



Parramatta Marist HIGH SCHOOL

2 Darcy Road, Westmead 2145
PO 756, Westmead 2145
Telephone: (02) 9848 7100
Email: ParraMarist@parra.catholic.edu.au

Please Affix
Photo
of Student
Here

Enrolment Application for 2022

How to complete this application form:

- All applicants must complete the relevant sections
- All documents must be in English or attached to an official translation
- Copies of all supporting documents must be provided together with the enrolment application
- If the enrolment form is incomplete, your application will not be accepted at that time
- Parish Priest Reference form is to be completed and returned separately
- Please print as neatly and legibly as possible
- Date of immunisation – Parents are to complete the latest date of immunisation history statement
- A non-refundable application fee of \$50 must be paid via card on lodgement of the application - **Please note that cash payments will not be accepted.**

Enrolment Criteria

Parramatta Marist High School adheres to the enrolment policy set by the Catholic Education Diocese of Parramatta. Enrolment eligibility is based on the following:

- Children of Catholic families who live in the local parish
- Children of Catholic families from other parishes
- Orthodox children
- Children of other Christian faiths
- Children of non-Christian faiths.

BYOD

As per the school's BYOD policy, all students enrolling at Parramatta Marist must have access to an Apple Laptop device to use every day to aid with the effective delivery of 21st century learning.

Information

Please indicate in a few words why you are seeking enrolment for your son at this Catholic School:

Do you have any family ties with Parramatta Marist?

Brother is a current student? Yes No

Father is an old boy? Yes No

If yes, which years? _____

Student Name: _____

Current School Attending: _____

Suburb of Current School: _____

Student's Religion: _____

Email Address: _____

(receipt for \$50 application fee will be sent to this address)

Office Use Only:

Originals sighted:	
Receipt No:	
Receipt Date:	
Interviewed:	

ENROLMENT INSTRUCTIONS

The enrolment application consists of several parts:

Form A: Information we need from you

Form B: Consents and data collection

Form C: Full-fee paying overseas and exchange students (if applicable)

Form D: Contact information form for parent / carers not residing with a child (if applicable)

The information you provide is important and will be used to assess your child's application based on our enrolment criteria. We will treat the information you provide to us in accordance with our [Privacy Policy](#) (page 8) and the [Standard Collection Notice](#) (page 3). Information you provide in this form may be sensitive. We will treat it with confidentiality subject to any requirements of the law to disclose information to others.

When completed and signed by parents/carers, the enrolment application contains the terms and conditions of enrolment. Applications for secondary school require a **non-refundable application fee of \$50**. The principal will consider the completed application and may make an offer to enrol your child at the school.

Your application does not guarantee an automatic place at the school. The school will notify you of the results of your application. If you receive a letter of offer from the school principal and accept this offer, then your child will be enrolled. To accept this offer you will be required to pay a **non-refundable enrolment deposit of up to \$100 (primary) and up to \$300 (secondary)**, which will be used towards your first term school-based fees.



If you need an explanation of any of the questions or help in completing this application, please ask the school office staff for assistance.

CHECKLIST OF REQUIRED STUDENT DOCUMENTS FOR PARENTS AND PRINCIPAL

The following documents are required as part of the enrolment application. A COPY of the original documents must be provided with this completed enrolment form. The original documents must be sighted by the school at the enrolment interview or as arranged.

FORM A

Document Name	Parent Checklist To be submitted with Enrolment Application	Parent Checklist To be presented at Enrolment Interview	School Use Only Staff signature for documents sighted
Passport size photograph of student		N/A	
Proof of residential address (e.g. council rates notice, current driver's licence)	Copy	Original	
Birth Certificate	Copy	Original	
Citizenship/Residency/Visa (country of birth other than Australia)	Copy	Original	
Parent and Child Passport and Visa (if student is not Australian)	Copy	Original	
Latest school report from previous school	Copy	Original	
NAPLAN results (Years 3, 5, 7, 9 only)	Copy	Original	
Sacrament certificates (Baptism and Confirmation if applicable)	Copy	Original	
Approved Immunisation Certificate	Copy	Original	
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable)	Copy	Original	
Medical Action Plan e.g. Asthma, Anaphylaxis (if applicable)	Copy	Original	
Medical Plan e.g. Mental Health plan, Medication plan (if applicable)	Copy	Original	
Family Court Orders / Parenting Agreements / AVO/DVO / other documents relevant to student (if applicable)	Copy	Original	
Term & Conditions	Original	N/A	

FORM B – To be completed with Form A

Document Name	Parent Checklist	School Use Only Staff signature for documents sighted
Medical Consent Form	Original form	
Raffle Ticket Consent Form	Original form	
Photo Consent Form	Original form	
National Data Collection Form	Original form	

FORM C – For Overseas students (if applicable)

Document Name	Parent Checklist To be submitted with Enrolment Application	School Use Only Staff signature for documents sighted
Addendum to Enrolment	Original form	

FORM D – Contact information form for parents / carers not residing with a child (if applicable)

Document Name	Parent Checklist To be submitted with Enrolment Application	School Use Only Staff signature for documents sighted
Addendum to Enrolment	Original form	



Standard Collection Notice

1. Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) collect 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 educate pupils, exercise our duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
3. Laws governing or relating to the operation of schools and child care require certain information to be collected and disclosed. These include relevant education, 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 Commonwealth *Privacy Act 1988*. We may ask you to provide medical reports about pupils from time to time.
5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, including specialist visiting teachers, coaches, volunteers and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority 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; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CEDP Privacy Policy.

