



Macleay Vocational College

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West Kempsey NSW 2440

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ENROLMENT FORM

ENROLMENT PROCEDURES

1. The Principal will personally interview each applicant before enrolment and consider each applicant's interview responses regarding their ability and willingness to support the school's ethos.
2. The College will need to gather information and consult with parents/family and other relevant persons in order to consider each applicant's educational needs.
3. The Principal will consult with parents/family and other relevant persons in order to identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
4. The Principal will inform the applicant of the enrolment outcome.

STUDENT DETAILS

PERSONAL DETAILS OF STUDENT

Surname:		
Given name:		
Middle name:		
Preferred name <i>(if applicable)</i> :		
Gender <i>(tick)</i> : <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth:	
Home address of student:		
Student's mobile number:		
Medicare Number:	Position on Card:	Expiry:

STUDENT BACKGROUND INFORMATION

Is the student of Aboriginal and/or Torres Strait Islander origin:	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, Aboriginal
	<input type="checkbox"/> Yes, Torres Strait Islander
	<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
In which country was the student born:	<input type="checkbox"/> Australia
	<input type="checkbox"/> Other – please specify
Does the student speak a language other than English at home:	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, Other - please specify.....

For office use only				
<input type="checkbox"/> \$100 deposit paid	<input type="checkbox"/> Added to roll	<input type="checkbox"/> Enrolled on database	<input type="checkbox"/> Accounts	<input type="checkbox"/> Entered NESA Enrolment
Date student enrolled:		Date student commenced:		
Special Conditions of enrolment:				

ENROLMENT DETAILS

Name of person enrolling student:			
Relationship to student:		Telephone number:	
Scholastic year student is to be enrolled:	9	10	11 12
Is the student repeating a year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Previous school:			
Last date of attendance:			
Reason for leaving:			
Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment e.g. mature age, pregnancy, subject of a court order, etc?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please provide a brief description of the circumstances</i>			

STUDENT MEDICAL DETAILS

Doctor's name:		Telephone number:	
Medicare number:	Expiry:	Position on Card:	
Does your child suffer from any allergies? <i>e.g. bee stings, peanuts, etc.</i>			
Is your child at risk of an anaphylactic reaction?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If so, please complete the 'Students with severe allergies' form</i>			
Does your child suffer from any medical conditions or have any special needs? <i>If yes, please specify:</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Asthma	<input type="checkbox"/> Learning Difficulties	<input type="checkbox"/> Visual Problems	
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Hearing Problems	
<input type="checkbox"/> Aspergers Syndrome	<input type="checkbox"/> Depression / Anxiety	<input type="checkbox"/> Other (<i>please specify below</i>)	
<input type="checkbox"/> ODD / CD	<input type="checkbox"/> ADD, ADHD, etc		
Please specify any medical information of which the school should be aware:			

Consent			
Do you give your permission for your child to be given paracetamol or aspirin for temporary pain relief?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If urgent hospital or medical treatment of any nature is needed and the school is unable to contact the parent or guardian after making reasonable efforts, you authorise the school to give authority for such treatment. You indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.			
_____		_____	
<i>Parent / Guardian's signature</i>		<i>Date</i>	

PARENT / GUARDIAN DETAILS

Parent / Guardian 1:

Title:	Mr	Mrs	Ms	Miss
Given Name:				
Surname:				
Relationship to student:				
Residential address:				
Home phone number:				
Mobile number:				
Work phone number:				
Email:				
Responsible for parenting	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Lives with student	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Receive reports, etc	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Parent / Guardian 2:

Title:	Mr	Mrs	Ms	Miss
Given Name:				
Surname:				
Relationship to student:				
Residential address:				
Home phone number:				
Mobile number:				
Work phone number:				
Email:				
Responsible for parenting	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Lives with student	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Receive reports, etc	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

For information on why the information below is collected, please refer to your MVC Student Handbook.

Do you speak a language other than English at home? No, English only <input type="checkbox"/> Yes, Other <input type="checkbox"/> <i>If yes, please specify:</i>
What is the highest year of primary or secondary school the parent/guardian has completed: <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
What is the level of the <i>highest</i> qualification the parent/guardian has completed: Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
What is the occupation group of the parent1/guardian1:
What is the occupation of parent1/guardian:

Do you speak a language other than English at home? No, English only <input type="checkbox"/> Yes, Other <input type="checkbox"/> <i>If yes, please specify:</i>
What is the highest year of primary or secondary school the parent/guardian has completed: <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)</i> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
What is the level of the <i>highest</i> qualification the parent/guardian has completed: Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
What is the occupation group of the parent2/guardian2:
What is the occupation of parent1/guardian:

Please select the appropriate parental occupation group from the list on the back page.

