




K-12

ENROLMENT APPLICATION



 (02) 9825 6768

 www.stmarks.nsw.edu.au

 52 Australis Ave
Wattle Grove NSW 2173

Office Use Only

Family Key

Student Key

Enrolment Application

Saint Mark's Coptic Orthodox College



Dear Parents and Carers,

Thank you for considering Saint Mark's Coptic Orthodox College in the educational journey of your family.

At Saint Mark's Coptic Orthodox College we want your child to love learning and to be excited to come to school every day.

We are inviting you to be part of a thriving Coptic community through excellent teaching and learning. This is our commitment to work in partnership with you, and your family, to ensure your child's academic, emotional and spiritual growth.

Our aim for our students is to become confident, curious and resilient young adults, who are proud of their faith and individuality, ready to contribute through work, family and the broader community.

CHECKLIST

Please ensure you attach copies of the below documents with your application for each student

Birth Certificate

Immunisation Certificate

Baptism Certificate

Most recent school report (past two years) and Academic Certificates (If applicable)

Most recent NAPLAN results

Evidence of residency status for the student and the parents (if born overseas)

e.g. Australian Citizenship documentation; Current Passport; VEVO check ; Visa Grant Notice; Visa Application Confirmation.

A small, recent photo of the student (passport photo size)

Copies of 2 family references (1 Character and 1 Professional) from non-related individuals preferably 1 from Local Parish Priest / Pastor

Relevant medical information / clinical assessments (if applicable)

Diverse learning needs assessment (if applicable)

Any relevant family court orders (if applicable)

Parent / Carer driver licence (for sighting only by the College)

For all International Students, please refer to the International Enrolment procedure (<https://www.stmarks.nsw.edu.au/international-enrolment>)

*** The application can only be processed when all of these documents have been received.**

*** For each student, a separate application must be submitted. Families cannot combine multiple students onto a single application.**

Application

- Complete the Enrolment Application and return signed with the required documents (please refer to the checklist).
- Kindergarten cut-off date 31 July of each year.
- Application submission can be either emailed to enrolments@stmarks.nsw.edu.au or by visiting the College Administration Office.

Please Note: Completing and forwarding all the above does not constitute nor guarantee enrolment.

Interview

Upon receipt of all the above documents, applicants will be informed of an interview date and time with you and a member of the Executive to discuss your child's application.

A non-refundable Enrolment Application Fee of \$220 is required at the time of application submission.

Letter of Offer

Following the interview, a letter will be forwarded to you with the result of your enrolment application. If successful, you will receive a Letter of Offer outlining all Conditions and Requirements for the Application to be confirmed and processed resulting in a guarantee placement.

If successful, the student's position is secured upon receipt of the signed Acceptance of Offer and the payment of Fees in Advance and Bond required within three (3) weeks from the Letter of Offer Date.

Please note: Fees in Advance and Bond are non-refundable unless a written withdrawal request is received by the Head of College with at least one (1) full term notice.

Waiting List

When families on the Waiting List (W/L) for a particular year/group are informed that position is available:

- Option 1 - position is accepted and application process continues with payments required prior to commencement.
- Option 2 - position is not accepted for varied reasons and parents do not wish to proceed for the applied-for vacancy position. Process stops here and name is withdrawn. Parent may re-apply in future with new application process commenced to apply for a new position when one becomes available.

In normal circumstances: W/L names are rolled over into the next year without re-application if no position has been offered by the College for the applied-for year.

Commencement Details

Families will be notified of commencement dates, orientation dates (if applicable), text/resource lists and uniform requirements.

