



# Edmund Rice College

## STUDENT ENROLMENT APPLICATION



The information sought on this form is required by the College for its own purposes and to answer questions from various Government and Educational authorities. This application and enclosures should be posted to:

The Principal, Edmund Rice College, Locked Bag 10, WOLLONGONG, 2500,  
 112 Mt Keira Road, West Wollongong, 2500 tEL: (02) 4228 4344 Fax: (02) 4229 5684  
 Website: [www.edmundricecollege.nsw.edu.au](http://www.edmundricecollege.nsw.edu.au) Email: [office@erc.nsw.edu.au](mailto:office@erc.nsw.edu.au)

Application for Year  in 20   e.g. (Year 7, 2021)

### PLEASE ENCLOSE WITH THIS APPLICATION

- Copy of your son's Birth Certificate
- Passport size photograph of your son (please write name on back of photo)
- Copies of your son's last two school reports
- Copy of your son's National Assessment Program - NAPLAN

### ADDRESS DETAILS TO BE USED FOR CORRESPONDENCE

Family Mailing Title: \_\_\_\_\_ (Parents with whom student is living  
 e.g. Mr T and Mrs A Smith)

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

PO Box No: \_\_\_\_\_ Phone: \_\_\_\_\_

### FEE PAYMENT DETAILS

Fees will be paid by whom: \_\_\_\_\_

**Please note:** The responsibility rests with the parent/carer who submits the application.  
 A third named party may be the payer. Split payments can be made by arrangement. Tick box if required

### STUDENT DETAILS

Surname: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Present School: \_\_\_\_\_

Sacraments received\*:  Baptism  Reconciliation

Eucharist  Confirmation

**\*Please provide copies of certificates**

#### Is the student of Aboriginal or Torres Strait Islander origin?

- No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander  
 Yes, both Aboriginal and Torres Strait Islander

#### In which country was the student born?

\_\_\_\_\_

#### Does the student speak a language other than English at home?

- No, English only  
 Yes, language other than English spoken

If YES, what languages does the student speak at home?

Main Language \_\_\_\_\_

#### Other

#### Residential Status

Permanent  Temporary

Student on Visa Yes  No

Visa Number: \_\_\_\_\_

Visa Sub Class Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_  
 (Please provide copy of Visa)

**Please list below the names of ALL children of the family**

(Include children who have left school or who have not yet commenced school.)

Name	Date of Birth	Present/Past School	Class

**STUDENT RESIDES WITH:**     Both parents     Father     Mother     Guardian

**FATHER / PARENT1 (Residing at the same address as the student)**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

**MOTHER / PARENT 2 (Residing at the same address as the student)**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

**PARENT WHO DOES NOT reside at the student's home**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Is Father an ex-student of Edmund Rice College: Yes  No

**PARENTAL EDUCATION**

**What is the highest level of primary or secondary school the parents/carers have completed?**  
(For persons who have never attended school, mark 'Year 9 or equivalent or below')

**Mark 'one' box only in each column**

	Father/Parent 1	Mother/Parent 2
Year 12 or equivalent .....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent .....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent .....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below .....	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/carers have completed?		
	Mark 'one' box only in each column	
	Father/Parent 1	Mother/Parent 2
Bachelor degree or above .....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma .....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade cert) .....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification .....	<input type="checkbox"/>	<input type="checkbox"/>

**OCCUPATION**

**Please select the appropriate Occupation Group from the List on Page 6 - write 1, 2, 3, 4 or 8.**

What is the occupation of the Father/Parent 1?      Group \_\_\_\_\_

What is the occupation of the Mother/Parent 2?      Group \_\_\_\_\_

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' above)*

**LANGUAGES SPOKEN AT HOME**

**Father / Parent 1**

**Mother / Parent 2**

Main Language: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT MEDICAL INFORMATION**

Doctor's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Any Allergies?  Yes  No

Any Medical Conditions?  Yes  No

If Yes, please specify e.g. peanuts, insect stings, etc

\_\_\_\_\_

\_\_\_\_\_

If Yes, please specify any medical conditions of which the School should be aware including any medication taken by student (e.g. Epilepsy, Asthma, Vision or Hearing).

\_\_\_\_\_

\_\_\_\_\_

**Anaphylaxis**  Yes  No

Parents are required to provide the College with an Anaphylaxis/Asthma Management Plan upon commencement and every year for student's diagnosed with those conditions.

Carries Epi Pen or similar  Yes  No

You should also let the school know as soon as you are aware of any new allergies or other medical conditions.