- 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 box above.

EMERGENCY CONTACT DETAILS

In cases where the parent / guardian / carer cannot be contacted, please give details of who should be contacted.

CONTACT 1

CONTACT 2

Name:	Name:
Relationship to student:	Relationship to student:
Phone:	Phone:

INTERNET POLICY

INTERNET USERS AGREEMENT

We believe that the benefits to students from access to the Internet, in the form of Information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and children should follow when using media and information sources. To that end, Macleay Vocational College supports and respects each family's right to decide whether or not to apply for access.

RULES

1. Students are responsible for good behaviour on school computer networks just as they are in a classroom or any other school function
2. The network is provided for students to conduct research and communicate with others in relation to their work. Therefore they will not look for material which is unrelated to school curriculum, unless they have written permission of a teacher.
3. Information published on the Internet may be inaccurate or may misrepresent a person or situation, thus I shall take care in my use of this information.
4. All users will abide by the copyright laws. I shall not break copyright laws by copying or redistributing another's work and I shall not use another person's work without correctly acknowledging them.
5. Users should not expect that files stored on schools servers will be private. Network administrators may receive files and communications to maintain systems integrity and ensure that users are using the system respectfully.
6. In fairness to others I shall make my Internet use as efficient as possible allowing the maximum usage of the network.
7. The following list are examples of non-acceptable uses of the Internet:
 - using obscene language
 - using another's password
 - sending or displaying offensive messages or pictures
 - damaging the Hardware, Software or Network
 - Using the Network for a commercial gain
 - Subscribing to any list servers or newsgroups
 - Any relay chat lines, FTP. Email.
 - Hobbies or special interests, which do not relate to acceptable school community standard.

Violations may result in a loss of access as well as other disciplinary or legal action.

USER AGREEMENT AND PARENTAL PERMISSION

As a user of the Macleay Vocational College Kempsey computer network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honouring all relevant laws and restrictions.

STUDENT NAME _____ SIGNATURE _____

As a parent or legal guardian of the student signing above, I grant permission for my son/daughter to access the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable. I note the school will endeavour to ensure students will not come into contact with such material but I accept responsibility for guidance of my children in use of the Internet. In particular I will seek to support school's standards and in addition set and convey standards for my daughter/son to follow when selecting, sharing or exploring information and media.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

The Internet is a useful research tool that can be used for a variety of reasons. Care needs to be taken to ensure that unsuitable sites are not being accessed during your classes. The school's Internet policy is to be followed in all situations.

BILLING DETAILS

Please read this section and sign below.

When your child is enrolled at Macleay Vocational College you will be obligated to undertake to pay school fees. Parents/Guardians who fail to meet their commitment to pay school fees or who consistently ignore accounts and letters from the office are not fulfilling the obligation they have made on enrolment. **Failure to pay school fees may result in the offer of enrolment for your child being withdrawn.**

Person/s responsible for payment of school fees:

In the event an invoice issued by us is not paid on time you accept that you will become liable for any costs incurred for recovery of the invoice amount and these costs will be added to the debt due and payable.

Signature: _____ Date _____

SPORT PERMISSION

Sport is a mandatory requirement of the NSW Department of School Education. To satisfy these requirements Macleay Vocational College conducts sport on Wednesday afternoons from 1:35 – 3.05pm. In addition, there may also be school carnivals and sporting excursions held on school days during the year. These sporting activities are all part of the normal school routine. However, we do require your permission to allow your child to participate in these activities.

School sport will be conducted at locations on and outside the school premises. Outside venues could include travel to beaches - such as Crescent Head, Hat Head and South West Rocks, Town Centre and its environs, Port Macquarie Rock Climbing Centre, Gladstone Pool, Kempsey Pool, Kempsey PCYC and Kempsey Sport Centre. If your child is also in a sport team they may need to travel other places to compete. Sports days will require travel to sport by either bus or walking to the venue with the teacher. Students who are walking to and from venues are required to follow road safety rules. Eg: wait with their teacher and only cross the road when instructed by their teacher. Students who wish to be dismissed from the venue must present signed permission to the sport teacher. Those students returning to school will be accompanied by their teacher.

