



**ST MARK'S
COLLEGE**

APPLICATION FOR ENROLMENT

Surname: _____

Given/First Name: _____

Commencement Year Level: _____

Commencement Year: _____

Term: _____

Boarder: Yes No

- Bus:**
- Pt Broughton
 - Redhill
 - Crystal Brook
 - Melrose
 - Jamestown
 - Gladstone
 - Laura

Please complete this form in full and return to the school with the application fee and all required documentation
This is an application form 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

STUDENT DETAIL			
Family Name:		Given/First Name/s:	
Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/>		Date of Birth:	
Residential address of student:			Postcode:
Does your child speak a language other than English at home? <i>(If more than one language specify the one that is spoken most often)</i>		Cultural Background:	
<input type="checkbox"/> English only <input type="checkbox"/> Other			
Is your child of Aboriginal or Torres Strait Islander Origin? <input type="checkbox"/> No		Yes, Aboriginal <input type="checkbox"/>	
		Yes, Torres Strait Islander <input type="checkbox"/>	
		Yes, Both <input type="checkbox"/>	

Background

Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other <i>(please specify)</i>		If born overseas arrival date in Australia:	
Nationality: <input type="checkbox"/> Australian <input type="checkbox"/> Other <i>(please specify)</i>			
Visa (if not Australian citizen): <ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Status: ▪ Visa Number: ▪ Issuing Country: ▪ Originating Country: ▪ Issue Date: ▪ Expiry Date: <input type="checkbox"/> Temporary <input type="checkbox"/> Refugee		Passport: <ul style="list-style-type: none"> ▪ Passport Type: ▪ Passport Status: ▪ Passport Number: ▪ Issuing Country: ▪ Originating Country: ▪ Issue Date: ▪ Expiry Date: 	

Education

Year first enrolled in a school in Australia:		Current School:		Year Level:	
Previous Schools and Pre-schools (include Kindergarten up to present time) <i>(Attach separate sheet for more, if required)</i>					
1		From	/	/	To / /
2		From	/	/	To / /
3		From	/	/	To / /
4		From	/	/	To / /

Religious

Religion	Present Parish of Worship	
Sacraments	Parish	Date
Baptism		
Confirmation		

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.

1.	Does your child have any learning needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Has your child attended any specialised agencies, special schools, units or centres?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	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
4.	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
5.	Does your child require any special provisions to be made by the College? (e.g. medication, disabled access etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Does your child have any infectious diseases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Has your child ever been suspended from school, expelled or refused admission to another school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Does your child have any special achievements, talents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	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

Other students in family

Have you previously had a student at this school?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other children in the family						
Name	M / F	Birth Date	School attending	Year level		

Required Documentation

Copies of the following documents MUST be included when submitting this Enrolment Application	
<input type="checkbox"/>	Birth Certificate (or extract)
<input type="checkbox"/>	Visa (if not born in Australia)
<input type="checkbox"/>	Passport (if not born in Australia)
<input type="checkbox"/>	Citizenship Certificate (if not born in Australia)
<input type="checkbox"/>	Latest school report and/or reference from previous schools (as applicable)
<input type="checkbox"/>	Copies of any national tests results (e.g. NAPLAN), where available
<input type="checkbox"/>	Baptismal certificate (as applicable)
<input type="checkbox"/>	Any Court order, Parental Agreement or related information affecting your child
<input type="checkbox"/>	Documentation relating to special needs (any reports, action plans, assessments, etc)
Please explain your reasons for choosing this Catholic school for your child's education:	

FAMILY DETAILS		Parent 1/Guardian 1				Parent 2/Guardian 2					
Title		<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Dr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Dr
Family Name											
Given/First Name											
Date of Birth											
Employer											
Occupation											
Occupation Group (refer list, page 6)		<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
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	H		W		H		W			
	Mobile										
	Email										
Residential Address											
Postal Address (if different to residential address)											
Relationship to child											
Child Resides with	Yes, full time	<input type="checkbox"/>				Yes, full time	<input type="checkbox"/>				
	Yes, part time	<input type="checkbox"/>				Yes, part time	<input type="checkbox"/>				
	Does not reside with me	<input type="checkbox"/>				Does not reside with me	<input type="checkbox"/>				
Parent/Guardian responsible for payment of school fees (if joint payment is undertaken, both PG1 and PG2 need to be ticked)	Yes	<input type="checkbox"/>				Yes	<input type="checkbox"/>				
	No	<input type="checkbox"/>				No	<input type="checkbox"/>				
Family Court or other relevant Court Order/Intervention Order or Parenting Plan? (if Yes, a copy of the order is to be provided to the school)						<input type="checkbox"/> Yes		<input type="checkbox"/> No			

