



## APPLICATION FOR ENROLMENT

### Student Name

STUDENT SURNAME

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STUDENT GIVEN NAME(S)

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TO COMMENCE IN THE YEAR: 20\_\_ \_\_

TERM:  1  2  3  4

YEAR LEVEL:  Reception  Y1  Y2  Y3  Y4  Y5  Y6

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### OFFICE USE ONLY

DATE RECEIVED		ACKNOWLEDGMENT SENT	
INTERVIEWED		OFFER SENT	OFFER ACCEPTED
NAME		SIGNATURE	

## Enrolment Process

Thank you for considering St Mary Magdalene's School for your child's education. To ensure the successful lodgment of your application, please follow the steps below:

### 1. Book a tour of our School

A tour can be booked online at [smm.catholic.edu.au/tour/](http://smm.catholic.edu.au/tour/) or by calling our Front Office on 8287 7900.

### 2. Submit your Application for Enrolment Form and required documentation

\*Please ensure you include the following, relevant, documents with your completed Application form:

- Original Birth Certificate for your child (*a copy will be made and attached to your child's file*).
- Relevant Court Orders and/or Parenting Plans, *if applicable*.
- Documentation relating to Learning Needs (i.e. Reports, Action Plans, Assessments etc).
- Documentation relating to any Medical and/or Health Needs (i.e. Health Plans etc).
- Non-Australian Citizens must provide Passport Identification page and Visa Grant Letter so that eligibility for enrolment can be processed.
- If transferring from another school, provide a previous school report or reference, this may include copies of NAPLAN results.

Submit your completed Application form and necessary documents to [info@smm.catholic.edu.au](mailto:info@smm.catholic.edu.au) or drop into our Front Office at 82 Fairfield Road, Elizabeth Grove 5112.

### 3. Attend an Enrolment Discussion

Once your application has been reviewed, our Enrolment Officer will contact you to arrange an Enrolment Discussion. Here you and your child will meet with our Principal and/or Head of School to discuss their enrolment.

### 4. Receive a Letter of Offer

When your application has been accepted, the School will email you a formal Letter of Offer.

### 5. Return your Acceptance of Offer

To finalise your child's enrolment, enrolling parents/guardian's will need to sign the Acceptance of Offer and return to St Mary Magdalene's School 82 Fairfield Road, Elizabeth Grove, SA 5112 or email to [info@smm.catholic.edu.au](mailto:info@smm.catholic.edu.au)

### 6. Begin Transition to School, as agreed upon in your Enrolment Discussion.

Our Leadership team will determine the best transition to school program for your child, and communicate that with you.

*We look forward to welcoming you to our St Mary Magdalene's School Community!*

## Please, take a moment to tell us how you heard about us...

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Parish                | <input type="checkbox"/> Sibling already enrolled |
| <input type="checkbox"/> Facebook      | <input type="checkbox"/> Google Search         | <input type="checkbox"/> Driving past the school  |
| <input type="checkbox"/> Instagram     | <input type="checkbox"/> Community Advertising | <input type="checkbox"/> Preschool or Kindy       |

## 1. Student Details

First Name

Middle Name (s)

Surname

Preferred Name

Date of Birth

Gender

Country of Birth

First Language

Nationality/Cultural Background

Religion

Indigenous Status  Aboriginal Australian  Torres Strait Islander  Non-Indigenous

### Citizenship and Visa Details

Citizenship Status  Australian Citizen  Permanent Resident  Temporary Entry Permit  Other \_\_\_\_\_

Main Language at Home

EALD Support Required  Yes  No

If your child is not an Australian Citizen, please complete these Visa details, and provide their Passport Identification page and Visa Grant Letter.

