

## **APPLICATION FOR ENROLMENT NOTES BOOKLET**

This Notes Booklet contains an outline of the steps to follow to complete the Application for Enrolment, further explanation of some of the terms and requirements in the form, as well as an Appendix which lists the Parental Occupation Groups.

### **Student Information**

This section collects basic information about the student.

- The Legal Surname, Legal First Name and Date of Birth of the student must be provided and be identical to the names on the student's Birth Certificate.
- Where a student has legally taken a different surname and/or first name to that which is shown on the Birth Certificate, the student's Birth Certificate is to be accompanied by a Change of Name Certificate. In these circumstances, the Legal Surname and Legal First Name provided is to be identical to the names on the student's Change of Name Certificate.
- If the Parent/Legal Guardian requests that the student be known by a different surname or first name whilst at school other than the names which appear on the Birth Certificate or Change of Name Certificate, this information can be entered as Preferred Surname and/or Preferred First Name.
  - In these circumstances, the Principal must be satisfied that such an action is not intended to defraud, to contravene a Court Order or to infringe the rights of the other parent.
  - Once approved, the Principal will endeavour to ensure that informal school records reflect the preferred names.
  - All formal school records however, such as enrolment documents and report cards/progress reports, will reflect the student's legal name as shown on the student's Birth Certificate or, if applicable, the student's Change of Name Certificate.
- A legible copy of the student's Birth Certificate (and a Change of Name Certificate, if applicable) is to be provided with the form for the school to retain on file.

Provide details of a student's siblings, where those siblings attend a BCE school:

- The Legal Surname and Legal First Name of each sibling is required and is to be identical to the names appearing on each Birth Certificate (or Change of Name Certificate if applicable)
- The Date of Birth of each sibling is required to match the date as it appears on each birth certificate

Whether a student born in Australia is an Australian citizen by birth depends on their date of birth.

- People who were born in Australia between 26 January 1949 and 19 August 1986 were automatically granted Australian Citizenship at birth
- People who were born in Australia on or after 20 August 1986 were not automatically granted Australian Citizenship at birth. However, Australian Citizenship was generally acquired if at least one of the parents was an Australian citizen or permanent resident of Australia at the time of the birth

### **Student Background**

Australian Citizenship documentation needs to be provided to support the application for enrolment where the student is claiming Australian Citizenship and:

- The student was not born in Australia, or
- The student was born in Australia and neither of the parents were born in Australia or held Australian Citizenship at the time of the student's birth, or
- The student holds Australian Citizenship documentation because of other circumstances (ie by Descent, Adoption, Conferral or Resumption)

- Dual or Multiple Citizenship - in the case where a student holds current citizenship of two or more countries and one of those countries is Australia, then Australia is to be nominated on the form

## Student Visa Details

This section is to be completed for all students who are NOT Australian citizens.

- Responses provided on the form are required to be identical to the data recorded on the documentation (e.g. the visa, passport, etc.)
- All documentation provided is to be current and is required to be kept up-to-date (e.g. if a new visa is issued)

## Previous School

This section collects information about any educational environment that the student currently attends or has previously attended. Where enrolment is sought for Prep Year, then kindergartens, pre-schools etc. are to be listed

## Student's Religion

Where the student does not identify as Catholic, select a religion from the list below that best describes the student's religion and write the religion in the space on form.

- |   |                           |                             |
|---|---------------------------|-----------------------------|
| • Anglican                                    | • Eastern Orthodox        | • Oriental Orthodox         |
| • Assyrian Apostolic                          | • Hinduism                | • Other Christian           |
| • Australian Aboriginal Traditional Religions | • Islam                   | • Other Protestant          |
| • Baha'i                                      | • Japanese Religions      | • Pentecostal               |
| • Baptist                                     | • Jehovah's Witnesses     | • Presbyterian and Reformed |
| • Brethren                                    | • Judaism                 | • Salvation Army            |
| • Buddhism                                    | • Latter Day Saints       | • Seventh-day Adventist     |
| • Chinese Religions                           | • Lutheran                | • Sikhism                   |
| • Churches of Christ                          | • Miscellaneous Religions | • Spiritualism              |
| • Druse                                       | • Nature Religions        | • Uniting Church            |
|   | • No Religion             |                             |

## Parent/Legal Guardian/Caregivers Details

Provision has been made for two persons to be nominated on the form (Parent/Legal Guardian/Caregiver 1 and Parent/Legal Guardian/Caregiver 2). Additional Related Persons can be added at the Confirmation of Enrolment stage.