8. The CEDP Privacy Policy, accessible on the CEDP website, sets out how parents or pupils may seek access to and request correction of their personal information which we have collected and hold. 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 our duty of care, or where pupils have provided information in confidence.
9. The CEDP Privacy Policy also sets out what action parents and pupils can take in relation to a breach of privacy laws.
10. We may, from time to time, 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 our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. Occasionally, information such as academic and sporting achievements, pupil activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. We 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.
12. We may include pupils' and parents' contact details in a class list and in our directories.
13. If you provide us 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 us and why.
14. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at privacy@parra.catholic.edu.au.

CATHOLIC EDUCATION DIOCESE OF PARRAMATTA POLICIES

Our Catholic learning community has in place a range of policies that set our direction and address the rights and responsibilities of its members. Our policies are available via www.parra.catholic.edu.au. Alternatively please ask school staff for assistance. We recommend that you familiarise yourself with the following:

- [Enrolment Policy](#)
- [Enrolment Procedures](#)
- [Student Attendance Exemption Procedures](#)
- [Student Anti-bullying Procedures](#)
- [Responsible Use of ICT and Social Media for Students – Guidelines](#)
- [Managing Complaints Policy](#)
- [Preventing Discrimination, Harassment and Bullying Policy](#)
- [Procedural Fairness Guidelines](#)

SCHOOL FEES

School fees are determined annually by CEDP and schools. School fees comprise:

- annual diocesan tuition fees billed in three equal instalments
- annual diocesan building levy billed in three equal instalments
- diocesan temporary residents education fees (if applicable)
- school-based fees which are set and advised by schools individually

Information about diocesan tuition fee, building levy and Sibling Discount Policy are available on the system website <http://www.parra.catholic.edu.au/Our-Schools/School-Fees> and are subject to variation and updates.

School fees are billed in three equal instalments. All school fees must be paid within 30 days of the invoice date unless a payment arrangement is agreed to by the school in writing prior to the payment due date. If parents/carers experience difficulties in meeting payments within 30 days of the invoice date they must make special arrangements for a payment plan with the school. Parents/carers are jointly and severally responsible for the payment of fees.

School based fees for items such as camps, excursions, materials or technology may be charged to a student's account or may be payable when they fall due at various times throughout the year.

A pro-rata fee based on days enrolled for the year is payable for enrolments commencing partway during the term. A full term's notice (10 school weeks) in writing must be given to the Principal before the parent/guardian terminates the student's enrolment. If sufficient notice of the student's enrolment is not given, the parent/guardian is to pay the school one terms school fees including any Diocesan fees applicable. One exception is that notice in writing will be accepted at any time during Term 4 in relation to the following year's enrolment.

For overseas students eligibility and fees are contingent on the visa status, as indicated by the visa sub-class. Parents must advise the principal of changes to their visa status and sub-class as changes to a student's visa status might also result in a significant changes in applicable fees.

CEDP and its schools recognise that at times, parents/carers may experience financial hardship and have a genuine inability to pay school fees. In order for the School to consider a payment arrangement or payment plan based on financial hardship, the parents/carers must provide the School with a completed Application for Assistance Form, along with any other supporting documentation requested by the School. Where school fee accounts are unpaid and no prior arrangement has been made by the parents/carers with the school, or where arrangements made are subsequently not honoured by parents/carers, then the following school fee collection process applies:

- Solicitors may be engaged by CEDP to follow up outstanding fees.
- Parents/carers must pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, court costs, location administrative costs and any fees and commissions payable.
- Any legal judgements made by the court may be reported to a credit reporting agency.

SCHOOL ATTENDANCE, EDUCATIONAL PROGRAMS AND POLICIES

Our school offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. These form an integral part of the school's educational program. In the event that a parent/carer anticipates need for absence this should be discussed with the school prior to the event. The principal may discuss such intended absence with you if it impacts upon the educational interests of your child.

Parents/carers have the responsibility to ensure that children in their care between the ages of six (6) and 17 attend school. If your child is absent for short periods due to medical reasons and you know of the intended absence in advance please advise the school of the date/s of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child's absence. Failure to comply with the attendance requirements of the *Education Act 1990* may result in the enrolment contract being terminated.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with law governing school attendance such requests may be refused.

The school does not undertake insurance of students' personal belongings. We recommend that you obtain suitable insurance for your child's belongings (including family belongings brought to school) throughout the year.