Enrolment Application

Saint Mark's Coptic Orthodox College

Please attach a
current photo of the
student here

Calendar Year for entry

School Year level to start (ie. Year 7)

A. STUDENT DETAILS

First name

Middle name/s

Last name

Preferred name

Sex (please tick)

Male

Female

Date of birth

M

M

Residential
address

Suburb

Postcode

Mailing
address

Suburb

Postcode

(if different to residential address)

Student Lives With

Both parents

Mother

Father

Guardian

Parents divorced

Father/Mother deceased

Student Mobile Number

Student NESA Number

(For Students in Year 10 and above)

B. DEMOGRAPHIC INFORMATION

Is the Student an Aboriginal or Torres Strait Islander

Yes

No

Nationality

Place / Country of Birth

Does the student speak a language
other than English at home?

Yes

No

If yes, other language/s
spoken at home

What is the student's residency status? Evidence must be provided.

Australian citizen

Permanent resident

Temporary visa holder

(includes New Zealand citizen, bridging, visitor and overseas student visas)

For students born overseas, on what date did the student last arrive in
Australia?

M

M

Y

Y

Y

Y

If the student is a visa holder, please provide the following information

Current visa sub-class Visa expiry date

Passport number Passport expiry date

RELIGION

Religion Church

Does your family regularly worship at this church? Yes No

Church Involvement Very involved Moderately involved
 Rarely involved Not involved

RELIGIOUS MILESTONES

Sacrament	Date received	Church where baptized	Copy of certificate	
			Yes	No
Baptism	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. FAMILY AND RELATIONSHIPS : Please provide details on all parents or carers of the student

Parent/Legal Guardian1

Relationship to student

Title First name Middle name
e.g. Mr/Mrs/Dr

Last name Email

Mobile Home Work

Residential address Suburb Post code

Mailing address Suburb Post code
if different to residential address

Do you speak a language other than English at home? Yes No If yes, other language/s spoken at home

Country of birth	<input type="text"/>	Nationality	<input type="text"/>
Religion	<input type="text"/>	Church	<input type="text"/>
Occupation	<input type="text"/>	Employer	<input type="text"/>

Please choose the group that best describes your occupation. Mark one box only and see [Page 16](#) for more information and examples.

- Group 1**
Senior management in large business organisation, government administration and defence, and qualified professionals
- Group 2**
Other business managers, arts/media/sports persons and associate professionals
- Group 3**
Tradespeople, clerks and skilled office, sales and service staff
- Group 4**
Machine operators, hospitality staff, assistants, labourers and related workers
- Group 8**
Have not been in paid work in the last 12 months

What is the highest level of schooling completed? If never attended school, tick Year 9 or equivalent or below.

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"/>
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What is the highest qualification completed?

Bachelor degree or above	<input type="checkbox"/>	Diploma/Advanced diploma	<input type="checkbox"/>	Certificate I to IV (incl. trade cert)	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>
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Parent/Legal Guardian 2

Relationship to student

Title First name Middle name
e.g. Mr/Mrs/Dr

Last name Email

Mobile Home Work

Residential address Suburb Post code

Mailing address Suburb Post code
if different to residential address

Do you speak a language other than English at home? Yes No If yes, other language/s spoken at home

Country of birth	<input type="text"/>	Nationality	<input type="text"/>
Religion	<input type="text"/>	Church	<input type="text"/>
Occupation	<input type="text"/>	Employer	<input type="text"/>

Please choose the group that best describes your occupation. Mark one box only and see **Page 16** for more information and examples.

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Have not been in paid work in the last 12 months

What is the highest level of schooling completed? If never attended school, tick Year 9 or equivalent or below.

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"/>
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What is the highest qualification completed?

Bachelor degree or above	<input type="checkbox"/>	Diploma/Advanced diploma	<input type="checkbox"/>	Certificate I to IV (incl. trade cert)	<input type="checkbox"/>	No non-school qualification	<input type="checkbox"/>
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Parent/Legal Guardian 3 (If applicable)

Relationship to student

Title e.g. Mr/Mrs/Dr First name Middle name

Last name Email

Mobile Home Work

Residential address Suburb Post code

Mailing address if different to residential address Suburb Post code

Do you speak a language other than English at home? Yes No If yes, other language/s spoken at home

Country of birth Nationality

Religion Church

Occupation Employer

Please choose the group that best describes your occupation. Mark one box only and see **Page 16** for more information and examples.

