



**Student Name:** \_\_\_\_\_

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

Year to begin: \_\_\_\_\_ Begin in Year level: \_\_\_\_\_

Interview date: \_\_\_\_\_ Interview time: \_\_\_\_\_

## APPLICATION FOR ENROLMENT

### Tenison Woods College Mount Gambier

Please note that this is an application form only and does not guarantee that a place will be offered to your child.

Please complete this form in full and return to the school.

OFFICE USE ONLY		
Date Received / /	Deposit Paid / /	Acknowledgement Sent / /
Student ID Number: _____		SEQTA: _____
Medical Management Discussed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Transfer Form Signed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Image Consent Form Returned: <input type="checkbox"/> Yes <input type="checkbox"/> No		

STUDENT DETAILS					
Family Name:					
Given Name/s:			Preferred Name:		
Male / Female / Unspecified (Circle)	Birth Date:	Beginning Date	Year:	Term:	Year Level:
Address:					Postcode:
Main Language:			Main Language Spoken at Home:		
Is your child of Aboriginal or Torres Strait Islander Origin?	No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both <input type="checkbox"/>			

### Background

Country of Birth:	Arrival date in Australia, if born overseas:
Nationality:	Visa (if not Australian citizen): ■ Visa Type: ■ Visa Number: ■ Date Granted:     /     /     Expiry Date:     /     /
Year first enrolled in a school in Australia:	

### Education

Current School:	Current Year Level:
Previous Schools and Pre-schools (include Kindergarten up to present time): <i>(Attach separate sheet for more, if required)</i>	
1	From     /     /     to     /     /
2	From     /     /     to     /     /

### Religious

Religion:		Present Parish of Worship:	
Sacraments	Parish	Year	Year
Baptism			
Confirmation			

### Medical Information

Doctors Name:	Doctors Telephone:
Doctors Address:	
Dentists Name:	Dentists Telephone:
Dentists Address:	
Medical Conditions:	
Medical Plan Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Medicare No:
Private Medical Cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fund:     Number:
<b>Medication (regular and occasional)</b>	Can your child have Panadol?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child had a Tetanus Immunisation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
Is your child allergic to any drug/medicine? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify	
Please detail any other medication your child is taking:	

FAMILY DETAILS		Mother/Parent 1/Guardian 1		Father/Parent 2/Guardian 2	
Title:	Mr Mrs Ms Miss Dr (please tick)			Mr Mrs Ms Miss Dr (please tick)	
Family Name:					
Given Name:					
Date of Birth:					
Occupation:					
Occupation Group: (refer list, page 8)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 8
Employer:					
If not employed, do you receive a government benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Details: Home/Work:	H		W		
Mobile:					
Email:					
Residential Address:					
Postal Address: (if different)					
Relationship to child: <i>Father/Mother/Foster/Step/Grandparent etc.</i>					
Legal Guardian:					
Child Resides with:	Yes, full time	<input type="checkbox"/>	Yes, full time	<input type="checkbox"/>	
	Yes, part time	<input type="checkbox"/>	Yes, part time	<input type="checkbox"/>	
	No	<input type="checkbox"/>	No	<input type="checkbox"/>	
Family Court or other relevant Court Order/Intervention Order or Parenting Plan? <i>(if Yes, a copy of the order is to be provided to the school)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Religious and Background

Religion:				
Main Language Spoken at Home:				
Country of Birth:				
Cultural Background:				
Arrival date in Australia (if applicable):				
Residential Status:	Australian citizen	<input type="checkbox"/>	Australian citizen	<input type="checkbox"/>
	Permanent resident	<input type="checkbox"/>	Permanent resident	<input type="checkbox"/>
	Temporary resident	<input type="checkbox"/>	Temporary resident	<input type="checkbox"/>
Visa: (if not an Australian Citizen)	Visa Type:		Visa Type:	
	Visa Number:		Visa Number:	
	Date Granted:	/ /	Date Granted:	/ /
	Expiry Date:	/ /	Expiry Date:	/ /
Highest School Year Completed: <i>(Circle one)</i>	Year	12 11 10 9 or below	Year	12 11 10 9 or below
Non-school (tertiary) qualifications:	<input type="checkbox"/> Bachelor's degree or above		<input type="checkbox"/> Bachelor's degree or above	
	<input type="checkbox"/> Advanced Diploma / Diploma		<input type="checkbox"/> Advanced Diploma / Diploma	
	<input type="checkbox"/> Certificate I to IV (including trade certificate)		<input type="checkbox"/> Certificate I to IV (including trade certificate)	
	<input type="checkbox"/> No non-school qualifications		<input type="checkbox"/> No non-school qualifications	
Are you an old scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Years Attended: _____ to _____		Years Attended: _____ to _____	