Religious and Background

Religion				
Main Language Spoken at Home (if other than English please specify)	<input type="checkbox"/> English <input type="checkbox"/> Other.....	<input type="checkbox"/> English <input type="checkbox"/> Other.....		
Country of Birth				
Cultural Background				
Arrival date in Australia (if applicable)				
Residential Status	Australian citizen	<input type="checkbox"/>	Australian citizen	<input type="checkbox"/>
	Permanent resident	<input type="checkbox"/>	Permanent resident	<input type="checkbox"/>
	Temporary resident	<input type="checkbox"/>	Temporary resident	<input type="checkbox"/>
	Length of stay		Length of stay	
Visa (if not an Australian Citizen)	▪ Visa Type:		▪ Visa Type:	
	▪ Visa Number:		▪ Visa Number:	
	▪ Date Granted: / /		▪ Date Granted: / /	
	▪ Expiry Date: / /		▪ Expiry Date: / /	

Passport (if not an Australian Citizen)	<ul style="list-style-type: none"> ▪ Passport Type: ▪ Passport Number:..... ▪ Date Granted: / / ▪ Expiry Date: / / 	<ul style="list-style-type: none"> ▪ Passport Type: ▪ Passport Number:..... ▪ Date Granted: / / ▪ Expiry Date: / /
Highest School Year Completed (please circle)	Year 12 11 10 9 or below	Year 12 11 10 9 or below
Post-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 post-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 post-school qualifications
Old Scholar of St Mark's College, please advise:	Year level completed (eg: 12) Final Year attended (eg: 2015) House Team (Please ✓) <input type="checkbox"/> Polding <input type="checkbox"/> Gallagher <input type="checkbox"/> McNally <input type="checkbox"/> Bosco	Year level completed (eg: 12) Final Year attended (eg: 2015) House Team (Please ✓) <input type="checkbox"/> Polding <input type="checkbox"/> Gallagher <input type="checkbox"/> McNally <input type="checkbox"/> Bosco

RELEASE OF INFORMATION AND PRIVACY INFORMATION

1. The College collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil'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 pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils 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 College require certain information to be collected and disclosed. These include relevant Education Acts, 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 College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other Colleges and teachers at those Colleges; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Colleges, the College's local parish and diocese, other related church agencies/entities, and Colleges within other Dioceses; medical practitioners; people providing educational support and health services to the College, 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 College; anyone you authorise the College to disclose information to; and anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
6. From time to time, the College 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 College may disclose personal information (your name and address) to another Catholic College who may wish to provide you with information to assist you in choosing another Catholic College.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 College's use of online or 'cloud' service providers is contained in the College's Privacy Statement.
10. The College's Privacy Statement, accessible on the College's website, sets out how parents or pupils may seek access to and correction of their personal information which the College 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 College'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 College'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 College 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 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, pupil activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and videos of pupil activities such as sporting events, College camps and College excursions. The College 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 College directory.
15. 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.

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, fight 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/refuge/childcare 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.

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 1-13)

Parent 1/Guardian 1 (signature): _____ Date: _____

Parent 2/Guardian 2 (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 in conjunction with the Enrolment Acceptance and both documents form part of your legal contract with the College.

OFFICE USE ONLY (Enrolment Registrar)

Date Received: ____/____/____	Booking Fee Paid: ____/____/____ Receipt No: _____	Acknowledgement Sent: ____/____/____
Interviewed: ____/____/____	Offer of Enrolment sent: ____/____/____	Enrolment Acceptance Lodged: ____/____/____
Acceptance of Offer Fee Paid: ____/____/____ Receipt No: _____	PaySmart <input type="checkbox"/>	Payment of Fees in Full <input type="checkbox"/>
Little Lions (Reception students only)	Little Lions Enrolment Information submitted: ____/____/____	Little Lions Enrolment Fee paid: ____/____/____
Future Student <input type="checkbox"/>	Enrolment Completed <input type="checkbox"/>	Student ID: _____