



# St Thomas the Apostle Primary School Greensborough

## ENROLMENT APPLICATION FORM

### PERSONAL DETAILS OF STUDENT

SURNAME:		YEAR COMMENCING:	
FIRST GIVEN NAME:		GRADE ENTERING:	
SECOND GIVEN NAME:		PREFERRED NAME:	
<input type="checkbox"/> Male <input type="checkbox"/> Female		DATE OF BIRTH: (must turn 5 by 30 <sup>th</sup> April of School commencement year)	
RELIGION:			

### HOME ADDRESS:

NO. & STREET:		
SUBURB:		POSTCODE:
HOME PHONE:		MOBILE PHONE:
FAMILY EMAIL ADDRESS: (required for online communication)		
Please list any siblings:		
Name	Date of Birth	Class at St Thomas (if applicable)

Have you applied to another primary school?     Yes     No  
 If yes, please indicate the order of school preference, including St Thomas':

1. .... 2. .... 3. ....

### OFFICE USE ONLY

Date Received:	Start Date:	Student Number:
<i>Copy of Documents (attached):</i>		
Birth <input type="checkbox"/>	Immunisation <input type="checkbox"/>	Baptism <input type="checkbox"/>
Reconciliation <input type="checkbox"/>	Communion <input type="checkbox"/>	Confirmation <input type="checkbox"/>
Visa <input type="checkbox"/>	Passport <input type="checkbox"/>	<input checked="" type="checkbox"/> Allergy <input type="checkbox"/>
<input checked="" type="checkbox"/> Health Condition <input type="checkbox"/>	<input checked="" type="checkbox"/> Additional Needs <input type="checkbox"/>	<input checked="" type="checkbox"/> Family <input type="checkbox"/>
ASTHMA <input type="checkbox"/>	ANAPHYLAXIS <input type="checkbox"/>	Supporting Letter <input type="checkbox"/>
Entered in SAS <input type="checkbox"/>		

## DETAILS OF STUDENT

Country of Birth:	Nationality:	Australian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Arrival in Australia (if applicable):	First Australian Primary School Year:	
Is the child on a Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please attach a copy of full Visa and Passport details		
Visa Sub Class:	Visa Expiry Date:	
Visa Statistical Code: (Required for some sub-classes)		
Does your child speak any languages other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please specify languages in order of use, including English. 1. 2.		
Does your child attend Language School? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, Language Learnt: _____ Name of Language School: _____		
Is your child of Aboriginal and/or Torres Strait Islander origin? (tick one)		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander <input type="checkbox"/> Yes, Torres Strait Islander		

## PREVIOUS SCHOOL/KINDERGARTEN DETAILS

Name and phone number of KINDERGARTEN attended: (if enrolling as a Prep)	
Date of first enrolment in an Australian School: (if not enrolling as a Prep)	
Does the student have a Victorian Student Number (VSN) <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but the VSN is unknown Please Specify: _____ <input type="checkbox"/> No. The student has never been issued a VSN.	
Years of interruption to education:	Is the student repeating a year? Yes No

## SACRAMENTAL DETAILS

Child's Religion:		Residential Parish:
Sacrament	Date Received	Parish/Church
Baptism		
Reconciliation		
Eucharist		
Confirmation		

## PRIMARY FAMILY DETAILS

*NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with".*

### ADULT A DETAILS (PRIMARY CARER – first contact)

### ADULT B DETAILS

Relationship to Student:

Relationship to Student:

<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Title: (Ms,Mrs,Mr,Dr etc)	Title: (Ms,Mrs,Mr,Dr etc)
Surname:	Surname:
Given Names:	Given Names:
Preferred Name:	Preferred Name:
Adult A's occupation:	Adult B's occupation:
Adult A's employer:	Adult B's employer:
Country of Birth:	Country of Birth:
Nationality:	Nationality:
Religion:	Religion:
Do you speak any languages other than English at home? No <input type="checkbox"/> English only Yes <input type="checkbox"/> (please specify) _____	Do you speak any languages other than English at home? No <input type="checkbox"/> English only Yes <input type="checkbox"/> (please specify) _____
Highest Year of School Education:  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"/>	Highest Year of School Education:  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"/>
Level of Highest Qualification:  Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Level of Highest Qualification:  Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Occupational Group: <i>(refer to attached list of Parental Occupation)</i>  Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>	Occupational Group: <i>(refer to attached list of Parental Occupation)</i>  Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/>
Main language spoken at home:	