SECURE INTERNET AND EMAIL

Students are provided with internet access and an email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policies. Students and parents/carers should be aware of our [Responsible Use of ICT and Social Media for Students](#) and [Password Procedures](#): see <http://www.parra.catholic.edu.au/policy-central>.

CATHOLIC EDUCATION, DIOCESE OF PARRAMATTA
PRIVACY POLICY

INTRODUCTION AND PURPOSE

This Privacy Policy sets out how Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) manage the personal and sensitive information we collect and hold.

From time to time, we may review and update this Privacy Policy to take account of new laws and technology, changes to operations and practices, and to make sure it remains appropriate to the changing educational environment. A related document is the *Privacy Compliance Manual* (May 2018), which we use as a resource to comply with our legal obligations. This document is also updated and reviewed from time to time by the National Catholic Education Commission based on expert legal advice.

SCOPE

This Privacy Policy applies to CEDP, its schools, CELCs and COSHCs.

We are bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, we are bound by the Health Privacy Principles contained in the NSW *Health Records and Information Privacy Act 2002* (Health Records Act).

Under the Privacy Act and the Health Records Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the treatment of an employee record, where the treatment is directly related to a current or former employment relationship between CEDP and employee. Personal information concerning job applicants, employees and contractors is used to manage employment and meet applicable legal obligations, such as obligations arising from child protection legislation.

The *Privacy Act* confers a range of enforcement powers on the Commissioner, including civil penalty provision for serious or repeated interference with privacy. The maximum penalty is \$420,000 for an individual and \$2.1 million for a body corporate.

DEFINITIONS

Parent means parent and/or guardian.

Pupil means a person who is being taught by another, especially a schoolchild or student, but includes children in our CELCs and COSHCs.

Sensitive information is personal information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, health, sexual orientation or practices or criminal record.

1. COLLECTION OF PERSONAL INFORMATION

The type of personal information CEDP, its schools, CELCs and COSHCs collect and hold includes (but is not limited to) information about:

- pupils and parents before, during and after the course of a pupil's enrolment at the school:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at school events;
- job applicants, staff members, volunteers and contractors, including:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - workers compensation claims;

- leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and internet browsing history; and
- other people who come into contact with CEDP, its schools, CELCs and COSHCs, including (but not limited to) name and contact details.

Personal information you provide

CEDP, its schools, CELCs and COSHCs will generally collect personal information held about an individual by way of forms filled out by parents or pupils, from face-to-face meetings and interviews, in emails and from telephone calls. Occasionally, people other than parents and pupils provide us with personal information.

Personal information provided by other people

In some circumstances, CEDP, its schools, CELCs and COSHCs may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school.

Nationally Consistent Collection of Data (NCCD) on Students with Disability

CEDP and its schools are required to collect personal information from schools to meet obligations under the Commonwealth Government's Australian education legislation (*Australian Education Act 2013, Australian Education Regulation 2013*). The legislation requires relevant school authorities to provide the Commonwealth Department of Education and Training with information about students with a disability. In NSW, the approved system authority for Catholic schools is Catholic Schools NSW (CSNSW). CEDP is required to disclose its NCCD collection to CSNSW for the purpose of complying with the *Australian Education Act* and *Australian Education Regulation*.

2. USAGE OF PERSONAL INFORMATION

CEDP, its schools, CELCs and COSHCs will use personal information collected from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents

In relation to personal information of pupils and parents, the primary purpose of collection is to enable CEDP, its schools, CELCs and COSHCs to educate pupils, exercise duty of care and perform necessary associated administrative activities, which will enable pupils to take part in all relevant activities. This includes satisfying the needs of parents, the needs of the pupil and our needs throughout the whole period the pupil is enrolled.

The purposes for which we use personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy our legal obligations and discharge our duty of care.

In some cases where we request personal information about a pupil or parent, if the information requested is not obtained, we may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Volunteers

We also obtain personal information about volunteers who assist schools in their functions or conduct associated activities to enable us and the volunteers to work together.

Marketing and fundraising

CEDP, its schools, CELCs and COSHCs treat marketing and seeking donations for future growth and development as an important part of ensuring that we continue to provide quality learning environments in which both pupils and staff thrive. Personal information we hold may be disclosed to an organisation that assists in fundraising for the above purpose.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. Publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools

The Privacy Act allows legally related entities to share personal (but not sensitive) information. This allows (for example) CEDP schools to transfer information when a pupil transfers from one CEDP school to another. However, a CEDP school may only use this personal information for the purpose for which it was originally collected.

