

Student Details

Family Name: _____

Given Names: _____

Date of Birth: _____

Starting Year: _____ Term _____

Year Level _____

APPLICATION FOR ENROLMENT



DOMINICAN SCHOOL Semaphore

237 Military Road, Semaphore

08 8114 3600 | enrolment@dominican.catholic.edu.au

Please note that this is an application form only and does not guarantee that a place will be offered to your child.

Please complete this form in full and return to the school with the \$50 application fee.

OFFICE USE ONLY			
Date Received	/ /	Deposit Paid	/ /
		Acknowledgement Sent	/ /
Interviewed	/ /	Offer Sent	/ /
		Offer Accepted	/ /
		Notice of Acceptance Sent	/ /

Thank you for choosing to apply to enrol your child at Dominican School.

Please complete all sections of the application and return your application form to our office via the following options:

- Mail to:** Dominican School
Att: Enrolments
PO Box 14
SEMAPHORE SA 5019
- Email:** enrolment@dominican.catholic.edu.au
- In Person:** Dominican School
237 Military Road
SEMAPHORE SA 5019
Office hours: Mon - Fri, 8.30am to 4.00pm

Application Fee Payment

For applications to be considered the Application Fee of \$50 must be paid at the time of form submission. We offer the following options for your convenience:

- In Person:** Please visit our Front Office during open hours to pay by cash or EFTPOS
Open hours: Mon - Fri, 8.30am to 4.00pm during school terms

EFT (Electronic Funds Transfer)

- Account Name: Dominican School
BSB: 085 005
Account Number: 454 974 272
Bank: National Australia Bank
Reference: Your child's Surname, First Initial & Year of Commencement
eg. GUZMAN D 2025
(If your surname is lengthy, please use the first 6 letters only)

- Credit Card:** Please telephone our office on 8114 3600 during open hours to pay over the phone.
Open hours: Mon - Fri, 8.30am to 4.00pm during school terms

Outline of the Enrolment Process:

1. Upon receipt of the application form and fee, you will receive an Acknowledgement of Enrolment Application letter.
2. Approximately 12 months preceding the year of commencement you will be contacted to attend an interview with our Principal.
This interview takes approximately 15 minutes and requires your child to be present.
3. Following your enrolment interview you may receive an Offer of Enrolment, including a Letter of Offer and an Acceptance of Enrolment Agreement for your consideration.
4. On acceptance of the Enrolment Offer, your child will be confirmed as a future student of Dominican School.
5. In the term prior to your child's commencement, you will receive information detailing our 'Little Dominicans' Transition to School program.

For additional enquiries regarding enrolment, please contact our Executive Assistant on 08 8114 3600 or email: enrolment@dominican.catholic.edu.au

STUDENT DETAIL

Family Name:		Given Name/s:					
Male / Female <small>(Unspecified - Circle)</small>	Birth Date:	Beginning Date	Year:	Term:	Year Level:		
Address:				Postcode:			
Main Language:		Main Language Spoken at Home:					
Is your child of Aboriginal or Torres Strait Islander Origin?		No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>	Yes, Both <input type="checkbox"/>		
Background							
Country of Birth:		Arrival date in Australia, if born overseas:					
Nationality:	Visa (if not Australian citizen): <ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / Expiry Date: / / 						
Year first enrolled in a school in Australia:							
Education							
Current School			Current Year Level				
Previous Schools and Pre-schools (include Kindergarten up to present time) <i>(Attach separate sheet for more, if required)</i>							
1		From	/	/	to	/	/
2		From	/	/	to	/	/
3		From	/	/	to	/	/
4		From	/	/	to	/	/
Religious							
Religion				Present Parish of Worship			
Sacraments	Parish	Year	Sacraments	Parish	Year		
Baptism			Reconciliation				
Confirmation			Eucharist				

FAMILY DETAILS	Parent 1/Guardian 1	Parent 2/Guardian 2
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Title										
Family Name										
Given Name										
Date of Birth										
Occupation										
Occupation Group (refer list, page 7)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 8	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 8
Employer										
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						
Contact Details	Home/Work	H		W		H		W		
	Mobile									
	Email									