## PRIMARY FAMILY CONTACT DETAILS

### Adult A Contact Details

### Adult B Contact Details

Home Phone:	Home Phone:
Mobile:	Mobile:
Business Phone:	Business Phone:
Email Address:	Email Address:
Email Address for Correspondence: <input type="checkbox"/> Adult A <input type="checkbox"/> Adult B <input type="checkbox"/> Both    Other:	

## FAMILY BILLING ADDRESS

Write "As Above" if the same as the Family Home Address

NO. & STREET:	
SUBURB:	
STATE:	POSTCODE:

Mail to ( <i>eg Mr P &amp; Mrs J Smith</i> ):
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Resides with:	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian
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<p>Are there any family circumstances which you believe the school should be aware of eg deceased family member, separation, divorce, Court Order etc?</p> <p>Yes <input type="checkbox"/>    No <input type="checkbox"/>    If yes, please provide details:</p> <hr/> <hr/> <hr/> <hr/> <hr/>
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## PRIMARY FAMILY EMERGENCY CONTACTS

Please do not enter Adult A or Adult B's details as we will always contact you first. These are additional contacts in the case that you are unattainable. Please ensure they are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted, a staff member will transport your child for medical assistance or an ambulance may be called.

	Name	Relationship to Student	Phone Contact 1	Phone Contact 2
1				
2				
3				
4				

# STUDENT MEDICAL DETAILS

## PRIMARY FAMILY DOCTOR DETAILS

Doctor's Name:	Phone:
Address:	
Ambulance Subscription? <input type="checkbox"/> Yes <input type="checkbox"/> No	Medicare No:

<b>MEDICAL AUTHORITY (to be signed by Parent/Guardian)</b>	
In the event of any illness or accident, I authorise the obtaining on my behalf of such medical assistance as my child may require. I accept all operations, blood transfusions and/or anaesthetic risks involved and the responsibility for my payment of any expenses thus incurred.	
Following notification by the school, I will promptly attend any location to which my child will be taken for treatment.	
Signature of Adult A .....	Date:.....
Signature of Adult B .....	Date:.....
I/we give permission for my child to participate in the school-managed Head Lice Program at St Thomas the Apostle School, Greensborough, for the duration of his/her time at St Thomas the Apostle, which includes initial checking by St Thomas the Apostle staff members and by the Council Nurse as a follow-up when requested by St Thomas the Apostle School. Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed .....	(Adult A)    Signed .....
	(Adult B)    Date.....

## HEALTH CONDITIONS AND/OR ALLERGIES/MEDICAL ALERT

Please specify any health conditions, allergies and/or medical alerts relating to the student applying for enrolment (eg allergies, anaphylaxis, asthma management, dietary restrictions any other medical conditions etc). NB: Current medicines and Action Plans must be submitted to the school office at the time of commencement.	
<hr/> <hr/> <hr/>	
Has your child been immunised?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please attach a copy of your Immunisation History Statement, as supplied by the Department of Health (obtainable from Medicare or Medicare online).	
If your child is not immunized, please state reason why here: _____	
If your child is not immunized we request that you sign below and agree to our policy on non-immunised children, which may result in excluding any non-immunised children from school, should there be an outbreak of a known infection or contagious disease.	
I/We agree that our child may be excluded from school should there e an outbreak of a known infection or contagious disease.      (Please sign) _____	



## SCHOOL FEES/CAPITAL LEVY – PER FAMILY

School fees are billed per family. Statements are sent out at the beginning of each term. You can elect to pay by term, week, fortnight, month or an annual payment in Term One. Payment options are cash, cheque, credit card, EFTPOS or direct debit. For direct debit payments, please call at the school office to collect a Direct Debit Request Form.

Person responsible for payment of school fees: .....

I/we agree to honour the financial commitments required.

Signed: ..... Signed: .....

Date: ..... Date: .....

### EDUCATION LEVY/PER CHILD

The Education Levy charges are per child and payment is made at the beginning of the year to cover the cost of excursions, classroom materials, books and swimming lessons, as well as gym and dance programs, where applicable. Parents are asked to pay these levies early in the school year so that classroom materials can be purchased and programs are able to commence.

Should you have any concerns regarding the payment of school fees or levies, please make an appointment with the School Principal, David Delaney or speak with Fr Steven Rigo.

**AGREEMENT – ST THOMAS THE APOSTLE PRIMARY SCHOOL, GREENSBOROUGH**

Please tick the following boxes and sign below:

1. I/we have included copies of the following documents with this application for enrolment:

- Birth Certificate
- Baptism Certificate
- Visa Details (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunisation Certificate
- Citizenship documentation (where applicable)
- Passport Details (where applicable)

2. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.