3. DISCLOSURE AND STORAGE OF PERSONAL INFORMATION

In accordance with Australian Privacy Principle 6, CEDP, its schools, CELCs and COSHCs may disclose personal information, including sensitive information, held about an individual 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);

- CEDP, CSNSW, the school's local diocese and the parish, 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, coaches, volunteers, and counsellors;
- providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection and students with additional needs;
- 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;
- recipients of school publications, such as newsletters and magazines;
- pupils' parents;
- anyone you authorise the school to disclose information to; and
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

Sending and storing information overseas

We may disclose personal information about an individual to overseas recipients, for example, to facilitate a school exchange. However, we will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); and
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

We may use third party online or 'cloud' service providers to store personal information and to provide services 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 be stored in the cloud, which means that it may reside on service provider's servers, which may be situated outside Australia.

An example of such a cloud service provider is Google. Google provides the 'Google Apps for Education' (GAFE) including Gmail, and stores and processes limited personal information for this purpose. School personnel, CEDP and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering GAFE and ensuring its proper use.

We make reasonable efforts to be satisfied about the protection and security of any personal information processed and stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the Australian Privacy Principles. Where we use the servers of cloud service providers or other third party service providers, they will be located in countries which have substantially similar protections as the Australian Privacy Principles.

4. SENSITIVE INFORMATION

Sensitive information is information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

5. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

CEDP, its schools, CELCs, COSHCs and staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. We have in place steps to protect personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods. These methods include, but are not limited to, locked storage of paper records, access protocols, password protected access to computerised records and encryption.

CEDP will respond to any incidents that may affect the security of the personal information it holds in accordance with its obligations under the Privacy Act, including the notifiable data breaches scheme. If CEDP assesses that the security of personal information is breached in such a way that cannot be remedied and that a person is likely to suffer serious harm as a result of the breach, we will notify that person and the Office of the Australian Information Commissioner of the breach. Moreover, CEDP will respond to any such incidents by taking steps to contain any breach and minimise any likely harm to a person.

Do not share your personal information with anyone without first verifying their identity and confirming the organisation to which they belong. If you believe any of your personal information has been compromised, please let CEDP know immediately.

6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Commonwealth Privacy Act and Health Records Act, an individual has the right to request and obtain access to any personal information which we hold about them and may request correction of any perceived inaccuracy in that information. There are some exceptions to the access right set out in the applicable legislation. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves. Again, there are some exceptions to these rights set out in the applicable legislation.

To make a request to access or to correct any personal information we hold about you or your child, please contact us. You may be required to verify your identity and specify what information you require. You may be charged a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, you will be advised of the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

7. CONSENT AND RIGHTS OF ACCESS TO PERSONAL INFORMATION OF PUPILS

CEDP respects every parent's right to make decisions concerning their child's education. Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. A school will treat consent given by parents as consent given on behalf of the pupil and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school or CEDP about them or their child by contacting the school principal or CEDP. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of our duty of care to the pupil.

A school may, at its discretion, on the request of a pupil, grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.

8. FURTHER INFORMATION

If you would like further information about the way we manage the personal information we hold about you, or believe that we have breached our privacy obligations, please contact the Catholic Education Diocese of Parramatta on (02) 9840 5600, via mail (Locked Bag 4, North Parramatta NSW 1750) or at privacy@parra.catholic.edu.au. We will investigate and will notify you of a decision as soon as is practicable.

FORM A

ENROLMENT APPLICATION

The information you provide is important and will be used to assess your child's application based on our enrolment criteria. We will treat the information you provide to us in accordance with our [Privacy Policy](#) and the [Standard Collection Notice \(enclosed in Enrolment Instructions\)](#). Information you provide in this form may be sensitive. We will treat it with confidentiality subject to any requirements of the law to disclose information to others.

School name Suburb

ENROLMENT INFORMATION

Enrolment Date

The calendar year that enrolment to commence is

If starting during the school year, please indicate date you wish enrolment to commence

The school year of entry for which enrolment is requested: (please tick the class year below)

K
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12

Previous School (if applicable)

Details of last three schools attended by the student (full name and suburb of school) including the last Catholic school attended.

1. School	<input type="text"/>	Year attended	<input type="text"/>
2. School	<input type="text"/>	Year attended	<input type="text"/>
3. School	<input type="text"/>	Year attended	<input type="text"/>
4. School	<input type="text"/>	Year attended	<input type="text"/>

STUDENT'S DETAILS

Last name First name Middle name

Preferred name Gender Male Female

Date of birth

Is student Aboriginal? Yes No Is student Torres Strait Islander? Yes No

Do you wish to be known as Aboriginal/Torres Strait Islander? Yes No

Country of birth Student mobile number (if applicable)

Is student on a VISA? Yes (if yes enter details page 5) No

(Office use only – visa information page 5, country and language information, refer to MCEETYA form)

OFFICE USE ONLY	FAMILY CODE:		STUDENT ID:			
	Student family name	<input type="text"/>	Student first name	<input type="text"/>	Date of enrolment	<input type="text"/>
	Academic year	<input type="text"/>	Roll class	<input type="text"/>	House group	<input type="text"/>
	Parish Sacrament	<input type="text"/>	Children attending other Catholic schools	<input type="text"/>	Date of leaving school	<input type="text"/>
	Destination school	<input type="text"/>	Parish Priest approval received	<input type="text"/>	Application fee received	<input type="text"/>
Mathew.net information checked	<input type="text"/>					

FAMILY DETAILS

Other Children Enrolled in Catholic Schools

Please list below, **in order of birth**, all children in the family who are attending school in the school year that enrolment is to commence, including the child for whom this application is being made. This information is required to provide sibling discounts for children at Catholic schools in accordance with our policy.

