names</td>
<td>Employer</td>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>Email</td>
</tr>
</tbody>
</table>

Date of Birth  
Country of Birth

Date of arrival in Australia (if applicable)  
Cultural background

Religion  
Main language spoken at home

Residential status  
☐ Permanent  ☐ Temporary  Length of stay

Visa Type  
Visa Number

Date granted

Residential Address

Postal Address (if different)

Are you an Old Scholar?  
☐ No  ☐ Yes  ☐ Final Year

Living with child  
☐ Yes, Full Time  ☐ Yes, Part Time  ☐ No

Family Court or other relevant Court Order/Intervention Order or Parenting Plan
☐ Yes  ☐ No

If YES, please provide a copy of that order to the College

Information included in the following section will, if your application is successful, be required by the Australian Government as part of the school’s statistical reporting requirements.

What is the occupation group of the father/parent 2/guardian 2?  
(Please refer to page 6 for the list of parental occupation groups for appropriate number to write in the box above)

☐ If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation

If the person has not been in paid work in the last 12 months, enter ‘B’ in the box.

Does the father/parent 2/guardian 2 speak a language other than English at home?  
(If more than one language, specify the one that is spoken most often).

☐ No, English Only

☐ Yes, Other – please specify

What is the highest year of primary or secondary school the father/parent 2/guardian 2 has completed?  
(Mark one box only. For persons who have never attended school, mark ‘Year 9 or equivalent or below’)

☐ Year 12 or equivalent  ☐ Year 10 or equivalent

☐ Year 11 or equivalent  ☐ Year 9 or equivalent or below

What is the level of the highest qualification the father/parent 2/guardian 2 has completed?  
(Mark one box only)

☐ Bachelor degree or above  ☐ Certificate I to IV (including trade certificate)

☐ Advanced diploma/Diploma  ☐ No non-school qualification

Glossary

Bachelor degree includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.


Diploma includes Advanced Diploma, Associate Degree and Diploma.
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.
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, officer/project manager
Defence Forces senior Non-Commissioned Officer

GROUP 3 TRADESMEN/WOMEN, CLERKS AND SKILL 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, 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/refuge/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 assistant, sales assistants and other assistants.
Office typist, word processing/data entry/business machine operator, receptionist, office assistant
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 stocker
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
Privacy Information

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, the Catholic Education Office, the South Australian Commission for Catholic Schools, the College’s local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. In situations where parents are separated, it is the policy of the College to release College reports to both the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interview upon request. However, the College will abide by any court orders which prevent the release of such information.

8. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

9. “In the event of default of fees, the College may refer the default to a debt collection agency. If your account is forwarded to a collection agency personal information will be disclosed to the agency and you will be responsible for the collection costs and legal costs”.

10. The College’s Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where students have provided information in confidence.

11. The College’s Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

12. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

13. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on our website. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our website. The College will obtain separate permissions from the students’ parent or guardian prior to publication. We may include students’ and students’ parents’ contact details in a class list and College directory. [or Schools may wish to seek specific consent to publish contact details in class lists and School directories.]

14. 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 that information if they wish and that the College does not usually disclose this information to third parties.

Please state your reasons for choosing this Catholic College for your child’s education.

I declare that all of the information provided in this application is, to the best of my knowledge, true and accurate. (Both parents/guardians to sign if possible)

Mother/Guardian Signature

Father/Guardian Signature

Date

Date
Parent/Guardian Declaration

1. In applying to enrol my child at this College 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 College staff and cooperation concerning College activities is essential.

3. I/we accept that we will abide by College policies as amended from time to time.

4. I/we accept that participation in camps/excursions/retreats are compulsory and that membership in College sporting teams takes priority over competing sporting interests.

5. I/we accept that the College reserves the right to suspend or expel 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. I/we accept the standards the College 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 College (except where exemptions/remissions have been sought and granted). In signing this enrolment agreement I acknowledge my responsibility and commitment of meeting the annual fee expectations of St Mark’s College in accordance with the College Fee Schedule.

8. I/we give consent for the College to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.

9. I/we accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for my child's personal possessions is my responsibility.

I acknowledge and, if my application is successful, accept all of the above terms and conditions (clauses 1-9)

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<thead>
<tr>
<th>Mother/Guardian Signature</th>
<th>Father/Guardian Signature</th>
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<tr>
<td>Date</td>
<td>Date</td>
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Additional Consent

I consent to my basic family details (name and telephone number) being revealed to:

State Dental Clinic ☐ Yes ☐ No

Parents and Friends ☐ Yes ☐ No

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

Office Use Only

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