

## APPLICATION FOR ENROLMENT

### INTRODUCTION – Purposes of this Form

#### ALL SECTIONS OF THIS FORM MUST BE COMPLETED

The information requested on this form will be used to initially assess, and where necessary, gain further information to make an assessment of the student's suitability for enrolment in a Carinity Education school.

The application form gives you as a parent or carer a crucial opportunity to provide the school with information that will help facilitate the smooth transition of the student into the School setting. This will include preparing appropriate strategies directed at meeting the particular needs of the student.

In doing this, it is also necessary, on occasions to follow up on information provided by contacting others to discuss the student's needs. By signing the Parent/Carer Declaration at the end of this form, permission will be given for Carinity to contact any previous schools and/or agencies as listed in this enrolment form, to obtain full and/or further records relating to the application for enrolment. This information is crucial in assessing the student's suitability for a Carinity education.

If, your application is successful, the information will also be used to provide an initial profile of the student that will enable us to productively and safely start working together, hopefully, for the duration of the student's school years.

**You can be assured that Carinity is committed to protecting your privacy.** To that end, Carinity has in place a strong and current Privacy Policy and associated Privacy Procedure. This policy and procedure is available in hard copy on request and contains detailed information on how we protect your privacy, including the way in which we may collect, use and disclose your information.

Your full and accurate responses to the questions below will also help the School to fulfil its responsibility to provide a safe working and educational environment for all students, staff and volunteers.

### SECTION 1 – Student Details, including contact details

Please nominate the Campus in which you wish to enrol:

 ROCKHAMPTON CAMPUS

 GLADSTONE CAMPUS

Student First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

 Sex:  Male  Female

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application for entry at year level: \_\_\_\_\_

Year of Entry: \_\_\_\_\_

Student Mobile: \_\_\_\_\_

Student Email: \_\_\_\_\_

### SECTION 2 – Education and Learning Background

#### 2.1 Previous School/s Current/Most recent school

Name:			Phone:	
Address:				
Still enrolled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, when last attended?	
Year Level:		School Report attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason for leaving:				

**School previous to above**

Name:		Phone:	
Address:			
When last attended?			
Year Level:		School Report attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving:			

Name of last Primary School attended (if different to schools above): \_\_\_\_\_

**2.2 Special Educational Needs**

Has the student been 'Verified' by previous school/s?  Yes  No If Yes:

**Verification Category:**

<input type="checkbox"/> Autism spectrum disorder	<input type="checkbox"/> Intellectual impairment	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Speech-language impairment	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Social emotional disorder	<input type="checkbox"/>	

**Verification Level (if known):**

<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 4
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Please provide supporting documentation, e.g.: Specialist Reports,

**Has the student been diagnosed with any other condition affecting learning and/or behaviour? E.g.: ADHD, ODD, etc** Yes No If Yes, please provide details

**Please provide documentation supporting diagnosis.**

**2.3 Other Student Information**

To your knowledge, is there anything in the student's history or circumstances including medical history, that might pose a risk of any type to the student, 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) who may have knowledge of these issues:

Are there court orders relevant to parental contact, youth justice, health or education that relate specifically to the student?

Yes  No  If Yes, copies of any relevant court orders must be provided.

Is the student in the care of the State? Yes  No

If Yes, Child Safety Office: \_\_\_\_\_

Child Safety Officer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

If Yes, please provide details:

Has the student 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 <input type="checkbox"/> No <input type="checkbox"/>	Threats of violence or intimidation of staff, students, or others at school	Yes <input type="checkbox"/> No <input type="checkbox"/>
Possession of a weapon, or any item used to cause harm or injury	Yes <input type="checkbox"/> No <input type="checkbox"/>	Illegal drugs	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any other incidents of the kind listed above in which the student has been involved outside of school settings?			Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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

Details:

Are there any other special circumstances about the student seeking to be enrolled, that the school should be aware of prior to enrolment e.g. pregnancy, parenting responsibilities, State arranged out-of-home care?

