



Brisbane Catholic Education

APPLICATION FOR ENROLMENT

St Joseph's Primary School

30 Eldorado St, Bracken Ridge
Tel 3261 2858

STUDENT NAME: _____

YEAR LEVEL: _____ **YEAR OF ENROLMENT:** _____

COLLECTION NOTICE

Information we collect: Brisbane Catholic Education collects and records personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the National Privacy Principles under the *Privacy Act* (1988).

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

Disclosure of information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

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 may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students may also seek access to personal information 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.

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. We may include your contact details in a class list and school directory.

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 all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

Our privacy position: Brisbane Catholic Education is bound by the *Privacy Act* (1988), and has adopted the ten (10) National Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on our website www.stjosephsbrackenridge.qld.edu.au or the Brisbane Catholic Education website, www.bne.catholic.edu.au. Alternatively a hard copy of the statement may be provided on request.

Information required: If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your student.

By completing and submitting this application for enrolment form you have confirmed your understanding of, and agreement with, the above.

OFFICE USE ONLY

| APPLICATION INFORMATION | | INTERVIEW INFORMATION | | | ENROLMENT CONFIRMATION | |
|-------------------------|---|-----------------------|--|------|------------------------|---|
| Lodgement Date | | Date | | Time | | Date Received |
| Application Fee Paid | <input type="checkbox"/> Yes <input type="checkbox"/> No | Interviewer Signature | | | | Start Date |
| Receipt No. | | Outcome | | | | Confirmation Fee Paid |
| Special Circumstances | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | BCE ID No. | | | | |
| | | | | | Receipt No. | |

STUDENT INFORMATION

| PERSONAL DETAILS | | | |
|---|---|--|---|
| Legal Surname | | Preferred Surname <i>(if different from Legal)</i> | |
| First Given Name | | Preferred First Name | |
| Other Given Name/s | | | |
| Date of Birth | / / | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Birth Certificate Attached | <i>A copy of the birth certificate or other suitable documentation indicating birth information must be attached</i> | | |
| CULTURAL BACKGROUND | | | |
| Country of Birth | | | |
| Country of Citizenship | | Australian Resident | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Indigenous Status <i>Is the student of Aboriginal or Torres Strait Islander origin?</i> | <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander | | |
| First Language Spoken | | | |
| Main Language Spoken at Home | | | |
| Other Language Spoken | | | |
| INTERNATIONAL DETAILS <i>A copy of the visa must be attached</i> | | | |
| Country of Passport Issue <i>(if not Australia)</i> | | | |
| PREVIOUS SCHOOL <i>(if applicable – please include Child Care Centres, Kindergarten & Prep)</i> | | | |
| Transfer form attached | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| School Name | Suburb/Town/State | Year Level | Date From – Date To |
| | | | |
| | | | |
| RELIGIOUS BACKGROUND | | | |
| Religion | _____ Copy of Baptism Certificate attached <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(indicate religion)</i> | | |
| Sacraments | If Catholic, please indicate Sacraments received below | | |
| | <input type="checkbox"/> Baptism | Date Received ___ / ___ / ___ | Parish _____ |
| | <input type="checkbox"/> Reconciliation | Date Received ___ / ___ / ___ | Parish _____ |
| | <input type="checkbox"/> Eucharist | Date Received ___ / ___ / ___ | Parish _____ |
| <input type="checkbox"/> Confirmation | Date Received ___ / ___ / ___ | Parish _____ | |
| CONTACT DETAILS | | | |
| Student Mobile Number <i>(if applicable)</i> | | | |
| SIBLINGS <i>(If more than 3 siblings please attach further details)</i> | | | |
| | Sibling 1 | Sibling 2 | Sibling 3 |
| Legal Surname | | | |
| Given Name/s | | | |
| Relationship to Student | | | |
| Date of Birth | | | |
| School Name <i>(if at school)</i> | | | |
| Resides with Student? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

FAMILY INFORMATION

| PERSONAL DETAILS | Parent/Caregiver | Parent/Caregiver | Parent/Caregiver |
|--|--|--|--|
| Surname | | | |
| Given Name/s | | | |
| Preferred First Name | | | |
| Title (e.g. Mr, Mrs) | | | |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Male <input type="checkbox"/> Female | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| CULTURAL BACKGROUND | | | |
| Interpreter Required? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Country of Birth | | | |
| Country of Citizenship | | | |
| Main Language Spoken At Home | | | |
| Other Language Spoken | | | |
| RELIGIOUS BACKGROUND | | | |
| Religion | | | |
| Parish | | | |
| OCCUPATION | | | |
| GENERAL DETAILS <i>As required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs</i> | | | |
| Occupation Type <i>What is the occupation group of the parent/caregiver? (see Appendix 1)</i> | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months |
| Highest School Level <i>What is the highest year of primary or secondary school the parent/caregiver has completed?</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 - which includes never attended | <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 - which includes never attended | <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 - which includes never attended |
| Highest Qualification Completed <i>What is the level of the highest qualification the parent/caregiver has completed?</i> | <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 | <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 |
| RESIDENTIAL ADDRESS | | | |
| Street Address | | | |
| Suburb/Town | | | |
| State & Postcode | | | |
| Country | | | |
| Does the student reside at this address? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If No to all, please give details in 'Additional Information' | | | |
| MAILING ADDRESS If not different from Residential write 'as above' | | | |
| Post Box/Street | | | |
| Suburb/Town | | | |
| State & Postcode | | | |
| Country | | | |
| CONTACT DETAILS Indicate best contact order (1 -3) for phone numbers for each person (e.g. call work first 1, then mobile 2 etc) | | | |
| Home Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mobile Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Phone | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Priority Contact Order Who to contact first (write 1st, 2nd, 3rd) | | | |
| Home Email Address | | | |
| Workplace Email Address | | | |
| OTHER INFORMATION | | | |
| Relationship to Student | | | |
| Receive Communication? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

STUDENT OTHER DETAILS

| MEDICAL CONDITIONS | Details |
|---|---------|
| <input type="checkbox"/> Allergies | |
| <input type="checkbox"/> Anaphylaxis | |
| <input type="checkbox"/> Asthma | |
| <input type="checkbox"/> Diabetes Mellitus Type 1 | |
| <input type="checkbox"/> Epilepsy | |
| <input type="checkbox"/> Febrile Convulsions | |
| <input type="checkbox"/> Other (please specify) | |

SPECIALIST ASSESSMENTS

Does this student have any recent allied health or medical specialist assessments? Yes No

If Yes, please attach relevant reports

SPECIAL NEEDS

Please describe any physical, social/emotional, and/or learning needs which may impact on duty of care and/or participation in school activities.

LEGAL INFORMATION

Name the Legal Guardian/s of this student

Please indicate any legal issues of which the school should be aware (e.g. family court orders, parental agreements, guardianship orders, child protection orders, etc.).

A copy of the relevant documentation will be required to be held by the school should enrolment be accepted.

Is this student in the Care of the State? Yes No

ADDITIONAL INFORMATION

Please indicate any additional information which may assist with this enrolment application.

I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child.

SIGNATURE/S: _____

DATE: _____

APPENDIX 1 – 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 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]

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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office 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]

If the person is not currently working

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

If the person has not been in paid work in the last 12 months, select 'Not in paid work in last 12 months'.



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