

## Student Information Booklet Years 1 – 12

Student Name:	
Year Group:	Entry Year:

Full and frank disclosure of particular needs will allow the School to determine the appropriate level of support required for your child.

**Before returning this form please ensure that you have checked the following:**

- Have you completed all details on the form? (Incomplete forms will be returned)
- Copy of student's birth certificate
- Proof of residency/citizenship (if applicable)
- Copy of student's immunisation records
- Copy of Parenting Court Orders/Parental Agreement (if applicable)
- Copy of the student's most recent two school reports
- Copy of latest NAPLAN results (if applicable)
- Copy of any reports/assessments from Specialists (if applicable)
- Has the Privacy Policy been read, signed and dated by parent(s)/guardian(s)
- Have you completed the Medical Form?

For office use only	MCEECDYA/TASS	Medical Information/TASS	Court orders/TASS

*create your own story!*

# Student Information

Student Details				
Full Name of Student	Family Name	Given Name(s)		
Home Address of Student				
Date of Birth (dd/mm/yyyy)	Year of Entry	Year Level	Sex (please tick) <input type="checkbox"/> M <input type="checkbox"/> F	
Country of Birth	Citizenship		<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident	
Languages spoken at home other than English	Religion		<input type="checkbox"/> Baptised <input type="checkbox"/> Confirmed	
Is the student of Aboriginal or Torres Strait Islander origin?	For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes. <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
Schools attended previously	Name of School(s)	Departing year level	No. of years attended	
Visa Are you in Australia on a Visa?	<input type="checkbox"/> No <input type="checkbox"/> Yes If you answered "Yes" please state the type of Visa: <input type="checkbox"/> 457 <input type="checkbox"/> 163 <input type="checkbox"/> 461 <input type="checkbox"/> 856 <input type="checkbox"/> 857 <input type="checkbox"/> 571 <input type="checkbox"/> Other: _____ <b>You MUST attach a copy of the Visa to this form</b>			

Previous / Other Associations with St Paul's School				
Do you have children currently studying at our School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name(s)	Year level(s)	
Do you have children currently enrolled to attend our School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name(s)	Year level(s)	
Are any of the family former students of St Paul's School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name(s)	Relationship	Year attended    House
Do you know any current students at St Paul's School who will be in the same year as the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name(s)		
How did you hear about St Paul's School?	<input type="checkbox"/> Word of mouth <input type="checkbox"/> Radio <input type="checkbox"/> Newspapers <input type="checkbox"/> Website <input type="checkbox"/> Friends <input type="checkbox"/> Local knowledge <input type="checkbox"/> Other (please describe):			
What are your main reasons for seeking enrolment at St Paul's School?	<input type="checkbox"/> Co-education <input type="checkbox"/> Academic Program <input type="checkbox"/> Co-curricular <input type="checkbox"/> Broad Curriculum <input type="checkbox"/> Discipline <input type="checkbox"/> Proximity <input type="checkbox"/> Christian Ethos <input type="checkbox"/> Traditions <input type="checkbox"/> Cost <input type="checkbox"/> Other Factors (please describe):			

Detailed Applicant Information		
Has the applicant ever repeated a year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Has the applicant ever been accelerated (skipped) a year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Does the applicant have a special need?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please identify what type:</p> <input type="checkbox"/> Intellectual <input type="checkbox"/> Autism/Aspergers <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning Difficulty <input type="checkbox"/> Social/Emotional <input type="checkbox"/> Hearing <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Non Verbal Learning Disorder <input type="checkbox"/> Other (please describe):  <p>If the applicant has one of the above special needs, how does it impact on the student as a learner? Please describe:</p>
Has a specialist ever assessed the applicant for developmental, learning or behavioural characteristics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please specify:</p> <input type="checkbox"/> Guidance Officer <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Paediatrician <input type="checkbox"/> Psychiatrist <input type="checkbox"/> Child Psychologist <input type="checkbox"/> Speech Therapist <input type="checkbox"/> Developmental Optometrist <input type="checkbox"/> Audiology/vision Clinic <input type="checkbox"/> Child Development Clinic <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Developmental Optometrist <input type="checkbox"/> Specialist Clinic <input type="checkbox"/> Other (please describe):  <p>Details of specialist</p>
Do you have a report from the above specialist?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide copies of the report/s to the School
Has the applicant participated in enrichment programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:
Has the applicant ever received "Learning Support" Assistance? (Ongoing Assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please specify: _____ If yes, for how many years: _____</p> <p>Is learning support being received currently (please outline period/level of support)</p> <p>Name and contact of Learning Support Teacher/Aide</p>

Has the applicant ever been "Ascertained"?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ascertainment is based on an education need arising from a disability. It is a collaborative decision making process used to recommend the level of specialist educational support needed by students with learning disabilities. This education support is provided by or accessed through specialist teaching personnel.  Has he/she been on a modified program at any time? (please provide details)	Ascertainment Level:  Date:
Does the applicant have any social difficulties with other children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
Does the applicant have any medical conditions or concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
Has the applicant ever been suspended from any School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
Have you ever withdrawn the applicant from any school following any disciplinary incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
Has the applicant ever been involved in, or with, any form of bullying?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	
Has the applicant ever been found to be involved with illegal substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:	

**Permission for Release of Information**

I/We, hereby authorise St Paul's staff to obtain from the Principal of \_\_\_\_\_  
 (Name of Student's current school)  
 any information requested i.e. copies of reports, records of work folio that are held concerning my child that will assist with the enrolment process and my child's progress at St Paul's School.

