

MOUNT CARMEL COLLEGE

Application for Enrolment



STUDENT NAME

Surname/Family Name: _____

Given Name(s): _____

COMMENCEMENT

Month to begin: _____ Year to begin: 20____ Begin in Year level: _____

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 it to Mount Carmel College.

MOUNT CARMEL COLLEGE

A Catholic co-educational Years 7-12 Secondary School in the Josephite Tradition

33 Newcastle Street, Rosewater SA 5013 | PO Box 35 Port Adelaide Business Centre SA 5015

Telephone: (08) 8447 0500 | Email: mcc@mcc.catholic.edu.au | Website: www.mcc.catholic.edu.au

OFFICE USE ONLY

Date Received / /	Acknowledgement Sent / /	Interviewed / /	Offer Sent / /	
Offer Accepted / /	Acceptance of Offer Payment Received / /	Notice of Acceptance Sent / /		
<input type="checkbox"/> Sibling	<input type="checkbox"/> Learning Needs	<input type="checkbox"/> MacKillop Unit	<input type="checkbox"/> Court Order	<input type="checkbox"/> Visa

Please complete all necessary fields and return to the College either by post or email to mcc@mcc.catholic.edu.au

For enquiries regarding your child's enrolment, please contact the Registrar on (08) 8447 0500.

STUDENT DETAILS

Family Name/Surname:			Given Name(s):				
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified (Tick)	Birth Date:	Beginning Date	Year:	Term:	Year Level:
Address:						Postcode:	
Student Mobile Phone:							

Mary MacKillop Unit (The Mary MacKillop Unit caters for full-time students with a mild/moderate intellectual disability)

Is this application for enrolment in the Mary MacKillop Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please include any documentation describing student's needs, agency support, previous contact with Catholic Education Special Education Consultants etc.		

Education

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

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:	
Main Language:	Main Language Spoken at Home:
Is your child of Aboriginal or Torres Strait Islander Origin?	No <input type="checkbox"/> Yes <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/>

Religious

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

FAMILY DETAILS:	Parent/Guardian 1	Parent/Guardian 2
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Family Name/Surname		
Given Name		
Date of Birth		
Employer		
Occupation		
Occupation Group <i>(refer to list on page 8)</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 8
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
Highest School Year Completed	Year: 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 or below <input type="checkbox"/>	Year: 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9 or below <input type="checkbox"/>

FAMILY DETAILS: <i>(Continued)</i>	Parent/Guardian 1 <i>(Continued)</i>	Parent/Guardian 2 <i>(Continued)</i>
Non-school (<i>tertiary</i>) qualifications	<input type="checkbox"/> Bachelor's Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (<i>including trade certificate</i>) <input type="checkbox"/> No non-school qualifications	<input type="checkbox"/> Bachelor's Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (<i>including trade certificate</i>) <input type="checkbox"/> No non-school qualifications
Are you an old scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____
Contact Details	Home Phone:	Home Phone:
	Work Phone:	Work Phone:
	Mobile Phone:	Mobile Phone:
Email		
Residential Address		
Postal Address (<i>if different to Address</i>)		
Relationship to child <i>Father/Mother/Foster/Step/Grandparent etc</i>		
Child Resides with	Yes Full time <input type="checkbox"/> Yes Part time <input type="checkbox"/> No <input type="checkbox"/>	Yes Full time <input type="checkbox"/> Yes Part time <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	Parent/Guardian 1 <i>(Continued)</i>	Parent/Guardian 2 <i>(Continued)</i>
Religion		
Main Language Spoken at Home		
County of Birth		
Cultural Background		
Arrival date in Australia (<i>if applicable</i>)		
Residential Status	Australia Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	Australia Citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>
Visa (<i>if not an Australian Citizen</i>)	<ul style="list-style-type: none"> • Visa Type: • Visa Number: • Date Granted: / / • Expiry Date: / / 	<ul style="list-style-type: none"> • Visa Type: • Visa Number: • Date Granted: / / • Expiry Date: / /

Other Students

Have you previously had a student at this school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate the names and dates attended:				
Name: _____	Year attended MCC	to		
Name: _____	Year attended MCC	to		
Name: _____	Year attended MCC	to		
Other school age children in the family				
Name	Male or Female	Birth Date	School attending	Year Level
	<input type="checkbox"/> Male <input type="checkbox"/> Female	/ /		
	<input type="checkbox"/> Male <input type="checkbox"/> Female	/ /		
	<input type="checkbox"/> Male <input type="checkbox"/> Female	/ /		
	<input type="checkbox"/> Male <input type="checkbox"/> Female	/ /		

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 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? (eg 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? (eg disabilities, allergies, restrictions on physical activity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Does your child require any special provisions to be made by the school? (eg 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, 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

If you answered **Yes** to any of the questions above, please provide details:

OTHER INFORMATION

Do you have any outstanding schools fees with another school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please supply a copy of the following documents (as applicable)	
<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 (eg 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:

RELEASE OF INFORMATION AND PRIVACY INFORMATION

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 provide schooling to the pupil 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 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 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 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 and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. 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 interview upon request. However, the School will abide by any court orders which prevent the release of such information.
8. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. 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.
10. The School's Privacy Policy sets 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 pupil, or where students have provided information in confidence.
11. 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.
12. 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.
13. 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. We may include students' and students' parents' contact details in a class list and School directory or Schools may wish to seek specific consent to publish contact details in class lists and School directories.
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, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

PARENT/GUARDIAN DECLARATION

1.	In applying to enrol my 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 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 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 child's personal possessions is my responsibility.
9.	I/we consent to the school obtaining information about our child, where necessary, from previous schools or agencies/professionals.
10.	I consent to my basic family details (name 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 knowledge, true and accurate.
13.	I/we acknowledge and, if my application is successful, accept and agree to all of the above terms and conditions (clauses 1-14).

Parent/Guardian (signature) _____

Date: _____

Parent/Guardian (signature) _____

Date: _____

Please sign the Application Form prior to returning it to Mount Carmel College.

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

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, fight 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.