

## Student Name

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Family Name

Christian Name

to begin

in Year level

Interview Date



# APPLICATION FOR ENROLMENT

Shepherdson Road, Mount Gambier S.A 5290

PO Box 965

Tel (08) 8725 5455 Fax (08) 8724 9303

Email: [info@tenison.adl.catholic.edu.au](mailto:info@tenison.adl.catholic.edu.au)

Website: [www.tenison.adl.catholic.edu.au](http://www.tenison.adl.catholic.edu.au)

CRISCOS Provider Code: 01751G

STUDENT DETAIL									
Family Name				Given Name/s					
Male / Female (circle)	Birthdate: / /		Beginning Date: Year		Term		Year Level		
Address .....									
.....Postcode .....									
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).									
Language:.....									
Country of Birth: .....									
First enrolled in a school in Australia / /				Is the student of Aboriginal or Torres Strait Islander origin: YES <input type="checkbox"/> NO <input type="checkbox"/>					
Religion				Present Parish of worship					
Sacraments	Parish		Date		Sacraments	Parish		Date	
Baptism					Reconciliation				
Confirmation					Eucharist				
Most recent Schools and Pre-schools (include Kindergarten up to present time)									
1			From / /		to / /				
2			From / /		to / /				
3			From / /		to / /				
4			From / /		to / /				
FAMILY DETAIL			Mother/Parent1/Guardian1			Father/Parent2/Guardian 2			
Title			Mr Mrs Ms Miss Dr (Please circle)			Mr Mrs Ms Miss Dr (Please circle)			
Family Name									
Given Name									
Employer									
Occupation									
If not employed, do you receive a government benefit? YES NO (Circle one)									
Telephone Numbers		Home/Work	H		W		H		W
		Mobile/Fax	M		F		M		F
Email									
Country of Birth / Date of arrival in Australia (if applicable)									
Cultural background									
Religion									
Relationship to child (Father, Mother, Foster parent, etc.)									
Residential Address / Lot No.									
Section No. (If no street no.)									
Postal Address									
Billing Address									
Child resides with									
Family Court or other relevant Court Order YES NO (Circle one) (if YES, you should provide a copy of that order to the College)									

OTHER CHILDREN IN THE FAMILY	M/F	D of B	School attending	Yr level

### SPECIAL NEEDS AND CONSIDERATIONS FOR STUDENTS

- |     |  |          |
|-----|--|----------|
| (a) | Does your child have any special achievements, talents?  | YES / NO |
| (b) | Does your child have any learning needs?   | YES / NO |
| (c) | Has your child attended any specialised agencies, special schools, units or centres?   | YES / NO |
| (d) | Does your child have any special needs or considerations?<br>(Disabilities, impediments, allergies, restrictions on physical activity) | YES / NO |
| (e) | Does your child require any special provisions to be made by the school?<br>(eg medication, disabled access etc)                       | YES / NO |
| (f) | Does your child have any infectious diseases?  | YES / NO |

If YES to any of the above questions, please give details, using attachments if necessary.

Please bring a copy of the following documents (if applicable) to your interview

- A copy of the birth certificate or extract from it
- Latest school report and/or reference from previous schools
- Baptismal certificate
- Any Court Order or related information regarding custody of child (if applicable)
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Letter of support/reference from your Parish Priest / Minister of Religion

### PARENTAL SCHOOL EDUCATION

What is the highest year of primary or secondary school the mother/parent1/guardian1 has completed?  
(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

- Year 12 or equivalent .....  (4)
- Year 11 or equivalent.....  (3)
- Year 10 or equivalent .....  (2)
- Year 9 or equivalent or below.....  (1)

What is the highest year of primary or secondary school the father/parent2/guardian2 has completed?  
(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only

- Year 12 or equivalent .....  (4)
- Year 11 or equivalent.....  (3)
- Year 10 or equivalent .....  (2)
- Year 9 or equivalent or below.....  (1)

## PARENTAL NON-SCHOOL EDUCATION

What is the level of the **highest** qualification the mother/parent1/guardian1 has completed?

Mark one box only

- Bachelor degree or above.....  (7)
- Advanced diploma/Diploma.....  (6)
- Certificate I to IV (including trade certificate) .....  (5)
- No non-school qualification .....  (8)

Certificate I to IV (including trade certificate)

Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate.

What is the level of the **highest** qualification the father/parent2/guardian2 has completed?

Mark one box only

- Bachelor degree or above.....  (7)
- Advanced diploma/Diploma.....  (6)
- Certificate I to IV (including trade certificate) .....  (5)
- No non-school qualification .....  (8)

### GLOSSARY

Bachelor degree

Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree.

