

APPLICATION FOR ENROLMENT

Name: _____

Year Level: _____ for **20** _____

Please attach photo of applicant here

- The payment of the Application Fee does not guarantee enrolment or the opportunity for an interview.
- The \$75.00 Application Fee is non-refundable.
- Incomplete applications are not accepted (all required documentation to be included at the time of submission).

OFFICE USE ONLY

Date of Application: _____ Application Fee Receipt No: _____

Included:

- | | | |
|--|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Baptism Certificate | <input type="checkbox"/> Latest School Report |
| <input type="checkbox"/> Principal's Reference | <input type="checkbox"/> NAPLAN Results | |

Please complete all sections of this application form.
Message from the Principal

Dear Parents / Caregivers,

The establishment of Assisi Catholic College in the fastest growing population corridor in Australia provides parents with an exciting and affordable choice to ensure the best educational opportunities for their children.

Assisi Catholic College is a master planned P – 12 co-educational college, administered by Brisbane Catholic Education. Amidst much excitement, the College opened at the beginning of 2005.

Distinctive features of our innovative curriculum include a strong focus on the integration of technology and Franciscan values in our P – 12 curriculum frameworks.

Assisi College has a faith and community link with St Mary's Catholic Parish, Upper Coomera. The Parish offers a Worship Centre, Ceremonial Chapel and community facilities including a child care facility on a one-hectare block at the entrance to the College.

As the Principal of Assisi Catholic College, I am delighted with our team of professional, dedicated teachers and school staff who are providing students with exciting learning experiences in a caring and safe community. Drawing on the spirituality of St Francis and St Clare, all aspects of college life have a strong focus on social justice, peace and ecology issues.

I encourage you to learn more about the College by accessing the valuable information on our website or by visiting the College for a tour on our Prospective Parent Information Sessions or Orientation Days.

Yours sincerely,

Michael Laidler

Principal

INFORMATION FOR PARENTS WISHING TO APPLY FOR ENROLMENT

Assisi Catholic College strives for excellence in our teaching and learning processes and also

- introduces students to the Gospel
- teaches the Catholic Tradition
- is a place of justice
- is a place of prayer
- is a place where God's presence is proclaimed in word and action and
- challenges students to work to improve society through service and action based on the life and teachings of Jesus Christ.

In particular, drawing on the lives of St Francis and St Clare, Franciscan values underpin all aspects of College life. *Peace through Justice* is the College Motto. Our Vision Statement is:

Embrace, Embody, Empower

Assisi Catholic College seeks Peace and Justice through education based on Gospel values that:

Embrace the love of God through our families, our faith community and our environment

Embody the mission of Jesus through the Franciscan spirituality of St. Francis and St. Clare

Empower all members of our community to make a difference in their world

Consequently, priority in enrolment is given to students who are:

- Catholic siblings of current students
- Catholic students including students from Jubilee School, Pacific Pines, St. Francis Xavier School, Runaway Bay and Mother Teresa School, Ormeau (providing enrolment is finalised 3 years in advance of entry – application received, interview held and offer made and accepted)
- Siblings of current of students
- From other faith traditions whose families demonstrate that they share the expressed values of the College

Please note that our enrolment processes for students with special needs follow the *Enrolment Application and Support Procedures for Students with Special Educational Needs* of Brisbane Catholic Education.

Late applications or applications for enrolment to commence during the year are always considered with due regard to eligibility criteria. Offers of enrolment for such applications are contingent upon the availability of places in particular year levels.

1. In order to avoid disappointment, completed Enrolment applications should be forwarded to the College as early as possible.
2. For Preparatory enrolments, applications will be held on file and parents will be contacted in February for an enrolment interview in March the year before the child is due to begin Preparatory.
3. Students entering Year 7 will be interviewed when they are in Year 4
4. Parents will be advised whether a place can be offered following an interview with the Principal.

General Requirements

All enrolment applications, whether they result in an enrolment or a place on the waiting list or result in a place not being offered, must be accompanied by the required documentation.

Please refer to the “Notes Booklet” on the Assisi Catholic College website for further information regarding this Application for Enrolment.

