



*We are faith-filled heart people, who value relationships
Pursue excellence in learning,
Living the Gospel message of love*



APPLICATION FOR ENROLMENT

Given Names	Family Name
To begin in	Year Level

St Gabriel's School is committed to providing a quality Catholic education that is affordable for families. St Gabriel's School accepts enrolments, in line with our Enrolment Policy, where vacancies exist from Reception – Year 6 and welcomes all applications.

Process of enrolment

- ❖ Application for enrolment at St Gabriel's School is made by submitting the completed *Application for Enrolment* form and a non-refundable application fee. Lodging an application form does not guarantee acceptance.
- ❖ You will be invited together with your child to attend an interview with the Principal or delegate.
- ❖ All applications are placed on a waiting list. Vacancies in particular year levels can vary from one year to another. In the event that a year level has limited vacancies, one of the influencing factors may be the date by which the application is received.
- ❖ A formal letter of offer will be sent by the Principal following this interview if a position is available for your child.
- ❖ Enrolment is confirmed when the Acceptance of Offer document has been signed and returned to the Office. The terms detailed in the Application for Enrolment will form the Contract of Enrolment.
- ❖ Principal Tours are available throughout the year. Please check school website for dates and booking details.

Please bring a copy of the following documents (if applicable) to your interview.	
<input type="checkbox"/>	A copy of the birth certificate or extract from it (or current passport)
<input type="checkbox"/>	Latest school report and/or reference from previous schools
<input type="checkbox"/>	Copies of any national tests results (e.g. NAPLAN) where available
<input type="checkbox"/>	Any Court order, Parenting Plan or related information affecting your child
<input type="checkbox"/>	Copy of Baptismal Certificate
<input type="checkbox"/>	Documentation relating to special needs (any specialists reports, action plans, assessments, etc.)
<input type="checkbox"/>	If born overseas your Visa into Australia/Citizenship Certificate

STUDENT DETAILS					
Family name			Given name/s		
Birthdate / /		Male / Female (please circle)		Country of birth	
Address					
..... Postcode					
Is your child of Aboriginal or Torres Strait Islander Origin?					
No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/>					
Is your child an Australian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>					
VISA INFORMATION (if applicable)					
Visa type:		Visa number:		Date granted:	
Does your child speak a language other than English at home?					
Yes <input type="checkbox"/> Please specify..... No <input type="checkbox"/>					
Religion			Present Parish of worship		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		
Most recent Schools and Pre-schools (include kindergarten up to present time)				First enrolled in a school in Australia / /	
1		From / /	to / /		
2		From / /	to / /		
3		From / /	to / /		
Other children in the family		M / F	Birthdate	School attending	Year level
SPECIAL NEEDS AND CONSIDERATIONS FOR STUDENTS					
(a) Does your child have any special achievements, talents?					YES / NO
(b) Does your child have any learning needs?					YES / NO
(c) Has your daughter attended any specialised agencies, special schools, units or centres?					YES / NO
(d) Does your child have any special needs or considerations? (Disabilities, impediments, allergies, restrictions on physical activity)					YES / NO
(e) Does your child require any special provisions to be made by the School? (e.g. medication, disabled access etc.)					YES / NO
(f) Does your child have any infectious diseases?					YES / NO
(g) Has your child ever been suspended from school, expelled or refused admission to another school?					YES / NO
(h) Is there any other information that the school should be aware of in order to meet your child's educational needs.					YES / NO
We consent to the School obtaining information about our child, where necessary, from previous schools or agencies/professionals.					
Please attached any necessary information regarding the above					

FAMILY DETAILS	Mother/Parent1/Guardian1	Father/Parent2/Guardian 2
Title	Mrs Ms Miss Dr (Please circle)	Mr Dr (Please circle)
Family name		
Given name		
Date of Birth		
Occupation		
Employer		
If not employed, do you receive a government benefit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone numbers	H <input type="text"/> W <input type="text"/>	H <input type="text"/> W <input type="text"/>
	M <input type="text"/>	M <input type="text"/>
Email address		
Country of birth		
Date of arrival in Australia If applicable		
Cultural Background		
Religion		
Main language spoken at home		
Australian Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Visa (if applicable)	Visa type: Visa number: Date granted:	Visa type: Visa number: Date granted:
Residential Address		
Postal Address (if different)		
Living with student	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Not at all <input type="checkbox"/>	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Not at all <input type="checkbox"/>
Please tick if there is a court order or agreement regarding contact with the child <input type="checkbox"/> (please provide documentation)		
PARENTAL EDUCATION		
What is the highest level of schooling completed by each parent/guardian?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the highest qualification held by each parent/guardian?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/diploma <input type="checkbox"/> Certificate I to IV (including trade) <input type="checkbox"/> No further qualifications	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/diploma <input type="checkbox"/> Certificate I to IV (including trade) <input type="checkbox"/> No further qualifications
OCCUPATION		
<p>If your application is successful, the following information will be required by the Australian government as part of the School's statistical reporting requirements.</p> <p>Please refer to the attached list of parental occupation groups and place the appropriate group number in the box.</p> <p>What is the occupation group of the mother/parent1/guardian 1? <input type="text"/></p> <p>What is the occupation group of the father/parent2/guardian 2? <input type="text"/></p> <ul style="list-style-type: none"> 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. <p>If the person has not been in paid work in the last 12 months, enter '8' in the box.</p>		

PRIVACY AND RELEASE OF 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 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, 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 interviews 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 take 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.
14. 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 daughter at St Gabriel's School I/we accept that she 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.
5. I/we accept that the School reserves the right to suspend a student for serious or continued breaches of School rules, regulations and/or policies, including conduct which 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 give consent for the School to contact any other Catholic school which my/our child has previously attended for the purpose of ascertaining my/our fee paying record.

I/we accept that the School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.

I acknowledge and accept all of the above terms and conditions and those contained in the privacy and release of information.

Mother/Guardian (signature) _____ Date: _____

Father/Guardian (signature) _____ Date: _____

I declare that all of the information provided in this application is, to the best of my knowledge, true.

Both parents/guardians to sign

Signature _____

Signature _____

Date _____

Date _____

APPLICATION FEE

Please return the completed Application for Enrolment form and a non-refundable application fee of \$50.00.

I authorise St Gabriel's School to charge the application fee of \$50 to my credit card.

Card Type Type Visa Mastercard Card No. ____/____/____/____ Expiry date ____/____

Cardholder's Name _____ Cardholder's Signature _____