- Group 1**
Senior management in large business organisation, government administration and defence, and qualified professionals
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Other business managers, arts/media/sports persons and associate professionals
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Tradespeople, clerks and skilled office, sales and service staff
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Machine operators, hospitality staff, assistants, labourers and related workers
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Have not been in paid work in the last 12 months

What is the highest level of schooling completed? If never attended school, tick Year 9 or equivalent or below.

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below

What is the highest qualification completed?

Bachelor degree or above Diploma/Advanced diploma Certificate I to IV (incl. trade cert) No non-school qualification

SIBLINGS

	Full student name	Date of birth	If at school, School Name / Suburb	Year Level
Child 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Family Members who have attended St Mark's, Include the final year

D. ADDITIONAL INFORMATION | School history

Previous schools: Provide details of any school where the student is currently or has previously been enrolled (NSW, interstate or overseas).

Name of school/s attended (Start with the most recent)	Location of school/s	Year Levels	Start date	Finish date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Kindergarten students only: In the year before school, has the student been in non-parental care on a regular basis and/or attended any educational programs? Yes No

If yes, indicate any of the following that apply and show if this was **part time** (less than 15 hours per week) or **full time** (15 hours or more per week).

<input type="checkbox"/>	Preschool	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Full time	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Long day care (with a preschool program)	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Full time	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Long day care (without a preschool program)	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Full time	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Family day care	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Full time	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Other formal or informal care (e.g. relative)	<input type="checkbox"/>	Part time	<input type="checkbox"/>	Full time	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of preschool/long day care centre or other formal care service / Suburb

E. SPECIAL CIRCUMSTANCES

Are there any **Family Law Orders**, **other court orders** or **Parenting Plans** that have been issued in relation to the enrolling student?

Yes No If yes, supporting documentation must be provided.

F. DIVERSE LEARNING

Indicate whether the student applying for enrolment has any known or suspected exceptional abilities, disability, complex social and emotional needs or other additional needs. In accordance with current legislation and educational best practice, the school recognises that specific reasonable adjustments may be required to support students with exceptional abilities, disability, complex social and emotional needs or other additional needs.

It is imperative that when applying for enrolment, parents provide copies of all current assessments, records of clinical interventions and contact details of treating professionals to assist the school in discerning the level of reasonable adjustments required for the prospective student. Failure to disclose may result in student's enrolment being terminated.

Does the student have any known or suspected exceptional abilities, disability, complex social and emotional needs or other additional needs? Yes No If yes, please tick below as applicable.

<input type="checkbox"/>	Acquired permanent injury	<input type="checkbox"/>	Autism spectrum disorder	<input type="checkbox"/>	Complex social and emotional needs	<input type="checkbox"/>	Exceptional abilities (giftedness in any domain)
<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	Intellectual disability/ developmental disorder	<input type="checkbox"/>	Mental health condition	<input type="checkbox"/>	Mobility/physical disability
<input type="checkbox"/>	Genetic disorder	<input type="checkbox"/>	Specific learning disorder	<input type="checkbox"/>	Vision impairment	<input type="checkbox"/>	ADHD
<input type="checkbox"/>	Speech, language and communication disorder	<input type="checkbox"/>	Other (please specify)	<input type="text"/>			

Does the student have an existing Personalised Plan (developed in their previous school setting) Yes No

In accordance with current legislation and educational best practice, we recognise that specific adjustments may be required to support students with exceptional abilities, disability, complex social and emotional needs or other additional needs. Parents/carers must attach copies of all assessments, records of clinical interventions and contact details of treating professionals to assist the school in discerning the nature and level of adjustments required for the prospective student.

Is the student under the care of (a) specialist practitioner/s Yes No

Specialist 1 Phone number

Specialist 2 Phone number

What specific reasonable adjustments were provided for the student in his/her previous school/preschool/ educational setting? (Please tick as many as applicable).