Diploma/Advanced diploma

Includes Advanced Diploma, Associate Degree and Diploma.

## OCCUPATION

(Please refer to page 5 of parental occupation groups)

What is the occupation group of the mother/parent1/guardian1?

(Please select the appropriate parental occupation group from the list on Page 8 and place the group number in the box).

- 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, enter '8' above.

What is the occupation group of the father/parent2/guardian2?

(Please select the appropriate parental occupation group from the list on Page 8 and place the group number in the box).

- 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, enter '8' above.

## 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]

EMERGENCY CONTACTS		Contact Other Than Parent: (Priority 1)		Contact Other Than Parent: (Priority 2)	
Name					
Relationship To Students					
Telephone Numbers	Home/Work	H	W	H	W
	Mobile	M		M	

**Medical Information**

NAME AND ADDRESS OF FAMILY DOCTOR/CLINIC: Doctors Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

NAME AND ADDRESS OF FAMILY DENTIST/CLINIC: Doctors Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

MEDICARE No \_\_\_\_\_

PRIVATE MEDICAL COVER YES / NO Fund: \_\_\_\_\_ No: \_\_\_\_\_

(Attach additional information where necessary)

1. MEDICAL CONDITIONS: (Allergies, Epilepsy, Convulsive Seizures, other conditions)

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2. MEDICATION: (Regular and occasional)

Can your child have Panadol? YES / NO

Has your child had a tetanus immunisation YES / NO If Yes, when? \_\_\_\_\_

Has your child ever had penicillin? YES / NO If Yes, is she/he allergic to it? \_\_\_\_\_

Is your child allergic to any other drug/medicine YES/ NO If Yes, please specify \_\_\_\_\_

\_\_\_\_\_

Please detail any other medication your child is taking:

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3. PHYSICAL LIMITATIONS (Any conditions that may affect learning or limit exercise and sport)

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## PRIVACY AND RELEASE OF INFORMATION

1. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child. A copy of the College's privacy policy is enclosed.
2. In situations where parents are separated, it is the policy of the College to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
3. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic schools, government departments, South Australian Commission for Catholic Schools, Catholic Education Offices, local parish, medical practitioners and people providing services to the College including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.
6. In the event of default of payment of fees, the College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
7. The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, magazine and our website. From time to time, photographs or videotapes of students and their learning are taken in school or at places where the children are involved in an excursion or activity. These photos / images / videos may be used in class activities or could be published by the College and Catholic Education in documents, school magazines, newsletters, displays, journals, professional development materials for teachers, on the College's or Catholic Education's web site and in print and electronic media. This material may also be used towards College marketing.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
11. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
12. If you provide the School/College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

## PARENT/GUARDIAN DECLARATION

13. In applying to enrol my child at this school I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
14. I/we accept that support of school staff and cooperation concerning school activities is essential.
15. I/we accept that we will abide by school policies as amended from time to time.
16. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
17. I/we accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the College.
18. I/we accept the standards the College sets regarding grooming, uniform and personal presentation.
19. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the College (except where exemptions/remissions have been sought and granted).
20. I/we give consent for the College to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
21. I/we accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.
22. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns

I acknowledge and accept all of the above terms and conditions relating to the College Policies (clauses 1-22). I declare that all of the information provided in this application is, to the best of my knowledge, true. I have read and understand the information presented to me in the Privacy Policy for Tenison Woods College.

Mother/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Father/Guardian (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Please state your reasons for choosing this Catholic school for your child's education.

How did you hear about Tenison Woods College?

- Old Scholar    Word of Mouth    Sibling    Internet    Open Day    Advertisement    Field Days    Others

### PLEASE NOTE

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

**OFFICE USE ONLY**

Name	Starting Date    /    /
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Year Level

• Tour

• Special Needs Discussed

• Notes for Special Education

Principal's Comments.....

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.....

Principal's Signature..... Date.....

• Co-ordinator:

• Fee Enquiries / Remissions / School Card (if applicable)

• Subject choices <input type="checkbox"/>	• Uniform <input type="checkbox"/>
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• Timetable <input type="checkbox"/>	• Canteen price list <input type="checkbox"/>
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• Homegroup ..... <input type="checkbox"/>	• Diary collected <input type="checkbox"/>
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• Stationery pack & booklist (if applicable) <input type="checkbox"/>	• Buddies <input type="checkbox"/>
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• Transfer form signed <input type="checkbox"/>	• SACE Co-ord. advised <input type="checkbox"/>
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• Date received:	• Acknowledgement sent:
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• Interviewed:	• Notice of acceptance sent:
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