



CHRISTIAN
BROTHERS
COLLEGE

Christian Brothers College

Enrolment Application

Calendar Year of Entry:	Term:	Academic Year Level of Entry:
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Enrolling Student

Family Name: _____ Given Name/s: _____

Preferred Name: _____ Date of Birth: / /

Student Country of Birth: _____ Nationality (Citizenship): _____

Date of Arrival in Australia: / / Student Visa Subclass (If not Australian Citizen): _____

Is your child of Aboriginal/Torres Strait Islander origin? Yes, Aboriginal Yes, Torres Strait Islander Yes, Both No

Main Language Spoken at Home: _____

Please list any academic, sporting or cultural achievements or talents including State Teams:

Student's Education (Please include the most recent report)

Previous Schools and Pre-Schools (including Kindergarten/ELC)	Dates	Year Level
	/ / to / /	to
	/ / to / /	to
	/ / to / /	to
	/ / to / /	to

Christian Brothers College

A Co-Ed ELC and R-Year 12 Catholic College
for Boys in the Edmund Rice Tradition

214 & 324 Wakefield Street and 178 East Terrace, Adelaide SA 5000
P 08 8400 4200 enquiries@cbc.sa.edu.au www.cbc.sa.edu.au

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Parent/Guardian 2

Title: Mr Mrs Ms Miss Dr Other:

Family Name: _____ Given Name/s: _____

Relationship to Child: _____ Living with Child? Yes (Full Time) Yes (Part Time) No

Occupation: _____ Occupational Group (refer page 7): 1 2 3 4 8

Employer: _____ If not employed, do you receive a government benefit? Yes No

Home Phone: _____ Work Phone: _____

Mobile Number: _____ Email Address (print clearly): _____

Residential Address: _____ Postcode: _____

Postal Address (if different): _____ Postcode: _____

Country of Birth: _____ Cultural Background: _____

Residential Status: Australian Citizen Permanent Resident Temporary Resident

Date of Arrival in Australia: / / Main Language Spoken at Home: _____

Religious Affiliation: Catholic No Religion Other (please specify): _____

Highest School Year Completed: 12 11 10 9 or below

Non-school (Tertiary) Qualifications: Bachelor's Degree or above Advanced Diploma / Diploma
 Certificate I to IV (including Trade Certificate) None

Family Court, Guardianship, Intervention, Parenting Plan or other relevant Court Order? Yes No

(If yes, please provide a copy of the Order to the College)

In situations where parents are separated, it is the policy of the College to release school reports to both parents of the student upon request. It is our policy to allow both parents to attend parent/teacher interviews upon request. However, the College will abide by any Court Orders which prevent the release of such information.

Community

Are any family members Old Collegians of CBC? Yes No

If yes, indicate years at CBC, House (if known) and relationship to student:

How did you hear about CBC? (Please tick all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Google Search | <input type="checkbox"/> Online Advert | <input type="checkbox"/> Sunday Mail/Advertiser | <input type="checkbox"/> Social Media (Facebook) |
| <input type="checkbox"/> Adelaide Metro Bus | <input type="checkbox"/> Bus Shelter | <input type="checkbox"/> Weekender Herald | <input type="checkbox"/> Current School's newsletter |
| <input type="checkbox"/> Local Parish newsletter | <input type="checkbox"/> CBC Website | <input type="checkbox"/> CBC Newsletter | |
| <input type="checkbox"/> Other (please specify): | | | |

Additional Needs and Considerations (Provide a copy of all current relevant assessments or reports)

- Does your child have any learning needs? Yes No
- Has your child attended any specialist agencies, special schools, units or centres? Yes No
- Has your child been assessed by a specialist service? (e.g. speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic/service) Yes No
- Does your child have any special needs or considerations? (e.g. disabilities, allergies, restrictions on physical activity) Yes No
- Does your child require any special provisions to be made by the school? (e.g. medication, disabled access etc.) Yes No
- Does your child have any infectious diseases? Yes No
- Has your child ever been suspended from school, expelled or refused admission to another school? Yes No
- Is there any other information that the school should be aware of in order to meet your child's education needs? Yes No

If yes to any of the above, please provide details:

Financial

- Will you/your child be applying for School Card? Yes No
- Do you have any outstanding school fees with another school? Yes No
- If yes, please provide details:

Media Consent

- Do you give permission for your child's image to appear in CBC publications including the College's yearbook, newsletter, website, promotional material and social media? **Please note: answering 'no' will preclude your son from appearing in professional class and extra-curricular group photos.** Yes No

Application Fee

\$50.00 Non-Refundable Application Lodgement Fee

- Visa Mastercard Cheque Cash (Do not send cash through the post)

Card Number: _____ Expiry Date: ____ / ____

Name on Card: _____ Signature: _____

Document Checklist

This Enrolment Application will be processed once all the following supporting documentation is received.

