



Established 1959

DOMINUS LUX MEA
the Lord is my light

St Dominic's College Student Enrolment Form



EDMUND RICE EDUCATION
AUSTRALIA

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Please adhere photo here

First Name:

Surname:

Application for Year: 7 / 8 / 9 / 10 / 11 / 12 in 20

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(please circle)

Instructions

Please check that you have completed the Student Enrolment Form and return it to the College as soon as possible. Family details should include details of parents or guardians residing at the same address as the child being enrolled. Any details relating to parents not residing with the child may be included in the student section of this form.

When you apply to enrol your child at this College, please check that you have included the following:

- ☐ Copy of Birth Certificate / Visa (where applicable)
- ☐ Copy of Sacraments received to date (for Catholics only)
- ☐ Copy of most recent School Report
- ☐ Copy of Year 5/7/9 Naplan results as applicable
- ☐ Passport Size photo
- ☐ \$120.00 Enrolment Fee
- ☐ Court Order (if applicable)

For Office Use Only

Date Received:	Student ID:
Enrolment Fee:	House:
Acceptance Fee:	Homeroom:
Family Code:	Starting Date:

Phone: (02) 4731 1933 | Fax: (02) 4721 0166
54-94 Gascoigne Street, (PO Box 156) Kingswood NSW 2747
Email: info@stdominics.nsw.edu.au | www.stdominics.nsw.edu.au | ABN: 12 838 505 432

STANDARD PRIVACY COLLECTION NOTICE

1. St Dominic's College (the College) collects personal information, including sensitive information about students and parents before and during the course of the student's enrolment at St Dominic's College.

2. The primary purpose of collecting information is to allow the College to exercise its functions and activities and ultimately provide schooling to your son.

3. The College collects, uses, holds and discloses personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

4. Legislation that governs public health and child safety requires that certain types of information be collected by the College.

5. The information that the College collects is to satisfy legal obligations and enables the College to discharge its duty of care.

6. The College collects health information about students. Health information is a subset of sensitive information; it is defined in the Privacy Act 1988 (Cth) and is dealt with in accordance with the APPs.

7. If the College does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of your son.

8. Personal and sensitive information collected by the College may be disclosed to others for administrative and educational purposes. This would include disclosure to other Colleges, government departments, Edmund Rice Education Australia and other persons providing services to the College.

9. Personal information collected from students is generally disclosed to parents. Personal information and images (sporting and academic achievements) is published in the College newsletter/magazine and may be used for other College related purposes. Please inform the College in writing if information in relation to your son is not to be used in this matter.

10. Personal information collected may be disclosed by the College to debt collection agencies for the purposes of recovering outstanding tuition fees.

11. Parents may seek to access information collected about their son by contacting the College. Access to personal information is dealt with in accordance with the Colleges Privacy Policy.

12. Parents may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the Colleges Privacy Policy.

13. Parents or students may make a complaint in accordance with the Colleges Privacy Policy if they believe the College has breached the APPs.

14. The College engages in fundraising activities. Personal information collected may be used to make a marketing or fundraising appeal. The College will abide by any direction from an individual not to disclose personal information to third parties for marketing purposes.

☐ I do not want my personal information used for direct marketing.

A copy of the Colleges Privacy Policy can be found at www.stdominics.nsw.edu.au.

Student's Name:.....

Year Level:..... Year of Entry:.....

Parent's Signature:..... Date:.....
- ## SECTION 1: Student Personal Information
- | | |
|--|--------------------------|
| Family Name: | |
| Given Names: | |
| Date of Birth: | |
| Age: | Year Level: (eg. Year 8) |
| Student's Country of Birth: | |
| Student's Cultural Background: | |
| Student's Religion: | |
| Home Language: | |
| Student's Date of Arrival in Australia: | |
| Date Student first Enrolled in an Australian School: | |
| Student's Current School: | |
- NESA No:

(For Y10, 11 & 12 only)

Place a tick in the box(es) which apply to your son

☐ Has a medical condition

☐ Custody order

☐ English is a second language

☐ Is a permanent Australian resident

☐ Overseas full fee paying student

☐ In Australia on a Visa

☐ Receives Austudy

☐ Receives Abstudy

☐ Has refugee status

☐ Requires Special Ed Support

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ Yes, both Aboriginal and Torres Strait Islander

SECTION 1 (CONTINUED): Student Address

Title and Name:	
Address:	
	Postcode:
Home Phone:	Student's Mobile:
Email Address:	

SECTION 2: Alternative Student Emergency Contacts (please do not include parent details)

Name:	
Relationship to Student:	Mobile Phone:
Home Phone:	Work Phone:

SECTION 3: Family Information

Parent/Guardian 1	Parental School Education
Title and Family Name:	What is the highest year of primary or secondary school the student's Parent/Guardian 1 has completed? ☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
Given Names:	
Occupation:	
Mobile Phone:	
Work Phone: Extension:	
Work Location:	
Email:	Parental Post-School Education
Cultural Background:	What is the level of the highest qualification the student's Parent/Guardian 1 has completed? ☐ Bachelor degree or above ☐ Advanced Diploma/Diploma ☐ Certificate I to IV (<i>inc trade certificate</i>) ☐ No non-school qualifications
Country of Birth:	
Home Language:	
Religion:	
Place an X in the box(es) which apply to you: ☐ I am a sole parent ☐ I require an interpreter ☐ I am from a non-English speaking background	

