

STUDENT SURNAME _____

STUDENT FIRST NAME _____

APPLYING FOR LEVEL _____ IN YEAR _____



A Vibrant Life

SACRED HEART COLLEGE

ENROLMENT APPLICATION

Enquiries: College Registrar & Development Officer
94 High Street Kyneton 3444 Ph: 5421 1200

Email: dlawrence@shckyneton.catholic.edu.au

Web: www.shckyneton.catholic.edu.au

A Ministry of Mercy Education Ltd

ABN 69 154 531 870



DOCUMENTS REQUIRED *to accompany this application*

Copy of Birth Certificate

OR

Copy of Citizenship/Passport/Visa

Copy of Baptism Certificate

Copy of Health Immunisation Certificate

Copies of most recent School Reports (Semester and Term)

Copy of Grade 5 Naplan report (please provide a copy when received)

Enrolment Application Fee \$100 (non-refundable)

Medical Condition / Disability Reports (if applicable)

Court Orders / Parenting Plans Documents (if applicable)

SECTIONS:

- | | | | |
|----------|------------------------------------|----------|-----------------------------------|
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ENTERING INFORMATION

Please enter all requested information. If the field is not applicable please mark with an NA. Forms with incomplete information will not be processed.

A: PRIVACY INFORMATION - STANDARD COLLECTION NOTICE

1. Sacred Heart College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College, Catholic Education Offices and the Catholic Education Commissions (CEC) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students 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 students from time to time.
5. The College may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - College service providers such as the CEC, Catholic Education Offices, parish, school governing bodies and other dioceses;
 - Third party service providers that provide educational support services or applications to schools and school systems;
 - Applications, online tools or other services provided by a third party which the College uses to support or enhance the educational or pastoral care services for its students;
 - Another school to facilitate the transfer of a student;
 - Schools offering co-instruction;
 - Government departments;
 - Medical practitioners, and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - Anyone you authorise the College to disclose information to; and
 - Anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College also uses Google Apps for Education (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country through which Google provides these services. School personnel, CEC and service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Personal information collected and is held by Google to deliver GAFE will be limited and may include: Name; Email Address
9. The School may from time to time use the services of third party online providers (including for the delivery of third party online applications or Apps, through GAFE or other platforms) which may be accessible by staff, parents, guardians and students.
10. Where personal, including sensitive information is held by a 'cloud' service provider on behalf of CEC for educational and administrative purposes, it will be stored on servers located within Australia.
11. The College's (Mercy Education Ltd) Privacy Policy is accessible via the College website, newsletter, handbook, or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
12. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
13. The College 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 College'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.
14. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet [and on the College website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication 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. We may include students and parents' contact details in a class list and College directory.
15. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why. Also, that they can request access to and correction of that information if they wish and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.

OFFICE USE

APPLICATION RECEIVED	<input type="text"/>	STUDENT CODE	<input type="text"/>
DOCUMENTS RECEIVED	<input type="text"/>	FAMILY CODE	<input type="text"/>
ENROLMENT APPLICATION FEE PAID	<input type="text"/>	RECEIPT NUMBER	<input type="text"/>
ENTERED DATA INTO SAS BY:	<input type="text"/>	DATE: ENTERED	<input type="text"/>

B: FAMILY DETAILS / CARE ARRANGEMENT

FAMILY NAME		FAMILY MEDICARE NO	
MAILING TITLE		PRIVATE MEDICAL INS	YES / NO
RESIDENTIAL ADDRESS		PRIVATE HOSPITAL INS	YES / NO
HOME PHONE		AMBULANCE COVER	YES / NO
POSTAL ADDRESS		CARE ARRANGEMENTS	
PARISH		BOTH PARENTS	YES / NO
LANGUAGE SPOKEN AT HOME		ONE PARENT	YES / NO
		SHARED PARENTING	YES / NO
		REQUEST SECONDARY PAM	YES / NO

ARE THERE ANY CURRENT COURT ORDERS/PARENTING PLANS RELATING TO THE STUDENT: YES / NO

IF YES, COPY OF ORDERS / PLAN MUST BE PROVIDED

PROVIDE SUPPORTING DOCUMENTATION

**C: STUDENT DETAILS**

SURNAME		SPECIAL LEARNING NEEDS	
GIVEN NAMES		FUNDING ALLOCATED	YES / NO
DATE OF BIRTH		EDUCATIONAL NEEDS	YES / NO
GENDER		PHYSICAL NEEDS	YES / NO
PLACE OF BIRTH		BEHAVIOURAL NEEDS	YES / NO
COUNTRY		OTHER DETAILS:	
CURRENT SCHOOL			
YEAR LEVEL			
1ST YR OF SCHOOL			
RELIGION			
NATIONALITY			
LANGUAGE SPOKEN AT HOME			

