



## Brisbane Catholic Education

# APPLICATION FOR ENROLMENT

*Our Lady of Mt Carmel*

*Norfolk Street*

*Coorparoo Qld 4151*

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Email – [pcoorparoomtc@bne.catholic.edu.au](mailto:pcoorparoomtc@bne.catholic.edu.au)

[www.mtcarmelcoorparoo.qld.edu.au](http://www.mtcarmelcoorparoo.qld.edu.au)

**STUDENT NAME:** \_\_\_\_\_

**YEAR LEVEL:** \_\_\_\_\_ **YEAR OF ENROLMENT:** \_\_\_\_\_

### COLLECTION NOTICE

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the National Privacy Principles under the *Privacy Act* (1988).

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

**Disclosure of information:** This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities, and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students may also seek access to personal information 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 student, or where students have provided information in confidence.

The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and 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 all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act* (1988), and has adopted the ten (10) National Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on our website (*insert school web-site address www*) or the Brisbane Catholic Education website, [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your student.

By completing and submitting this application for enrolment form you have confirmed your understanding of, and agreement with, the above.

### OFFICE USE ONLY

APPLICATION INFORMATION		INTERVIEW INFORMATION			ENROLMENT CONFIRMATION		
Lodgement Date		Date		Time		Date Received	
Application Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interviewer Signature				Start Date	
Receipt No.		Outcome				Confirmation Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Circumstances	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date				Receipt No.	
		BCE ID No.					

# STUDENT INFORMATION

PERSONAL DETAILS			
Legal Surname		Preferred Surname <i>(if different from Legal)</i>	
First Given Name		Preferred First Name	
Other Given Name/s			
Date of Birth	/ /	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Certificate Attached <i>A copy of the birth certificate or other suitable documentation indicating birth information must be attached</i>			
CULTURAL BACKGROUND			
Country of Birth			
Country of Citizenship		Australian Resident <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indigenous Status <i>Is the student of Aboriginal or Torres Strait Islander origin?</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander		
First Language Spoken			
Main Language Spoken at Home			
Other Language Spoken			
INTERNATIONAL DETAILS <i>A copy of the visa must be attached</i>			
Country of Passport Issue <i>(if not Australia)</i>			
PREVIOUS SCHOOL <i>(if applicable)</i>		Transfer form attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
School Name	Suburb/Town/State	Year Level	Date From – Date To
RELIGIOUS BACKGROUND			
Religion	<i>Copy of Baptism Certificate attached</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sacraments	<b>If Catholic, please indicate Sacraments received below</b>		
	<input type="checkbox"/> Baptism	Date Received ____ / ____ / ____	Parish _____
	<input type="checkbox"/> Reconciliation	Date Received ____ / ____ / ____	Parish _____
	<input type="checkbox"/> Eucharist	Date Received ____ / ____ / ____	Parish _____
	<input type="checkbox"/> Confirmation	Date Received ____ / ____ / ____	Parish _____
CONTACT DETAILS			
Student Mobile Number <i>(if applicable)</i>			
SIBLINGS <i>(If more than 3 siblings please attach further details)</i>			
	Sibling 1	Sibling 2	Sibling 3
Legal Surname			
Given Name/s			
Relationship to Student			
Date of Birth			
School Name <i>(if at school)</i>			
Resides with Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# FAMILY INFORMATION

PERSONAL DETAILS	Parent/Caregiver	Parent/Caregiver	Parent/Caregiver
Surname			
Given Name/s			
Preferred First Name			
Title (e.g. Mr, Mrs)			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>CULTURAL BACKGROUND</b>			
Interpreter Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth			
Country of Citizenship			
Main Language Spoken At Home			
Other Language Spoken			
<b>RELIGIOUS BACKGROUND</b>			
Religion			
Parish <i>Complete Parish details form attached</i>			
<b>OCCUPATION</b>			
<b>GENERAL DETAILS</b> <i>As required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs</i>			
<b>Occupation Type</b> <i>What is the occupation group of the parent/caregiver?</i> <i>See Appendix 1</i>	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months
<b>Highest School Level</b> <i>What is the highest year of primary or secondary school the parent/caregiver has completed?</i>	<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 - which includes never attended	<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 - which includes never attended	<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 - which includes never attended
<b>Highest Qualification Completed</b> <i>What is the level of the highest qualification the parent/caregiver has completed?</i>	<input type="checkbox"/> Bachelor 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 qualification	<input type="checkbox"/> Bachelor 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 qualification	<input type="checkbox"/> Bachelor 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 qualification
<b>RESIDENTIAL ADDRESS</b>			
Street Address			
Suburb/Town			
State & Postcode			
Country			
Does the student reside at this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No to all, please give details in 'Additional Information'		
<b>MAILING ADDRESS</b> <i>If not different from Residential write 'as above'</i>			
Post Box/Street			
Suburb/Town			
State & Postcode			
Country			
<b>CONTACT DETAILS</b> <i>Indicate best contact order (1 -3) for phone numbers for each person (e.g. call work first 1, then mobile 2 etc)</i>			
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priority Contact Order <i>Who to contact first (write 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</i>			
Home Email Address			
Workplace Email Address			
<b>OTHER INFORMATION</b>			
Relationship to Student			
Receive Communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## STUDENT OTHER DETAILS