SECTION 3 (CONTINUED): Family Information

Parent/Guardian 2		Parental School Education
Title and Family Name:		What is the highest year of primary or secondary school the student's Parent/Guardian 2 has completed?
Given Names:		
Occupation:		
Mobile Phone:		
Work Phone:	Extension:	
Work Location:		
Email:		☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
Cultural Background:		Parental Post-School Education What is the level of the highest qualification the student's Parent/Guardian 2 has completed?
Country of Birth:		
Home Language:		
Religion:		
Place an X in the box(es) which apply to you:		
☐ I am a sole parent ☐ I require an interpreter ☐ I am from a non-English speaking background		
		☐ Bachelor degree or above ☐ Advanced Diploma/Diploma ☐ Certificate I to IV (<i>inc trade certificate</i>) ☐ No non-school qualifications

Parent Not Residing at Home		Parental School Education
Title and Family Name:		What is the highest year of primary or secondary school the student's Parent/Guardian has completed?
Given Names:		
Occupation:		
Mobile Phone:		
Home Address:		
Work Phone:	Extension:	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
Work Location:		
Email:		
Cultural Background:		
Country of Birth:		Parental Post-School Education What is the level of the highest qualification the student's Parent/Guardian has completed?
Home Language:		
Religion:		
Place an X in the box(es) which apply to you:		
☐ I am a sole parent ☐ I require an interpreter ☐ I am from a non-English speaking background		
		☐ Bachelor degree or above ☐ Advanced Diploma/Diploma ☐ Certificate I to IV (<i>inc trade certificate</i>) ☐ No non-school qualifications

SECTION 4: Current Address Details

Fee Billing Address Who should the accounts for fees be sent to?	
Title and Name:	
Address:	
	Postcode:
Phone:	Email:

Postal Address Where should mail be sent?	
Title and Name:	
Address:	
	Postcode:
Phone:	Email:

Residential Address Where do you live?	
Title and Name:	
Address:	
	Postcode:
Phone:	Email:

Please list any further information in support of your application

Feel free to attach any further information on a separate page

SECTION 5: Family Information

Brothers and Sisters		
Name(s):	School Currently Attending:	What Year Level:
Is there a brother attending this College now, or in past years?		☐ Yes ☐ No
Name:		Year Left:
Name:		Year Left:
Did either parent attend this College?		☐ Yes ☐ No
Name:		Year Left:

SECTION 6: Student Medical Details

Medical Condition	Symptoms/Treatment
1.	
2.	
Doctor's Name:	Phone:
Medicare No.:	Private Health Cover:
Immunisations: ☐ Polio ☐ Measles/Mumps ☐ Whooping Cough ☐ Diphtheria/Tetanus	

SECTION 7: Sacraments

	Date	Church Name	Suburb/Town
Baptism			
Reconciliation			
Eucharist			
Confirmation			

Copies of Certificates for the above sacraments required with application.

Current Parish:.....Suburb/Town:.....

SECTION 8: Health and Safety

To your knowledge, is there anything in your child’s history or circumstances (including medical history) which might pose a risk of any type to him, other students, or staff at this school. ☐ Yes ☐ No

If yes, please provide a brief description:

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues:

Does your child have any history of violent behaviour? ☐ Yes ☐ No

Does your child have any history of behavioural problems (including verbal bullying)? ☐ Yes ☐ No

Has your child ever been suspended or expelled from any previous school? ☐ Yes ☐ No

If yes, was this for:

- Violence towards another person?

☐ Yes ☐ No
- Possession of a weapon or any item used to cause an injury?

☐ Yes ☐ No
- Intimidation, bullying or harassment of students or staff at a school?

☐ Yes ☐ No
- Threats of violence?

☐ Yes ☐ No
- Illegal drugs?

☐ Yes ☐ No
- Other (please specify)

I/we will provide written consent to the school on request to contact health professionals or other relevant agencies. ☐ Yes ☐ No

SECTION 9: Student Languages Spoken

Main language spoken at home (if not English):

Is the student proficient in this other language? ☐ Yes ☐ No

SECTION 10: Court Orders (if applicable):

Are there any current court orders relating to the student? ☐ Yes ☐ No

If yes, copies of these court orders, eg AVO’s, Family Court/Federal Magistrate Court orders or other relevant court orders must be provided.

Is there other information the College should be aware of?

SECTION 11: College Admission Policy

In this phase of St Dominic's history, we aim to continue to create a caring environment, allowing each individual member to feel valued, through the context of boys education; experience belonging, compassion, opportunity, discovery and success in the Catholic tradition in the spirit of Edmund Rice.