- | | |
|--|--|
| <input type="checkbox"/> A copy of the Birth Certificate | <input type="checkbox"/> NAPLAN Test (if applicable) |
| <input type="checkbox"/> Sacramental certificates including Baptism | <input type="checkbox"/> Documentation relating to additional needs and considerations (e.g. reports, action plans, assessments) |
| <input type="checkbox"/> Latest school report | <input type="checkbox"/> Any Court Order, Parenting Plan or related information affecting your child |
| <input type="checkbox"/> Copy of Visa/Passport/Citizenship (if applicable) | |

Process of Enrolment

Enrolment Interview: On receipt of this completed Enrolment Application and supporting documentation, an enrolment interview may be organised for your family.

Offer of Position: Following the interview, an Offer of Position may be forwarded to you inviting you to accept the position by paying the non-refundable enrolment deposit of \$200.00 (which will be credited to the first term fees) by the date specified on the College's Offer of Position.

Reception Applicants: If your son turns five before May 1, he will commence school on the first day of Term 1 in that year. A child who turns five before 31 October may commence Reception in Term 3 of that year.

Priority of Entry: In the case of limited vacancies, preference is given to applicants in the following order:

1. Brothers of current students
2. Boys currently attending the CBC Early Learning Centre
3. Sons of past students of CBC
4. Boys currently attending a Catholic parish primary school
5. Boys from other schools seeking a Catholic education
6. Date of Application

Parent/Guardian Declaration

1. In applying to enrol my/our child at Christian Brothers College (CBC), I/we accept that he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of CBC staff and cooperation concerning college activities is essential.
3. I/we accept that I/we will abide by College policies as amended from time to time.
4. I/we accept that participation in camps and retreats are compulsory and that membership in school sporting teams takes priority over competing sporting interests.
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 that brings into disrepute the good name and reputation of the School.
6. I/we accept the standards the College sets regarding grooming, uniform and personal presentation.
7. I/we accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions including school issued electronic devices is my/our responsibility.
8. I/we consent to the College obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.
9. I/we accept that there is sufficient evidence that the student can cope at the year level for which the application is being made. Normally such evidence is found in previous school reports or other educational assessments and/or professional recommendations.
10. I/we give permission for my/our child to travel between the three College campuses, CBC ovals, other College facilities and the Cathedral under staff supervision.
11. 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 (except where exemptions/remissions have been sought and granted).
12. I/we give consent for the College to contact any previous school which my child has previously attended for the purpose of ascertaining my/our fee paying record or providing additional support to the application.
13. Should my/our account be placed in the hands of debt recovery consultants, then I/we hereby agree to pay all expenses relating to the recovery of my/our account, and any default debt may be reported to a credit reporting agency.

I/we declare that all the information provided in this application is, to the best of my/our knowledge, true and accurate.

I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions (clauses 1–13). Please note that if you accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated into the enrolment contract.

Both parents/guardians are required to sign unless there is a Court Order indicating sole parental responsibility.

Signature of Parent/Guardian 1

Date: / /

Signature of Parent/Guardian 2

Date: / /

I agree to support the four College values of Faith, Excellence, Community and Compassion.

Signature of Student

Date: / /

Privacy and Release of Information

1. The College collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil'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 provide schooling to pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils 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 pupils 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 pupils from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to: other schools and teachers at those schools; government departments (including for policy and funding purposes); the Catholic Education Office, the South Australian Commission for Catholic Schools, the College's local parish and diocese, other related church agencies/entities, and schools within other Dioceses; medical practitioners; people providing educational, support and health services to the College, including specialist visiting teachers, sports 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 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 child protection laws.
6. From time to time, the College may be required to communicate to parents that personal information has been requested by the Commonwealth and State Governments and the Catholic Education Office.
7. The school may disclose personal information (your name and address) to another Catholic school who may wish to provide you with information to assist you in choosing another Catholic school.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 provided 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.
10. Christian Brothers College, Adelaide is governed by Edmund Rice Education Australia (EREA) and complies with the *EREA Privacy Policy* which is accessible via the College's website. The policy sets out how parents or pupils 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, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The *EREA Privacy Policy* also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. 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, pupil activities and similar news is published in College newsletters and magazines, on our intranet, College social media and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The College will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet. The College will obtain this permission at the commencement of enrolment and at other times as necessary and will be effective for the duration of the pupil's enrolment at the College. The pupil's parent or guardian may change this consent at any time by advising the College in writing.
14. We may include pupils' and pupils' parents' contact details in a class list and College directory.
15. 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.
16. In situations where parents are separated, it is the policy of the College to release school reports to both parents of the student upon request. It is our policy to allow both parents to attend parent/teacher interviews upon request. However, the College will abide by any Court Orders which prevent the release of such information.
17. 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.

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 a degree of 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, work 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)

Group 8 Currently not in paid work

- If the person is not currently in paid work but has had a job in the past 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, tick Group '8' in the appropriate box.



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Senior Campus 214 Wakefield Street, Adelaide P 08 8400 4200 **Junior Campus** 324 Wakefield Street, Adelaide P 08 8400 4222

Early Learning Centre 178 East Terrace, Adelaide P 08 8223 5469 **Email** enquiries@cbc.sa.edu.au