**Immunisations:**

Has your son been immunised against the following: **(Please provide a copy of the immunisation certificate)**

Polio     Measles/Mumps     Diphtheria/Tetanus     Whooping Cough     Meningococcal

**Medication:** Please specify any daily medication taken by the student:

\_\_\_\_\_

**SPECIAL NEEDS**

Indicate whether your son has any known or suspected Special Needs:

Physical Needs     Yes  No    Medical Needs     Yes  No    Educational Needs     Yes  No

Behavioural Needs     Yes  No    Mental Health Needs     Yes  No    Any other Special Needs     Yes  No

If you have answered yes to any of the above, please provide full details of those needs and any intervention/support that he may be currently receiving (Supporting documentation must be provided).

\_\_\_\_\_

Please Note: If this application is successful it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its capacity to provide adequate services to meet these needs.

**TAKING/USE OF PHOTOGRAPHS AND DIGITAL MEDIA**

I give permission for photographs or other digital media images of my child to be taken/used for:  
School Publications Yes  No  Social Media and School Website Yes  No

**EMERGENCY CONTACT**

Please nominate a person OTHER THAN THE STUDENT'S PARENTS who may be contacted in the event of an emergency, if neither of the parents can be contacted.

Emergency Contact Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**MEDICAL TREATMENT PERMISSION**

If my son should require urgent medical treatment, I/We authorise the school staff to seek medical attention and I/We agree to meet all costs.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**SPECIAL CIRCUMSTANCES**

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? Yes  No  If yes, provide a brief description of the circumstances.

\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, is there anything in the student's history or circumstance (including medical history) which might pose a risk of any type to the student, other students or staff at this school? Yes  No

If yes, provide a brief description of the student's medical or other history which might pose a risk of any type to the student other students, or staff at this school.

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Has the student a history of violent behaviour (physical or verbal)? Violence is not restricted to physical acts. Violence can include any behaviour that seriously interferes with the physical or psychological health, safety and wellbeing of staff, students or others such as bullying, harassment, intimidation or threatening behaviour. Yes  No

Did this involve being suspended or excluded from any previous school  
Yes  No

If yes, was this for:

- Actual violence to any person? Yes  No
- Possession of weapon or any item used to cause harm or injury Yes  No
- Threats of violence, bullying or intimidation of staff, students or others at the school? Yes  No
- Illegal drugs? Yes  No
- Other. Please specify: \_\_\_\_\_

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting Yes  No  If yes, please provide a brief outline of these incidents.

\_\_\_\_\_  
\_\_\_\_\_

Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student? Yes  No  If yes, please provide supporting documentation.

## CONSENT TO ACCESS DOCUMENTS

I consent to Edmund Rice College gaining access to relevant information about this student whether held by previous schools, health care professionals or other government agencies. I understand that the school may approach these bodies directly and obtain this information if I do not consent. The information required may include information related to any of the questions I have answered in this application.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## SCHOOL FEES AND LEVIES

Enrolment carries an obligation to pay all School Fees and Levies. Parents and/or carers making an application for enrolment are jointly and severally liable for the payment of all School Fees and Levies.

## GUIDELINES FOR PARENTS

Application for enrolment of your child in a Catholic School means that you are choosing a Catholic education for your child. It requires your commitment to support the philosophy, values and aims of the school and a willingness to cooperate in their implementation.

*Specifically it means:*

- Religious Education is a core subject
- Catholic values are emphasised
- Academic excellence and the acquisition of skills are promoted within a Catholic framework

*Your child is expected to adhere to the school's high standards for:*

- Behaviour and self-discipline including adherence to anti-bullying policies
- Application to course work and study
- Participation in school activities
- Growing in faith
- Uniform code

Your cooperation is essential to assist your child to attain these goals. Parents are expected to participate in the total life of the school through such events as Parent/Teacher nights, the prayer life of the school and activities of the Parent Forum.

Please note: The College uses CCTV to monitor its grounds, buildings and some learning spaces for security and safety purposes.

I/we accept that enrolment carries an obligation to pay ALL school fees and levies. I/we understand that an inability to pay fees should not prevent me/us from making an application. I/we are urged to discuss any hardship circumstances with the Principal.

## DECLARATION

I/we have read and agree to the responsibilities stated above in "GUIDELINES FOR PARENTS" and apply for enrolment of my/our child subject to the above conditions, including the obligation to pay all school fees. I/we declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/we recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Signature: \_\_\_\_\_ (Father/Carer) Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_ (Mother/Carer) Date: \_\_\_/\_\_\_/\_\_\_

**Year 6 into 7 only – Enrolment Interview has been booked online:-**

Date of Interview: \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_(Time)

## GROUPS 1 – 4 LIST OF PARENTAL OCCUPATIONS

### 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 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, 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, flight 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, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word 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, crossing supervisor]

### Group 8:

Not in paid work in the last 12 months



# Edmund Rice College

## ENROLMENT POLICY

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### Principles

#### *Catholicity*

- The College's foundation in the traditions and teachings of the Catholic Church is fundamental to its existence. There is a programmed system of instruction in the Catholic Faith as well as provision for experiences that assist students to explore their spirituality culminating in the senior retreat programme.
- The College welcomes and respects students from other Religious traditions and it is our experience that they feel no tension with our expectations.
- Preference for enrolment will be given to boys currently attending Catholic Primary Schools and to Catholic boys attending Government Schools. However, our current College Community does include boys and families from other Christian and non-Christian faith traditions and we continue to invite and welcome such applications.