Enrolment Process

1. Parents return the completed Enrolment Application Form along with the required documentation plus \$75.00 Application Fee to the College office.
2. College contacts parents / guardians to arrange an interview with the Principal or his nominee. Parents / guardians and student are required to attend interview.
3. Principal informs parents / guardians whether or not a place is offered.
4. Parents / guardians return the Confirmation of Enrolment, proforma documents and Enrolment Fee to confirm place.
5. Arrangements are made for uniform fittings and stationery orders.

Please do not hesitate to contact the college office to clarify any uncertainties or to seek additional information.

Assisi Catholic College – 1:1 Digital Environment

Assisi Catholic College is a 1:1 computer technology school. iPads and laptop computers are parent owned and managed.

Students in **Preparatory to Year 6** are required to supply an Apple iPad for use at school and home.

Students in **Years 7 to 12** are required to supply a recent model Apple laptop computer available for use at school and home.

For enrolments in future years, please visit our website (www.assisi.qld.edu.au) for updated information relating to the 1:1 Digital Environment.



Teaching Challenging Transforming

Brisbane Catholic Education

COLLECTION NOTICE

Information we collect: Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents / legal guardians and volunteers, 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 Education, 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 Australian 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/legal 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, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority and people providing administrative and financial services to the school. In addition, we may be required by law to disclose this information to government departments, both State and Federal.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves 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.

Personal information collected from students is regularly disclosed to their parents/legal 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 Privacy Policy sets out how parents or students may complain about a breach of privacy and how the school will deal with such a complaint.

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 the student's other parents, doctors or emergency contacts, we request you 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 thirteen (13) Australian Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website <http://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 and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

Please note: if child is living with both parents, both parents are required to sign the application form.

Signature of Parent or Legal Guardian

Print Name of Parent or Legal Guardian

Relationship to Student

Date Signed

Signature of Parent or Legal Guardian

Print Name of Parent or Legal Guardian

Relationship to Student

Date Signed

STUDENT INFORMATION

Section 1: Student Personal Details

A legible copy of the student's Birth Certificate (*and Change of Name Certificate, if applicable*) must be attached)

Legal Surname:

Legal First Name:

Preferred First Name:

(if different from Legal First Name)

Other Given Names:

Date of Birth:

BCE Student ID: (if known)

Gender:

 Male Female

Section 2: Student Cultural Background

Country of Birth*:

- Australia
- Other (please specify) _____

Indigenous Status*:

Is the student of Aboriginal or Torres Strait Islander Origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

First Language Spoken:

What is the first language that the student identifies, or remembers, as being the first language, which he / she could understand to the extent of being able to conduct a conversation?

- English
- Other (please specify) _____

Main Language Spoken at Home*:

Does the student speak a language other than English at home? If more than one language, indicate the one that is spoken the most often.

- No, English only
- Yes, other (please specify) _____

Other Language Spoken at Home:

Does the student speak another language other than English at home and other than the Main Language Spoken at Home as indicated above?

- No
- Yes, other (please specify) _____

Section 3: Student Citizenship

Country of Citizenship:

In which country does the student currently hold citizenship?

- Australia** (if the student was not born in Australia or, the student was born in Australia and the parents were not born in Australia or were not Australian Citizens, **proof of Australian Citizenship documentation must be provided**)

Proceed to Section 5: Current / Previous Schooling

- Other Country** (please specify) _____

Proceed to Section 4: International Details

Section 4: Student International Details

Complete this section for students who are NOT Australian Citizens.

A legible copy of the student's **Visa, Passport and Health Care** documentation must be attached.

Country of Passport Issue:

Date of Entry into Australia:

Visa Sub-Class Number:

Health Care Number:

Visa Expiry Date:

Health Care Expiry Date:

Please ensure all parts are completed for this section.

Section 5: Student Current / Previous Schooling

Provide details of any educational environment which the student currently attends or has previously attended.

Legible copies of any **Transfer Documentation** should be attached if applicable.