Visa Type/Subclass

Visa Grant Date

Date of Arrival in Australia

Visa Expiry Date

Passport/Immigration Card No

### Previous / Current Education

Please list your child's most recent School / Kindergarten / ELC / Childcare

Name

Attended from

to

Name

Attended from

to

If applicable, please list your reason for leaving

### Faith Information

Religion

Parish (if any)

Sacraments  Baptism  Reconciliation  Communion  Confirmation

### Medical Details

#### Doctor

Practice Name

Doctor Name

Phone Number

Address

#### Medicare

Medicare Number

Card Colour

Position

Expiry

#### Private Health

Private Health Fund

Membership Number

Ambulance Cover

Ambulance Health Fund

## 2. Additional Needs and Considerations of your Child

The following questions are to assist us in facilitating the smooth transition of students into our School setting.

**If you note 'Yes' to any of the questions, please ensure you provide us with the relevant documentation, i.e.: Medical Plans, Assessments, Reports etc.**

1. Does your child have any special achievements and/or talents?

*Please tell us:*

Yes  No

2. Does your child have any learning needs?

*Please tell us:*

Yes  No

3. Has your child attended any specialised agencies, special schools, units, or centre?

*Please tell us:*

Yes  No

4. Has your child been assessed by a specialist service, such as a Speech Pathologist, Occupational Therapist, Psychiatrist, Psychologist, Audiologist, Optometrist, or other specialist clinic or service?

*Please tell us:*

Yes  No

5. Does your child have any special needs or considerations (such as disabilities, allergies, restrictions on physical activity)?

*Please tell us:*

Yes  No

6. Does your child require any special provisions to be made by the school (such as medication, disabled access)?

*Please tell us:*

Yes  No

7. Does your child have any infectious diseases?

*Please tell us:*

Yes  No

8. Has your child ever been suspended from school, expelled, or refused admission to any other school?

*Please tell us:*

Yes  No

9. Is there any other information that the school should be aware of in order to meet your child's educational needs?

*Please tell us:*

Yes  No

10. Does your child have a NDIS plan?

*If Yes, name the provider:*

Yes  No

11. Is there a Family Court Order, Intervention Order, or Parenting Plan relevant to your child?

Yes  No

### 3. Family Details

#### Caregiver 1

#### Caregiver 2

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
First Name		
Middle Name		
Preferred Name		
Surname		
Gender		
Relationship to child	<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Guardian/Case Worker <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Grandparent <input type="checkbox"/> Other (please state) _____	<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Guardian/Case Worker <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Grandparent <input type="checkbox"/> Other (please state) _____

Is your child under Guardianship (DCP)?  Yes  No If yes, please provide details upon request.

Emergency Ranking		
Occupation		
Employer		
Nationality/Cultural Background		
Country of Birth		
Main Language at Home		

#### Contact Details

Home Phone		
Work Phone		
Mobile Phone		
Personal Email		
Residential Address		
Postal Address		

#### Communication Preferences and Responsibilities

Communication Preferences	<input type="checkbox"/> Family Mail <input type="checkbox"/> Newsletter <input type="checkbox"/> Academic Reporting <input type="checkbox"/> Attendance Contact	<input type="checkbox"/> Family Mail <input type="checkbox"/> Newsletter <input type="checkbox"/> Academic Reporting <input type="checkbox"/> Attendance Contact
Responsibilities	I am responsible for fees: <input type="checkbox"/> Yes <input type="checkbox"/> No My child lives with me: <input type="checkbox"/> Always <input type="checkbox"/> Shared Living	I am responsible for fees: <input type="checkbox"/> Yes <input type="checkbox"/> No My child lives with me: <input type="checkbox"/> Always <input type="checkbox"/> Shared Living

Are there any Court Orders and/or Family Court Orders relating to this child?  Yes  No If yes, please provide details upon request.

#### Education and Employment Information

What is the highest year of secondary school completed?	<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 / equivalent / below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 / equivalent / below
What is the highest level of qualification completed?	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <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 <input type="checkbox"/> No non-school qualification
Occupation Group Refer to APPENDIX A at the back of this application.		

## Siblings and other children in your family

Please include if you've had any children previously attend St Mary Magdalene's School.

