



St Joseph's School Kingswood

A Catholic school
in the Josephite tradition

Address: 33 Cambridge Tce,
Kingswood, South Australia 5062

Phone: (08) 8273 3300

Email: enrol@stjk.catholic.edu.au

Website: www.stjk.catholic.edu.au

Facebook: @stjosephskingswoodsa

Application for Enrolment

Student Name:	
Date of Birth:	
Commencing year:	
Term:	
Year level:	

Enrolment Information

Thank you for your interest in St Joseph's School. Please find the following enrolment procedure outlined for your consideration.

Application Procedure

To enrol at St Joseph's School you are required to complete and return this Application for Enrolment form together with:

- Copy of the student's birth certificate or extract (enrolments cannot be processed without birth certificate)
- Payment of a non-refundable Application Fee of \$50 per family
- Visa, Australian Immigration Status Card or citizenship papers if born outside Australia
- Copy of any sacramental certificates (if applicable)
- Copy of most recent school report (if applicable)
- Copy of most recent NAPLAN report (if applicable)
- Documentation relating to any special needs (specialist reports, action plans, assessments etc)
- Copy of Court Orders regarding custody of a child (if applicable)

Due to the high demand of placements, it is important that you lodge your Application for Enrolment form well in advance, with late applications subject to availability at any given time. The Registrar will contact you 18 months to 2 years prior to your child's nominated year of entry to arrange an enrolment interview in accordance with our enrolment criteria.

An Application for Enrolment does not confirm enrolment at St Joseph's.

Offers of Enrolment

An Offer of Enrolment is made following an interview. Acceptance of the offer is confirmed by returning a signed Acceptance of Offer form and payment of an enrolment acceptance fee of \$300. This payment will formally secure a place for your child in the agreed year of commencement. The fee will be deducted from the first school fee account in the year of commencement at the school.

Families will be informed should their son or daughter not be offered enrolment and the student's name may remain on an enrolment waiting list for consideration as future placements become available.

Enrolment Criteria

St Joseph's School welcomes applications from all families seeking a Catholic education for their children. We support and challenge our students to make the most of their talents and opportunities in order to take these beyond schooling to make the world a better place for all. St Joseph's School provides a pathway to Cabra Dominican College and Mercedes College.

The decision to offer enrolment rests with the Principal. The following selection criteria is used to guide decisions regarding enrolment priorities.

- Siblings of current students attending St Joseph's School
- Children of the Catholic Faith
- Demonstrated support for Catholic Education
- Children of other Christian Traditions, other Faith or Non-Religious backgrounds whose parents support the Catholic Education within the school
- Length of application
- Geographic proximity
- Interstate/intrastate transfers
- Other pastoral circumstances

Further Information

You are encouraged to visit our school website to gain a deeper understanding of our values and our community. We offer Principal's tours each term and personal tours are available on request.

Should you have any further questions or would like to book a tour, you are encouraged to contact phone: 08 8271 6553 or enrol@stjk.catholic.edu.au.

Family Details – Parent/Guardian 1

Family Name		Given Name (s)		Title
Relationship to prospective student			Religion	
Country of Birth	Date of birth	Nationality	Main Language Spoken	
Residential Address				
Suburb			Postcode	
Mobile Phone		Home Phone		
Email address				
Postal Address (if different to residential address)				
Occupation		Employer		
Work Phone		If not employed, do you receive a government benefit - YES/NO		
Occupational Group <input type="checkbox"/>	Select the appropriate parent/guardian occupation from the occupational groups at the top of the following page and place the corresponding number in the box. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.			

Family Details – Parent/Guardian 2

Family Name		Given Name (s)		Title
Relationship to prospective student			Religion	
Country of Birth	Date of Birth	Nationality	Main Language Spoken	
Residential Address				
Suburb			Postcode	
Mobile Phone		Home Phone		
Email address				
Postal Address (if different to residential address)				
Occupation		Employer		
Work Phone		If not employed, do you receive a government benefit - YES/NO		
Occupational Group <input type="checkbox"/>	Select the appropriate parent/guardian occupation from the occupational groups at the top of the following page and place the corresponding number in the box. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.			