FAMILY DETAILS (continued)	Parent 1/Guardian 1	Parent 2/Guardian 2
Residential Address		
Postal Address (if different)		
Relationship to child <i>Father/Mother/Foster/Step/Grandparent etc.</i>		
Child Resides with	Yes, full time <input type="checkbox"/> Yes, part time <input type="checkbox"/> No <input type="checkbox"/>	Yes, full time <input type="checkbox"/> Yes, part time <input type="checkbox"/> No <input type="checkbox"/>
Family Court or other relevant Court Order/Intervention Order or Parenting Plan? <i>(if Yes, a copy of the order is to be provided to the school)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Religious and Background

Religion		
Main Language Spoken at Home		
Country of Birth		
Cultural Background		
Arrival date in Australia (if applicable)		
Residential Status	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>
Visa (if not an Australian Citizen)	<ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / ▪ Expiry Date: / / 	<ul style="list-style-type: none"> ▪ Visa Type: ▪ Visa Number: ▪ Date Granted: / / ▪ Expiry Date: / /
Highest School Year Completed <i>(Circle one)</i>	Year 12 11 10 9 or below	Year 12 11 10 9 or below
Non-school (tertiary) qualifications	<input type="checkbox"/> Bachelor's 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 qualifications	<input type="checkbox"/> Bachelor's 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 qualifications
Are you an old scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Years Attended: _____ to _____

Other Students

Have you previously had a student at this school?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate the names and dates attended.				
Other school age children in the family				
Name	M / F	Birth Date	School attending	Year level

ADDITIONAL NEEDS AND CONSIDERATIONS FOR STUDENTS

The following questions are to assist us in facilitating the smooth transition of students into the school setting. If you answer **Yes** to any of the questions, please provide details, using attachments if necessary.

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

OTHER INFORMATION

Please bring a copy of the following documents (as applicable) to your interview

- A copy of the birth certificate (or extract) (or current passport)
- Latest school report and/or reference from previous schools (as applicable)
- Copies of any national tests results (e.g. NAPLAN), where available
- Baptismal certificate
- Any Court order, Parenting Plan or related information affecting your child
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- A copy of the Visa details (if the child is not an Australian citizen)
- Letter of support/reference from your Parish Priest / Minister of Religion

Please explain your reasons for choosing this Catholic school for your child's education:

RELEASE OF INFORMATION AND PRIVACY INFORMATION

1. The School collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil'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 School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.
2. 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.
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 School 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 School'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 School, 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 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.
6. From time to time, the school 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 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 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. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Statement.
10. The School's Privacy Statement, accessible on the School's website, sets out how parents or pupils 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 pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The School's Privacy Statement 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 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 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.
13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School 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.
14. We may include pupils' and pupils' parents' contact details in a class list and School directory.
15. 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 why.

PARENT/GUARDIAN DECLARATION

1. In applying to enrol my /our child at this school, I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of school staff and cooperation concerning school activities is essential.
3. I/we accept that I/we will abide by school policies as amended from time to time.
4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
5. I/we accept that the school 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 school 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 school (except where exemptions/remissions have been sought and granted).
8. I/we accept that the school does not accept liability for damage or loss of any personal possessions of students and that insurance for my/our child's personal possessions is my/our responsibility.
9. I/we consent to the school obtaining information about my/our child, where necessary, from previous schools or agencies/professionals.
10. I/we consent to my/our basic family details (name, email address and telephone number) being revealed to: State Dental Clinic and to other Catholic schools who may wish to provide me/us with information to assist in choosing another Catholic school.
11. I/we consent to my/our personal details (contact name, telephone number, address) being disclosed for pastoral support and Thanksgiving campaigns to the Parish in which I/we reside.
12. I/we declare that all of the information provided in this application is, to the best of my/our knowledge, true and accurate.
13. I/we acknowledge and, if my/our application is successful, accept and agree to all of the above terms and conditions (clauses 1-12)

Parent/Guardian (signature) _____ Date: _____

Parent/Guardian (signature) _____ Date: _____

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

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, fight 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.