STUDENT NAME: _______________________________________________________________________

ST. MARY OF THE CROSS MACKILLOP CATHOLIC PARISH PRIMARY SCHOOL PRIVACY POLICY

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish] medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 pupil, or where pupils have provided information in confidence.

9. The School may 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 marketing purposes without your consent.

10. 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Signature of Parent/Guardian: ____________________________ Date: __/__/__

St. Mary of the Cross MacKillop Catholic Parish Primary School – Epping North

ENROLMENT APPLICATION FORM

Information on this form is strictly confidential

Office Use Only

Enrolment Year: 2014 Date Received: ____________________________ Start Date: ____________________________

Child’s Name: ____________________________ Student Key: ____________________________ Family Code: ____________________________

House Colour: ______ Student Registration No: ______ VSN: ____________________________

★ Has your child previously been enrolled at a school in Victoria? Yes ☐ No ☐

Copy of Certificates (attached) ☐ Birth ☐ Communion

☐ Baptism ☐ Confirmation

☐ Reconciliation ☐ Immunisation

Special Needs Support ☐ Yes ☐ No ESL ☐ Yes ☐ No
**FAMILY DETAILS**

**MOTHER/GUARDIAN 1 INFORMATION**

| **Surname:** |  |
| **Christian name:** |  |
| **Address:** |  |
| **Telephone:** (H) |  |
| **(B)** |  |
| **(M)** |  |
| **Religion:** |  |
| **Australian Citizen:** | ☐ Yes  ☐ No  |
| **Country of Birth:** |  |
| **Does the mother/guardian speak a language other than English at home?** |  |
| If more than one language, indicate the one that is spoken most often |  |
| ☐ English only  ☐ Other, please specify: |  |
| **Mother's/guardian’s Occupation:** |  |
| **What is the occupation group of the mother/guardian?** |  |
| Please select the appropriate parental occupation group from the attached list (A, B, C, D or N) |  |
| If 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 person has not been in paid work in the last 12 months, enter ‘N’ |  |
| **Employer:** |  |
| **What is the highest year of primary or secondary school the mother/guardian 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 or below |  |
| **What is the level of the highest qualification the mother/guardian has completed?** |  |
| ☐ Bachelor Degree or above  ☐ Advanced Diploma/Diploma  ☐ Certificate I to IV (including Trade Certificate)  ☐ No non-school qualifications |  |

**Our preferred method of distributing our school newsletter is by email:**

Email address: __________________________________________________________
# FAMILY DETAILS

## FATHER / GUARDIAN 2 INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Christian name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>P/code</td>
<td></td>
</tr>
<tr>
<td>Telephone: (H)</td>
<td></td>
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<tr>
<td>(B)</td>
<td></td>
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<tr>
<td>(M)</td>
<td></td>
</tr>
<tr>
<td>Religion</td>
<td></td>
</tr>
<tr>
<td>Australian Citizen: Yes/No</td>
<td></td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
<tr>
<td>Does the father/guardian speak a language other than English at home?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>If more than one language, indicate the one that is spoken most often</td>
<td></td>
</tr>
<tr>
<td>English only/Other, please specify:</td>
<td></td>
</tr>
<tr>
<td>Father's/guardian's Occupation:</td>
<td></td>
</tr>
<tr>
<td>What is the occupation group of the father/guardian?</td>
<td></td>
</tr>
<tr>
<td>Please select the appropriate parental occupation group from the attached list (A, B, C, D or N)</td>
<td></td>
</tr>
<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>What is the highest year of primary or secondary school the father/guardian has completed?</td>
<td></td>
</tr>
<tr>
<td>For persons who have never attended school, mark ‘Year 9 or equivalent or below’.</td>
<td></td>
</tr>
<tr>
<td>Year 12 or equivalent/Year 11 or equivalent</td>
<td></td>
</tr>
<tr>
<td>Year 10 or equivalent/Year 9 or equivalent or below</td>
<td></td>
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<tr>
<td>What is the level of the highest qualification the father/guardian has completed?</td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree or above/Advanced Diploma/Diploma</td>
<td></td>
</tr>
<tr>
<td>Certificate I to IV (including Trade Certificate)/No non-school qualifications</td>
<td></td>
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</tbody>
</table>

## FAMILY STATUS

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Married</td>
<td></td>
</tr>
<tr>
<td>Separated</td>
<td></td>
</tr>
<tr>
<td>Divorced</td>
<td></td>
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<tr>
<td>Single Parent Family</td>
<td></td>
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<tr>
<td>De facto</td>
<td></td>
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<tr>
<td>Is there a Parenting Plan?</td>
<td>No/Yes (Please provide copy to school)</td>
</tr>
</tbody>
</table>

Please note: All areas highlighted by the ★ must be completed on this enrolment form.
STUDENT INFORMATION

