
Enrolment Checklist - Stage 2



To ensure that your son's enrolment to St Joseph's Nudgee College proceeds smoothly, can you please include the following items are provided.

- Completed Confidential Information Form
- Completed MCEECDYA Information Form
- Completed Individual Student Learning Questionnaire and if required;
 - Copy of professional assessment reports and/or Education Adjustment Program (EAP)
- Completed Student Interest Form - to be hand written by the student
- Copy of Birth Certificate
- Copy of Baptismal Certificate (if applicable)
- Copy of most recent School Reports from the previous 2 semesters
- Copy of most recent NAPLAN results
- Principal and Parish Priest References
- International Students - Copy of Passport page with name, photo identification, passport number and expiry date
- International Students - Letter for Offer from another registered provider if applicable.

Confidential Information Form

updated 2018



| | |
|--|--------------------------------------|
| To commence School Year _____ (eg. Year 7) | <input type="checkbox"/> Boarding or |
| In Calendar Year _____ (eg. 2020) | <input type="checkbox"/> Day Student |

Student Details

Surname _____ First Name _____

Preferred Name _____ Date of Birth ____ / ____ / ____

Student's Religion _____ Parish _____

Current School _____ Current Year Level _____

Country of Birth _____ Nationality _____

Australian Citizen Yes No (please tick) Please provide copy of citizenship certificate if not born in Australia

If No, please specify country of citizenship _____ Passport No _____
(copy of passport must be provided)

If No, please specify type of residency: PERMANENT TEMPORARY Visa Sub Class No: _____
(copy of visa must be provided)

Date of arrival in Australia? _____

Parent / Guardian Details

It is appreciated that students' family backgrounds differ widely. However, the College's procedure is to provide both parent/carers with a copy of all reports, accounts for fees and newsletters. This procedure may be departed from only if a Court Order exists which requires (or makes appropriate) some other arrangement. You must therefore provide with this completed form a copy of any and all Orders of a Court relating to the son who is the subject of this Confidential Information Form. Order or Orders provided will be examined and you will be informed if the College proposes to depart from the procedure outlined above. If copies of any and all Court Orders relating to your son are not provided with this completed form and the College later learns of the existence of an Order or Orders, that may lead to the immediate cessation of the enrolment process or the immediate cancellation of the enrolment.

Family Details

Are parents separated / divorced? Yes No (please tick)

Student lives with (please circle) Parents / Mother / Father / Guardian / Other _____

Parent/Carer 1 Details

Name _____

Residential Address _____

Postal Address _____

Home Phone _____

Business Phone _____

Mobile Number _____

Fax Number _____

E-mail Address _____

Parent / Carer 2 Details

Name _____

Residential Address _____

Postal Address _____

Home Phone _____

Business Phone _____

Mobile Number _____

Fax Number _____

E-mail Address _____

Is the boy a relative of a past/current student of Nudgee College? Yes No (please tick) If Yes, please specify

Name _____ Years at College _____ Relationship _____ (Maternal/Paternal)

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Edmund Rice Education Australia trading as St Joseph's Nudgee College

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Enrolments Office | p: (07) 3865 0422 | f: (07) 3865 0500 | w: www.nudgee.com | e: enrolments@nudgee.com



Confidential Information Form (cont.)

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Family Details (continued)

Details of other dependants:

Full Name _____ Age _____ Year Level _____ School _____

Full Name _____ Age _____ Year Level _____ School _____

Full Name _____ Age _____ Year Level _____ School _____

Emergency Contacts (please note these are other than the parents)

Please supply names of two emergency contacts who can be contacted if parents are unavailable.

Contact 1

Name _____ Relationship to student _____

Home Phone _____ Business Phone _____ Mobile _____

Contact 2

Name _____ Relationship to student _____

Home Phone _____ Business Phone _____ Mobile _____

Financial Details

Yearly Household Income (net of tax)

< \$80,000 \$80,000 - \$100,000 \$100,000 - \$140,000 \$140,000 - \$180,000 > \$180,000

Is the student on Grant or private sponsorship eg. Austudy, Abstudy, etc.? Yes No (please tick)

If YES please indicate details _____

Signatures of Parents / Guardians

It is College policy that both parents must sign this form acknowledging each one's intention to apply to enrol the student. The application will not be further considered unless both parents sign this form. If necessary the form will be returned to enable the second parent to sign before the application is further considered. The application may be further considered (but only on the assumption that all information supplied by the enrolling parents is full and accurate and that copies of any and all Orders of a Court relating to your son have been supplied). Where the College later learns that the information supplied was not full and/or accurate or where the College later learns that copies of all Orders of a Court relating to your son were not supplied, the enrolment application process may cease and any Certificate of Enrolment issued may be cancelled.

Endorsement of this application and subsequent acceptance of this enrolment forms an agreement with the College and an undertaking of parents to pay all fees and charges for the student being accepted unless other arrangements have been made, and confirmed in writing, with the Principal.

Parent 1 _____ Parent 2 _____ Guardian _____

On acceptance of enrolment, parents will be asked to read and sign CONDITIONS FOR ENTRY INTO THE COLLEGE.

Date of this application _____

MCEECDYA Information Form

updated 2018



Schools are to collect information from parents on family background following agreement between all state and territory Ministers for Education and the Federal Minister. The information will be used to identify factors which influence how well children perform at school.