School Name	Suburb / Town	State	Contact Number	Attended From	Attended To
				DD / MM / YYYY	DD / MM / YYYY
				DD / MM / YYYY	DD / MM / YYYY
				DD / MM / YYYY	DD / MM / YYYY
				DD / MM / YYYY	DD / MM / YYYY
				DD / MM / YYYY	DD / MM / YYYY
				DD / MM / YYYY	DD / MM / YYYY

If more space is required, please attach a separate page.

Section 6: Student Religious Background

Has the student been baptised in the Catholic faith?

Yes.

A legible copy of the student's **Baptism Certificate** must be attached and details of any Sacraments are to provided below

Baptism

DD/MM/YYYY

Parish

Suburb

Reconciliation

DD/MM/YYYY

Parish

Suburb

Eucharist

DD/MM/YYYY

Parish

Suburb

Confirmation

DD/MM/YYYY

Parish

Suburb

Other Religion *(please specify)* _____

No

RELATED PERSONS INFORMATION

Section 7: Related Persons Personal Details

Parent / Legal Guardian / Caregiver 1

Legal Surname:

Legal First Name:

Other Given Name(s):

Preferred Surname:

(if different from Legal Surname)

Preferred First Name:

(if different from Legal First Name)

Title:

Mr Mrs Miss Ms Dr
 Fr Sr Br Rev Prof

Gender:

Male Female

Date of Birth:

Parent / Legal Guardian / Caregiver 2

Legal Surname:

Legal First Name:

Other Given Name(s):

Preferred Surname:

(if different from Legal Surname)

Preferred First Name:

(if different from Legal First Name)

Title:

Mr Mrs Miss Ms Dr
 Fr Sr Br Rev Prof

Gender:

Male Female

Date of Birth:

Section 8: Related Persons' Cultural Background

Parent / Legal Guardian / Caregiver 1

Country of Birth:

Where was this person born?

- Australia
- Other (please specify) _____

Country of Passport Issue:

If not eligible for an Australian passport

Main Language Spoken at Home*:

Does the parent / caregiver speak a language other than English at home? If more than one language indicate the one that is spoken most often.

- No: English only
- Yes: Other (please specify) _____

Other Language Spoken at Home*:

Does the parent / caregiver speak another language other than English at home and other than the Main Language Spoken at Home as previously indicated?

- No
- Yes, other (please specify) _____

Religion:**Parish of Worship:**

Parent / Legal Guardian / Caregiver 2

Country of Birth:

Where was this person born?

- Australia
- Other (please specify) _____

Country of Passport Issue:

If not eligible for an Australian passport

Main Language Spoken at Home*:

Does the parent / caregiver speak a language other than English at home? If more than one language indicate the one that is spoken most often.

- No: English only
- Yes: Other (please specify) _____

Other Language Spoken at Home*:

Does the parent / caregiver speak another language other than English at home and other than the Main Language Spoken at Home as previously indicated?

- No
- Yes, other (please specify) _____

Religion:**Parish of Worship:**

Section 9: Related Persons' General Information

Parent / Legal Guardian / Caregiver 1

Occupation Group*:

What is the occupation group of the parent / caregiver?

Select the appropriate parental occupation group number from the Appendix 1 at the end of this application form and write the number in the box on the left.

- 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, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter "8" in the box above.

Highest School Level*:

What is the highest year of primary or secondary school the parent / caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Highest Qualification Level*:

What is the level of the highest qualification the parent / caregiver has completed?

Bachelor degree or above

Advanced diploma / Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

Occupation:

Describe the name of type of work, if any, which the parent / caregiver undertakes (e.g. plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

Workplace:

Provide the name of the parent / caregiver's workplace (e.g. Brisbane City Council, Mater Hospital, Coles)

Talents:

Indicate any special talents the parent / caregiver possesses which may be of benefit to the College community

Interests:

Indicate any special interests the parent / caregiver possesses which may be of benefit to the College community.

Parent / Legal Guardian / Caregiver 2

Occupation Group*:

What is the occupation group of the parent / caregiver?

Select the appropriate parental occupation group number from the Appendix 1 at the end of this application form and write the number in the box on the left.

- 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, use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter "8" in the box above.