## Other Students

Have you previously had a child at this school? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please indicate the names and dates attended.				
Other school age children in the family				
Name	M / F	Birth Date	School attending	Year level

### Additional Emergency Contacts (other than parent/guardian)

Relationship to Student:		Name:		Phone:	
Relationship to Student:		Name:		Phone:	

Bus Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Route:
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### ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the school setting. If you answer **Yes** to any of the questions, please provide details, using attachments if necessary.

a) Does your child have any specific learning needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has your child attended any specialised agencies, special schools, units or centres?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Has your child been assessed by a specialist service (e.g. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic/service)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Does your child have any special needs or considerations? (e.g. physical considerations, challenges, allergies, restrictions on physical activity or disabilities)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Does your child require any special provisions to be made by the school? (e.g. medication, disabled access etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Does your child have any infectious diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Has your child ever been suspended from school, expelled, or refused admission to another school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h) Does your child have any special achievements and/or talents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Is there any other information that the school should be aware of in order to meet your child's educational needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
j) If YES to any of the above, please give details, using attachments if necessary	

### OTHER INFORMATION

#### Please bring a copy of the following documents (as applicable) to your interview

<input type="checkbox"/> A copy of the birth certificate (or extract) (or current passport)
<input type="checkbox"/> Latest school report and/or reference from previous schools (as applicable)
<input type="checkbox"/> Copies of any national tests results (e.g. NAPLAN), where available
<input type="checkbox"/> Baptismal certificate
<input type="checkbox"/> Any Court order, Parenting Plan or related information affecting your child
<input type="checkbox"/> Documentation relating to special needs (any reports, action plans, assessments, etc)
<input type="checkbox"/> A copy of the Visa details (if the child is not an Australian citizen)
<input type="checkbox"/> Letter of support/reference from your Parish Priest / Minister of Religion

Please explain your reasons for choosing this Catholic school for your child's education:

QUESTIONS TO BE DISCUSSED
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Please list any questions you would like discussed at your application interview

[illegible]

Head of School Signature

Date

## RELEASE OF INFORMATION AND PRIVACY INFORMATION

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. 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 pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils 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 pupils 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 pupils from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the School's local parish and diocese, other related church agencies/entities, and Schools within other Dioceses; medical practitioners; people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services to the School; anyone you authorise the School to disclose information to; and anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
6. From time to time, the school may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.
7. The school may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Statement.
10. The School's Privacy Statement, accessible on the School's website, sets out how parents or pupils may seek access to and correction of their personal information which the School 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, 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. Any refusal will be notified in writing with reasons if appropriate.
11. The School's Privacy Statement also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The School 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 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.
13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) 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.
14. We may include pupils' and pupils' parents' contact details in a class list and School directory.
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.

## PARENT/GUARDIAN DECLARATION

**If my/our application is successful, I understand that I have entered into a legal contractual agreement and hereby agree to accept and abide by all the below terms and conditions (Clauses 1-12) of this Enrolment Contract with Tenison Woods College.**

1. In applying to enrol my /our child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of school staff and cooperation concerning school activities is essential.
3. I/we accept that I/we will abide by school policies as amended from time to time.
4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
5. I/we accept that the school reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct that brings into disrepute the good name and reputation of the School.
6. I/we accept the standards the school sets regarding grooming, uniform and personal presentation.
7. I/we accept joint responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the school (except where exemptions/remissions have been sought and granted).
8. I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions is my/our responsibility.
9. I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.
10. I/we consent to my/our basic family details (name, email address and telephone number) being revealed to: State Dental Clinic and to other Catholic schools who may wish to provide me/us with information to assist in choosing another Catholic school.
11. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside.
12. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.

Parent/Guardian (signature) \_\_\_\_\_ Parent/Guardian (name) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (signature) \_\_\_\_\_ Parent/Guardian (name) \_\_\_\_\_ Date: \_\_\_\_\_

### FEES

Refer to the Fee Schedule in your enrolment pack for full details on current year fees and payment options. Fees are revised annually and updated on the College's Website. For the purpose of fee calculation, application of the meaning of 'Families' remains at the discretion of the college. It is expected that all fees for any year are paid in the year which they occur.

**PLEASE NOTE:** In due course, applicants will be contacted regarding their enrolment application. If applicants accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated in the Enrolment Contract.

**How did you hear about Tenison Woods College?** ☐ Old Scholar ☐ Word of Mouth ☐ Sibling ☐ Internet Search  
☐ Open Day ☐ Advertisement (Newspaper/TV/Social Media) ☐ Other \_\_\_\_\_

## 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 a degree of 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

### 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 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, kitchenhand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants**
- **Office** [typist, work 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]

### Group 8: Currently not in paid work

- If the person is not currently in paid work but has had a job in the past 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, tick Group "8" in the appropriate box.