



Application for Enrolment

STUDENT NAME

Christian Name

Surname

FOR YEAR LEVEL: 7 8 9 10 11 12 (Please circle)

TO COMMENCE IN 20_____

A Catholic Co-Educational School from Years 7-12

THOMAS MORE COLLEGE

23 Amsterdam Crescent, Salisbury Downs SA 5108

TEL: (08) 8182 2600 FAX: (08) 8182 2699

Email: enrolments@tmc.catholic.edu.au

www.tmc.catholic.edu.au CRICOS

Provider Number: 03083A

\$70

Application Fee
(non-refundable)
payable when
application is
submitted

OFFICE USE ONLY

Date Application Received:

FAMILY DETAILS	PARENT/GUARDIAN 1 Resides with Student	PARENT/GUARDIAN 2 Resides with Student
Preferred Title:	Mr Mrs Ms Miss	Mr Mrs Ms Miss
Family Name:		
Given Name(s):		
Date of Birth:		
Relationship to Child: (father, mother, foster parent etc)		
Student Resides with:	<input type="checkbox"/> Both Parents <input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <input type="checkbox"/> Shared/Other Arrangement	
Residential Address:		
	Postcode	Postcode
Postal Address: (If different to Residential)		
	Postcode	Postcode
Contact Details:	Home	
	Work	
	Mobile	
	Email	
Religion:		
Cultural Background:		
Country of Birth:		
Date of Arrival in Australia: (if applicable)		
PARENT/GUARDIAN LANGUAGE		
Main Language Spoken:		
Interpreter Required for Interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS	PARENT/GUARDIAN 1 Resides with Student	PARENT/GUARDIAN 2 Resides with Student
Occupation:		
Employer:		
<p>Information included in this section below will, if your application is successful, be required by the Australian Government as part of the School's statistical reporting requirements.</p> <p>Occupation</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 your last occupation. <p>If the person has not been in paid work in the last 12 months, enter '8' below.</p>		
Occupation group number: (refer to list on back page)		
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
PARENT/GUARDIAN SCHOOL EDUCATION		
<p>What is the highest year of primary or secondary school parent/guardian has completed? (for persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only.</p>	<input type="checkbox"/> Year 12 or equivalent (4) <input type="checkbox"/> Year 11 or equivalent (3) <input type="checkbox"/> Year 10 or equivalent (2) <input type="checkbox"/> Year 9 or equivalent or below (1)	<input type="checkbox"/> Year 12 or equivalent (4) <input type="checkbox"/> Year 11 or equivalent (3) <input type="checkbox"/> Year 10 or equivalent (2) <input type="checkbox"/> Year 9 or equivalent or below (1)
PARENT/GUARDIAN NON-SCHOOL EDUCATION		
<p>What is the highest level of qualification parent/guardian has completed? Mark one box only.</p>	<input type="checkbox"/> Bachelor degree or above (7) <input type="checkbox"/> Advanced Diploma (6) <input type="checkbox"/> Certificate I-IV (incl trade certificate) (5) <input type="checkbox"/> No non-school qualification (8)	<input type="checkbox"/> Bachelor degree or above (7) <input type="checkbox"/> Advanced Diploma (6) <input type="checkbox"/> Certificate I-IV (incl trade certificate) (5) <input type="checkbox"/> No non-school qualification (8)
GLOSSARY – EDUCATION QUALIFICATIONS Bachelor Degree: <ul style="list-style-type: none"> Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree. Certificate I to IV (including trade certificate): <ul style="list-style-type: none"> Includes Certificate I, Certificate II, Certificate III, Certificate IV, Trade Certificate, Advanced Trade Certificate, Apprenticeship Certificate and Traineeship Certificate. Diploma/Advanced Diploma: <ul style="list-style-type: none"> Includes Advanced Diploma, Associate Diploma and Diploma. 		

STUDENT'S PERSONAL DETAILS

Surname:

Male Female

Given Name(s):

Date of Birth:

Preferred Name:

Residential Address:

(address where student resides)

Postcode:

Is your child of Aboriginal or Torres Strait Islander Origin?

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

Family Court Intervention Court Order:

Yes No (if yes, please provide a copy of that Order to the College)

CITIZENSHIP

Country of Birth:

Australia Other (please specify) _____

If born overseas, please state Residency Status:

Permanent Resident Temporary Resident Australian Citizen

If born overseas, complete and provide documentation

Date of arrival in Australia:

Date first enrolled in a school in Australia:

Visa Subclass:

Date Granted:

Expiry Date:

Cultural Background:

First Language used by Student:

Main Language at Home:

RELIGIOUS AFFILIATION

Religion:

Present Parish:

Sacrament	Parish	Date	Sacrament	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

PREVIOUS SCHOOLING – Most recent Schools and Pre-Schools attended (include Kindergarten up to present time)

	Name of School	Date Commenced	Date Left
1			
2			
3			

SIBLING INFORMATION – (SCHOOL AGE ONLY)

