



ASSUMPTION COLLEGE

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ABN: 85 917 803 177

OFFICE USE ONLY

RECEIVED:
DATE:
RECEIPT NO:
AMOUNT PAID:

APPLICATION FOR ENROLMENT

STUDENT DETAILS

Surname: First Name:

Middle Name/s: Preferred Name:

Address:

Gender: Male Female

Date of Birth: Country of birth:

Please select as applicable: Australian citizen Aboriginal/Torres Strait Islander descent
 Permanent resident Temporary resident Australian visa

Please attach a copy of your child's birth certificate and baptismal certificate.

If your child is not an Australian citizen, please also attach a copy of visa and/or passport as proof of records

Current school: Year level:

Religion: Nationality:

Language spoken at home: Year seeking enrolment at Assumption College:

FAMILY DETAILS

Parent/guardian 1:

Parent/guardian 2:

Residential address:

Mailing address:

Best Contact Details: (H) (B).....

(M).....

Current parish:

The child lives with: Both Parents Mother Father Other

Is there a court order or parenting agreement in place? Yes* No *Please attach

Application continues on following page

ADMISSION TO ASSUMPTION COLLEGE

Applying as a: Day student Full time boarder Five day boarder

Year seeking enrolment: Year level:

Siblings who have attended or are currently attending Assumption College

Name/s:

Year level: House:

If parent is a past student please state their name at time of their enrolment

Parent name:

Birth order of student

Age and gender of sibling:

Age and gender of sibling:

Age and gender of sibling:

LEARNING SUPPORT

It is important that you disclose information relating to your child's learning needs so that the College can plan appropriately. Failure to disclose this information may jeopardise the College's ability to offer your child a place.

Special education requirements: Yes No Details:

English as second language: Yes No Details:

Language other than English spoken at home: Yes No Details:

Support programs in literacy: Yes No Details:

Support programs in numeracy: Yes No Details:

Specialist reports: Yes No Details:

Other:

MEDICAL INFORMATION

Are you aware of any medical conditions your child may have? Yes No

If yes, please provide details and attach relevant health plan:

Other, including allergies (please attach relevant documentation eg: ASCIA Action Plan for Anaphylaxis)

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Does your child take any prescribed medication regularly? Yes No

If yes, please provide details:

Doctor's name and number:

Student's Medicare number:

Date of last tetanus injection:

Application continues on following page

FAMILY DETAILS

Parent/guardian 1

Title: Family Name: Given Name/s:

Address:

Home Telephone: Business Telephone:

Mobile: Email:

Occupation: Company:

Healthcare card number:

Nationality:

Australian citizen: Yes No Single parent: Yes No Sole custodian: Yes No

Highest year of school: Highest qualification:

Religion:

Parent/guardian 2

Title: Family Name: Given Name/s:

Address:

Home Telephone: Business Telephone:

Mobile: Email:

Occupation: Company:

Healthcare card number:

Nationality:

Australian citizen: Yes No Single parent: Yes No Sole custodian: Yes No

Highest year of school: Highest qualification:

Religion:

Application continues on following page

Please return the following items with this application

- Copy of Birth certificate or extract
- Copy of Baptismal certificate (if applicable)
- Copy of Court Order or Parenting Agreement (if applicable)
- Copy of Immunisation Status certificate
- Copy of current Passport (if applicable)
- Copy of Visa (if applicable)
- Copy of latest school report
- NAPLAN results
- AIM results or other special assessment reports eg: gifted, special needs, etc
- Medical conditions, eg: health plans, ASCIA Action Plan, etc
- Application fee of \$500 (fully refundable if application is unsuccessful or withdrawn prior to an offer of a place being made)

Declaration

I have read and agree to the Enrolment and Privacy Policies of Assumption College.

Parent/guardian 1

Full name:

Signature: Date:

Parent/guardian 2

Full name:

Signature: Date:

General College Information Collection Notice: Student Policy on following page

GENERAL COLLECTION NOTICE

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. The College collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information the College collects 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 College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.
6. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another College to facilitate the transfer of a student;
 - medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
7. If this information is not provided to us, the College will not be able to fully discharge its duty of care to its students and staff.
8. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the College's Parent & Friends Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
10. The College's Privacy Policy is accessible via the College website or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College 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, or may result in a breach of the College'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.
11. The College's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.

The College will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.

The College will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or College directories.
13. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.