APPLICATION FOR ENROLMENT

Return this completed Application for Enrolment to your school of choice along with necessary documentation to support your application:

- Birth Certificate or identity documents
- Baptism Certificate (if applicable)
- Current school and NAPLAN reports (if applicable)
- Health or Medical Assessment reports (if applicable)
- Current Visa or Passport (if applicable)
- Legal Documentation (if applicable)

Once all documentation is received, the application is considered complete. Submission of an application does not guarantee enrolment.

Please refer to the Application for Enrolment Notes Booklet.

Student Information

School Name _____ **School Suburb** _____

Student's Legal Surname _____

Student's Legal First Name _____

Student's Preferred Surname
(to be used only with Principal's approval) _____

Student's Preferred First Name
(if different from Legal First Name) _____

Student's Date of Birth dd/mm/yyyy **Gender** ☐ Male ☐ Female

Birth Certificate Number _____ **Birth Certificate Registration Date** _____

What year level/year of enrolment is this for _____

What is the start date of this enrolment? dd/mm/yyyy

Has your child ever been enrolled in a Brisbane Catholic Education School? *(please list school)* ☐ Yes ☐ No _____

Does the student have any school-aged siblings currently attending a BCE School ☐ Yes ☐ No

Sibling's Legal Name and School
(if applicable) _____

Sibling's Date of Birth dd/mm/yyyy **Sibling's Gender** ☐ Male ☐ Female

Student Background

In which country was the student born?

☐ Australia
☐ Other *(Birth Country)*

Is the student an Australia Citizen?

☐ **Australia** *(If the student was not born in Australia, or the student was born in Australia and the parents were not born in Australia or were not Australian Citizens, proof of Australian Citizenship documentation must be provided)*
☐ **Other Country**

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander
☐ Yes, Both Aboriginal and Torres Strait Islander

What is the first language spoken by the student?

☐ English
☐ Other *(Please specify*

What is the main language spoken at home?

☐ No, English Only
☐ Yes, Other *(Please specify)*

Is another language spoken at home other than those noted above?

☐ No
☐ Yes, Other *(Please specify)*

Student Visa Details

Complete this section for students who are NOT either Australian or New Zealand citizens – a legible copy of the student's Visa and Passport (including passport number must be attached)

Country of Passport Issue

Date of Entry to Australia dd/mm/yyyy

Visa Sub-Class Number

Visa Expiry Date dd/mm/yyyy

Previous School

Provide details of any educational environment which the student currently attends or has previously attended, starting with the most recent

Previous School Name, Suburb & State	Last Enrolled Year Level	Dates of Attendance

Student's Religion

Student's Religion ☐ **Catholic**

☐ **Other** *(please specify)*

Has the student received Sacraments in the Catholic Faith? *(a legible copy of the student's Baptismal Certificate must be supplied and details of any Sacraments Received should be provided below).*

	Date Received	Parish and State
☐ **Baptism**	dd/mm/yyyy	
☐ **Reconciliation**	dd/mm/yyyy	
☐ **Eucharist**	dd/mm/yyyy	
☐ **Confirmation**	dd/mm/yyyy	

Parent/Legal Guardian/Caregiver (1) Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname
(if different from Legal Surname)

Preferred First Name
(if different from Legal First Name)

Title *(e.g. Mr/Ms/Dr)*

Gender ☐ **Male** ☐ **Female**

Date of Birth dd/mm/yyyy

Is an Interpreter required? ☐ **Yes** ☐ **No**

Country of Birth ☐ **Australia** ☐ **Other** *(please specify)*

Country of Passport Issue
(if not eligible for an Australian passport)

Main Language Spoken at Home ☐ **No, English only** ☐ **Yes, Other** *(please specify)*
(does the parent/Legal Guardian speak a Language other than English at home?)

Other Language Spoken at Home ☐ **No** ☐ **Yes, Other** *(please specify)*

Religion
(please specify)

Parish of Worship
(if applicable)

Highest Year of Secondary School Completed
(please place a 'x' in applicable box)

☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below
☐ Not Stated/Unknown

Highest Qualification Level Completed
(please place a 'x' in applicable box)

☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification
☐ Not Stated/Unknown

Occupation Group
(please place a 'x' in applicable box)

☐ Senior Management
☐ Other Business Managers
☐ Tradespeople, clerks and skilled office, sales and service staff
☐ Machine Operators, hospitality staff, assistants, labourers and related workers
☐ Not in paid work in last 12 months
☐ Not Stated/Unknown

Occupation
(e.g. plumber, fire fighter, student, nurse)

Workplace

Talents
(indicate any special talents)

Interests
(indicate any special interests)

Parent/Legal Guardian/Caregiver (1) Address and Contact Information

Residential Address
(Not a post office box)

Postal Address ☐ **Same as Residential Address**
☐ **Different to Residential Address**

Mobile Telephone Number ☐ *(Indicate best contact order)*

Home Telephone Number ☐

Work Telephone Number ☐

Email Address ☐

Parent/Legal Guardian/Caregiver (1) Relationship to the Student

What is the relationship of Parent/Legal Guardian/Caregiver 1 to the student?