SURNAME: ____________________________________________
CHRISTIAN NAME/S: __________________________________
PREFERRED NAME: _____________________________________
ADDRESS: ____________________________________________ Post Code: __________

DATE OF BIRTH: ___ / ___ / ____  ★ SEX: ☐ Male  ☐ Female
(A copy of your child’s birth certificate should be included with this application)

Is the student of Aboriginal or Torres Strait Islander origin?
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both Aboriginal & Torres Strait Islander

In which country was the student born?
☐ Australia  ☐ Other – please specify ____________________________
If not Australia, date of arrival: ___ / ___ / ____

STUDENT RELIGIOUS DENOMINATION DETAILS

RELIGIOUS DENOMINATION: _________________________________
Baptism Date: ___________ Parish/Place of Baptism: ___________

SACRAMENTS already received:
Reconciliation Date: ___________ Parish: ___________________
Communion Date: ___________ Parish: ___________________
Confirmation Date: ___________ Parish: ___________________

STUDENT LANGUAGE DETAILS

Does the student 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 ____________________________

Does your child attend Language School?: ☐ Yes ☐ No
If yes, name of Language School attending: ______________________________
If yes, specify language learnt at Language School: ______________________________

PREVIOUS SCHOOL / KINDERGARTEN

YEAR LEVEL (to be enrolled in this school): _________ in 2014
IF ENROLLING FOR PREP PLEASE NAME KINDERGARTEN ATTENDING AT PRESENT: ____________
ADDRESS: ____________________________________________
Or PREVIOUS SCHOOL: ________________________ YEAR LEVEL: _______ (at previous school)
STUDENT'S FAMILY INFORMATION

How many children in family: ___________  Position in Family: ___________

Names of Siblings attending this school: __________________ Year level: ______
   __________________ Year level: ______
   __________________ Year level: ______

Names and School of Siblings not attending this school (and year level if applicable):

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>Year level</th>
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</tbody>
</table>

EMERGENCY INFORMATION

Name of Family Doctor: ___________________________ Telephone No. ___________

Address: ________________________________

Ambulance Subscription: ☐ Yes ☐ No  Medicare No.: ______________________

Private Health Insurance: ☐ Yes ☐ No

Every effort will be made to contact you in the case of an emergency or illness. However, should you be unavailable, please nominate two relatives, neighbours, or friends who can drive and are available during school hours. In the event that both parents/guardians and emergency contacts are unable to be contacted, an ambulance will be called.

Emergency 1:  Emergency 2:

Name: ___________________________  Name: ___________________________

Relationship to child: ___________  Relationship to child: ___________

Contact Telephone: (H) ___________  Contact Telephone: (H) ___________
  (M) ___________  (M) ___________
  (B) ___________  (B) ___________

STUDENT’S MEDICAL HISTORY

Does your child suffer from any medical conditions or allergies of which we need to be aware? ☐ Yes ☐ No

If yes, please provide details: ________________________________________________________________
________________________________________________________________________________________

MEDICAL AUTHORITY

During the period of enrolment at St Mary of the Cross MacKillop Catholic Parish Primary School, in the event of any illness, or accident, I accept responsibility and authorize the person in charge in obtaining of such medical assistance as my child may require, should the school not be able to contact either parent. I also authorise the doctor called to administer an anaesthetic if necessary.

Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.

Signature of Parent/Guardian: ___________________________ Date: ___________
STUDENT TRAVEL DETAILS

Expected mode of travel (mostly) Please tick one:

To School

- [ ] Walks
- [ ] Rides bike or scooter
- [ ] Car
- [ ] Public Transport
- [ ] Other

From School

- [ ] Walks
- [ ] Rides bike or scooter
- [ ] Car
- [ ] Public Transport
- [ ] Other

PERMISSION FORMS

☐ Permission to take and use photographs and display work throughout the period of enrolment at St Mary of the Cross MacKillop Catholic Parish Primary School.

☐ Consent for distribution of family information: [Class representatives create a contact list for each class, available to all class guardians]

LOCAL EXCURSIONS PERMISSION FORM

☐ This permission will cover any such short neighbourhood excursions during the period of enrolment at St Mary of the Cross MacKillop Catholic Parish Primary School.

Signed: ___________________________ Date: _________________

(Parent/Guardian)

FINANCIAL INFORMATION

ACCOUNT DETAILS

Account to be addressed to:

Name: ____________________________________________

Address: ____________________________________________ Post Code:_________

Name: ____________________________________________

Address: ____________________________________________ Post Code:_________

PARISH

Do you contribute to St. Peter’s Parish through the Thanksgiving Program?

☐ Yes  ☐ No

SCHOOL FEES

It is a condition of enrolment that all families contribute toward school fee and levy payments.
**Occupation Group**

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

**List of Parental Occupations:**

**Occupation 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:
  - **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]

**Occupation 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:
  - **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
**Occupation 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]

**Occupation 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, car park attendant, crossing supervisor].