



St Francis of Assisi School

Application For Enrolment

Please note: this enrolment application is an application only and does not guarantee that a place will be offered to your child. Application Fee: this application form may only be submitted with a non-refundable \$55 application fee.

Five-year-old enrolment policy

Term 1 intake – For children turning 5 years of age by the last day of April of that year.

Term 3 intake – For children who turn 5 years of age by the last day of October of that year.

Student Details				
Surname		Given Name/s		Date of Birth
Gender	Commencing Year	Commencing Term	Commencing Year Level	
Residential Address (Where student resides)				
				Postcode
Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No , neither				
<input type="checkbox"/> Yes , Aboriginal <input type="checkbox"/> Yes , Torres Strait Islander <input type="checkbox"/> Yes , both Aboriginal and Torres Strait Islander				
Does the student speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes please indicate the language that is spoken most often				
Country of Birth <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify)				
If born overseas, please state residency status:				
<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Australian Citizen <input type="checkbox"/> International Student				
Visa Type (if applicable)		Visa Number	Date granted	
If born overseas, date of arrival			Date first enrolled in a school in Australia	

Religious Affiliation	
Religion	Present Parish
Sacraments please list the Parish for the below sacraments (if applicable)	
Baptism	Date
Confirmation	Date
Reconciliation	Date
Eucharist	Date

Previous Schools and Preschools (include Kindergarten up to present time)		
Name of School	Date Commenced	Date Left
1		
2		
3		

Family (please list the student's siblings)				
Full Name	Gender	Date of Birth	Current School	Year Level

Family Details – Parent/Caregiver 1

Surname		Given Name/s		Title
Relationship to Student		Email Address		
Home Number		Mobile Number		Work Number
Residential Address				Postcode
Postal Address (if different from above)				
Living with Child <input type="checkbox"/> Yes, full-time <input type="checkbox"/> Yes, part-time <input type="checkbox"/> No			Country of Birth	
Date of Arrival in Australia (if applicable)			Cultural Background	
Does Parent/Caregiver 1 speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes please indicate the language that is spoken most often				Religion
Residential Status <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident, length of stay _____				
Visa Information (if applicable)		Visa Type		Visa Number
Date Granted		Expiry Date		Occupation
Employer		If not employed, do you receive a government benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Select the appropriate parent/caregiver occupation from the list below and place number in the box. If the person is not currently in paid work but has had a job or 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 the number '8' in the box.				Group

Family Details – Parent/Caregiver 2

Surname		Given Name/s		Title
Relationship to Student		Email Address		
Home Number		Mobile Number		Work Number
Residential Address				Postcode
Postal Address (if different from above)				
Living with Child <input type="checkbox"/> Yes, full-time <input type="checkbox"/> Yes, part-time <input type="checkbox"/> No			Country of Birth	
Date of Arrival in Australia (if applicable)			Cultural Background	
Does Parent/Caregiver 2 speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes please indicate the language that is spoken most often				Religion
Residential Status <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident, length of stay _____				
Visa Information (if applicable)		Visa Type		Visa Number
Date Granted		Expiry Date		Occupation
Employer		If not employed, do you receive a government benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Select the appropriate parent/caregiver occupation from the list below and place number in the box. If the person is not currently in paid work but has had a job or 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 the number '8' in the box.				Group

Family Court or other relevant Court Order/Intervention Order or Parenting Plan (if YES, please provide a copy of that order to the school)

Yes No

List of Parent/Caregiver Occupational Groups

GROUP 1	Senior management in large business organisation, government administration and defence, and qualified professionals.
GROUP 2	Other business managers, arts/media/sportspersons and associate professionals.
GROUP 3	Tradesmen/women, clerks and skilled office, sales and service staff.
GROUP 4	Machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators.