	Birth Order	Given Names	Family Name	School Year	School Attending (School Name and Location)
Child	1				
Child	2				
Child	3				
Child	4				
Child	5				

RESIDENTIAL DETAILS WHERE STUDENT RESIDES

Address Details

Parent/Carer mailing title

Residential Address

Street number and name

Suburb

Postcode

Residential phone number

Mailing Address (if different from above)

Street number and name or PO

Box

Suburb

Postcode

CONTACT DETAILS

Details of Parent/Carers at the student's PRIMARY residence

Parent/Carer

Title: Mr Mrs Ms Miss Dr

First name

Last name

Middle initial

Relationship to student

Home phone number

Work phone number

Mobile phone number

Email address

Occupation

Religion

Country of birth

Nationality

Language/s spoken

Parent/Carer

Title: Mr Mrs Ms Miss Dr

First name

Last name

Middle initial

Relationship to student

Home phone number

Work phone number

Mobile phone number

Email address

Occupation

Religion

Country of birth

Nationality

Language/s spoken

(Office use – confirm details on MCEETYA form)

Do you need an interpreter? Yes No

Do you need an interpreter? Yes No

List the days the students resides at this address? Mon Tue Wed Thu Fri

Who is the contact for:

Contact 1

Contact 2

Emergency SMS alerts

Attendance SMS alerts

Details of Parent/Carers at the student's SECONDARY residence OR NOT RESIDING with the student

Parent/Carer		Parent/Carer	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>		Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/>	
First name	<input type="text"/>	First name	<input type="text"/>
Last name	<input type="text"/>	Last name	<input type="text"/>
Middle initial	<input type="text"/>	Middle initial	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Street address	<input type="text"/>	Street address	<input type="text"/>
Suburb	<input type="text"/>	Suburb	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Home phone number	<input type="text"/>	Home phone number	<input type="text"/>
Work phone number	<input type="text"/>	Work phone number	<input type="text"/>
Mobile phone number	<input type="text"/>	Mobile phone number	<input type="text"/>
Email address	<input type="text"/>	Email address	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Religion	<input type="text"/>	Religion	<input type="text"/>
Country of birth	<input type="text"/>	Country of birth	<input type="text"/>
Nationality	<input type="text"/>	Nationality	<input type="text"/>
Language/s spoken	<input type="text"/>	Language/s spoken	<input type="text"/>

(Office use – confirm details on MCEETYA form)

Do you need an interpreter? Yes No Do you need an interpreter? Yes No

List the days the students resides at this address? Mon Tue Wed Thu Fri

Details of Parenting/Carer Arrangements

Are there any Family Court Orders, Parenting Agreements, Apprehended Violence Orders or Domestic Violence Orders in place relevant to the child? Is the child in the care of the Minister? Yes No

If yes, it is essential that you attach copies to this enrolment application.

Parents: Please advise the school office of any change of address, telephone number or other information about the parent/carers, other significant person(s), Parenting Agreements, Apprehended Violence Orders, Domestic Violence Orders or other Court Orders as soon as such changes occur and provide copies of new court orders.

ALTERNATE CONTACT DETAILS

Please nominate at least one person who may be contacted in the event of an emergency, if parents/carers cannot be contacted. Ideally the contact person should be someone who lives in the neighbourhood of the school. Please tell your nominated person that you have nominated him/her as an alternate contact.

Alternate Contact 1: Title: Mr Mrs Ms Miss Dr Name

Phone numbers: Home Work

Mobile Relationship to student: (e.g. Aunt, Uncle, Family Friend)

Alternate Contact 2: Title: Mr Mrs Ms Miss Dr Name

Phone numbers: Home Work

Mobile Relationship to student: (e.g. Aunt, Uncle, Family Friend)

Alternate Contact 3: Title: Mr Mrs Ms Miss Dr Name

Phone numbers: Home Work

Mobile Relationship to student: (e.g. Aunt, Uncle, Family Friend)

STUDENT MEDICAL DETAILS

It is essential you inform the school before your child is enrolled if he or she has any medical conditions. You should also contact the school as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child.

Doctor's name	<input type="text"/>	Doctor's phone number	<input type="text"/>
Doctor's address street number and name	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Medicare number	<input type="text"/>	Private health fund	<input type="text"/>

Medical Conditions

Does your child suffer from any medical conditions? Yes (complete below) No

The school will require further details in relation to prescribed medication. Parents/Carers of children who require their child to be administered prescribed medication at school must complete a written request. The school can provide you with a copy of a request form.