Yes  No

Details:

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### SECTION 3 – Parent/Carer Details

#### Parent/Carer 1

Full Name:							
Residential Address:							
Mailing Address:							
Email Address:							
Phone Nos:	Home:		Work:		Mobile:		
Student lives with:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Legal guardian:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Relationship to student:							

#### Parent/Carer 2

Full Name:							
Residential Address:							
Mailing Address:							
Email Address:							
Phone Nos:	Home:		Work:		Mobile:		
Student lives with:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Legal guardian:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Relationship to student:							

#### Legal guardian, if other

Full Name:							
Residential Address:							
Mailing Address:							
Email Address:							
Phone Nos:	Home:		Work:		Mobile:		
Student lives with:		Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Relationship to student:							

If the student's living arrangements are shared or the student lives independent of parents and carers, please provide details:

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**Absent Parent or Guardian**

Other Parent or Guardian not living with the student who has authority to enquire and receive correspondence from the school:

Full Name:							
Residential Address:							
Mailing Address:							
Email Address:							
Phone Nos:	Home:		Work:		Mobile:		
Relationship to student:							

**Why would you like the student to attend Carinity Education?**

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**How did you hear about Carinity Education?**

<input type="checkbox"/>	Carinity/school website	<input type="checkbox"/>	Other school
<input type="checkbox"/>	Online search	<input type="checkbox"/>	Other agency
<input type="checkbox"/>	School newsletter	<input type="checkbox"/>	Radio
<input type="checkbox"/>	Social media (Facebook, Twitter)	<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Other <i>Please give details:</i>		

## SECTION 4 – Data Collection Form: Student Background Characteristics

The Data: This section of the form allows the School to collect background information about the student and their families on behalf of the Commonwealth Government. – Schools are required to provide this information to the Government as part of an agreement with the Standing Council on School Education and Early Childhood (SCSEEC). The nationally comparable data collected is required by the Government to:

- monitor and report on progress towards the achievement of national goals and targets, and
- to provide the evidence base to underpin future policy reforms and improvement.

1. Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander, mark both 'Yes' boxes.)

No       Yes, Aboriginal       Yes, Torres Strait Islander

2. Do you have a Certificate of Aboriginality?       Yes       No

3. In which country was the student born?

<input type="checkbox"/> Australia	<input type="checkbox"/> South Korea
<input type="checkbox"/> New Zealand	<input type="checkbox"/> Hong Kong
<input type="checkbox"/> England	<input type="checkbox"/> India
<input type="checkbox"/> South Africa	<input type="checkbox"/> Cook Islands
<input type="checkbox"/> China	<input type="checkbox"/> Malaysia
<input type="checkbox"/> Philippines	<input type="checkbox"/> Papua New Guinea
<input type="checkbox"/> United States of America	<input type="checkbox"/>

4. **Does the student or parents/guardian speak a language other than English at home?** *If more than one language, indicate the one that is spoken most often. Please include information on two birth parents or carers, even if not living together.*

5.

		Student	Mother/Guardian 1	Father/Guardian 2
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Arabic (inc Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – Please specify			

6. What is the **highest** year of primary or secondary school that 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	
	Parent 1/Guardian 1	Parent 2/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

7. What is the level of the **highest** qualification that the parents/guardians have completed?

	Mark one box only in each column	
	Parent 1/Guardian 1	Parent 2/Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

For Questions 8 and 9, please select the appropriate parental occupation group (1, 2, 3, or 4) from list of Parent Occupation Groups following.

- 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 below.

8. What is the occupation group of the parent 1 / guardian 1?

9. What is the occupation group of the parent 2 / guardian 2?

## 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 (NCO)



**Group 3:** Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople 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, 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)

## SECTION 5 – Collection and Disclosure of Personal Information – For your information

1. Carinity Education (hereafter called the “School”) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’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 schooling to the student and to enable them to take part in all the activities of the School.
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. 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 under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.
8. The Carinity Privacy Policy and Privacy Procedure set out how parents or students may seek access to personal information collected 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 students have provided information in confidence.
9. The Carinity Privacy Policy and Privacy Procedure also set out how you may complain about a breach of privacy and how Carinity will deal with such a complaint.
10. As you may know the School from time to time engages 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the students’ parent or guardian prior to publication.
12. We may include students’ and students’ parents’ or guardians’ contact details in a class list and School directory.
13. 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 this information to third parties.

## SECTION 6 – Parent/Carer Declaration

### Parent /Carer Declaration

- We hereby apply to enrol the student named in Section 1 at Carinity Education.
- We understand and acknowledge this application does not guarantee a place at Carinity Education.
- We understand that the student may be placed on an enrolment waitlist.
- We have provided to the best of our knowledge the information required in Section 2 Education and Learning Background and Section 3 Parent/Carer Details including additional medical, specialist and/or academic reports if applicable. We understand that the enrolment and establishment of relevant programs related to the student at Carinity Education depend on open and honest disclosure of information relating to the health and wellbeing, and academic progress of the student.
- We undertake to notify Carinity Education immediately of any changes to information provided in this application.
- We give Carinity Education permission to contact schools and agencies named in Sections 2.1 to obtain and exchange information and records relating to the student applying for enrolment.

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Signature of Parent 1/Carer 1

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Please PRINT name

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Date signed

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Signature of Parent 2/Carer 2

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Please PRINT name

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Date signed