☐ Mother
☐ Father
☐ Other

Is Parent/Legal Guardian/Caregiver 1 the 1st Emergency Contact for the student?

☐ Yes
☐ No *(if No, this must be specified as Yes for Parent/Legal Guardian 2)*

Is Parent/Legal Guardian/Caregiver 1 the Legal Guardian of this student? *(if this person is not a birth or adoptive parent, then Legal documentation must be attached)*

☐ Yes
☐ No

Is Parent/Legal Guardian/Caregiver 1 the Caregiver of this student? *(a person who has responsibility for the general wellbeing of a student daily)*

☐ Yes
☐ No

Is Parent/Legal Guardian/Caregiver 1 the Main Contact of this student? *(A student must have one main contact)*

☐ Yes
☐ No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports	☐ Yes	☐ No
Newsletters	☐ Yes	☐ No
Invitations	☐ Yes	☐ No
Parent Portal Access	☐ Yes	☐ No
SMS	☐ Yes	☐ No
Parent Slips	☐ Yes	☐ No

Does Parent/Legal Guardian/Caregiver 1 reside with the student

☐ Yes
☐ No

Parent/Legal Guardian/Caregiver (2) Relationship to the Student

Legal Surname

Legal First Name

Other Given Names

Preferred Surname *(if different from Legal Surname)*

Preferred First Name *(if different from Legal First Name)*

Title *(e.g. Mr/Ms/Dr)*

Gender ☐ **Male** ☐ **Female**

Date of Birth dd/mm/yyyy

Is an Interpreter required? ☐ **Yes** ☐ **No**

Country of Birth ☐ **Australia** ☐ **Other** *(please specify)*

Country of Passport Issue

Main Language Spoken at Home ☐ **No, English only** ☐ **Yes, Other**
(does the parent/Legal Guardian speak a Language other than English at home?) *(please specify)*

Other Language Spoken at Home ☐ **No** ☐ **Yes, Other**
(please specify)

Religion
(please specify)

Parish of Worship
(if applicable)

Highest Year of Secondary School Completed
(please place a 'x' in applicable box)

☐ Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below
☐ Not Stated/Unknown

Highest Qualification Level Completed
(please place a 'x' in applicable box)

☐ Bachelor degree or above
☐ Advanced diploma/Diploma
☐ Certificate I to IV (including trade certificate)
☐ No non-school qualification
☐ Not Stated/Unknown

Occupation Group
(please place a 'x' in applicable box)

☐ Senior Management
☐ Other Business Managers
☐ Tradespeople, clerks and skilled office, sales and service staff
☐ Machine Operators, hospitality staff, assistants, labourers and related workers
☐ Not in paid work in last 12 months
☐ Not Stated/Unknown

Occupation
(e.g. plumber, fire fighter, student, nurse)

Workplace

Talents
(indicate any special talents)

Interests
(indicate any special interests)

Parent/Legal Guardian/Caregiver (2) Address and Contact Information

Residential Address ☐ **Yes** ☐ **No**
(same as Parent/Legal Guardian/Caregiver 1)
If No, please supply address
(not a post office box)

Postal Address ☐ **Same as Residential Address** ☐ **Different to Residential Address** *(please specify below)*

Mobile Telephone Number ☐ *(Indicate best contact order)*

Home Telephone Number ☐

Work Telephone Number ☐

Email Address ☐
(not to be the same email address as Parent/Legal Guardian/Caregiver 1)

Parent/Legal Guardian/Caregiver (2) Relationship to the Student

What is the relationship of Parent/Legal Guardian/Caregiver 2 to the student?
☐ Mother
☐ Father
☐ Other *(please specify)*

Is Parent/Legal Guardian/Caregiver 2 the 1st Emergency Contact for the student?
☐ Yes
☐ No

Is Parent/Legal Guardian/Caregiver 2 the Legal Guardian of this student? *(if this person is not a birth or adoptive parent, then Legal documentation must be attached)*
☐ Yes
☐ No

