Enrolment Application Form

Diocese of Broken Bay Systemic Schools

Welcome to Catholic Schools Broken Bay (**CSBB**). Before completing the Enrolment Application Form (**Form**), please read the information below and note the following:

- A copy of the Form is to be downloaded and saved.
- CSBB requires the Family Details section to be fully completed with information for both parents/carers.
- CSBB's expectation is that, where possible, both parents/carers sign the application form before it is submitted to the school. If both signatures cannot be obtained, this should be discussed with the school.
- As part of the enrolment process, the school will require original documents to be presented in person for verification.
- Any additional required documentation is to be provided at the time of submitting the Form. The Form will **not** be processed until all required documentation has been received.
- If the enrolment application is successful, all parties listed as applicants will be required to sign the Enrolment Agreement. Once signed, all signatories will be jointly and severally responsible for payment of all school fees and charges for the duration of enrolment. For details, refer to the CSBB Fee Management Policy.
- If only one applicant signs the Form and the enrolment application is successful, the offer of enrolment will be made in that applicant's name only, and they will be solely responsible for all school fees and charges incurred for the duration of the enrolment at the school.

I have read and understood the following CSBB Policies which are available on the CSBB website via the following link:

- ☐ CSBB Standard Collection Notice
- ☐ CSBB Privacy Policy
- ☐ CSBB Enrolment Policy
- ☐ CSBB Fee Management Policy

Enrolment Application

Diocese of Broken Bay Systemic Schools

SELECT COLLEGE: Select College

This completed Enrolment Application Form to be saved as a PDF and emailed to the school

Office Use only	Family Code	Student ID

Mail from school to be sent to

(please select) Mr & Mrs ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Prof ☐

Surname _____ Given Name _____

Address _____

_____ Postcode _____

Contact tel. _____ e-mail address _____

Student Details

Surname _____ Entry Year *(eg 2026)* Select Year

Given name(s) _____ Entry Level *(eg Yr 8)* Select Year

Preferred given name _____ Date of Birth _____

Religion _____ What is the student's sex? Male ◯ Female ◯

(please tick one box

Address *(if different from above mailing address)*

_____

_____ Postcode _____

Contact tel. _____ e-mail address _____

Does the student reside at this address seven days a week? Yes ◯ No ◯

Sacramental Information (if applicable)

Baptism	Date	Parish	
Confirmation	Date	Parish	
Reconciliation	Date	Parish	
Communion	Date	Parish	
Current Parish			

Student Details: Surname **First Name**

Student Details *(cont'd)*

Previous School (if applicable)

Name

I/We give permission to the school to contact this previous school Yes ◯ No ◯

Nationality

In which country was the student born?

Australia ☐ Other *(please specify)*

Is the student of Aboriginal or Torres Strait Islander origin?

	No	☐
Aboriginal	Yes	☐
Torres Strait Islander	Yes	☐

(for persons of both Aboriginal and Torres Strait Islander origin, tick both Yes boxes)

Residential Status

Australian Citizen *(Citizenship documentation or Australian Passport if country of birth is not Australia)* ◯

Permanent resident *(Passport if country of birth is not Australia)* ◯

Temporary resident *(Passport or Visa)* ◯

Foreign National without residential status *(Passport and Visa)* ◯

Visa No Passport No. Visa expiry date

Language

Does your child or their Parent 1/Guardian 1/Carer 1 or Parent 2/Guardian 2/Carer 2 speak a language other than English at home? *If more than one language, indicate the one that is spoken most often*

Student	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2
Select from list	Select from list	Select from list

Medical Information

Name of Doctor/Medical Practice

Address

Postcode Contact tel..

Medical Condition(s) *(Please list any medical condition(s) the student suffers from, eg asthma, diabetes and/or any prescribed medication taken by the student)*

Allergies *(Please list any known allergies the student has, eg allergy to nuts, penicillin, bee stings, etc. Include specific details)*

Has the student been diagnosed as being at risk of anaphylaxis? Yes ◯ No ◯

If yes, does the student have an EpiPen? Yes ◯ No ◯

Student Details: Surname		First Name	

Student Details *(cont'd)*

Immunisation *Please indicate the Immunisation Status shown on the student Immunisation History Statement.*

	Immunisation Status shown on Australian Immunisation Register ***Immunisation History Statement***
◯	Up to Date – Australian Immunisation Register *Immunisation History Statement*
◯	Not up to Date - Australian Immunisation Register *Immunisation History Statement*
◯	Medical Exemption - Australian Immunisation Register *Immunisation History Statement*
◯	Catch-up Schedule - Australian Immunisation Register *Immunisation History Statement*
◯	Not immunised – please provide details
Details	

Immunisation: If the student's immunisation is not up to date, the student could be considered 'at risk' and may be excluded if there is an outbreak of an infectious disease in line with NSW Health Immunisation requirements in primary and secondary schools
https://www.health.nsw.gov.au/immunisation/Pages/default.aspx

Students with Special Needs

Your application provides an opportunity to gather information that will support the learning needs of your child. Our school seeks to promote the spiritual, educational and social development of all our students. We work in partnership with families to collaboratively plan for students with additional needs.