In order to protect the rights of individuals and to offer a safe and secure environment for all students, it is necessary to outline the conditions in relation to conduct relating to your son's admission to the College.

Offer of enrolment is subject to written parental acceptance of these conditions.

- The College accepts its role in the place of parents ('in loco parentis') during College hours on campus or at an official activity off campus. The College is not responsible for the actions of students outside College hours but can extend its authority over students to include travel to and from school or out of hours if the reputation of the College is involved, or if the actions of the student is likely to affect good order during College hours on campus, or to and from school.
- It is a condition of Admission to St Dominic's College that students conduct themselves in a manner which reflects due respect for staff and their peers, abiding by the College Pastoral Care and Discipline Policy. Students who consistently breach this responsibility may have to forfeit their place at the College.
- Students are expected to fully involve themselves in the life of the College and offer their skills and talents to the growth of their College wherever possible. This includes all sport and extracurricular programs.
- Parents are expected to consistently support the actions of the College in discipline matters. While discussion is encouraged and some disagreement is natural, if the College feels that parents are not supportive of actions taken then the student's enrolment at the College may be called into question.
- Engaging in acts of violence, discrimination, harassment, bullying or intimidation will not be tolerated. One serious incident, consistent breaches or failure to participate in mediation of counselling could be grounds for termination of enrolment.
- The carrying of offensive weapons is strictly forbidden. Any student found in possession of an offensive weapon will be referred to the police, and may have his enrolment terminated. See handout "No knives at school" on our website.
- There is a strict no drugs policy in place. Any students in possession of illegal substances or dealing in illegal substances will be suspended pending investigation. Termination of enrolment can result if the College is satisfied that the student was in possession of or was in any way involved in the supply or distribution of illegal drugs.
- St Dominic's College is a Smoke Free Environment.
- A condition of entry into this College will be that a student must be prepared, on request, to make available for inspection by the Principal/Deputy or delegated nominee, his locker or bag (this includes the emptying of pockets). It is also a condition of entry that each student co-operate with any direction, request, or investigation conducted by the College staff pertaining to the serious issues of drugs and weapons.
- Any student who needs to carry medication onto the premises during College hours or at any College activity will need to advise this in writing to the Principal (this should be initially noted on the enrolment form).
- Students are expected to conform to the standard of dress and grooming required and not to knowingly present themselves otherwise.
- Accessing inappropriate internet sites, or even attempting access, or being party to the transmission or receiving of any offensive material, graphic or text will be treated as a serious offence. Use of I.C.T. at the College will be subject to the signing of a separate I.C.T. contract, by parents and the student.
- As communication is paramount in the mutual education of your son, we expect to be informed, in writing, of any absences or relative changes in family circumstances, especially change of addresses, telephone and pending family moves. The College reserves the right to use the product of student work, the representation of it or the responsible student in publicity opportunities or printed material. See Privacy Collection Notice.
- Continuance at St Dominic's in Year 11 and 12 is not automatic and is subject to review in the middle of Year 10. Enrolment in the senior year, while normally requiring parental permission, is made with the student who is expected to sign the Senior Agreement himself and accept the responsibilities entailed.
- Outdoor Education, in the form of an annual camp for Years 7-10 (inclusive) is a compulsory part of the holistic education offered at the College. Exemption from any year event will only be considered for serious medical or family reason and must be applied for in writing, in advance to the Principal. Senior retreats (11 and 12) are treated similar. Non-compliance with these guidelines may affect enrolment.

DECLARATIONS

I/we agree to the conditions of admission set out in this document. I am prepared to accept responsibility for the payment of fees as determined by the College Principal.

I/we give St Dominic's College permission to contact previous school/s and collect information regarding our son.

I understand, that if my son is accepted as a student of St Dominic's College that he will be expected to:

1. Abide by the regulations of the College, including those relating to uniform, and I/we agree to support the school's discipline system.
2. Participate in the religious education programme of the College which will include, for example, College and class masses, paraliturgies, parish activities and retreats. We realise that camps, activities and retreats, where relevant to the particular year group, form an integral part of the College curriculum and are compulsory for all students. Acknowledging this, I/we hereby give permission for my/our son to participate in such activities.
3. I am also aware of the need for the financial support of the College by parents, and agree to pay the required fees by the set date determined by the Principal and the College Board. Should payment of school fees become difficult at any time in the future, I also undertake to contact the Business Manager to discuss alternatives. Ten weeks' notice is usually required prior to leaving the College, otherwise one term's fees may be charged.
4. I give permission for the College authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the College or at functions/excursions organised by the College if I cannot be contacted before any such treatment is deemed necessary by proper medical authorities.
5. I understand that I will be asked to sign a more detailed admission declaration upon enrolment should this application be successful.

.....
Parent/Guardian Signature

.....
Parent/Guardian Signature

.....
Print Name

.....
Print Name

.....
Date

.....
Date

It is a requirement that both parents sign the enrolment form unless one parent has court orders granting sole custody. In the more usual event of joint guardianship, both must sign unless a letter is supplied explaining why this is not possible.