

APPLICATION FOR ENROLMENT

*Coeducational Classes for Students Years 10 to 12
Boarding Places for Boys and Girls Years 7 to 12*

Please note this is an Application for Enrolment and not a Notice of Acceptance



FOR OFFICE USE ONLY	
Student Name	
Year to Start	
Year Level	
Date Received	
Acknowledgement Sent	
Interviewed	
Offer Sent	
Deposit Paid & Accepted	
Notice of Acceptance Sent	



Please complete and return to:

The Registrar
Sacred Heart College 195-235 Brighton Road
Somerton Park 5044

Telephone (08) 8294 2988
Facsimile (08) 8295 8461
Email registrar@shcs.sa.edu.au

FAMILY DETAILS		Mother / Parent 1 / Guardian 1				Father / Parent 2 / Guardian 2			
Title		Mr Mrs Ms Miss Dr (please circle)				Mr Mrs Ms Miss Dr (please circle)			
Family Name									
Given Name									
Employer									
If not employed, do you receive a government benefit? Yes / No (Circle one)									
Telephone Number	Home/Work	H		W		H		W	
	Fax/Mobile	F		M		F		M	
Email Address									
Country of Birth									
Date of arrival in Aust. (if applicable)									
Cultural background									
Religion									
Relationship to child (Father, Mother, Foster Parent, etc.)									
Residential Address									
Postal Address									
Child resides with									
Family Court or other relevant Court Order Yes / No (Circle One) (If Yes, you should provide a copy of that order to the school)									

OCCUPATION

Please refer to the list of parental occupation groups

<input type="checkbox"/>	<p>What is the occupation group of the Mother / Parent 1 / Guardian 1?</p> <p>Please select the appropriate parental occupation group from the attached list and place the group number in the box.</p> <ul style="list-style-type: none"> If the person is not 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 box.
<input type="checkbox"/>	<p>What is the occupation group of the Father / Parent 2 / Guardian 2?</p> <p>Please select the appropriate parental occupation group from the attached list and place the group number in the box.</p> <ul style="list-style-type: none"> If the person is not 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 box.

LANGUAGE	Mother / Parent / Guardian 1	
Does the Mother / Parent 1 / Guardian 1 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).	<input type="checkbox"/> No, English only	<input type="checkbox"/> Tagalog (Filipino)
	<input type="checkbox"/> Italian	<input type="checkbox"/> Arabic (incl. Lebanese)
	<input type="checkbox"/> Greek	<input type="checkbox"/> Serbian
	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> German
	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Other
	<input type="checkbox"/> Polish	Please specify

LANGUAGE	Father / Parent / Guardian 2	
Does the Father / Parent 2 / Guardian 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).	<input type="checkbox"/> No, English only	<input type="checkbox"/> Tagalog (Filipino)
	<input type="checkbox"/> Italian	<input type="checkbox"/> Arabic (incl. Lebanese)
	<input type="checkbox"/> Greek	<input type="checkbox"/> Serbian
	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> German
	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Other
	<input type="checkbox"/> Polish	Please specify

SCHOOL EDUCATION	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
What is the highest year of primary or secondary schooling completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below').	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below

Please mark one box only

Please mark one box only

NON-SCHOOL EDUCATION	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
What is the level of the highest qualification completed	<input type="checkbox"/> Bachelor Degree or above	<input type="checkbox"/> Bachelor Degree or above
	<input type="checkbox"/> Diploma / Advanced Diploma	<input type="checkbox"/> Diploma / Advanced Diploma
	<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> No non-school qualification

Bachelor Degree	<i>Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.</i>
Certificate I to IV (including trade certificate)	<i>Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate.</i>
Diploma / Advanced Diploma	<i>Includes Advanced Diploma, Associate Degree and Diploma.</i>

LIST OF PARENTAL OCCUPATION GROUPS	
<p>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/financial 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. 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.</p> <p>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.</p>	<p>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.</p> <p>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, 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. 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.</p>