PROVIDE SUPPORTING DOCUMENTATION



DOCTOR'S NAME

PHONE NO

CLINIC NAME

TETANUS INJEC DATE

ABORIGINAL/TORRES STRAIT ISLANDER: **PLEASE CIRCLE**

PROVIDE A COPY OF BIRTH CERTIFICATE



PROVIDE A COPY OF IMMUNISATION CERT



STUDENT MEDICAL INFORMATION: MAJOR ALERTS (Please tick box if applicable)

<input type="checkbox"/>	ASTHMA	<input type="checkbox"/>	EPILEPSY	<input type="checkbox"/>	DIABETES	<input type="checkbox"/>	ANAPHYLAXIS	<input type="checkbox"/>	HEART CONDITION
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IF ANY MAJOR ALERTS HAVE BEEN SELECTED, A MANAGEMENT PLAN COMPLETED BY YOUR DOCTOR MUST BE PROVIDED TO THE COLLEGE, UPDATED ANUALLY, & UPLOADED TO CAREMONKEY (Medical Profile)


PLEASE ATTACH RELEVANT PLANS / REPORTS / DOCUMENTATION



SPECIFIC MEDICAL CONDITIONS - hearing, eyesight (Glasses/Contacts), mobility details

SPECIFIC ALLERGIES - (details)

D: SACRAMENTAL DETAILS

SACRAMENT	DATE RECEIVED	PARISH - TOWN / SUBURB
BAPTISM		
RECONCILIATION		
EUCCHARIST		
CONFIRMATION		
		PROVIDE COPY OF BAPTISM CERTIFICATE 

E: RESIDENTIAL PARENTS / GUARDIANS


	MOTHER / FEMALE GUARDIAN	FATHER / MALE GUARDIAN
GIVEN NAMES		
SURNAME		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
HOME PHONE		
WORK PHONE		
MOBILE PHONE		
EMAIL ADDRESS		
EMPLOYER		
OCCUPATION		
OCCUPATIONAL GROUP (Refer to Section N)	<input type="checkbox"/> GROUP A <input type="checkbox"/> GROUP B <input type="checkbox"/> GROUP C <input type="checkbox"/> GROUP D <input type="checkbox"/> GROUP N	<input type="checkbox"/> GROUP A <input type="checkbox"/> GROUP B <input type="checkbox"/> GROUP C <input type="checkbox"/> GROUP D <input type="checkbox"/> GROUP N
COUNTRY OF BIRTH		
NATIONALITY		
RELIGION		
SCHOOL EDUCATION LEVEL OR EQUIVALENT	<input type="checkbox"/> LEVEL 12 <input type="checkbox"/> LEVEL 11 <input type="checkbox"/> LEVEL 10 <input type="checkbox"/> LEVEL 9	<input type="checkbox"/> LEVEL 12 <input type="checkbox"/> LEVEL 11 <input type="checkbox"/> LEVEL 10 <input type="checkbox"/> LEVEL 9
LANGUAGE AT HOME		
QUALIFICATION	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc Trade Cert) <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 (inc Trade Cert) <input type="checkbox"/> No non-school qualification

F: CATHOLIC SCHOOL PREFERENCE

Please number your enrolment preference

<input type="checkbox"/> Sacred Heart College	<input type="checkbox"/> Salesian College	<input type="checkbox"/> Assumption College	<input type="checkbox"/> Other
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G: NON-RESIDENTIAL PARENTS / GUARDIANS

SURNAME		OCCUPATION	
GIVEN NAME		EMPLOYER	
RESIDENTIAL ADDRESS		SCHOOL LEVEL OR EQUIVALENT	<input type="checkbox"/> Yr 12 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 9
POSTAL ADDRESS		OCCUPATIONAL GROUP (Refer sect N)	
EMAIL ADDRESS		QUALIFICATION	
HOME PHONE NO		QUALIFICATION	Bachelor Degree or Above <input type="checkbox"/>
MOBILE NO			Adv Diploma/ Diploma <input type="checkbox"/>
COUNTRY OF BIRTH			Certificate I - IV <input type="checkbox"/>
RELIGION			No Non-school qualifications <input type="checkbox"/>
LANGUAGE SPOKEN AT HOME		CONTACT ALLOWED	YES / NO
NATIONALITY			
ARE THERE ANY COURT ORDERS RELATING TO THE STUDENT			YES / NO
IF YES, COPY OF ORDERS MUST BE PROVIDED		PROVIDE SUPPORTING DOCUMENTATION 	

H: EMERGENCY CONTACTS (Other than Parents/Guardians)

SURNAME		SURNAME	
GIVEN NAME		GIVEN NAME	
WORK PHONE NO		WORK PHONE NO	
HOME PHONE NO		HOME PHONE NO	
MOBILE PHONE		MOBILE PHONE	
RELATIONSHIP TO STUDENT		RELATIONSHIP TO STUDENT	

I: ALUMNI & SIBLINGS

Parents / siblings / relatives who attended and/or currently attend Sacred Heart College Kyneton

NAME	RELATIONSHIP	CURRENT YR / ALUMNI YR	CONTACT PHONE

J: ENROLMENT SURVEY

WHAT INFLUENCED YOUR DECISION TO CHOOSE SACRED HEART COLLEGE FOR YOUR CHILD?