<input type="checkbox"/> Access to assistive technology	<input type="checkbox"/> Adjusted teaching and learning strategies	<input type="checkbox"/> Hearing or vision supports
<input type="checkbox"/> English language proficiency support	<input type="checkbox"/> Adjustments to the educational environment (equipment, furniture and learning spaces)	<input type="checkbox"/> Personal care support
<input type="checkbox"/> Reader or scribe	<input type="checkbox"/> Special provisions for learning tasks/assessments	<input type="checkbox"/> Early intervention services, e.g. speech, occupational, other therapies, teacher assistant support
<input type="checkbox"/> Other (Please specify) <input type="text"/>		

Please add any additional information that may assist the school to plan adjustments to meet the student's particular needs. The development of a Personalised Plan for students is an imperative component of school support for students with particular needs.

If you are awaiting receipt of any assessment reports or other documentation from the student's treating practitioners, please indicate the date these will be applicable.*

D	D	M	M	Y	Y	Y	Y
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G. MEDICAL DETAILS

I give my **permission** for the school to seek information from the doctor/medical centre named below regarding any allergy or medical condition experienced by the student. Yes No

Doctor/medical centre name Phone number

It is essential that you inform the principal before the student starts school if he or she has any allergies, including anaphylaxis or an allergy to nuts, penicillin, bee stings, etc., or other medical conditions (e.g. asthma, diabetes, epilepsy etc.). You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

Does your child have an anaphylaxis condition? Yes No Does the student have an Action Plan? Yes No
e.g. peanuts, insect stings

Carries EpiPen Yes No EpiPen expiry date

D	D	M	M	Y	Y	Y	Y
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Allergies e.g. hay fever

Other medical condition/s e.g. asthma, diabetes, epilepsy

Does the student need to take any prescribed medication while at school? Yes No

Are the student's immunisations up-to-date? Yes No

Medicare Number Reference Number

Date of last tetanus injection/booster

D	D	M	M	Y	Y	Y	Y
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H. STUDENT HISTORY

The College has a legal responsibility under the Education Act 1990 to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide information that will help facilitate the smooth transition of the student into our school setting. This plan may include planning to support the student by preparing an Individual Positive Behaviour Plan and/or Risk Management Plan.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to the student, other students or staff at this school? Yes No

If **yes**, complete the information below and provide a brief description of the student's history or circumstances (including medical history), which might pose a risk of any type to him or her, other students or staff at the school.

Provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does the student have any past history of violent behaviour, including self harm? Yes No

If **yes**, please provide details (Including any Apprehended Violence Orders issued against the student).

Has the student ever been suspended, transferred or excluded from any previous school, preschool or other educational institution? Yes No

If **yes**, was this for:

Physical violence to any person? Yes No

Possession of a weapon or any item used to cause harm or injury? Yes No

Threats of violence or intimidation of staff, students or others at school? Yes No

Illegal drugs? Yes No

Other reason (please specify)

Are you aware of any other incidents of the kind listed above in which the student has been involved outside of the school setting? Yes No

If **yes**, please provide a brief outline of these incidents.

I. EMERGENCY CONTACTS

In case of emergency where the student needs to be collected from school and we are unable to contact one of the parents/carers named above.

Title	<input type="text"/>	Contact (1) name	<input type="text"/>	Phone	<input type="text"/>
		Relationship to student <i>e.g. aunt/grandfather</i>	<input type="text"/>		
Title	<input type="text"/>	Contact (2) name	<input type="text"/>	Phone	<input type="text"/>
		Relationship to student <i>e.g. aunt/grandfather</i>	<input type="text"/>		

J. USAGE OF PHOTOGRAPHS AND DIGITAL MEDIA CONSENT

As per the Privacy Act, the College must obtain parental/guardian consent before using audio/visual material of their child/children for approved school-related purposes, including websites, promotional material, social media, and more.