The sports offered include basketball, volleyball, cricket, tennis, touch, softball, netball, ten-pin bowling, swimming, oz tag, soccer, indoor soccer, table tennis, gymnastics, beach activities, surf lifesaving and rock climbing.

Some sports may incur a small payment as a fixed cost incurred by the venue and transport required. Students will be notified by the sports teacher as to how much each sport will cost.

In the case for students who are genuinely ill, these students should be provided with a parental note explaining their illness. Those students who do not participate in sport will work in the homework centre.

Wet weather may occur during sport time. During wet weather some indoor sports may be run otherwise the rest of the school will be in class. In some circumstances students will be taken to a classroom or the school hall to watch a video with teacher supervision. Videos shown will be rated G (General) or PG (Parental Guidance).

Further specific details regarding sporting matters or your child's sporting obligations can be obtained by ringing the school.

Student's Swimming ability:

Non swimmer fair swimmer can swim 25m excellent swimmer

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PHOTO PERMISSION

These consents are ongoing. If you wish to withdraw consent, please inform the School in writing.

Consent to Publications

Photographs of students involved in activities and work by students, are often published to enable the students to share their experiences and enable parents and others to be informed about the School's work. Since photographs on websites are available to the whole world, we aim to ensure students' safety by requiring staff not to link students' names to their photographs.

I/We give consent for photographs that include the student to be published on the School internet site and in other electronic publications.

Consent to the Media

I/We give consent for the student to be photographed, filmed or interviewed, and their given name and surname to be published by newspapers, radio and television in stories about education and school activities. The media may also publish the name of the School the student attends.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

PERMISSION TO LEAVE THE SCHOOL FOR LUNCH

The Macleay Vocational College allows students to leave the school grounds during lunch time from 12.53pm to 1.33pm on Mon, Tue, Wed, and 1.07pm to 1.55pm on Thurs & Fri if they have signed parental/guardian permission.

It is compulsory that your child / ward sign the school's Sign In and Out Register when leaving and returning. It is also mandatory that they return PRIOR to the end of lunch bell.

I give permission for _____ to leave the school grounds during lunch time daily to come home or go out for lunch.

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

PERMISSION TO TRAVEL BY CAR/MOTORBIKE

This form must be completed by the student, parent and the principal in any or all of the following circumstances:

- Student who wish to drive to and from the college.
- Student who wish to travel as passengers in a car being driven by another student.
- Student who wish to carry other students as passengers in their vehicles.

I give permission for my child/ward:

- To drive to and from the College
- To travel as a passenger in a car being driven by _____ to and from the College
- To carry _____ as a passenger in their vehicle to and from the College

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

DECLARATION

I declare that the information provided in this enrolment form, to the best of my knowledge is true and correct.

Parent/Guardian's name: _____

Parent/Guardian's signature: _____ Date: _____

PRIVACY STATEMENT

Your privacy is important

This statement outlines the Schools' policy on how the School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the School collect and how does the School collect it?

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information, about pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the School 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.

How will the School use the personal information you provide?

The School will use personal information it collects 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 School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses 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 and medical wellbeing;
- ◆ seeking donations and marketing for the School;
- ◆ to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

Marketing and fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the School's Foundation or alumni organisation.

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

Who might the School disclose personal information to?

The School may disclose personal information, including sensitive information, held about an individual to:

- ◆ another school (with the exception of school counsellor assessments which will remain in this school);
- ◆ government departments;
- ◆ medical practitioners;
- ◆ people providing services to the School, including specialist visiting teachers and sports coaches;
- ◆ recipients of School publications, like newsletters and magazines;
- ◆ Parents; and
- ◆ anyone you authorise the School to disclose information to.

How does the School treat sensitive information?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal

record, that is also personal information; and health 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.

Management and security of personal information

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals. The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Updating personal information

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the office of the School at any time. The National Privacy Principles require the School not to store personal information longer than necessary.

You have the right to check what personal information the School holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. To make a request to access any information the School holds about you or your child, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge 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, the School will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The 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 the School about them or their child by contacting the [School Principal]. However, there will 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 the School's duty of care to the pupil. The 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 so warranted.

Enquiries

If you would like further information about the way the School manages the personal information it holds, please contact the School Principal.

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

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]