<input type="checkbox"/>	Parent/Relative/Friend	<input type="checkbox"/>	Comments from current students/families	<input type="checkbox"/>	Info Session	<input type="checkbox"/>	Reputation
IF YOU ATTENDED A COLLEGE TOUR / INFORMATION SESSION, HOW WOULD YOU RATE THE PRESENTATION?							
<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Needs Improvement
HOW DID YOU HEAR ABOUT THE TOURS / INFORMATION SESSIONS?							
<input type="checkbox"/>	Website	<input type="checkbox"/>	Parish / Primary School Bulletin	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Word Of Mouth
DID YOU FIND THE ENROLMENT PACK INFORMATIVE AND COMPREHENSIVE?							YES / NO

K: FEE PAYMENT DETAILS

Please indicate the person/persons responsible for the payment of fees and provide details **IF OTHER** than parents/guardians. I have read and understood the College School Fee Policy. I understand that I am jointly and separately liable and responsible for payment of all fees and levies for the duration of my child's enrolment at Sacred Heart College

SURNAME: GIVEN NAME:

POSTAL ADDRESS:

SIGNATURE: DATED:

SURNAME: GIVEN NAME:

POSTAL ADDRESS:

SIGNATURE: DATED:

SPECIAL ARRANGEMENTS:

L: CONDITIONS OF ENROLMENT AGREEMENT

I acknowledge that I understand and accept the term and conditions of enrolment as set out in the Enrolment Policy and, if enrolment is accepted, I agree that:

- I will support the Catholic Ethos of the College and in the Catholic education of our children.
- I will support the College Policies in relation to Enrolment, Fees, Discipline, Justice, Uniform, Computer & Internet Use, Drug Use, Child Safe and general operations of the College
- I will ensure the information that I have provided is kept up to date throughout the period of enrolment and I will notify the College promptly of any changes to that information (e.g. change of address, changes to parenting orders)
- I have read and understood the College School Fee Policy. I understand that I am jointly and separately liable and responsible for payment of all fees and levies for the duration of my child's enrolment at Sacred Heart College
- I will support our child's participation in the religious life of the College (e.g. Retreats, Masses, Prayer, Liturgies)
- I will support child's participation in the College Sporting Days and Camp Programs
- I will attend Student Progress Interviews and information evenings which relate to my child
- In the event that I have any concerns, I will raise them initially with the relevant teacher or the Year Level Leader
- I will treat all members of the College Community with respect as befits a Catholic Secondary school
- If, in time of emergencies, accidents or serious illness, I cannot be contacted, I give my permission for the Principal (or his/her representative), to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand the signatories below are required to meet any costs incurred
- I acknowledge that any proposed withdrawal from the College must be discussed with the Deputy Principals and/or the College Registrar prior to exiting the College and I understand that a minimum of one term's notice **MUST** be provided. Failure to provide this notice will result in a full terms fees being charged to the family account
- I acknowledge that I have read the information in the enrolment package and, understand the policies the signatories below will need to abide by, should the enrolment application be successful
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or if discovered after acceptance, enrolment may be withdrawn

PARENT/GUARDIAN NAME

PARENT GUARDIAN SIGNATURE

DATED

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

DATED

M: PHOTOGRAPH / VIDEO PERMISSION

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our College publications, such as the Newsletter or website or to promote the College in local newspapers and other media. Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

Permission is required for a student's photograph to be used for the varied purposes described below. Please complete and sign the permission form below.

1. College Purposes

I give permission for my child's photograph/video and name to be published in in publications such as:

- the newsletter
- the website
- promotional materials
- newspapers
- other media

NOTE

All student photos are published in the Yearbook for the College's official archival records

All student photos are published on the School Intranet are required for educational and administration purposes.

2. Catholic Education Purposes

Catholic Education Melbourne (CEM) and the CECV may also require student photographs/videos to be used in print and online promotional, marketing media and educational materials.

The photograph/video provided to the CEM and CECV may also appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

I give permission for a photograph/video of my child to be used by CEOM/CECV for their online and printed / promotional and educational materials.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988

NOTE: Withdrawal of Consent. This permission form will be reissued by the College every 3 years and/or when your child commences Year 10. If you wish to withdraw this authorisation in the intervening years, it is your responsibility to notify the College.

PARENT/GUARDIAN NAME		
PARENT GUARDIAN SIGNATURE		DATED

N: PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job during the last 12 months, or have retired during the last 12 months, please use your last occupation to select from the list. However, if you have not been in paid work for the last 12 months, enter 'N' (Occupation Group N) into the 'occupation code' field on the enrolment form.

GROUP A (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 B (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 C (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 D (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]
- 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, carpark attendant, crossing supervisor]

Group N

Not in paid work in last 12 months