I give consent

I don't give consent

K. CONDITIONS OF ENROLMENT

- Parents are to actively encourage their children to support the College's goals and to do their utmost to realise those goals in their lives, as reflected in the College Vision and Mission Statements:

*"Saint Mark's Coptic Orthodox College is a school that works in partnership with parents to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices and where students and staff feel secure and supported by all members of school community.
The distinctive, sincere and continuous practice of Christian love, service and humility provides students with the opportunity to develop and display a high moral standard.
Our Students are challenged to strive to achieve excellence and success in all areas of the curriculum by attaining their full potential, having confidence in who they are as Christian individuals and becoming active participants in church and the Australian community."*
- As Coptic Orthodox College, the College Ethos is reflected within the daily operations by all staff and students. The Ethos therefore is generally more conservative in nature, and all students will be expected to respect the teachings of the Church and to live by them at all times. For example, disrespect, obscenity, alcohol, tobacco, drugs, violent or immoral music/dancing, vaping, pornography, dating and pre-marital physical relations are all strongly rejected. It is the aim of the College to help young people learn to live a life of purity and holiness without fear or shame, and to be living, practical witnesses to the truths of the Bible. Morals should not be left behind at the school gates every afternoon and parents are expected to support the College in this aim at all times.
- Students are to abide by all College and adhere to all college policies, including wearing the correct College uniform/grooming, homework, student code of conduct and acceptable use of technology.
- Parents agree to actively encourage and support their children to participate in the spiritual program set by the College, fully and with sincerity. This includes the following activities:
 - Morning prayers and hymns each day from the Coptic Orthodox tradition.
 - Classroom prayers and devotions each day from the Coptic Orthodox tradition.
 - School Liturgies on a regular basis.
 - Community Service Projects.
 - Christian attitudes and behaviour are to be actively encouraged in the classroom and playground.

- Parents are to actively encourage and support their children fully in the Curriculum as set by the College. This includes the curriculum prescribed by the NESA (NSW Education Standards Authority) with the addition of compulsory courses: K – Year 12: Coptic Orthodox Studies (Religion); K - 6: Coptic Language and Hymns
- Parents and guardians are expected to co-operate with the College in matters of attendance, uniform, homework, student code of conduct and acceptable use of technology.
- Parents understand that the Curriculum also includes the following compulsory activities: excursions, carnivals and other events organised by the College.
- Parents understand that the College has designed its Student Management Policy with the aim of using it to teach our children right from wrong and how to live according to the commandments of God. This includes encouraging and rewarding good behaviour and discouraging and punishing bad behaviour. *Parent's Initial*
- Parents agree to work in partnership with the College and fully support the College's policies relating to student management and discipline, and will at all times encourage their children to obey College rules and accept any consequences that may be given for breaking those rules by any staff member, within the College's Discipline Policy. *Parent's Initial*
- The College reserves the right to discipline, suspend or expel any student whose attitude or behaviour does not meet with the expectations of the College. *Parent's Initial*
- The College Board delegates to the Head of College all operational authority to approve courses of instruction consistent with the objectives of the school: to determine all matters relating to order and discipline, and may be called upon to arbitrate on matters pertaining to a student's eligibility to enroll. The decision of the College Board is final, and no correspondence shall be entered into.
- Parents and Guardians must abide by the Rules and Regulations that govern the College and be responsible for payment of fees and charges by the prescribed times. Continued enrolment is at the sole discretion of the College Board and Head of College.
- Parents agree to pay all relevant College Fees as per the College fees policy. For each family, a sibling discount is allowed on Tuition Fees for the 2nd child (20%), for the 3rd child (35%) and the 4th child (100% of the Tuition Fees), after full fees are paid for the 1st child.