Names of other children in the family	Male/Female	Date of Birth	Current School	Year Level

Is the parent an Old Scholar of Thomas More College YES, Name:

ADDITIONAL NEEDS AND CONSIDERATIONS

Has your child attended any specialised agencies, special schools, units/centre, currently or in the past?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there any other social/emotional concerns that the College should be aware of to better care for your child's learning? Please provide a copy of Psychologist Report, ADHD Assessment, Autism Diagnostic Report etc	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your child have any specific learning needs? (e.g. dyslexia, ADHD, disabilities, special education requirements). Please attach any relevant reports e.g. Psychological Educational Assessment, Speech Assessment etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your child currently have, or has previously been eligible for a Personal Plan for Learning (PPL) or similar? (e.g. One Plan, Individual Education Plan) Please provide a copy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your child have evidence of being gifted or talented?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there any other medical concerns that the College should be aware of to better cater for your child's learning? (e.g. allergies, restrictions on physical activity)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you answer **YES**, to any of the questions above, please provide supporting documentation with your application.

PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION FOR ENROLMENT

<input type="checkbox"/> Birth Certificate (if born in Australia)	<input type="checkbox"/> Parent Photo Identification
<input type="checkbox"/> Immigration Visa / Citizenship Certificate	<input type="checkbox"/> Medicare Card
<input type="checkbox"/> Latest school report/reference from previous schools	
<input type="checkbox"/> Any Court Orders, Parenting Plan or related information regarding child	
<input type="checkbox"/> Documentation relating to additional needs	
<input type="checkbox"/> A copy of Sacramental Certificate (if applicable)	
<input type="checkbox"/> Letter of support/reference from your Parish Priest/Minister of Religion	

PRIVACY AND RELEASE OF INFORMATION – PLEASE READ CAREFULLY

1. The College 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 College to provide schooling to the pupil and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College 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 College 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 College 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 interview upon request. However, the College will abide by any court orders which prevent the release of such information.
8. The College 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 College 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 College'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 College's duty of care to the pupil, or where students have provided information in confidence.
11. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
12. As you may know the College 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 College'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 the College newsletters and magazines and on our website. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our website. The College 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 College directory.
14. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties

REASONS FOR ENROLLING

Please state your reasons for choosing Thomas More College for your child's education

PARENT/GUARDIAN DECLARATION – PLEASE READ CAREFULLY

1. In enrolling my child at the College I/we accept that he/she will be educated in the Catholic faith within a Christian educational environment.
2. I/We accept that support of College staff and co-operation concerning College activities is essential.
3. I/We accept that we will abide by College policies as amended from time to time. A copy of the College Policies are available on the College website.
4. I/We accept that participation in Year Level and Curriculum based activities are compulsory and that my child's attendance and participation in such activities, camps, retreats and excursions are required to fulfil the year level and course requirements of the subject area. Other "whole of school" events such as Athletics and Swimming Carnivals, Camps and Retreats, Thomas More Day activities or any other special events organised during normal school time are also compulsory.
5. I/We accept that the College reserves the right to suspend or expel 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 College.
6. I/We accept the standards the College 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 College Board and as documented by the College in the Fees & Levy Schedule and other material (except where exemptions/remissions have been sought and granted). I accept that the College will actively pursue outstanding fees and that collection costs and/or legal fees will be passed on to me/us.
8. I/We give consent for the College to contact any other Catholic school, which my child has previously attended for the purpose of ascertaining my/our fee paying record.
9. I/We consent to the College obtaining information about our child, where necessary, from previous schools or agencies/professionals.
10. I/We accept that the College 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.
11. I/We acknowledge that one terms' notice in writing to the Principal is required before the withdrawal of my/our child from the College (which includes a child who has been accepted to commence at the school) or a term's fee in lieu of such notice will be charged.
12. I/We accept the requirement that once if I/we withdrawal my child, tuition fees and other costs will be adjusted as per the College Fee Policy and Procedure.
13. Recognising the need for parents and the College to work in partnership, I/we will be involved, where possible, in parent activities.
14. I/We declare that all of the information provided in this application is, to the best of my knowledge, true and accurate.

PARENT DECLARATION

I/We acknowledge and, if my application is successful, accept all of the above terms and conditions (Clauses 1-14)

Parent/Guardian 1 Signature: _____ **Date:** _____

Parent/Guardian 2 Signature: _____ **Date:** _____

***This form MUST BE SIGNED by ALL enrolling parents/legal guardians of the enrolling child.**

PLEASE NOTE: In due course applicants will be contacted regarding their application for enrolment. If applicants accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated in the Enrolment Contract.

PARENT/GUARDIAN OCCUPATIONAL 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/sports persons 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 service 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 professions.
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 four-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, kitchen hand, porter, housekeeper).
Office assistant, 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 par attendant, crossing supervisor).