MEDICAL CONDITIONS	Details
<input type="checkbox"/> Allergies	
<input type="checkbox"/> Anaphylaxis	
<input type="checkbox"/> Asthma	
<input type="checkbox"/> Diabetes Mellitus Type 1	
<input type="checkbox"/> Epilepsy	
<input type="checkbox"/> Febrile Convulsions	
<input type="checkbox"/> Other (please specify)	
<b>SPECIALIST ASSESSMENTS</b>	
Does this student have any recent allied health or medical specialist assessments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please attach relevant reports	
<b>SPECIAL NEEDS</b>	
Please describe any physical, social/emotional, and/or learning needs which may impact on duty of care and/or participation in school activities.          	
<b>LEGAL INFORMATION</b>	
Name the Legal Guardian/s of this student	
Please indicate any legal issues of which the school should be aware ( <i>e.g. family court orders, parental agreements, guardianship orders, child protection orders, etc.</i> ). <i>A copy of the relevant documentation will be required to be held by the school should enrolment be accepted.</i>	
Is this student in the Care of the State?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ADDITIONAL INFORMATION</b>	
Please indicate any additional information which may assist with this enrolment application.          	

I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child.

**SIGNATURE/S:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## OUR LADY OF MT CARMEL PRIMARY SCHOOL

### PARISH DETAILS

**This form will be used for confirmation with Parish Records.**

FAMILY NAME: \_\_\_\_\_

PARENT/S GIVEN NAMES: \_\_\_\_\_ & \_\_\_\_\_

PARISH NAME: \_\_\_\_\_ CATHOLIC ☐ OTHER ☐

PLEASE NAME \_\_\_\_\_

My family is recorded on the Parish Census – YES ☐ NO ☐

My family attends Our Lady of Mt Carmel / Regina Caeli - OFTEN ☐ OCCASIONALLY ☐

Parish activities that my family has participated in: (√)

#### FORMATION IN FAITH MINISTRIES

#### OTHER

Adult Faith Formation ☐  
Baptismal Preparation Team ☐  
Evangelisation & Ecumenism ☐  
Taskforce ☐  
Sacramental Program ☐  
State School Ministry ☐  
Youth Ministry Team ☐  
Parish Council ☐  
Finance Council ☐

Leaders of Morning Prayer ☐  
Liturgical Art ☐  
Liturgy Committee ☐  
Music ☐  
Overhead Projector and Tape ☐  
Operators ☐  
Ministers of the Word ☐  
Facilitators of Reader' Preparation ☐

#### LITURGICAL MINISTRIES

#### CARING MINISTRIES

Altar Bread Bakers ☐  
Care of the Church ☐  
Children's Liturgy of the Word ☐  
Ministers of Bread and Cup ☐  
Communion to the Sick ☐

Visitation ☐  
Emergency Support ☐  
Transport ☐  
Ministry to People in Care ☐  
Card Ministry ☐  
Mass of Anointing ☐  
St Vincent de Paul ☐  
Parish Planned Giving Program ☐  
Date Commenced: \_\_\_\_\_

As stated in the Enrolment Policy in your Information Pack, enrolment at Our Lady of Mt Carmel is granted according to seven criteria. Please indicate which category you believe you are in and the reason for your decision. Please Circle:

### CATEGORY

- |            | 1  | 2 | 3 | 4 | 5 | 6 | 7 |
|------------|--|---|---|---|---|---|---|
| Category 1 | Siblings of children – (already enrolled at the school at the time of enrolment application) whose family are active parishioners at Our Lady of Mt Carmel or Regina Caeli |   |   |   |   |   |   |
| Category 2 | Siblings of children – (already enrolled at the school at the time of enrolment application) whose family are active in other parishes                                     |   |   |   |   |   |   |
| Category 3 | Siblings of children – (already enrolled at the school at the time of enrolment application) not included in categories 1 and 2 above                                      |   |   |   |   |   |   |
| Category 4 | Children of active Our Lady of Mt Carmel or Regina Caeli parishioners residing within these defined parish boundaries  |   |   |   |   |   |   |
| Category 5 | Children of active Our Lady of Mt Carmel or Regina Caeli parishioners residing outside these defined parish boundaries   |   |   |   |   |   |   |
| Category 6 | Baptised Catholic children not included in categories 1-5 above  |   |   |   |   |   |   |
| Category 7 | Non-Catholic with a demonstrated meaningful affiliation with Christian values and traditions   |   |   |   |   |   |   |

My Reasons:

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### FOR OFFICE USE ONLY

RECORDED ON PARISH RECORDS

☐

DATE OF PARISH MEMBERSHIP

☐

ENROLMENT CATEGORY

1

2

3

4

5

6

7

## APPENDIX 1 – 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 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

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

**Office** [typist, 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]

### **If the person is not currently working**

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, select 'Not in paid work in last 12 months'.



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