Highest School Level*:

What is the highest year of primary or secondary school the parent / caregiver has completed?

For persons who have never attended school, mark "Year 9 or equivalent or below".

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Highest Qualification Level*:

What is the level of the highest qualification the parent / caregiver has completed?

Bachelor degree or above

Advanced diploma / Diploma

Certificate I to IV (including trade certificate)

No non-school qualification

Occupation:

Describe the name of type of work, if any, which the parent / caregiver undertakes (e.g. plumber, fire fighter, shop assistant, homemaker, nurse, pensioner, student)

Workplace:

Provide the name of the parent / caregiver's workplace (e.g. Brisbane City Council, Mater Hospital, Coles)

Talents:

Indicate any special talents the parent / caregiver possesses which may be of benefit to the College community

Interests:

Indicate any special interests the parent / caregiver possesses which may be of benefit to the College community.

Section 10: Related Persons' Address Information

Parent / Legal Guardian / Caregiver 1

Residential Address Details

Street Address:

Suburb / Town

State

Postcode

Country (if not Australia)

Postal / Correspondence Address Details

Please tick if the same as Residential Address

Postal Address:

Suburb / Town

State

Postcode

Country (if not Australia)

Alternative Residential Address Details

(If required)

Street Address:

Suburb / Town:

State

Postcode

Country (if not Australia):

Parent / Legal Guardian / Caregiver 2

Residential Address Details

Street Address:

Suburb / Town

State

Postcode

Country (if not Australia)

Postal / Correspondence Address Details

Please tick if the same as Residential Address

Postal Address:

Suburb / Town

State

Postcode

Country (if not Australia)

Alternative Residential Address Details

(If required)

Street Address:

Suburb / Town:

State

Postcode

Country (if not Australia):

Section 12: Related Persons Relationship to the Student

Parent / Legal Guardian / Caregiver 1

What is the relationship of this person to the student? Tick only 1 box

- | | |
|---|---|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Home Stay Sister |
| <input type="checkbox"/> Father | <input type="checkbox"/> Home Stay Brother |
| <input type="checkbox"/> Step Mother | <input type="checkbox"/> Aunt |
| <input type="checkbox"/> Step Father | <input type="checkbox"/> Uncle |
| <input type="checkbox"/> Foster Mother | <input type="checkbox"/> Niece |
| <input type="checkbox"/> Grandmother | <input type="checkbox"/> Nephew |
| <input type="checkbox"/> Grandfather | <input type="checkbox"/> Cousin |
| <input type="checkbox"/> Home Stay Parent | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Sister | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Dentist |
| <input type="checkbox"/> Half Sister | <input type="checkbox"/> Care Provider |
| <input type="checkbox"/> Half Brother | <input type="checkbox"/> Counsellor |
| <input type="checkbox"/> Step Sister | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Step Brother | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Foster Sister | <input type="checkbox"/> Reg. Exchange Org. |
| <input type="checkbox"/> Foster Brother | <input type="checkbox"/> Legal Guardian
(for Dept. Communities only) |

Parent / Legal Guardian / Caregiver 2

What is the relationship of this person to the student? Tick only 1 box

- | | |
|---|---|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Home Stay Sister |
| <input type="checkbox"/> Father | <input type="checkbox"/> Home Stay Brother |
| <input type="checkbox"/> Step Mother | <input type="checkbox"/> Aunt |
| <input type="checkbox"/> Step Father | <input type="checkbox"/> Uncle |
| <input type="checkbox"/> Foster Father | <input type="checkbox"/> Niece |
| <input type="checkbox"/> Grandmother | <input type="checkbox"/> Nephew |
| <input type="checkbox"/> Grandfather | <input type="checkbox"/> Cousin |
| <input type="checkbox"/> Home Stay Parent | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Sister | <input type="checkbox"/> Doctor |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Dentist |
| <input type="checkbox"/> Half Sister | <input type="checkbox"/> Care Provider |
| <input type="checkbox"/> Half Brother | <input type="checkbox"/> Counsellor |
| <input type="checkbox"/> Step Sister | <input type="checkbox"/> Social Worker |
| <input type="checkbox"/> Step Brother | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Foster Sister | <input type="checkbox"/> Reg. Exchange Org. |
| <input type="checkbox"/> Foster Brother | <input type="checkbox"/> Legal Guardian
(for Dept. Communities only) |

Section 12: Related Persons' Relationship to the Student (continued)

Parent / Legal Guardian / Caregiver 1

Does this person perform any of the following roles in regards to the student?