If yes, specify all medical conditions the student suffers from, e.g. asthma, diabetes and any prescribed medication taken by the student.

Does your child have a medical plan from a doctor for any of these medical conditions e.g. asthma action plan? Yes (see below) No

If yes, it is essential that you attach a copy of the medical plan to this enrolment application.

Allergies

Does your child have any known allergies? Yes (complete below) No

If yes, please list any known allergies the student has, e.g. allergy to nuts, penicillin, bee stings. Include all specific details.

If yes, it is essential that you attach a copy of the medical plan to this enrolment application.

Anaphylaxis

Has the student been diagnosed as being at risk of anaphylaxis? Yes (complete below) No

If yes, does the student have an EpiPen® or Anapen®? (Please supply) Yes Type of EpiPen®/Anapen® _____

If yes, does the student have a ASCIA Action Plan for Anaphylaxis? Yes (see below) No

If yes, it is essential that you attach a copy of the medical plan to this enrolment application.

If your child has been prescribed an adrenaline autoinjector, you will need to provide the school with one (and renew prior to expiry date). Each time your child is prescribed a new adrenaline autoinjector, the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that a copy of any updated plan is provided to the school.

Immunisation Record: Please indicate if the student has been immunised against the following:

It is essential that you attach an approved Immunisation Certificate to this enrolment application.

	Yes	No		Date of Immunisation	
Tetanus - Diphtheria Tetanus Pertussis (DTPA)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Influenza B - Haemophilus Influenza Type B (HIB)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Hepatitis A (HEPA)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Hepatitis B (HEPB)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Human Papillomavirus (HPV)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Polio - Inactivated Poliomyelitis (IPV)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Influenza (INF)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Measles Mumps Rubella (MMR)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Meningococcal C Disease (MENCCV)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Pneumococcal Conjugate (7VPCV)	<input type="checkbox"/>	<input type="checkbox"/>		/	/
Pneumococcal Polysaccharide (23 VPPV)	<input type="checkbox"/>	<input type="checkbox"/>		/	/

Rotavirus (ROT) Yes No / /

Chicken Pox - Varicella (VZV) Yes No / /

STUDENT'S PARISH AND SACRAMENTAL DETAILS

Current Parish Suburb

Does your child attend parish? Yes No

Sacrament	Parish Received	Date Received
Baptism	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Reconciliation	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Eucharist	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Confirmation	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

STUDENT'S DETAILS - OTHER

Pre-School Education - PRIMARY SCHOOL STUDENTS ONLY

In the year before school, has the child been in non-parental care on a regular basis or attended any other educational programs?

Yes (indicate all that apply) No

Pre-school Family day care

Long day care Day care (with pre-school program)

Grandparent Other person

Other relative

Please provide name of the preschool or non-parental care.

Name Postcode

Please indicate the amount of formal time the child spent in care each week prior to enrolling at school

Less than 15 hours per week More than 15 hours per week

Attendance per week Number of full days Number of half days

Did your child need/receive special help there? Yes No

I/we give permission to contact the preschool for information about my/our child. Yes (complete below) No

If yes, teacher/carer name Phone number

All Enrolling Students

Year of entry to Australian school Religion

Is home language English only? Yes No (complete below)

If no, list other home language/s

Nationality Date of arrival in Australia (if applicable) / /

Visa (if applicable) Visa expiry date / /

Nationality/Residential status - please indicate below: (original documents to be sighted and copies to be retained by school)

- Australian Citizen (If Country of Birth is not Australia, also provide: Naturalisation Certificate or Australian Passport)
- Permanent Resident (If Country of Birth is not Australia, also provide: Passport / Travel Documents and original Residency Visa document issued by the Department of Immigration)
- Temporary Resident (Passport and Visa) - See EOS Guidelines, Appendix 2 for eligibility to enrol
- Other / Visitor / Student / Refugee / Asylum Seeker / Passport (Passport and Visa)

STUDENT'S ADDITIONAL NEEDS

Does your child have a disability or additional needs? Yes (Indicate the additional need/s below) No

An intellectual disability	<input type="checkbox"/>	Behaviour difficulties	<input type="checkbox"/>	ADD / ADHD	<input type="checkbox"/>
Autism	<input type="checkbox"/>	Language difficulties	<input type="checkbox"/>	Mental health issues	<input type="checkbox"/>
Acquired brain injury	<input type="checkbox"/>	Vision impairment	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
A hearing impairment	<input type="checkbox"/>	Giftedness	<input type="checkbox"/>		

Does your child have difficulties in the basic areas of learning? Yes (Please describe below) No

What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school/pre-school?

Alternative teaching and learning strategies	<input type="checkbox"/>	Signing	<input type="checkbox"/>
A reader or scribe	<input type="checkbox"/>	Access to technology	<input type="checkbox"/>
Modifications to equipment, furniture and learning spaces	<input type="checkbox"/>	Personal carer support	<input type="checkbox"/>
Braille	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>

Please state below **all** assessments your child has received from speech, hearing, cognitive, occupational therapy or others.