List of Parents/Guardian Occupational Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals.

Group 2: Other business managers, art/media/sportspersons and associate professionals.

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff.

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators.

Parents/Guardian School Education

What is the highest year of primary or secondary school **Parent/Guardian 1** has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent (or below)' box). Mark one box only.

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent (or below)

What is the highest year of primary or secondary school **Parent/Guardian 2** has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent (or below)' box). Mark one box only.

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent (or below)

Parents/Guardian Non-School Education

What is the highest level of qualification **Parent/Guardian 1** has completed?

- Bachelor Degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

What is the highest level of qualification **Parent/Guardian 2** has completed?

- Bachelor Degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

Relationships

Please complete if relevant:	<input type="checkbox"/> Parents Separated	<input type="checkbox"/> Parents Divorced	<input type="checkbox"/> Father Deceased <input type="checkbox"/> Mother Deceased
With whom does the student normally reside?	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Parent/Guardian 1 only <input type="checkbox"/> Parent/Guardian 2 only	<input type="checkbox"/> Shared Arrangement
Communication regarding day to day matters is with whom?	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Parent/Guardian 1 only <input type="checkbox"/> Parent/Guardian 2 only	<input type="checkbox"/> Guardian
Copies of school reports should be sent to whom?	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Parent/Guardian 1 only <input type="checkbox"/> Parent/Guardian 2 only	<input type="checkbox"/> Guardian
Family Court Order or other relevant Court Order?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy of documentation with application		
If there are any family arrangements not covered above please provide details:			

Student Details

Surname/Family Name		Given Names(s)		
Male/Female	Date of Birth	Year of Entry	Term of Entry	
Entry Level/Year Reception Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 (please circle)				
Residential Address (address where students resides):				

Is the student of Aboriginal or Torres Strait Islander origin? **Yes** **No** (please circle)

If yes, tick appropriate box Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Does the student speak a language other than English at home? **Yes** **No**

If yes, which language is spoken at home (if more than one language is spoken, indicate the one that is spoken most often): _____

Country of birth: Australia other (please specify): _____ Nationality _____

If born overseas, please state Residency Status:

Australian Citizen Permanent Resident Temporary Resident International Student

Visa Type (if applicable): _____ Visa Number _____

Date Granted: _____ Date of arrival in Australia: _____

Note: if the student is not an Australian Citizen, passport, visa and Australian Migration Status Card must be presented with Application for Enrolment.

Previous Schooling

Name of School/Pre-School/Kindergarten	Date commenced	Date left

Religious Affiliation

Religion			Present Parish		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

Sibling Information

Full names of other children in the family	M/F	Date of Birth	Current School (if applicable)	Year Level

Educational needs and Considerations for Students

Does your child have any special achievements or talents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any learning needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child attended any specialist service (e.g. speech pathologist, occupational therapist or another service?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any special needs or considerations (e.g. disabilities, allergies, restrictions on physical activity etc.?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have any infectious diseases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child ever been suspended from school, expelled or refused admission to another school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any other information that St Joseph's School should be aware of in order to meet your child's educational needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to any of the above questions please provide details, using attachments if necessary.		
I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Reasons for Enrolling

Please state your reasons for choosing St Joseph's School for your child's education

How did you hear about St Joseph's School?

Existing family
 Old Scholar
 Website
 Advertisement
 Word of Mouth

Other: _____

Application Checklist

Please check that the following items are included when returning the Application for Enrolment Form

- Completed and signed Application for Enrolment Form
- Payment of non-refundable Application Fee
- A copy of a birth certificate
- Visa or citizenship papers if born outside of Australia
- Latest school report and/or reference from previous schools
- Latest copy of the NAPLAN results (if applicable)
- A copy of sacramental certificates (if applicable)
- Any Court Order or related information regarding custody of child (if applicable)
- Documentation relating to any special needs (reports, action plans and assessments).