Emergency Contact:

- Yes. Circle the priority in which this person is to be contacted in relation to other persons who could be in the case of an emergency. 1st 2nd
- No

Legal Guardian:

If this person is not a birth or adoptive parent, then legal documentation must be attached.

- Yes
- No

Caregiver:

A person who has responsibility for the general wellbeing of student on a day-to-day basis

- Yes
- No

Main Contact:

A student must have one (1) main contact.

- Yes
- No

Is this person to receive any of the following forms of communication?

	Yes	No
Reports Cards / Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>
Newsletters	<input type="checkbox"/>	<input type="checkbox"/>
Invitations	<input type="checkbox"/>	<input type="checkbox"/>
School Portal Access	<input type="checkbox"/>	<input type="checkbox"/>

Does this person reside with the student?

- Yes
- No

Does this person require the assistance of an interpreter?

- Yes
- No

Parent / Legal Guardian / Caregiver 2

Does this person perform any of the following roles in regards to the student?

Emergency Contact:

- Yes. Circle the priority in which this person is to be contacted in relation to other persons who could be in the case of an emergency. 1st 2nd
- No

Legal Guardian:

If this person is not a birth or adoptive parent, then legal documentation must be attached.

- Yes
- No

Caregiver:

A person who has responsibility for the general wellbeing of student on a day-to-day basis

- Yes
- No

Main Contact:

A student must have one (1) main contact.

- Yes
- No

Is this person to receive any of the following forms of communication?

	Yes	No
Reports Cards / Progress Reports*	<input type="checkbox"/>	<input type="checkbox"/>
Newsletters*	<input type="checkbox"/>	<input type="checkbox"/>
Invitations*	<input type="checkbox"/>	<input type="checkbox"/>
School Portal Access	<input type="checkbox"/>	<input type="checkbox"/>

**Please note that additional costs will be incurred*

Does this person reside with the student?

- Yes
- No

Does this person require the assistance of an interpreter?

- Yes
- No

ADDITIONAL STUDENT INFORMATION

Section 13: Student Address Information

Residential Address Details:

- Same as Parent / Legal Guardian / Caregiver 1?
 Same as Parent / Legal Guardian / Caregiver 2?

Street Address:

Suburb / Town

State

Postcode

Country (if not Australia):

Alternative Residential Address Details:

- Same as Parent / Legal Guardian / Caregiver 1?
 Same as Parent / Legal Guardian / Caregiver 2?

Street Address:

Suburb / Town

State

Postcode

Country (if not Australia):

Section 14: Student Contact Information

Contact Method Type

Order Silent

Home Telephone Number:

Indicate
best
contact
order

Is this
number
silent?

Mobile Telephone Number:

Email Address:

Home (Alternative) Number:

Section 15: Student Medical Information

Does this student have a medical condition of which the College should be aware?

- Yes. Provide details below
- No. Proceed to Section 16: Student Specialist Assessments

Condition		Requires Medication*		Has Medical Action Plan		Brief Description of Condition and Treatment
<input type="checkbox"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Allergy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Anaphylaxis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Diabetes Mellitus Type 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Febrile Convulsions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/>	Other (please specify?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

- Note that if any medication is required to be administered to the student during school time or if the student has a Medical Action Plan, additional information will need to be provided upon enrolment and retained on the student's file.

Section 17: Educational Support Information

Does the student have any educational support requirements of which the College should be aware?

- Yes. Respond to the question below.
- No. Proceed to Section 18: Legal Information

Describe any physical, social / emotional and / or learning needs of the student which may impact on the duty of care and / or participation in school.

Has the student been diagnosed with a disability? If so, provide details.

Has the student been verified by an educational sector in Queensland (e.g. Department of Education and Training, Independent Schools Queensland or Catholic Education)? If so, provide details.