1 Full Name

Gender

Date of Birth

School currently attending

2 Full Name

Gender

Date of Birth

School currently attending

3 Full Name

Gender

Date of Birth

School currently attending

4 Full Name

Gender

Date of Birth

School currently attending

## 4. Emergency Contacts

### Emergency Contact 1

Full Name

Relationship to Child

Mobile Number

Residential Address

Collect Only

Yes  No

### Emergency Contact 2

Full Name

Relationship to Child

Mobile Number

Residential Address

Collect Only

Yes  No

## 5. Release of Information

I/We give permission for a representative from St Mary Magdalene's School to obtain information from my child's previous ELC, Kindergarten, School, including information in relation to my child's educational progress, safety, and wellbeing, and that this information will be used by the school to make the necessary teaching and learning adjustments for my child. This information will be secure, private, and confidential.

Yes  No

## 6. Please tell us why you've chosen to enrol your child at St Mary Magdalene's School...

## 7. Personal Responsibility

We value the partnership between school and home where behavioural issues are concerned. Our policies and procedures are developed in consultation with stakeholders in the community and then clearly communicated to parents. When enrolling students, our expectations of parents in terms of strong support are also clearly described. We believe it is important for all students to have an understanding of what their rights and responsibilities are. Teachers discuss and negotiate class rules / expectations / boundaries with students during the first weeks of the school year and then re-visit this topic frequently. The degree of 'negotiation' is proportionate to the year level. It is not uncommon for classes to 'sign-off' on contracts and display rules and contracts on classroom walls. As a staff we have developed a process that will be in play by the end of Term 1 for students who start at the beginning of the year and Term 3 for Reception students who start mid-year. Teachers will explain this process with their class and parents/guardians are encouraged to engage with their child and the teacher in these discussions.

## 8. Privacy of Information

1. The School collects personal information, including sensitive information about pupils and parents/guardians, before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide for pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.
2. Some information we collect is to satisfy the School's legal obligations, 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 pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments; the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local parish and diocese, other related church agencies/entities, and Schools within other Dioceses; medical practitioners; people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); 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 child protection laws.
6. From time to time, the school may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.
7. The school may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, i.e.: email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Refer to our Privacy Statement for more information.
10. The School's Privacy Statement, accessible on the School's website, sets out how parents or pupils 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, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The School's Privacy Statement also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
12. 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.
13. On occasions information relating to our students is published in School newsletters, Social Media, and on our website. This may include photographs and videos of sporting events, school camps, excursions, etc. The School will obtain permissions from the pupil's parent/guardian if we would like 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.
14. We may include pupils' and pupils' parents' contact details in a class list and School directory.
15. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

## 9. Parent/Guardian Declaration

1. In applying to enrol my/our child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of school staff and cooperation concerning school activities is essential.
3. I/we accept that I/we will abide by school policies as amended from time to time.
4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
5. I/we accept that the school reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct that brings into disrepute the good name and reputation of the School.
6. I/we accept the standards the school sets regarding grooming, uniform and personal presentation.
7. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the school (except where exemptions/remissions have been sought and granted).
8. I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions is my/our responsibility.
9. I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.
10. I/we consent to my/our basic family details (name, email address and telephone number) being revealed to: State Dental Clinic and to other Catholic schools who may wish to provide me/us with information to assist in choosing another Catholic school.
11. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside.
12. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.
13. I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions (clauses 1-12)

## 9. Parent/Guardian Declaration

<b>Parent/Guardian 1</b>	Full Name	
	Signature	Date
<b>Parent/Guardian 2</b>	Full Name	
	Signature	Date

## APPENDIX A | Occupation Group (write group number that corresponds to you in Occupation section, p5)

### GROUP 1

Senior Management in large business, organisation, government administration, Defence/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 who generally have a degree or high 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, clerks, 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 the 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 Related Workers

- » 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).
- » 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).

### GROUP 8

Not in paid work in last 12 months

### GROUP 9

Not stated or unknown