Parent/Guardian Declaration

1. In enrolling my/our child at St Joseph's School I/we accept that she/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of St Joseph's School staff and cooperation concerning school activities is essential.
3. I/we accept that we will abide by St Joseph's School policies as amended from time to time.
4. I/we accept that participation in camps is compulsory.
5. I/we accept that St Joseph's School reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and or policies (which are amended from time to time), including conduct which brings into disrepute the good name and reputation of the school.
6. I/we accept the standards set by St Joseph's School regarding grooming, uniform and personal presentation.
7. I/we jointly and severally accept responsibility for the payment of fees and other costs associated with the education of my/our child/ren as determined and amended from time to time by St Joseph's School (except where exemptions/remissions have been sought and granted). In the event of non-payment of fees, enrolment of your child may be withdrawn.
8. I/we give consent for St Joseph's School to contact any other Catholic school which my/our child/ren has previously attended for the purpose of ascertaining my/our fee paying record and I/we give consent for information about my/our fee paying record at St Joseph's School to be disclosed to any other Catholic school/college.
9. I/we accept that St Joseph's School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
10. I/we will endeavour to help in the various school support activities including; Sports, School Board, Parents and Friends Association or other official school committees.
11. I/we agree that a full term's notice in writing must be given to the Principal or his/her nominee before the removal of a student. This is applicable to both current and future students where enrolment acceptance has been confirmed. Failure to give such notice will involve the payment of a withdrawal fee in accordance with our current Fee Policy, irrespective of the date the student may leave during the term. Should a student be required to leave the school for any reason, the fee for the relative accounting period will be charged.
12. I/we authorise St Joseph's School, in the event of our child suffering from sickness or injury to take such action as it deems fit to obtain medical, dental or hospital care and attention (after making all reasonable efforts to contact a parent) and I/we agree to pay all costs incurred on behalf of our child/ren and to indemnify St Joseph's School in relation to all claims made or billed to St Joseph's School.

I /we declare that all of the information provided in this application is, to the best of my/our knowledge, true.

_____ Name Parent/Guardian 1	_____ Signature	_____ Date
_____ Name Parent/Guardian 1	_____ Signature	_____ Date

This form must be signed by ALL legal guardians of the enrolling student.

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 Acceptance of Offer.

Application Payment Advice

Student Surname: _____ Given Name(s): _____

Commencement Year: _____ Term to Start: _____ Year Level: _____

Enclosed is the St Joseph's school application fee of \$50 per family (non-refundable).

Method of payment: Cash Visa Mastercard

Card Number:

Expiry Date: /

Cardholder Name: _____

Signature _____

Information Collection Notice (privacy information)

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at St Joseph's School. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. 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 meet its educational, administrative and duty of care responsibilities to the student and to enable the student 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 but are not limited to relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of Australian Privacy Principles under the Privacy Act. The school may ask you to provide health information and/or medical reports about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the school's ability to provide educational, first aid and related services. A student's health and medical information will be disseminated and used within the school to best meet the school's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.
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 pupil to another school. This includes to other schools, government departments and their agents, the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local diocese and the parish, schools within other Dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and anyone to whom St Joseph's school is required or authorised to disclose the information to by law, including under child protection laws.
6. If this information is not provided to us, the school views this as an unacceptable risk and will not proceed with the enrolment.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. In situations where parents are separated, it is the policy of the school to release school reports to the 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 school will abide by any court orders which prevent the release of such information.
9. The school may store personal information in the 'cloud' and/or use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The School's Privacy Policy contains further information about its use of the 'cloud' and other third-party service providers and any of their overseas locations.
10. In the event of default of payment of fees, the school 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.
11. The School's Privacy Policy sets out how parents or students may seek access and correction of their personal information which the school has collected and holds. 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.
12. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
13. 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.
14. 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.
15. 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.

Office use only

Student name:		Student ID:
Date application received:	Interview Date:	Acceptance Form Received:
Application fee paid:	Letter of offer sent:	Acceptance fee paid: