

Student Name:

Family Name

Given Name/s

Year to begin:

Begin in year level:



Preschool
ST JOSEPH'S HINDMARSH

APPLICATION FOR PRESCHOOL ENROLMENT

56 Albemarle Street

West Hindmarsh SA 5007

Ph: 8424 6400

Email: info@sjsh.catholic.edu.au

PLEASE NOTE: Acceptance for Preschool enrolment does NOT guarantee a place in the school Reception class. If you wish your child to proceed to Reception please complete a separate school 'Application for Enrolment' form.

Please complete the details on this form to enrol your child in the preschool program.

OFFICE USE ONLY			
Date Received	/ /	Deposit Paid	/ /
		Acknowledgement Sent	/ /
Interviewed	/ /	Offer Sent	/ /
		Offer Accepted	/ /
		Notice of Acceptance Sent	/ /

STUDENT DETAIL					
Family Name:			Given Name/s:		
Male / Female / Unspecified (Circle)	Birth Date:		Beginning Date	Year:	Term:
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):		
Year first enrolled in a school in Australia:			<ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / Expiry Date: / / 		
Education					
Previous Pre-schools, Childcare etc. (Attach separate sheet for more, if required)					
1			From / /	to	/ /
2			From / /	to	/ /
3			From / /	to	/ /
Which school do you intend to send the child to?					
Religious					
Religion		Present Parish of Worship			
Sacraments	Parish				Year
Baptism					

FAMILY DETAILS		Parent 1/Guardian 1			Parent 2/Guardian 2						
Title											
Family Name											
Given Name											
Date of Birth											
Occupation											
Occupation Group (refer list, page 7)		<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
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		H		W		
Mobile											
Email											

FAMILY DETAILS (continued)		Parent 1/Guardian 1	Parent 2/Guardian 2
Residential Address			
Postal Address (if different)			
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
Is the child under the guardianship of the Minister for Education and Child Development (goM) or in alternative care?		<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"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	
Visa (if not an Australian Citizen)	<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: / / 	
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"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <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 (including trade certificate) <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 _____	
Other Students			
Other children in the family			
Name	M / F	Birth Date	School attending
			Year level

ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the preschool setting.

a) Does your child have any special needs or considerations? (e.g. disabilities, diagnosed medical condition, allergies, restrictions on physical activity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) 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
c) 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
d) Has your child received all scheduled immunisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Does your child have any infectious diseases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Do you have any concerns about your child's development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answer Yes to any of the questions, please provide details, using attachments if necessary.	

OTHER INFORMATION

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

- A copy of the birth certificate (or extract) (or current passport)
- A copy of your child's Immunisation History Statement
- Baptismal certificate
- Any Court order, Parenting Plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- A copy of the Visa details (if the child is not an Australian citizen)
- 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:

EMERGENCY CONTACTS

	Emergency Contact 1				Emergency Contact 2				
Relationship to child <i>Father/Mother/Foster/Step/Grandparent etc.</i>									
Family Name									
Given Name									
Contact Details	Home/Work	H		W		H		W	
	Mobile								
	Email								
Residential Address									

	Emergency Contact 3				Emergency Contact 4				
Relationship to child <i>Father/Mother/Foster/Step/Grandparent etc.</i>									
Family Name									
Given Name									
Contact Details	Home/Work	H		W		H		W	
	Mobile								
	Email								
Residential Address									

	Account payee If other than Parent/ Guardian 1 or 2				Authority to collect child only (collection only not an emergency contact)				
Relationship to child <i>Father/Mother/Foster/Step/Grandparent etc.</i>									
Family Name									
Given Name									
Contact Details	Home/Work	H		W		H		W	
	Mobile								
	Email								
Residential Address									

FAMILY- PRESCHOOL RELATIONSHIPS

The Preschool operates under the auspices of and is accountable to, the School Board. The School Principal is responsible for the administration of the Preschool and because of the important place that family/Preschool relationships occupy in your child's development the Catholic Preschool undertakes to –

- Support the continuing faith development of your child.
- Provide the conditions for regular and close liaison between the child's family and Preschool staff.
- Build on the child's family experiences by offering a variety of play and social experiences.
- Offer parents/caregivers opportunities to meet, socialise and support each other.
- Provide information to parents/caregivers about community support services.
- Provide opportunities for parent/caregivers to increase their knowledge about how children develop and learn.

PARENT/GUARDIAN DECLARATION

1. In applying to enrol my /our child at this Preschool, 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 Preschool staff and cooperation concerning school activities is essential.
3. I/we accept that I/we will abide by Preschool policies as amended from time to time.
4. I/we accept the importance of the family/ Preschool relationship as outlined.
5. I/we accept that the Preschool 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 Preschool.
6. 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).
7. I/we accept that the Preschool 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.

PARENT/GUARDIAN SIGNATURES

1. I/we understand that the entitlement to DECD funded preschool is for an average of 15 hours per week over 40 weeks of the year.
2. I/we declare that the child I am/ we are enrolling is not already accessing a DECD funded preschool program with an entitlement of 15 hours per week from another service provider. If the child is accessing another DECD funded preschool program, please provide details:

3. I/we authorise education are care staff to seek:
 - Medical treatment for the child from a registered medical practitioner, hospital; or ambulance service
 - Transportation of the child by ambulance service
4. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.
5. I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions

Parent/Guardian (signature) _____ Date: _____

Parent/Guardian (signature) _____ Date: _____

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 Preschool Enrolment are incorporated in the Enrolment Contract.