If the student is from interstate or overseas, describe the educational support provided.

Section 18: Legal Information

Is the student in the Care of the State?

- Yes.
- No.

Are there any legal issues concerning the student of which the College should be aware?

- Yes. Provide details below and ensure a legible copy of any relevant **legal document(s) is attached.**
- No. Proceed to Section 19: Sibling Information

	Type	Legal First Name & Surname of the person for whom the document is issued	Effective From	Effective To
<input type="checkbox"/>	Parenting Order		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
<input type="checkbox"/>	Parenting Agreement		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
<input type="checkbox"/>	Domestic Violence Order		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
<input type="checkbox"/>	Apprehended Violence Order		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
<input type="checkbox"/>	Child Protection Order		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
<input type="checkbox"/>	Other Caring Arrangement (please specify) _____		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
<input type="checkbox"/>	Legal Guardianship Documentation		D D / M M / Y Y Y Y	D D / M M / Y Y Y Y

Section 19: Sibling Information

a. Does the student have any school-aged siblings attending a BCE school?

- Yes. Provide details below.
- No. Proceed to Section 20: Additional Information

	Sibling 1	Sibling 2	Sibling 3	Sibling 4
Legal Surname				
Preferred Surname				
Legal First Name				
Relationship to Student				
Date of Birth	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y
School Name & Suburb				
Class				
House				
Resides with Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

b. Does the student have any younger siblings not yet attending school?

- Yes. Provide details below.

	Sibling 1	Sibling 2	Sibling 3	Sibling 4
Legal Surname				
Preferred Surname				
Legal First Name				
Relationship to Student				
Date of Birth	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y	D D / M M / Y Y Y Y

- Listing sibling details here is not regarded as an enrolment.
- An Enrolment Application is required for each sibling for any future enrolment.

CHECK LIST

- **Please complete BEFORE submitting the Application for Enrolment form.**
- **Incomplete applications are not accepted.**
- **Original documents will need to be sighted to finalise enrolment confirmation.**

- | | | | | | |
|--------------------------|--|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Birth Certificate | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Baptism Certificate | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Principal's Reference from current school | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Latest School Report | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Years 3, 5, 7 and 9 NAPLAN Test Results | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Signed "Request for Additional Information" Form | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

If necessary:

- | | | | | | |
|--------------------------|---|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Australian Citizenship Documentation | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Current Visa | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Current Passport | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Current / Previous School Transfer Form | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Health or Medical Assessment Reports | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Legal Documentation | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

SIGNATURE(S)

I / we understand:

- That this form is completed in conjunction with the Enrolment Notes Booklet (available on the Assisi Catholic College website)
- The information provided in this form is complete and is a full and frank disclosure of all information pertinent to the student seeking enrolment
- Should this Application for Enrolment be successful, I / we have an ongoing obligation to provide the College with relevant, current information about the student for the period of enrolment at the College.
- I / we have an obligation to inform the College of any change to the information provided in this form that may affect this Application for Enrolment
- Failure to disclose fully and accurately all relevant information and update information will make the application, offer of enrolment and acceptance invalid

Signature of Parent or Legal Guardian

Print Name of Parent or Legal Guardian

Relationship to Student

Date Signed

Signature of Parent or Legal Guardian

Print Name of Parent or Legal Guardian

Relationship to Student

Date Signed

Please note: if the child is living with both parents, both parents are required to sign the application form.

Please Note: unless all Legal Guardians sign this Application Form, additional information must be supplied in writing to the Principal explaining why all signatures are not included.

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 / sports persons 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 / 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 service staff

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, 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]

Currently Not 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"



Permission to Obtain Additional Information

I give permission for Assisi Catholic College to contact other relevant personnel for the purpose of collecting additional information regarding the enrolment process for my child.

Child's Name: _____

Child's Date of Birth: _____

Current School / Child Care Centre: _____

Contact Person: _____

Contact Phone Number: _____

Parent Signature(s): _____

Parent Name(s): _____

Parent Address: _____

Parent Contact Number(s): _____

Date: _____