Father/Guardian's Name: \_\_\_\_\_ Mother/Guardian's Name: \_\_\_\_\_

Father/Guardian's Signature: \_\_\_\_\_ Mother/Guardian's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

I/We, consent to St Paul's staff seeking reports from the Professionals and organisations listed above on my child's needs or disability which is relevant to the enrolment of them and their ongoing education.

Father/Guardian's Name: \_\_\_\_\_ Mother/Guardian's Name: \_\_\_\_\_

Father/Guardian's Signature: \_\_\_\_\_ Mother/Guardian's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

## Extra Curricular Activities/Other

### Music

Please provide detailed examination results, current ensembles or achievements that may be of interest

### Sport

Please list sports in which the student participated and detail achievements/experience or awards

### Visual Arts & Performing Arts

Please detail achievements/experiences or awards

### Camping Experience

Please detail about the level of camping experience your child has

### Camping

Please provide details of your child's camping experience

### Other

Please detail achievements/experiences or awards in other areas

Parent/Guardian Details					
Mother/Parent1/Guardian1			Father/Parent2/Guardian2		
Title	Given Names		Title	Given Names	
Family Name			Family Name		
Citizenship			Citizenship		
Occupation			Occupation		
Home Phone			Home Phone		
Work Phone			Work Phone		
Mobile			Mobile		
Facsimile			Facsimile		
Email			Email		
Marital Status	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> DF	<input type="checkbox"/> D	<input type="checkbox"/> W
Postal Address			Postal Address		
Residential Address			Residential Address		
Emergency Contact			Emergency Contact		
Emergency Phone			Emergency Phone		

Languages				
Does the student or their mother/ guardian or their father/guardian speak a language other than English at home?	<input type="checkbox"/> Yes	If Yes, please indicate the language that is spoken most often		
	<input type="checkbox"/> No, English only	<b>Language</b>	<b>Student</b>	<b>Mother/Parent1 Guardian1</b>
		Italian	<input type="checkbox"/>	<input type="checkbox"/>
		Greek	<input type="checkbox"/>	<input type="checkbox"/>
		Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>
		Cantonese	<input type="checkbox"/>	<input type="checkbox"/>
		Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>
		Mandarin	<input type="checkbox"/>	<input type="checkbox"/>
		Turkish	<input type="checkbox"/>	<input type="checkbox"/>
		Macedonian	<input type="checkbox"/>	<input type="checkbox"/>
		Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>
		Other – please specify	<input type="checkbox"/>	<input type="checkbox"/>

Education			
What is the highest year of <b>primary or secondary</b> 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		
	<b>Year</b>	<b>Mother/Parent1 /Guardian 1</b>	<b>Father/Parent2 /Guardian 2</b>
	Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the <b>highest</b> qualification the parents/guardians have completed?	Mark one box only in each column		
	<b>Qualification</b>	<b>Mother/Parent1 /Guardian 1</b>	<b>Father/Parent2 /Guardian 2</b>
	Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	

Occupation				
Please select the appropriate parental occupation group from page 8.	If the person is not currently in <u>paid</u> 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 <u>paid</u> work in the last 12 months, enter '8'.  <i>Please enter the occupation group from the selection at the end of this document.</i>			
		<table border="1"> <tr> <td><b>Mother/Parent1 /Guardian 1</b></td> <td><b>Father/Parent2 /Guardian 2</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>Mother/Parent1 /Guardian 1</b>	<b>Father/Parent2 /Guardian 2</b>
<b>Mother/Parent1 /Guardian 1</b>	<b>Father/Parent2 /Guardian 2</b>			
<input type="checkbox"/>	<input type="checkbox"/>			

Communication	
With whom does the applicant reside?	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
With whom does the School communicate with regarding day-to-day matters?	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Who receives copies of the School Reports?	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Who will accept responsibility for payment of School Fees?	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian
Fee Payer's Address Details	

## Privacy Policy

### St Paul's School Collection Notice

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

2. The primary purpose of collecting information is to allow the School to exercise its functions and activities and ultimately provide schooling to your child/ward.

3. The School 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 School.

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

6. The School 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 School does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of your child/ward.

8. Personal and sensitive information collected by the School may be disclosed to others for administrative and educational purposes. This would include disclosure to other schools, government departments, the Corporation of the Synod of the Diocese of Brisbane the Anglican Church Southern Queensland and other persons providing services to the School.

9. Personal information collected from students is generally disclosed to parents. Personal information and images (for example, sporting and academic achievements) is published in the school newsletter, magazine and may be used for other School related purposes. Please inform the School in writing if information in relation to your child's/ward's is not to be used in this manner.

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

11. Parents may seek to access information collected about their child/ward by contacting the School. Access to personal information is dealt with in accordance with the School's Privacy Policy.

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

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

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

15. A copy of the School's Privacy Policy can be found at <http://www.stpauls.qld.edu.au>.

## Privacy Policy

**Note: All parents/guardians to sign**

Full name of student	Family Name	Given Names	
By signing this form you consent to St Paul's School and the Past Students Association (PSA) collecting and using the above named student's personal information for the purposes contained in the above Collection Notices and the school's Privacy Policy. You acknowledge having received and read the Collection Notices and Privacy Policy and agree to their condition. The School and the Association will not disclose the student's personal information to any third party for purposes other than those contained in the Privacy Policy, without prior consent, unless required or authorised by law. If you have any questions as to how the School or the PSA use the information collected, or if you would like to change the student's details, please contact the School in writing at: St Paul's School, 34 Strathpine Road, BALD HILLS, QLD 4036			
Mother/Parent1/ Guardian1	Name	Signature	Date
Father/Parent2/ Guardian2	Name	Signature	Date



## List of Parental Occupation Groups (see page 7)

### **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

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, 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 supervisor]