The Legal Surname and Legal First Name are required. These names are required in full and are not to be shortened or abbreviated (i.e. the names are to be as they appear on a person's Birth, Marriage or Change of Name Certificate).

If the Related Person prefers to be known by a different surname or first name other than their Legal Surname or Legal First Name, this information can be entered as the Preferred Surname and Preferred First Name.

This section collects information about the cultural heritage and religion of the Related Person as well as information sought by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

- The religion of the person is to be selected
- The occupation groups have been developed by ACARA. Refer to the Appendix when responding to this question

## Parent/Legal Guardian/Caregiver Address and Contact Information

Ensure the full correct address is provided:

- Residential - where the Related Person lives
- Postal/Correspondence - where the Related Person's mail is to be directed

Provision is made for multiple contacts to be recorded for each Related Person including Home, Work and/or Mobile contact numbers as well as email addresses. An email address is required.

Indicate the best contact order for numbers/email addresses for each person.

## Parent/Legal Guardian/Caregiver Relationship to the Student

### What is the relationship of this person to the student?

- Mother
- Father
- Step Mother
- Step Father
- Foster Mother
- Foster Father
- Grandmother
- Grandfather
- Home Stay Parent
- Sister
- Brother
- Half Sister
- Half Brother
- Step Sister
- Step Brother
- Foster Sister
- Foster Brother
- Home Stay Sister
- Home Stay Brother
- Aunt
- Uncle
- Niece
- Nephew
- Cousin
- Friend
- Doctor
- Dentist
- Legal Guardian *(for Government Departments only)*
- Care Provider
- Counsellor/Social Worker
- Agent
- Registered Exchange Organisation

These relationship types include:

- Legal Guardian – to be used where a Government Department is the Legal Guardian of the Student
- Care Provider - a person who provides care of the student but does not fulfil a parental type role in the giving of care (e.g. day care provider, nanny)
- Agent - an agency/organisation involved in student's care and/or having financial responsibility
- Registered Exchange Organisation - for exchange student enrolments only
- Half Brother/Half Sister - a sibling who has only one parent in common with the enrolling student
- Step Brother/Step Sister - a sibling (by marriage) who has no parents in common with the student who is seeking enrolment.

A Related Person may also have the following role(s) for a Student:

- Emergency Contact - a student is to have at least one Emergency Contact. The emergency contact person needs to be easily contactable. Provision is made to nominate an emergency contact order (i.e. who to contact first - Parent/Legal Guardian/Caregiver 1 or Parent/Legal Guardian/Caregiver 2)
- Legal Guardian - a person who has been granted guardianship of a child under the law of the Commonwealth or of a State or Territory. This status is automatically allocated to parents on the basis of birth or adoption - but never by marriage to a birth parent or an adoptive parent. Otherwise it can be awarded by court order or the rights of a Legal Guardian can be delegated, in writing by an existing Legal Guardian of the child. Documented evidence in these cases is required to be provided to the school
- Caregiver - a person who has responsibility for the general wellbeing of a student on a day-to-day basis
- Main Contact – Brisbane Catholic Education schools require every student to have one Main Contact

## Additional Student Information

### Legal Information

This section caters for situations where there are Court Orders or Agreements in place in relation to a student. Schools, as part of their duty of care responsibility, require copies of such legal documentation before they can implement any request.