If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

a) Has your child been assessed and diagnosed with a disability? No ◯ Yes ◯ *please complete the following information*

Physical disability Yes ◯ No ◯

Details, including practical implications

Cognitive disability Yes ◯ No ◯

Intellectual disability ☐ Language disorder ☐ Learning disorder ☐

Other ☐

Social, communication, emotional challenges Yes ◯ No ◯

Special Needs

Autism ☐

Behavioural concerns for self or others ☐

Mental health concerns eg anxiety, separation disorder, elective mutism, etc ☐

Concerns regarding attention eg ADD/ADHD

Other ☐

Sensory impairment Yes ◯ No ◯

Hearing ☐ Vision ☐

Other ☐

b) What supports are currently in place to support your child to access and participate in their current educational setting?

Adjustments to

- Learning ☐
- Supervision ☐
- Support for health care procedures ☐
- Specialist furniture and/or equipment ☐
- Mobility supports, equipment and/or personnel ☐
- Communication supports (braille, signing, assistive technology, communication devices) ☐
- Disability provisions for assessments ☐
- Other *(please specify)* ☐

c) Is your child receiving specialist therapy? Yes ☐ No ☐

Occupational therapy ☐ Speech Pathology ☐

Other ☐ *(please specify)*

Please provide copies of all reports from a doctor or health professional relating to your child's special needs.

The school will contact you to begin the consultation process. Ongoing collaboration will assist the school to better understand your child's needs and to commence planning for required (reasonable) adjustments. If there are any changes to your child's special needs you must promptly notify the school.

Health and Safety

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him/her, other students and/or staff at this school? No ☐ Yes ☐ *(provide details)*

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues.

Does your child have any history of violent behaviours? Yes ☐ No ☐

Does your child have any history of behavioural problems including verbal bullying? Yes ☐ No ☐

Has your child ever been suspended or expelled from any previous school? Yes ☐ No ☐

If yes, was this for *Please tick any applicable box*

- Actual violence to any person ☐
- Possession of a weapon or any item used to cause injury ☐
- Intimidation, bullying or harassment of students/staff ☐
- Threats of violence ☐
- Illegal drugs ☐
- Other *(please specify)* ☐

Consent I/We will provide written consent to the school on request to contact health professionals or other relevant agencies. Yes ☐ No ☐

Student Details:
Surname **First Name**

Court Orders / Parenting Agreements *(if applicable)*

Are there any current court orders or parenting agreements relating to the student? Yes ◯ No ◯

If yes, copies of these court orders (eg. AVOs, Family Court/Federal Magistrate Court orders) or other relevant documents must be provided.

Is there any other parenting information you wish the school to be aware of?

.....

Family Details

Parent 1/Guardian 1/Carer 1 Mr ◯ Mrs ◯ Ms ◯ Dr ◯ Prof ◯

Surname First Name

Address

Postcode

Contact Nos Home Work

Mobile email address

Occupation

Religion Nationality

Country of birth Australia ◯ Other ◯ *(please specify)*

Relationship to Student eg. Mother/Father

Parent 2/Guardian 2/Carer 2 Mr ◯ Mrs ◯ Ms ◯ Dr ◯ Prof ◯

Surname First Name

Address

Postcode

Contact No Home Work

Mobile e-mail address

Occupation

Religion Nationality

Country of birth Australia ◯ Other ◯ *(please specify)*

Relationship to Student eg. Mother/Father

Student Details:
Surname **First Name**

Non-residential Parent Mr ◯ Mrs ◯ Ms ◯ Dr ◯ Prof ◯

Surname First Name

Address

Postcode

Contact Nos Home Work

Mobile e-mail address

Occupation

Religion Nationality

Country of birth Australia ◯ Other ◯ *(please specify)*

Relationship to Student eg. Mother/Father

What is the **highest** year of primary or secondary school the parents/guardians/carers have completed?
(Persons who have never attended school, tick 'Year 9 or equivalent or below' box. Mark one box only in each column)

	Parent 1/Guardian 1/ Carer 1	Parent 2/Guardian 2/ Carer 2	Non-residential Parent
Year 12 or equivalent	◯	◯	◯
Year 11 or equivalent	◯	◯	◯
Year 10 or equivalent	◯	◯	◯
Year 9 or equivalent or below	◯	◯	◯

What is the level of the **highest** qualification the parents/guardians/carers have completed? (*Mark one box only in each column)*

	Parent 1/Guardian 1/Carer 1	Parent 2/Guardian 2/Carer 2	Non-residential Parent
Bachelor degree or above	◯	◯	◯
Advanced diploma/Diploma	◯	◯	◯
Certificate I to IV *(including Trade Certificate)*	◯	◯	◯
No non-school qualification	◯	◯	◯

What is the occupation group of:

Parent 1/Guardian 1/Carer 1 Parent 2/Guardian 2/Carer 2 Non-residential parent

Please select the appropriate parental occupation group from page 7

- *If the person is not currently in paid work but has had a job in the last 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, enter "8" in the space(s) above.*

List of parental Occupation Groups

Parents/carers who have retired or stopped work in the past 12 months, should choose the group in which they used to work. Parents/carers who have not been in paid work for more than 12 months should indicate occupation group code 8.