3. If this enrolment is accepted, I/we agree to support our child’s participation in the religious life of the school (eg school liturgies, Sacramental programs).

4. If this enrolment application is successful, I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges.

5. I/we are not aware of any outstanding fees or charges in relation to the student applying to enrol that I/we are responsible for at another Catholic school.

6. I/We agree to comply with any policies/ guidelines that may be in place at the school.

Signature ..... Date .....  
(Mother/Guardian)

Signature ..... Date .....  
(Father/Guardian)

I/we agree to my child’s photograph being used for school promotional material (i.e. Leader Newspaper, school brochure etc.)

Signature ..... Date .....  
(Mother/Guardian)

Signature ..... Date .....  
(Father/Guardian)

**PLEASE NOTE: ACCEPTANCE TO THIS SCHOOL DOES NOT CONSTITUTE ACCEPTANCE INTO ANY OTHER CATHOLIC SCHOOL (PRIMARY OR SECONDARY).**

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we acknowledge that all information provided is accurate. I/we understand that enrolment may not be able to proceed should any information be incorrect.

Signature ..... Date .....  
(Mother/Guardian)

Signature ..... Date .....  
(Father/Guardian)

**St Thomas the Apostle School complies with the requirements of the Commonwealth Privacy Act (21 December 2001). Policy may be obtained by contacting 9434 4565.**



# PARENTAL OCCUPATION DEFINITION

Parental Occupation is defined as the main work undertaken by the parent/guardian. If the parent/guardian has more than one job, please report the main job.

Occupation Group A	Occupation Group B
<p><b>Senior management in large business organisation, government administration and defence, and qualified professionals.</b></p> <p><b>Senior Executive/Manager/ Department Head</b> in industry, commerce, media or other large organisation.</p> <p><b>Public Service Manager</b> (Section head or above), regional director, health/education/police/fire services administrator.</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director].</p> <p><b>Defence Forces</b> Commissioned Officer.</p> <p><b>Professionals</b> - 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:</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].</p> <p><b>Air/sea transport</b> [aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller].</p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals.</b></p> <p><b>Owner/Manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist Manager</b> (finance/engineering/production/personnel/ industrial relations/sales/marketing).</p> <p><b>Financial Services Manager</b> (bank branch manager, finance/ investment/insurance broker, credit/loans officer).</p> <p><b>Retail sales/Services Manager</b> (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency).</p> <p><b>Arts/Media/Sports</b> (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official).</p> <p><b>Associate Professionals</b> - generally have diploma / technical qualifications and support managers and professionals:</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business / administration</b> [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager].</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>
Occupation Group C	Occupation Group D
<p><b>Tradesmen/women, clerks and skilled office, sales and service staff.</b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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].</p> <p><b>Skilled office, sales and service staff:</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator].</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].</p> <p><b>Service</b> [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><b>Machine operators, hospitality staff, assistants, labourers and related workers.</b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b></p> <p><b>Hospitality staff</b> (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper).</p> <p><b>Office assistants, sales assistants and other assistants:</b></p> <p><b>Office</b> (typist, word processing/data entry/business machine operator, receptionist, office assistant).</p> <p><b>Sales</b> (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).</p> <p><b>Assistant/aide</b> (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal Attendant).</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> - ranks below senior NCO not included above</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand).</p> <p><b>Other worker</b> (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).</p>

**SCHOOL POLICY REGARDING ENROLMENT AND PRIVACY** - All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to Information. Schools and school systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and correction of Information. All information that could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.



## COLLECTION NOTICE

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1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects 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 (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. The School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
  - Third party service providers that provide online educational and assessment support services or applications (apps) such as ,Class Dojo, nForma and CareMonkey which may include email and instant messaging
  - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information such as Individual Learning Plans may be collected and processed or stored by these providers in connection with these services
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulations 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students.
  - CECV to support the training of selected staff in the use of schools' systems, such as SAS or ICON
  - another school to facilitate the transfer of a student
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
  - health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
  - 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 under child protection laws.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.

9. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
10. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as APPs.
11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
12. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the SAS or ICON system and ensuring its proper use.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The School's Privacy Policy is accessible via the school website, handbook or from the School office. The policy sets out how parents, guardians or students 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, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].
18. 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.
19. On occasions information such as academic and sporting achievements, student 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 student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school 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. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.
20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.