Is Parent/Legal Guardian/Caregiver 2 the Caregiver of this student?
☐ Yes
☐ No

Is Parent/Legal Guardian/Caregiver 2 the Main Contact of this student? *(A student must have one main contact)*
☐ Yes
☐ No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports	☐ Yes ☐ No
Newsletters	☐ Yes ☐ No
Invitations	☐ Yes ☐ No
Parent Portal Access	☐ Yes ☐ No
SMS	☐ Yes ☐ No
Parent Slips	☐ Yes ☐ No

Does Parent/Legal Guardian/Caregiver 2 reside with the student?
☐ Yes
☐ No

Additional Student Information

Residential Address of the student
☐ Student lives with both adults together
☐ Student lives with each adult at different times
☐ Student lives with Parent/Legal Guardian 1
☐ Student lives with Parent/Legal Guardian 2 *(please specify alternative address below)ceadie*
☐ Other *(please specify)*

Is there any limitation(s) on contact between the student and a parent or another person, or are there any legal issues concerning the student of which the school should be aware?

☐ No
☐ Yes *(Provide details below and ensure a copy of any relevant legal document is forwarded to proceed the enrolment.)*

.....
.....
.....

Is the student in the Care of the State?

☐ Yes
☐ No

Does the Student have a medical condition of which the school should be aware? *(Note that if any medication is required to be administered to the student during school time or if the student has a Management Plan, a management plan will need to be provided upon enrolment and retained on the student's file.)*

Condition	Other Medical Information	Requires Medication	Has Management Plan
☐ Allergy *(please specify)*		☐ Yes ☐ No	☐ Yes ☐ No
☐ Anaphylaxis		☐ Yes ☐ No	☐ Yes ☐ No
☐ Asthma		☐ Yes ☐ No	☐ Yes ☐ No
☐ Diabetes Mellitus Type 1		☐ Yes ☐ No	☐ Yes ☐ No
☐ Epilepsy		☐ Yes ☐ No	☐ Yes ☐ No
☐ Febrile Convulsions		☐ Yes ☐ No	☐ Yes ☐ No
☐ Other *(please specify)*		☐ Yes ☐ No	☐ Yes ☐ No

Has the student had any specialist assessments of which the school should be aware? *(an assessment by a speech pathologist, behavioural psychologist, orthopaedic specialist, paediatrician etc.)*

☐ Yes *(please specify)*
☐ No

Does the student have any educational support requirements of which the school should be aware?

☐ Yes *(please specify)*
☐ No

Has the student been diagnosed with a developmental delay, disorder or disability?

☐ Yes *(please specify)*
☐ No

Has the student been:

a) verified as a student with disability under the Education Adjustment Program (EAP) by an educational sector in Queensland (e.g. Department of Education, Independent Schools Queensland, Catholic Education) or as a student with disability from interstate or overseas?

b) included as a student with disability on the National Consistent Collection of Data (NCCD) under the Disability Discrimination Act (DDA) at their previous school?

☐ Yes *(please specify)*
☐ No

Does the student have younger siblings not yet attending school?

☐ Yes *(please provide the children's names and dates of birth)*
☐ No

BRISBANE CATHOLIC EDUCATION (BCE)
INFORMATION COLLECTION NOTICE

Information we collect: Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

Disclosure of information: Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, 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. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves 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 server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy Policy sets out how parents/guardians or students may seek access to 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. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time 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. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

Our privacy position: Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website www.bne.catholic.edu.au. Alternatively, a hard copy of the statement may be provided on request.

Information required: If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

Parent/Legal Guardian/Caregiver Declaration

Is there any other information which you believe may assist with this application for enrolment?

I declare that:

- I have completed this form in conjunction with the Application for Enrolment Notes Booklet.
- The information provided in this form is complete and is a full and frank disclosure of information pertinent to the student seeking enrolment.

I understand that:

- I have an obligation to inform the school of any change to the information provided in this form that may affect this Application for Enrolment.
- Should this Application for Enrolment be successful, I have an ongoing obligation to provide the school with relevant, current information about the student for the period of enrolment at the school.
- Submission of this form does not guarantee enrolment at this school.

Signature of Parent/Legal Guardian/Caregiver

Full Legal Name

Relationship to Student

Date Signed

d d / m m / y y y y

Signature of Parent/Legal Guardian/Caregiver

Full Legal Name

Relationship to Student

Date Signed

d d / m m / y y y y