L. DECLARATION

Please sign to acknowledge the following:

- I/we consent to the school gaining access to relevant information about the student on whose behalf this application for enrolment is made, held by previous educational institutions, healthcare professionals or other agencies as required, for the purposes of determining whether or not to accept this Application to Enroll. I/we understand that this may include visits to preschools or prior educational settings. I/we understand that the information sought may include information related to any of the questions I/we have answered in this Application to Enroll.
- I/we understand that throughout the student's enrolment, the school may approach previous educational institutions, healthcare professionals or other agencies directly to request information related to any of the questions I/we have answered in this Application to Enroll.
- I/we understand that any misleading information provided either directly or by omission in the Application to Enroll, will void the enrolment process. Additionally, any misleading information discovered after an enrolment of a child/children has already taken place, will potentially jeopardise the existing enrolment, which may see the enrolment cancelled at the discretion of the Head of College.
- I/we declare that the information provided in this Application to Enroll is to the best of my/our knowledge and belief, accurate and complete.
- I/we agree to notify the school of any change in circumstances including parental circumstances, care arrangements, visa status and special needs of the student applying to enroll, that require amendment/s to the information provided in this Application to Enroll. I/we consent for a Vevo check to be undertaken by the school in relation to my/our child's visa status. I/we understand that I/we or another person may be requested to complete a new Application to Enroll on behalf of the student and provide relevant documents.

- I/we acknowledge that the student will undergo diagnostic assessments in reading and comprehension, namely the TORCH and/or YARK tests as a prerequisite for enrollment.
- I/we acknowledge that as a prospective enrollee in the school, my/our child in Year 7 to 12 will be obligated to engage in community service activities, dedicating up to 25 hours of their time during their tenure at the college.
- In signing this enrolment form Both the parents and student/s hereby acknowledge and accept adherence to all current and future variations of the College policies, without exception, excluding activity that may be deemed illegal under State or Federal Law.
- I understand that before my child is granted access to using the computer system/network, they and you agree and abide by the following requirements: a. Maintain and respect the Ethos of the College b. Refrain from accessing or viewing or forwarding any private, or unsuitable material c. Accept all copyright and intellectual property created by others in acknowledging the source.

Fees:

1. I am aware that The Application Fee of \$220 paid at the time of application submission is non-refundable.
2. If a position is offered for my child / children, I understand that all stated Fees-in-advance plus Bond required in the Letter of Offer will be paid within the three (3) weeks of the Offer. Any fees are non-refundable without written request to the Head of College with at least one (1) full term's notice of withdrawal.
3. I understand the Acceptance of my child/children will be determined following the interview process in conjunction with the availability of positions for the requested class/year.
4. I understand that the Application Form and its process do not constitute enrolment at the College. This is only confirmed after receiving a Letter of Offer.
5. I understand that acceptance of a position at the College is only confirmed following required payment of Enrolment Fees. All fees including Application, Enrolment, Resources, Activities and Levies are determined by the College Board annually and are subject to change.
6. Fees are payable 1Term in advance. Initial term fees are required before student may commence.
7. International students must forward 50% of annual fee prior to commencement, followed by 50% increments semester in advance.
8. The signatories on the Enrolment Application form are jointly responsible for the payment of all required fees.
9. Fees are fixed at the lowest level possible level, commensurate with costs of establishing and maintaining good educational standards and facilities.
10. An administration charge will be imposed on accounts unpaid by the due date at a rate determined from by the School Board.
11. Parents are urged to contact the Head of College if it is anticipated that temporary financial difficulty might be experienced.

Signature of enrolling parent/guardian

Name		Signature		D	D	M	M	Y	Y	Y	Y
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Signature of enrolling parent/guardian

Name		Signature		D	D	M	M	Y	Y	Y	Y
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PARENT OCCUPATION GROUPS

The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background. Providing information about your occupation and education is voluntary. If the person is not currently in paid work but had a job or 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, please tick the Group 8 box.

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 Force 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, proofreader, 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)
- Defense Force senior non-commissioned officer.

GROUP 3

Tradesmen/women, clerks and skilled office, sales and service staff

- Tradesmen/women generally have completed a four-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/refuge/childcare 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, laborers 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)
- Laborers and related workers
- Defense Force ranks below senior non-commissioned officer not included below
- 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 (laborer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)