Please attach a copy of all assessment reports to this enrolment application.

STUDENT WELLBEING

To your knowledge, is there anything in your child's history or circumstances (including medical history) that might pose a risk of any type to him or her, other students, or staff at this school?

Yes (complete below) No

If yes, provide details below.

If yes, please provide names and contact numbers of health professionals or others who have knowledge of these issues

Name	<input type="text"/>	Contact number	<input type="text"/>
Name	<input type="text"/>	Contact number	<input type="text"/>
Name	<input type="text"/>	Contact number	<input type="text"/>

Does your child have a mental health plan? Yes (see below) No

If yes, please attach a copy of the plan to this enrolment application.

Student Behaviour Record

Does your child have any history of aggressive / violent behaviour?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child ever had a personalised behaviour plan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your child ever been suspended or expelled from any previous school?	Yes (complete below)	<input type="checkbox"/>	No	<input type="checkbox"/>

If yes, was this for:

Actual violence to any person?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Possession of a weapon or any item used to cause an injury?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Intimidation, bullying or harassment of students or staff at a school?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Illegal drugs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (please specify) See below	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I/We will provide written consent to the school on request to contact health professionals or other relevant agencies	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

(Office use only: for previous school details and student mobile details refer page 1)

Terms and conditions of enrolment

You have provided information about you and your child in your enrolment application. You agree to update the school as promptly as possible when this information changes, and in particular:

- your and other relevant persons' contact details
- your child's health and medical conditions
- your child's additional needs
- parenting agreements or court orders pertaining to the child
- your visa details (if applicable)

If this enrolment application is accepted by the school the information provided by you in this form will form part of the terms and conditions of enrolment. Failure to update this information may affect the school's ongoing ability to assess the services required.

I have read and accept the terms and conditions set out in this enrolment application.

I understand the requirement to fully disclose my child's additional needs or disability in this application. I have disclosed this information to the best of my knowledge. I understand this will help the school to properly assess its capacity to provide services, communicate with me about those needs, make necessary adjustments to enable my child to participate, assess risks and fulfil its duty-of-care requirements.

The information I have provided is accurate and complete. If I discover any omission or inaccuracy, or if there is any change to information I have provided, I will advise the school as soon as possible. Any omission of significant, relevant information made in this application may result in the enrolment application being rejected.

If required by the school I will provide further or other information to support the school in its provision of services to meet the educational needs of my child during the period of enrolment.

I consent to the provision of all school services for my child, including the provision of counselling where appropriate.

I understand I am legally responsible for the regular attendance of my child at school. If my child is absent from school I will provide a written explanation for the absence. Should I wish to apply for extended leave for my child from school I will notify the school in advance of the anticipated dates. I understand that the Principal may refuse to approve the request for leave or accept an explanation for an absence. I understand that if I fail to comply with the attendance requirements of the Education Act 1990 the enrolment contract may be terminated.

I agree to pay all school fees in a timely manner and as set out in the school fees schedule which is available on the CEDP system website <http://www.parra.catholic.edu.au/school-fees>. In the event of difficulty I agree to request special arrangements as outlined in the school fees schedule. I either: a) do not owe any outstanding fees or charges in relation to any of my children's attendance at any other school; or b) have made an arrangement satisfactory to the school for meeting all outstanding debts.

I have completed the permission form at the end of this application.

I agree to support and participate in the life of the school, parent teacher meetings, and liturgical celebrations, social and practical activities offered by the school. I understand that the school offers the Catholic vision of life as the basis of its teaching program. I agree to support and respect the Catholic teaching, values and mission of the school and my child's participation in the full educational program of the school.

I agree to support the school to give effect to its policies, procedures and guidelines for the benefit of the school community.

This enrolment application is the first step in the enrolment process and will be finalised when all of the following conditions are met by both parents (where applicable):

- I submit the signed enrolment application
- any required application fee has been paid
- my application is assessed by the school
- a place is available at the school
- my child is offered a place at the school by a letter of offer from the principal
- The school receives payment of the non-refundable enrolment deposit of **up to \$100** (primary) and **up to \$300** (secondary), which will be used towards the first term's school-based fees if I accept the offer of a place at the School.

I wish to apply for enrolment of _____ at **Parramatta Marist High School** to commence at the school in 20____
Student Name *School Name*

Signed: _____
Parent / Carer *Please Print Name* *Date*

Signed: _____
Parent / Carer *Please Print Name* *Date*

FORM B

CONSENT FORM AND DATA COLLECTION

To be completed with Form A at the time of enrolment. Consents remain in place for the period of enrolment. Parents/carers can contact the school at any time to alter consent.

MEDICAL CONSENT FORM

I/We (circle) _____ and _____ of _____

Parent / Carer

Parent / Carer

Address

Give my/our consent to _____ receiving necessary medical and / or dental treatment and
Student Name

for an anaesthetic to be administered and for any surgical procedure to be performed should such treatment become critical.