The College endeavours to be a living Christian Community through the way in which we treat each other and develop positive relationships through our programmes and practices. A programme of Christian Service operates through Years 7-12.

- It is appropriate to infuse all study wherever possible with insights provided by Catholic teachings and values so that knowledge, culture and faith are integrated.

#### *Criteria for Enrolment*

1. Children from families who are prepared to be supportive of the life and teachings of the Catholic Church and agree to adhere to the religious practices, educational ideals and financial requirements of the College.
2. Priority is given in the following order, except in special circumstances (see 3 - Bases of Discretion)
  - 2.1 Children with siblings already enrolled in the College
  - 2.2 Children of practicing Catholic families
  - 2.3 Children of Catholic families
  - 2.4 Children enrolled in Catholic primary schools
  - 2.5 Children of Orthodox or other Christian families
  - 2.6 All other children
  - 2.7 No Catholic child is to be excluded from enrolment on the basis of a genuine inability to pay fees
3. Special consideration may be given to individual cases, schools and situations, as determined by local circumstances, for the following reasons:
  - 3.1 Sons of fathers who are 'Old Boys' of the College
  - 3.2 Siblings of students currently enrolled at St Mary's Star of the Sea College, Wollongong
  - 3.3 Catholic students transferring from interstate or overseas
  - 3.4 Parents' intentions with regard to their own and their children's search for faith in education
  - 3.5 Family situations necessitating a pastoral approach or requiring the exercise of compassion
  - 3.6 Family circumstances regarding mobility

In all matters of enrolment the Principal has the right to exercise discernment in the acceptance of individual students in the enrolment process.

## (Privacy) Standard Collection Notice

The School collects personal information, including sensitive information, about students and parents or carers, before and during the course of a student's enrolment at the School. This may be in writing or obtained 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.

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 and comply with all relevant state and federal legislation and regulations.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about your child from time to time. If we are unable to obtain such information we may be unable to enrol, or continue the enrolment, of your child.

The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include disclosure to:

- Other schools and teachers at those schools;
- State and Federal government departments (including for policy and funding purposes), such as the Australian or NSW Departments of Education and the NSW Education Standards Authority (NESA);
- Medical practitioners and people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
- Providers of learning and assessment tools;
- 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);
- People providing administrative and financial services to the School; • anyone you authorise the School to disclose information to; and
- Anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

Personal information collected from students is regularly disclosed to their parents or carers, as appropriate.

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 disclosed 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.

The School's Privacy Policy, sets out how parents or students may seek access to, and correction of, their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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. Any refusal will be notified in writing with reasons, if appropriate.

The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to approved 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.

On occasions information such as academic, sporting or other school-related achievements, student activities and similar news is published in School newsletters, diocesan magazines, on our websites or official social media platforms. This may include photographs and videos of student activities such as sporting events, school camps and school excursions.

The School will seek to obtain permissions from the student's parent or carer if we would like to include such photographs, visual or audio content, or other identifying material in our promotional material or otherwise make this material available in the public domain.

We may include students' and students' parents' contact details in a class list and/or school directory.

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 the reason for doing so.



# CHECKLIST

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I have read and accept the (Privacy) Standard Collection Notice Yes  No

I have read and accept the Enrolment Policy Yes  No

***I have attached a copy of the following documents:***

- My child's Birth Certificate .....Yes  No
- Passport size photograph of your son (please write name on back) .....Yes  No
- My child's Baptismal Certificate .....Yes  No
- My child's two most recent school reports.....Yes  No
- My child's most recent NAPLAN report.....Yes  No
- Medical/Special needs supporting documentation (if applicable) .....Yes  No
- Passport/Citizenship (if born outside Australia).....Yes  No
- Student Visa (if applicable).....Yes  No
- Family Court Orders/Family Plan (if applicable).....Yes  No
- My child's Personalised Plan(s) e.g. Health Plan,  
Learning Plan or Behaviour Management Plan (if applicable) .....Yes  No
- Enrichment application .....Yes  No
- Scholarship application .....Yes  No
- Indigenous application .....Yes  No
- Immunisation Certificate .....Yes  No

**PLEASE NOTE:**

**For applications of enrolment to be finalised, all documentation needs to be received.**