COLLECTION OF INFORMATION - PRIVACY STATEMENT

The Department for Education and Child Development (DECD), on behalf of the South Australian and Australian Governments, provides our service with funding to support the provision of a preschool program for children in their year before full time schooling. As part of this arrangement, DECD requires this service to provide information about your child for funding assessment and reporting purposes. Personal information that we are required to submit to DECD for children accessing the preschool program is as follows:

- Full Name of Child
- Child's Gender
- Child's Date of Birth
- Usual Residential Address of Child
- Full Name of Child's Parent(s)/Guardian(s)

INFORMATION PRIVACY STATEMENT

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by this service about children and their parent(s)/guardian(s), for example, information requested on child enrolment forms.

Some of the information requested in this form is to enable DECD to:

- assess and to provide all preschool funding entitlements (under the provisions of Universal Access to Early Childhood Education Funding and Service Agreement);
- collect necessary statistical information and undertake analysis of the composition of the child population; and
- meet reporting requirements, including to the Australian Government.

If organisations are contracted on behalf of DECD to undertake tasks that require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

Only unidentifiable data is reported to the Australian Government. In accordance with the South Australian Government Information Privacy Principles, no personal information is reported publicly that could identify individuals. Further information about the Information Privacy Principles can be found at:

<http://www.archives.sa.gov.au/privacy/principles.html>

The information collected in enrolment forms provided to DECD is stored securely in DECD databases. The management of this information is governed by State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the '*Information Privacy Principles*' (see reference above). Unless required to do so by a law of the State or Australian Government, as otherwise permitted by the *Information Privacy Principles* or in accordance with the information sharing guidelines, DECD will not otherwise disclose the information to others without your consent.

I/We have read the Information Privacy Statement above:

Parent/ Guardian 1

Parent/ Guardian 2

INFORMATION PRIVACY STATEMENT - (DECD)

The Department for Education and Child Development (DECD) is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms. The information requested in this form is to enable DECD to:

- undertake administration and care responsibilities including maintaining emergency contact information
- communicate with you about important matters
- provide first aid and plan for child/student health support requirements provide all resource entitlements
- collect necessary statistical information and undertake analysis of the composition and performance of the child/student population
- meet reporting requirements, including to other government authorities and funding agencies.

If organisations are contracted on behalf of DECD to undertake tasks that require access to enrolment data, the contract(s) between DECD and those organisations will include strict confidentiality and disposal provisions.

The Education and Care Services National Regulations require enrolment records to include the information marked with an asterisk (*) for each child. Although some items on the enrolment form are not mandatory to complete under the national regulations, provision of this information will be beneficial to your child's school/preschool for planning and resourcing decisions.

Only unidentifiable data is reported to the Australian Government. In accordance with State Government privacy principles (<http://www.archives.sa.gov.au/privacy/principles.html>), no personal information is reported publicly that could identify individuals.

The information provided in enrolment forms is stored securely in local school/preschool and DECD databases. While your child is enrolled in a DECD site, other information will be gathered relating to your child's education and wellbeing, for example, records of learning progress, absences from preschool, behaviour, health and social development reports, observations and assessments. The management of this information is governed by State and DECD policies to ensure the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the information privacy principles (see reference above). Unless required to do so by a law of the State or Australian Government, as permitted by the information privacy principles or in accordance with the information sharing guidelines (see below), DECD will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT - (DECD)

Information concerning you and/or your child/ren can and will be shared in DECD, which includes all preschools and schools. There will be occasions where sharing information with others outside DECD will be important to your child's educational progress, safety or wellbeing. In these circumstances, DECD follows the SA Government's *Information Sharing: Guidelines for promoting the safety and wellbeing of children, young people and families (ISG)*. www.gcyp.sa.gov.au. Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless:

- it is unsafe / impossible to gain consent or consent has been refused *and*
- without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/guardians and other agencies/services to achieve that aim. Parents/guardians are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education:

- by using the 'any other information' section of this form, and/or
- in discussion with staff at the time of enrolment
- and/or in discussion with staff at any time in the future.

**INFORMATION PRIVACY AND SHARING STATEMENT
ST JOSEPH'S PRESCHOOL HINDMARSH**

RELEASE OF INFORMATION

1. The Preschool respects the privacy of personal and sensitive information regarding your family. The Preschool collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the Preschool. The primary purpose of collecting this information is to enable the Preschool to provide schooling for your child. A copy of the School's Privacy Policy is enclosed.
2. In situations where parents are separated, it is the policy of the Preschool to release school reports to 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.
3. Some of the information the Preschool collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. The Preschool from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes information being disclosed to other Catholic schools and preschools, government departments, the South Australian Commission for Catholic Schools, Catholic Education Offices, the local parish, medical practitioners and people providing services to the School including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.
6. 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.
7. The Preschool from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information about student activities and other news is published in the School/Preschool newsletter, magazine and our website.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the Preschool/School. 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.
11. As you may know the Preschool/School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
12. If you provide the Preschool with 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 the information to third parties.

I have read and understand the Information and Sharing Statements for St Joseph's Hindmarsh Preschool and for the Department for Education and Child Development (DECD)

Signature of Parent 1/ Guardian 1

Signature of Parent 2/ Guardian 2

Date

Date

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/refuge/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.