I / We undertake to pay medical fees and/or cost of medication which may be incurred whilst medical assistance is provided to my/our child.

I / We understand that this consent will only be used when I / we cannot be reached.

Parent / Carer 1

Signature

Name

Relationship to student

Parent / Carer 2

Signature

Name

Relationship to student

CONSENT TO SELL RAFFLE TICKETS

I/We give permission for the school to send home books of raffle tickets, to be sold for various school fundraising activities. I am aware that a child under 15 years of age cannot sell lottery/raffle tickets unless accompanied by and under the supervision of an adult. I am also aware that tickets cannot be sold door to door on any day before 9am or after 8pm or sunset (whichever last occurs).

OR

I/We DO NOT give permission

Parent / Carer 1

Signature

Name

Relationship to student

Parent / Carer 2

Signature

Name

Relationship to student

CONSENT FORM: PHOTOGRAPH, VIDEO, AUDIO AND WORKS

During the year, your child may create materials (Works) or may be photographed or filmed for our school publications, website and/or social media, or other print or electronic media (including third party websites).

Catholic Education Diocese of Parramatta (CEDP) may also wish to use the student's name, image, voice or material created by the student (Works) in print and online promotional, marketing, media and educational materials. CEDP seeks your consent to use your child's name, image, voice and his/her Works for the above purposes.

Consent does not apply to the provision of official school photographs that will be utilised for internal administrative purposes such as student identification cards, library loan card and the like.

Student's name

Year level

Please complete the form below and return to the school office:

1. I give permission for my child's name, photographs, voice (audio), image (video) and Works to be published in hard copy and digital form on school and diocesan websites, school and diocesan social media channels, promotional materials, newspapers and other media for the purpose of promotion and communication of CEDP activities or programs, training materials and resources.
2. I acknowledge that the use of my child's Works is an authorised use of the Works under the Copyright Act, 1968
3. I understand and agree that any photograph/video or other images of my child may be publically displayed or disclosed to third parties (e.g. in or on a school, Catholic Education Diocese of Parramatta, CELC or COSHC CEC NSW or other third party website or publication).
4. I consent to printed or digital copies of my child's images and their Works to be used by other schools or educational institutions that are parties to the National Education Access License for School Agreement (NEALS) which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.
5. I consent to the use of my child's Works by the school, Catholic Education Diocese of Parramatta, CELC, COSHC or CEC NSW and other parties to NEALS for free, that is without any remuneration.
6. I understand that reasonable efforts will be made to protect the identity of my child unless the use of the student's name is necessary e.g. photo captions, school news and reproduction of Works, etc
7. In signing this form I acknowledge that I am not aware of any Court Orders or other reasons why my child's image or name should not be published.

Parent / Carer 1

I DO give consent OR I DO NOT give consent

Signature

Name

Date

Parent / Carer 2

I DO give consent OR I DO NOT give consent

Signature

Name

Date

All students (aged 15+ must complete this section)

I DO give consent OR I DO NOT give consent

Signature

Name

Date

NATIONAL DATA COLLECTION FORM

The Commonwealth Government requires us to collect this information for the purpose of accountability and reporting, research and analysis, and resource allocation.

If you need help with this form please telephone the school administration office

Name of student		Home address of student	
First name	<input type="text"/>	No. and street	<input type="text"/>
Last name	<input type="text"/>	Suburb	<input type="text"/>
		Post code	<input type="text"/>

Information collected in this form is covered by our Privacy Policy. You may access these on our website or obtain from school administration.

1. Sex Male Female

2. Is the student of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' responses

No Yes, Aboriginal Yes, Torres Strait Islander

3. In which country was the student born? Australia Other – please specify _____

4. Does the student or their mother/carer or their father/carer speak a language other than English at home?

Student	Mother/parent1/carer1	Father/parent2/carer2
No, English only <input type="checkbox"/>	No, English only <input type="checkbox"/>	No, English only <input type="checkbox"/>
Yes, other (please specify)	Yes, other (please specify)	Yes, other (please specify)

5. (a) What is the highest year of primary or secondary school the parents/guardians have completed?

For persons who have never attended school, mark 'Year 9 or equivalent or below'.

Mark one box only in each column	Mother / Parent1 / Guardian1	Father / Parent2 / Guardian2	Office use only
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	1

(b) What is the level of the highest qualification the parents/guardians have completed? Not Stated = 0

Mark one box only in each column	Mother / Parent1 / Guardian1	Father / Parent2 / Guardian2	Office use only
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

Please select the appropriate parental occupation group from the list on the next page (1, 2, 3 or 4). 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 the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' in the space above.

6. (a) What is the occupation group of the mother / parent1 / guardian1? If not in paid work = 8

(b) What is the occupation group of the father / parent2 / guardian2? Not Stated = 9

Thank you for your time. Please return this form to the school with the Enrolment Application

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 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/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 (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople 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 assistants, 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 park attendant, crossing supervision)