
APPLICATION FOR ENROLMENT

PRIVACY ACT

Collection and Disclosure of Personal Information:

Carinity Education – Southside (hereafter called the 'school') collects personal information, including sensitive information about students, parents and guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your child. 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.

Certain laws governing and relating to the operation of schools require that certain information be collected. Health information about your student is sensitive information within the terms of the National Privacy Principles under the Privacy Principles under the Privacy Act. We ask you to provide medical information about your student from time to time.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners and people providing services to the school, including visiting teachers, (sport) coaches and volunteers. 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 are published in school newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their child 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 the student has provided information in confidence.

We will not disclose your personal information to third parties for their own marketing purposes without your consent. 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, and that they can access that information if they wish and that the school does not usually disclose the information to third parties.

Date of Application ____/____/____

Student Name: _____

Age: ____ D.O.B. ____/____/____ Year level requested _____

Student Signature _____ Parent/Carer Signature _____

Evidence of identity and date of birth:

Regardless of age, evidence of the student's identity and date of birth must be provided when enrolling the student at Carinity Education – Southside. One of the following documents must be provided for the student at the time of interview.

- Birth Certificate or extract
- Passport
- Driver's licence
- Personal Information Card
- Centrelink or Pension Card
- Medicare Card
- Bank or Credit card (with signature)

INTRODUCTION *(Please note, ALL SECTIONS OF THIS FORM MUST BE COMPLETED).*

The information on this form will be used to gain the necessary information from previous and/or prior schools and other agencies to make a general assessment of the student's suitability for enrolment into Southside's education program.

By signing the Parent/Guardian Declaration on page eight, permission will be given for Southside to contact any previous schools and/or agencies as listed in this enrolment form, to obtain full and/or further records relating to the student applying for enrolment. This information is crucial in assessing the student's suitability for enrolment.

1. FAMILY DETAILS

Student Phone Number: _____

Current Address: Home Other (please tick one)

_____ Post Code _____

Name

Mother _____ Father _____ Carer _____

Who lives with the student: Mother Father Carer Other
(please tick correct answer)

Occupation

Mother _____ Father _____

Siblings

Name: _____ Age: ____ Address _____

Name: _____ Age: ____ Address _____

Name: _____ Age: ____ Address _____

2. (a) Emergency Contact and/or Relative you are in contact with:

Name: _____ Relationship _____

Address _____

_____ Post Code _____ Phone: _____

Referring Agency _____

2. (b) Are you on a Family Service Order? Yes No

If 'yes', what type? _____

Area Office _____

F.S.O. _____ Ph: _____

Youth Worker _____

3. CULTURAL BACKGROUND

Are you from a non-English speaking background? **Yes No**

Is the student of Aboriginal or Torres Strait Islander origin? **Yes No**

Yes, Aboriginal

If yes, do you have a Certificate of Aboriginality? **Yes No**

Yes, Torres Strait Islander

(For persons of both Aboriginal and Torres Strait Islander origin, tick both boxes)

4. IN WHICH COUNTRY WAS THE STUDENT BORN?

Australia.....

Other – Please specify.....

5. (a) WHAT IS THE HIGHEST YEAR OF PRIMARY OR SECONDARY SCHOOL THE PARENTS/GUARDIANS HAVE COMPLETED?

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

Mark one box only in each column Mother/parent 1 Father/parent 2
Guardian 1 Guardian 2

Year 12 or equivalent.....

Year 11 or equivalent.....

Year 10 or equivalent.....

Year 9 or equivalent or below.....



5. (b) WHAT IS THE LEVEL OF THE HIGHEST QUALIFICATION THE PARENTS/GUARDIANS HAVE COMPLETED?

Mark one box only in each column
Mother/parent 1 Father/parent 2
Guardian 1 Guardian 2

Bachelor degree or above.....

Advanced diploma/Diploma.....

Certificate I to IV (including trade certificate).....

No non-school qualification.....

6. (a) WHAT IS THE OCCUPATION GROUP OF THE MOTHER / PARENT 1 / GUARDIAN 1?

6. (b) WHAT IS THE OCCUPATION GROUP OF THE FATHER / PARENT 2 / GUARDIAN 2?

Please select the appropriate parental occupation group from the attached list.

- 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' in the box above.

7. SCHOOL INFORMATION

How many High Schools have you attended? _____

Last school Attended: _____

Year Level Achieved: _____ Date last attended: _____

Reason for Leaving:

Subjects you liked:

What did you like or dislike at your last school:

Evidence of enrolment at your previous school must be provided at time of interview. These are required to assist in assessing the relevant Year level at entry. Evidence could include:

- Past school reports
- NAPLAN results
- A statement of attendance from your previous school

8. STUDENT'S HISTORY RELEVANT TO RISK ASSESSMENT

Carinity Education – Southside has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide the school with information that will help facilitate the smooth transition of the student into this school setting. This may include preparing appropriate strategies directed at meeting the particular needs of the student. Your responses to the questions below will help the school to support the student, and provide a safe working and educational environment for all students, staff and volunteers.

To your knowledge, is there anything in the student's history or circumstances (including medical history, which might pose a risk of any type to her, other students, or staff at this school?

Yes No

If Yes, please provide a brief description of the student's medical or other history:

Please provide names and contact details of health professionals or other relevant support agencies (including counsellors, guidance officers, etc.) that have knowledge of these issues:

Are there any additional court orders such as, parenting contact, youth justice, health or education that relate specifically to the student?

(Copies of any relevant court orders must be provided) **Yes No**

If Yes, Details:

Case Manager Name: _____ Phone: _____

Is the student in State Care? **Yes No**

If Yes, Date commenced in State Care: ____/____/____

Does your child have any history of violent behaviour? **Yes** **No**

If Yes, please provide details:

Has the student ever been suspended or excluded from any previous school/s? **Yes** **No**

If Yes, how many times _____

Were any of the following reasons applicable?

Actual violence to any person? **Yes** **No** Possession of a weapon, or any item used to cause harm or injury? **Yes** **No**

Illegal drugs? **Yes** **No** Threats of violence or intimidation of staff, students, or others at school? **Yes** **No**

Are you aware of any other incidents of the kind listed above in which the student has been involved outside of school settings? **Yes** **No**

If Yes, please provide a brief outline of these matters:

Has the student ever been charged with ANY offence? **Yes** **No**

Details:



9. GENERAL INFORMATION

Do you have any special interests/hobbies?

What sports do you enjoy? _____

Do you like reading? _____ What do you read? _____

What is your favourite television program? _____

Movies? _____

Music? _____

Why would you like to attend Carinity Education – Southside?

10. IS THERE ANYTHING ELSE YOU WOULD LIKE TO TELL US?

11. Authorisation for the exchange of information between Carinity Education – Southside and the following Individuals and Agencies

I _____ of _____

Hereby authorise the following individuals and/or agencies to release information to and obtain information from Carinity Education – Southside which is relevant to my educational progress.

Individual or Agency
Centrelink
Accommodation Services
Dept. of Communities E.g. CSO, Youth Worker
Other schools or Education authorities
Medical Practitioner
Mental Health Services
Employers and RTO's (Registered Training Organisations)
Independent Schools Queensland Re: Ascertainment Process for Extra Learning Support (Form Attached)
Youth Support Services
Juvenile Justice, PLOs (Police Liaison Officers)

Date: ____/____/____

Signed by: _____
(Student)

Supported by: _____
(Parent or Carer)

LIST OF PARENTAL OCCUPATION GROUPS (for question 6)

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'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/service 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 research)

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)

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, park attendant, crossing supervisor)

An outreach of Queensland Baptists