Parent/Caregiver School Education	
Parent/Caregiver 1	Parent/Caregiver 2
What is the highest year of primary or secondary school Parent/Caregiver 1 has completed? Mark one box only: <i>(For persons who have never attended school, tick the 'Year 9 or equivalent or below' box)</i>	What is the highest year of primary or secondary school Parent/Caregiver 2 has completed? Mark one box only: <i>(For persons who have never attended school, tick the 'Year 9 or equivalent or below' box)</i>
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below

Parent/Caregiver Non-School Education	
Parent/Caregiver 1	Parent/Caregiver 2
What is the level of the highest qualification Parent/Caregiver 1 has completed? Mark one box only:	What is the level of the highest qualification Parent/Caregiver 2 has completed? Mark one box only:
<input type="checkbox"/> Bachelor 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 qualification	<input type="checkbox"/> Bachelor 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 qualification

Additional Needs and Considerations for Students (The following questions are to assist us in facilitating the smooth transition of students into the school setting)	
Does your child have any special achievements/talents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have any learning needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child attended any specialised agencies, special schools, units or centres?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child been assessed by a specialist service (ie. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic or service)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have any special needs or considerations? (eg. disabilities, allergies, restrictions on physical activity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child require any special provisions to be made by the school? (eg. medication, disabled access etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have any infectious diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child ever been suspended from school, expelled or refused admission to another school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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
If YES to any of the above questions, please give details, using attachments if necessary:	

Reasons for Enrolling

Please state your reasons for choosing St Francis of Assisi School for your child's education:

How did you hear about St Francis of Assisi School?

Existing Family Old Scholar Word of Mouth Advertisement Website Other

If other, please specify:

Do you have any outstanding school fees with another school?

Yes No

Parent/Caregiver Declaration

1. In applying to enrol my 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 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/College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct, which brings into disrepute the good name and reputation of the School/College.
6. I/we accept the standards the School/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 School/College (except where exemptions/remissions have been sought and granted).
8. I/we give consent for the School/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 School/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.
10. I/we consent to my/personal details (contact name, telephone number, address) being disclosed for pastoral support and thanksgiving campaigns to the Parish in which I/we reside.

I/WE DECLARE THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, TRUE. THIS FORM MUST BE SIGNED BY ALL LEGAL CAREGIVERS OF THE ENROLLING CHILD AND ABIDE BY ANY COURT ORDERS IN PLACE.

PARENT/CAREGIVER 1

Full Name

Signature

Date

PARENT/CAREGIVER 2

Full Name

Signature

Date

PLEASE NOTE – Applicants will be contacted regarding their Application for Enrolment. If applicants accept an Offer of Enrolment, the Terms and Conditions in the Parent/Guardian Declaration (clauses 1-10) as detailed in this Application for Enrolment are incorporated in the Acceptance of Offer.

Privacy Information

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student'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 the student and to enable them 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 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 School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the School, 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 School to release school reports to 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 School will abide by any court orders which prevent the release of such information.
8. The School 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 payment of fees, the School 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.
10. The School'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 School's duty of care to the student, or where students have provided information in confidence.
11. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. As you may know the School 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 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, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The School 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 School directory. [or Schools may wish to seek specific consent to publish contact details in class lists and School directories.]

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, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

Application Checklist

Please check the following items are included when returning the Application for Enrolment Form

- Completed and signed Application for Enrolment Form
- Payment of non-refundable Application Fee
- A copy of the birth certificate (or extract) (or current passport)
- Visa or Citizenship papers, if born outside of Australia
- Latest school report and/or reference from previous schools
- Latest copy of NAPLAN test results
- A copy of Sacramental certificates (if applicable)
- Any Court Order, Parenting Plan or related information regarding custody of child (if applicable)
- Documentation relating to any special needs (reports, action plans, assessments etc.)

Office Use Only

Student Surname		Student First Name	
Commencing Term	Commencing Year Level	Commencing Year	
Application Received	Application Fee Paid	Acknowledgement Sent	Interviewed
Offer Sent	Offer Accepted	Notice of Acceptance Sent	