Group 1 Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals	**Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member) **Senior executives/general managers/department heads in industry, commerce, media or other large organisation** • Public sector manager (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 generally have degree or 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 (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist) • Education (primary/secondary school teacher, university lecturer, professor, VET, special education) • Law (lawyer, judge, barrister, coroner, solicitor, legal officer) • Engineering (architect, surveyor, chemical/civil/mechanical/mining engineer) • ICT (computer systems manager, designer, software and applications programmers) • Science (all scientists) • Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist) • Social (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	**Other business managers/professionals** • Farm/business owner/manager (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager) • Specialist manager (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals) • Finance (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, 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 services managers) • Arts/media (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer) • Sportsperson (coach, trainer, sports official, sportsperson) Associate professionals generally have diploma/technical qualifications and support managers and professional • Medical, science, architectural, building, surveying, engineering, computing, ICT support technician • Health (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician) • Legal (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff) • Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program) • Defence Forces (senior non-Commissioned Officers [NCO]) • Other (library assistant, museum/gallery technician, research assistant, proof reader)
Group 3 Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff	**Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers) **Advanced/intermediate clerical, office, sales, carer and service staff** • Recording clerk (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk) • Inquiry/admissions clerk (customer inquiry/complaints/service clerk, hospital admissions clerk) • Office (secretary, personal assistant, desktop publishing operator, switchboard operator) • Sales (sales representative (goods and service), 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, inspectors and regulatory officers)
Group 4 Machine operators, sales/office/service/ hospitality staff, assistants, labourers and related workers	**Machine operators** • Driver or mobile plant operators (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators) • Production/processing machine operator (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators) • Other machine operator (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner) **Sales office, hospitality staff and other assistants** • Sales (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler) • Office (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk) • Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks) • Assistant/aide (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant) **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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

Student Details: Surname		**First Name**	

Emergency Contact - in addition to parents and carers

Name	
Relationship to student	
Contact tel.	

Sibling Details

List all children in your family attending school or pre-school *(from oldest to youngest including applicant)*

Name	**School/Pre-school**	**Year/Grade** *(Current calendar year)*	**Date of Birth** *(Pre-school only)*

1. Catholic Schools Broken Bay (**CSBB**) 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, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. A secondary purpose of collecting information is to provide relevant marketing updates for prospective and current students. Information may be shared with trusted partners in accordance with the CSBB Privacy Policy.
3. Some of the information we collect is to satisfy the school's legal obligations. These include education, public health and child protection laws.
4. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter. This is particularly relevant when it concerns the health and safety of the student, other students and/or staff.
5. The school may disclose personal and sensitive information for educational, administrative, marketing and support purposes. This may include to:
   - other schools to facilitate the transfer of the student
   - government departments and agencies (including for policy and funding purposes)
   - Catholic Schools NSW
   - the Diocese of Broken Bay and its parishes
   - medical practitioners
   - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
   - providers of specialist advisory services and assistance to the school, including in the area of human resources, child protection and students with additional needs
   - 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)
   - agencies and organisations to whom we are required to disclose personal information for education and research purposes
   - people providing administrative and financial services to the school
   - recipients of school publications, such as newletters and magazines
   - anyone you authorise the school to disclose information to
   - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. If you make an enrolment application to another school within CSBB, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of the student within CSBB.

8. The school uses centralised information management and storage systems (**Systems**). These Systems are provided by trusted partners. Personal and sensitive information is stored with and for the purpose of providing services to the school in connection with the Systems, for administering the education of students.
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.
10. Personal information may 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.
11. Personal information may be published in school newsletters, on our websites or school community social forums. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The school will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public.
12. 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.
13. For more information on how CSBB handles personal information, please refer to the CSBB Privacy Policy.

Checklist

I/We have provided the following:

Birth Certificate * ☐

Baptism Certificate * ☐

Most recent previous school reports and external test results *(if applicable)* ☐

Current Family Court Orders or Parenting Plan *(if applicable)* ☐

Medical Plan *(if applicable)* ☐

Immunisation History Statement ☐

Medical Specialist and Allied Health Reports *(if applicable)* ☐

Letter of Introduction/Reference e.g. from Parish Priest or local member (optional) ☐

*** As part of the enrolment process, the school will require original documents to be presented in person for verification.**

I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

I/We understand that if any misleading information has been provided, or if any required documents or information have been omitted, this may result in the refusal of enrolment or the termination of any subsequent Enrolment Agreement by CSBB, at the sole discretion of CSBB.

Signatures

Print name	Signature *(Parent 1/Guardian 1/Carer 1)*	*(Date)*
Print name	Signature *(Parent 2/Guardian 2/Carer 2)*	*(Date)*

Note Acceptance of this *Application for Enrolment* is subject to the approval of the school's Enrolment Committee. Acceptance to this school does not constitute acceptance into any other Catholic primary or secondary school.

This completed Enrolment Application Form to be saved as a PDF and emailed to the school