Student Details

Surname _____ First Name _____

Indigenous status Aboriginal Torres Strait Islander (TSI) Aboriginal and TSI Neither

Country of birth _____

Languages other than English spoken at home _____

Parent 1 Details (Name: _____) Parent 2 Details (Name: _____)

Languages other than English spoken at home _____ Languages other than English spoken at home _____

Occupation _____ Occupation _____

Industry _____ Industry _____

Employer/Business name _____ Employer/Business name _____

Time with employer _____ Time with employer _____

Highest School Level Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent or below

Highest Qualification Completed Bachelor Degree or above
 Advanced Diploma / Diploma
 Certificate I - IV (including trade)
 No non-school qualification

Questions and answers for parents

1. Why do I need to provide this information?

Ministers for education in each state and territory and the Commonwealth have jointly taken the decision to collect this data. All Ministers have signed up to the *National Goals for Schooling in the Twenty-First Century*. One of these goals is to ensure that gender, language, culture, ethnicity, religion and disability do not determine how well individual students succeed at school. The Ministers have made a commitment to make improvements where there is evidence that student performance is being unduly influenced by these factors.

Once data is gathered and analysed, more informed steps can be taken to improve student results. This will help in developing policies aimed at assisting children who are not meeting minimum standards.

2. What are my family's legal rights to privacy in regard to the information the school has requested from us?

Your legal rights to privacy are provided for under the *Privacy Act 1988*. Under the Act, every school is required to operate a privacy policy that will limit how the school can use information it obtains about students and their parents or guardians.

It should spell out safeguards that protect against the inappropriate use of enrolment information which the school already collects. These safeguards will apply to the additional information being requested now about family background.

Your family background information will only be passed on to the testing agencies that have been contracted by the school to run the literacy and numeracy tests. In addition, this information can only be used in very limited ways. State and Commonwealth Ministers have agreed to publicly report only the **total number of students** in the state (from both government and non-government schools) in each of the different categories, and the range of scores that they achieve in the tests.

3. I am the guardian of a child, but one or both of his real parents are alive. Who should answer these questions?

The person who currently provides information to the school when a child is being enrolled should provide the additional data on student background characteristics.

4. I am currently on CDEP (Community Development Employment Projects). How should I complete the question on occupation?

People on CDEP are considered to be employed. Consequently, they should answer the question on occupational status on the same basis as any other employed person.

Individual Student Learning Questionnaire

updated 2018



Student Name: _____ Current Year Level: _____ Year Of Entry: _____

(e.g. Year 8/2020)

Gifted and Talented

Does your son fall into the Gifted and Talented category? (Above average ability, task commitment, creativity and motivation)?

Yes No (please tick) If yes, please provide details of performance areas

Has your son participated in any programs for Gifted and Talented children? Yes No (please tick)

Details: _____

Learning Difficulties

Does your son experience learning difficulties? Yes No (please tick)

Has your son received learning support? Yes No (please tick) If yes, please give details:

Has your son undergone any professional assessment e.g. Psychometric, Occupational Therapy, Speech, etc? Yes No (please tick)

Details: _____

Year(s) support received: _____

If yes, please attach relevant documentation. Updated assessment may be requested prior to commencement.

Education Adjustment Program (EAP)

Does your son have an Education Adjustment Program? Yes No (please tick)

Which educational authority verified the EAP? BCEO AISQ Education Queensland
 Religious Institute Schools Other

Details: _____

Individual Student Learning Questionnaire (cont.)

updated 2018



Health & Wellbeing

To assist in responding to individual student needs please detail any circumstances that may affect your son's participation in school life, socialisation or welfare whilst attending Nudgee College. These may include medical, physical, psychological, behavioural or cultural conditions.

Details: _____

English As A Second Language

Is english your son's second language? Yes No (please tick)

If yes, complete the following and provide written evidence of proficiency in English as a second language.

Mother's country of birth _____ Mother's Language: _____

Father's country of birth _____ Father's Language: _____

Which languages are spoken at home? _____

Student's written language(s) other than English? _____

Student's country of birth: _____ Date of arrival in Australia? / /

Since arrival in Australia has your son spent more than 12 months overseas? Yes No (please tick)

If yes, where: _____

Do you speak English? Father Yes No Some (please tick) Mother Yes No Some (please tick)

To Whom It May Concern

I/We _____ advise that an Application for Enrolment of our son _____ has been lodged with St Joseph's Nudgee College.

First Name

Surname

I hereby authorise you to supply to the Principal, or Delegate of, St Joseph's Nudgee College any information requested, or copies of reports that you hold concerning my/our son that will assist with the enrolment process.

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

Father/Guardian Signature: _____ Date: _____

Mother/Guardian Signature: _____ Date: _____

Office Use Only

Date Received: / /

Date Advised Learning Support Centre: / /

Comments: _____

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Student Interest Form - to be hand written by the student

updated 2018



Surname _____ Given Name _____

Year Level _____ Year of Entry (eg 2020) _____

What subjects do you enjoy most at school? _____

Why do you want to attend Nudgee? _____

What special interests do you have? _____

What has been a significant achievement for you in your life so far? _____

Is there something else you would like to tell us about yourself? _____

Date: _____

Confidential - Parish Priest Reference

updated 2018



Name _____

Parish _____

Are you able to comment on any ways the parent(s) of the student are supportive of the applicant's religious and moral development?

Additional Comments

Name _____

Signature _____

Position _____

Date _____