STUDENT DETAILS							
Family Name				Given Name/s			
Male / Female	Birthdate / /		Beginning Date (Year)		Term	Year Level	
Day Student <input type="checkbox"/> (tick)	Level of Entry:		Year	10	11	12	(please circle)
Boarder <input type="checkbox"/> (tick)	Level of Entry:		Year	7	8	9	10
Address							
Is the student of Aboriginal or Torres Strait Islander Origin?							
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Torres Strait Islander		<input type="checkbox"/> Yes, Aboriginal		<input type="checkbox"/> Yes, both	
Does the Student speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often).</i>	<input type="checkbox"/> English		<input type="checkbox"/> Cantonese		<input type="checkbox"/> Serbian		
	<input type="checkbox"/> Italian		<input type="checkbox"/> Polish		<input type="checkbox"/> German		
	<input type="checkbox"/> Greek		<input type="checkbox"/> Tagalog (<i>Filipino</i>)		<input type="checkbox"/> Other		
	<input type="checkbox"/> Vietnamese		<input type="checkbox"/> Arabic (<i>incl. Lebanese</i>)		<i>Please specify</i>		
Country of Birth	<input type="checkbox"/> Australia		<input type="checkbox"/> Thailand		<input type="checkbox"/> Bosnia and Herzegovina		
	<input type="checkbox"/> New Zealand		<input type="checkbox"/> England		<input type="checkbox"/> China		
	<input type="checkbox"/> Philippines		<input type="checkbox"/> South Africa		<input type="checkbox"/> Other		
	<input type="checkbox"/> United States of America		<input type="checkbox"/> Vietnam		<i>Please specify</i>		
First enrolled in a school in Australia: / /				Religion			
				Present Parish of worship			
Sacraments	Parish	Date	Sacraments	Parish	Date		
Baptism			Reconciliation				
Confirmation			Eucharist				

Most Recent Schools			
1		From / /	to / /
2		From / /	to / /
3		From / /	to / /
4		From / /	to / /
5		From / /	to / /

OTHER CHILDREN IN THE FAMILY	M / F	Date of Birth	School attending	Yr Level

RELEASE OF INFORMATION

- 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 of collecting this information is to enable the College to provide schooling for your child. A copy of the College's privacy policy is enclosed.
- 2 In situations where parents are separated, it is the policy of the College to release school reports to mother and father of the student upon request. It is also our policy to allow both 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.
- 3 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.
- 4 Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
- 5 The College from time to time, at its discretion, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic and non Catholic schools, government and local government authorities, officers and departments, including but not limited to Department of Education and Children's Services, AISSA, South Australian Commission for Catholic Schools, Catholic Education Offices, local parish, medical practitioners and people providing services to the College including specialist visiting Consultants and Advisers from the Catholic Education Office, Department of Education and Children's Services, sports coaches, volunteers and College foundations.
- 6 In the event of 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.
- 7 The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
- 8 If we do not obtain the information referred to above, we 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 achievements, student activities and other news is published in the College newsletter, magazine and 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 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. 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.

PARENT/GUARDIAN DECLARATION

- 13 In enrolling my child at this College I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
- 14 I/we accept that support of College staff and cooperation concerning school activities is essential.
- 15 I/we accept that we will abide by College policies as amended from time to time.
- 16 I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
- 17 I/We accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies (which are amended from time to time), including conduct which brings into disrepute the good name and reputation of the College.
- 18 I/we accept the standards the College sets regarding grooming, uniform and personal presentation.
- 19 I/we jointly and severally 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).
- 20 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.
- 21 I/we accept 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 responsibility.
- 22 I/We will endeavour to help in the various school support activities including; Sports, College Council, Parents and Friends Association or other official school committees.
- 23 I/We agree that a full term's notice in writing must be given to the principal or his/her nominee before the removal of a student or transfer of a boarder to the status of a day student. Failure to give such notice will involve the payment of a fee in accordance with our current Fee Policy, irrespective of the date the student may leave during the term. Should a student be required to leave the College for any reason, the fee for the relative accounting period will be charged.

STUDENT DECLARATION

As a student in accepting enrolment at Sacred Heart College Senior I undertake to:

- 1 Make an honest effort to achieve my personal best in all courses of study.
- 2 Act at all times with respect towards College staff.
- 3 Behave in public at all times in such a way as to uphold the good name of the College.
- 4 Comply with all College regulations as set out in the Student Diary and in the case of Boarding students, the Marian Handbook.
- 5 Adopt a responsible, positive and mature attitude while attending the College and when involved in all College activities.
- 6 Wear the full College uniform as prescribed.
- 7 Be punctual for all classes.
- 8 Participate fully in all activities arranged by the College such as retreats, excursions, Feast Day celebrations, sporting carnivals, and other school activities.
- 9 Make myself available upon request to represent the College in sporting and cultural activities even when these take place outside of normal school hours.
- 10 Refrain from the following forms of behaviour, prejudicial to the achievement of the aims of the College:
 - disruption of lessons through inappropriate behaviour;
 - unauthorised absence from class or school;
 - undermining the religious or moral values promoted by the College.
- 11 Refrain from the following forms of morally/socially unacceptable behaviour at the College, a College function or while travelling to and from such venues:
 - possession or use of alcohol, tobacco or illicit drugs;
 - vandalism or theft;
 - intimidation or harassment of other people, physically or verbally;
 - offensive language or behaviour, or possession of offensive literature;
 - viewing or electronically transmitting pornography and/or any material regarding illicit drugs or extreme violence.