### Medical Information and Student Specialist Assessments

Provide details of medical information about the student, the condition and its treatment, along with the requirement for medication to be administered and for a Medical Management Plan to be in place

Note that if any medication is required to be administered to the student during school time or if the student has a Medical Management Plan, additional information will need to be provided upon enrolment and retained on the student's file.

### *Specialist Assessments*

This section collects information concerning assessments that may have been performed to assess a child's developmental progress/issues. Examples of such reports include a speech pathologist assessment, behavioural psychologist assessment, orthopaedic assessment, paediatrician, etc.

### *Educational Support Information*

This section provides the opportunity for parents to identify and describe the particular educational support required to enable the student to access the curriculum. Some students may have been verified due to a developmental delay, disorder or disability.

For more information please refer to the Brisbane Catholic Education Public Website – Students & Parents - Supporting Students.

## **Parent/Legal/Caregiver Guardian Declaration**

The form is to be signed and dated by a Parent/Legal Guardian of the student seeking enrolment.

## APPENDIX – LIST OF PARENTAL OCCUPATION GROUPS

**Group 1:** Elected officials, senior executives/manager, management in large business organisation, government administration and defense, and qualified professionals

**Elected officials** mayor, parliamentarian, alderperson, trade union secretary, board member

**Senior executive/general managers/department heads** in industry, commerce, media or other large organisation

**Public service manager** section head or above, regional director, hospital/health services education

**Other administrator** school principal, faculty head/dean, library/museum/gallery director, research facility director

**Defence forces** Commissioned Officer

**Qualified professionals** degree or higher qualifications and experience in applying knowledge to design, develop or operate complex systems; identify, treat and advise on problems

**Health, education, law, social welfare, engineering, science, computing professional** health practitioner, teacher, lawyer, architect, engineer, computer systems manager, scientist

**Business** management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer

**Social** welfare, community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator

**Air/sea transport** aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

**Group 2:** Other business managers/professionals and associate professionals

**Farm/business owner/manager** crop/livestock farmer, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager

**Specialist manager** works, engineering/production, sales/marketing, purchasing supply/shipping, customer service, property, real estate, advertising, public relations, human resource, call or contact centre, human resource managers

**Finance** bank manager, finance manager, investment manager, insurance broker/advisor, credit/loan officer and accountant

**Retail sales/services manager** shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail service managers

**Arts/media/sportsperson** musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof-reader, graphic designer, web designer, sportsperson, coach, sports official

**Associate professionals** diploma/technical qualifications

**Medical, science, architectural, building, surveying, engineering, computing, health, legal**

Enrolled nurse, community health worker, paramedic/ambulance office, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician, police officer, prison officer, government inspector, examiner/assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk

**Business/administration** recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager, other managing supervisors and organisation analysts

**Defence Forces** senior non-commissioned officer

**Other** library assistant, museum/gallery technician, research assistant, proof-reader

**Group 3:** Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

**Tradespeople** metal fitters/machinists, mechanics, structural steel/welding, carpenters/joiners, plumbers, painters, electricians, chefs/cooks, hairdressers

**Advanced/intermediate clerical, office, sales, carer and service staff**

**Recording clerk** bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, bond clerk, freight/transport/shipping clerk, customs agent, customer services clerk, hospital admissions clerk

**Office** secretary, personal assistant, desktop publishing operator, switchboard operator

**Sales** sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent

**Carer** aged/disability/refuge/child care/ welfare support worker, nanny, nursing support

**Service** parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, regulatory officers

**Group 4:** Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators** vehicle or plant driver, driving instructor, courier, garbage collector, farm/horticulture/forestry machine operators, industry plant operators

**Sales, office, hospitality staff and other assistants** sales representatives, checkout operators, bus/train conductor, ticket seller, service station attendant, typist, receptionist, waiter, bartender, barista, kitchen hand, porter housekeeper, fast food cooks, school officer, teacher aides, trade assistants, dental assistant, vet nurse, nursing assistant, usher, home helper

**Defence Forces** ranks below senior NCO

**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, security officer