I am aware that the College policy regarding the use of, or possession of, illicit drugs or alcohol on school property or at school functions includes a penalty or forfeiture of the right to retain a place at the College.

It is clear that these are serious undertakings and failure to fulfil them constitutes a breach of this enrolment agreement. Should this happen, I understand that the Principal may terminate my enrolment.

Student to sign

Signature

Date

Both parents/guardians to sign (if possible)

Signature Signature

Date Date

PLEASE NOTE

In due course applicants will be contacted regarding their application for enrolment. If applicants accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated in the Enrolment Contract.

CONSENT TO USE IMAGES, RECORDINGS, DOCUMENTS AND / OR ARTWORK

Introduction

During the course of their studies students will produce a variety of work. From time to time, sound recordings, photographs or video images of students and their learning are taken in school or at places where the children are involved in an excursion or activity. These student works / photos / images / videos / audio recordings may be used in class activities or could be published by the School / College and Catholic Education SA in documents, school magazines, newsletters, displays, journals, professional development materials for teachers, or on a School's/College's or Catholic Education SA's website. Adults may also create work for the school, or in the course of working with or for students and may also be involved in photographs, sound recordings or video images.

Educational Sharing

The School / College and / or Catholic Education SA may also like to make publications containing your or the student's work available free of charge to government and / or non-government schools and education authorities around Australia for their educational purposes under the National Education Access Licence for Schools (NEALS). NEALS is a licence between government and non-government education authorities and sectors of the various states and territories, which allows schools to share material.

Your Consent

We would like to obtain your consent before including you or your child / children in any such publication or display. In most circumstances the material will not include any personal information regarding you or the student's identity or may include first name only. However, in the school magazine and in the school newsletter, because of the limited circulation of these documents, it is usual for the full name to appear under photographs or to record achievement in various activities or beneath examples of work.

Please return the attached consent form to indicate your consent or otherwise. If you require any additional information regarding this request or if your circumstances change at any time, or should you wish to withdraw your consent, please contact the Registrar at the College.

PRIVACY AND COPYRIGHT CONSENT FORM FOR STUDENTS AND ADULTS

I give consent for:

- **All materials** created solely or partially by the person named below (including documents, artworks, and/or projects generally); Yes / No
- **All photographs/images** of the person named below; Yes / No
- **All recordings** of the person named below (including videos, CDs, DVDs and/or audio recordings); Yes / No

created as part of the school curriculum or taken in school or at school related events such as excursions, sporting events or productions to be published from time to time:

- By the **School / College** (for example, in documents, school magazines, newsletters, displays, journals, professional development materials for teachers, presentations, distribution within its community and the like); Yes / No
- By **Catholic Education SA** (for example, in documents, educational magazines, newsletters, displays, journals, professional development materials for teachers, presentations, distribution within its community and the like); Yes / No
- On the School / College or Catholic Education SA's **website**; Yes / No
- On the Federation of **Catholic School Parent Communities (SA)** website and publications, including the Federation's newsletters and brochures; Yes / No
- By the School / College / Catholic Education SA under the **National Educational Access Licence for Schools (NEALS)**. I acknowledge that this is a licence between various Australian education authorities, allowing such education authorities to use licensed material without charge for educational purposes; Yes / No

with or without acknowledgments and without pay or compensation.

- In relation to Copyright and Intellectual Property issues where materials or recordings are published in accordance with this consent, I consent to the name of the person below being published as the creator of the material, or as someone featured in the recordings, as the case may be. Yes / No

I acknowledge that:

- I can withdraw my consent at any time by giving written notice to the School / College.
- I have read the accompanying document headed CONSENT TO USE IMAGES, RECORDINGS, DOCUMENTS AND/OR ARTWORK.

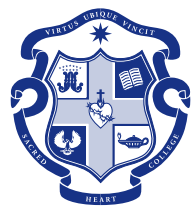
Name of person subject of consent:

Signature (optional if person is a minor): Date of signature:

If the person is under 18, this form MUST be signed by a parent or guardian.

Name of Parent / Guardian:

Signature Date of signature:



SACRED
HEART
COLLEGE