

Student Application for Enrolment Form 2017

Instructions

Please ensure all sections are filled out. Having as much information as possible in this application will help us make a decision regarding your placement.

A final decision regarding your placement will only be made after all information required has been provided to us and an interview with you has been conducted.

If you have difficulty obtaining information, such as previous school reports, please contact Alesco Illawarra as we may be able to offer assistance. Please ensure the information release form is completed as this will enable us to gain access to any previous school information that you may not have been able to access.

**Please only attach copies of any reports and certificates.
DO NOT ATTACH ORIGINAL DOCUMENTS**

Places at Alesco Illawarra are limited and in demand. Please be aware that **an application does not automatically entitle you to a place.**

Interviews for Years 9, 10 and 11 places will take place from the end of November 2016. Further interviews may be held in January 2017 or at other times of the year if places are still available.

If you would like to apply for a Year 12 place, please contact us first to discuss whether this is possible as there are limitations on Year 12 enrolment.

Please start collecting the necessary information/documents and send in your application as soon as possible before the interview period.

Send completed application forms to:

PRIVATE & CONFIDENTIAL - APPLICATION

Alesco Illawarra

50-56 Auburn Street (PO Box 1472)

WOLLONGONG NSW 2500

Fax: 02 4226 1156 or e-mail alesco@weaillawarra.com.au

For more information or to discuss any aspect of your application please contact the Lead Teacher of Alesco Illawarra on 02 4226 1622 or e-mail alesco@weaillawarra.com.au .

Alesco Illawarra Information Collection Notice

1. Alesco Illawarra collects personal information, including sensitive information, about students and parents/carers/legal guardians before and during the course of the student's enrolment at Alesco Illawarra.
2. The primary purpose of collecting and recording this information is to allow us to exercise our functions and activities and ultimately to provide quality education to the student.
3. We collect, use, hold and disclose personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).
4. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which Alesco Illawarra complies.
5. The information that we collect is to satisfy legal obligations and enables us to discharge our duty of care.
6. Alesco Illawarra 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 we cannot obtain the information referred to above we may be unable to enrol or continue the enrolment of the student.
8. Personal and sensitive information collected by Alesco Illawarra may be disclosed to others for administrative and educational purposes. This may include disclosure to other schools, government departments or agencies such as the Australian Government Department of Education and Training, the NSW Department of Education, NSW Board of Studies, Teaching and Educational Standards, the Australian Curriculum, Assessment and Reporting Authority, the Association of Independent Schools NSW, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers and counsellors.
9. Personal information collected from students is regularly disclosed to their parents/carers/legal guardians. Information such as academic and sporting achievements, activities and other news is published in newsletters, annual reports, on our website and for other school related purposes. A separate form is provided for students and their parents/carers/legal guardians to indicate if they give consent for the publishing of photographs and videos of students.
10. Our Privacy Policy sets out how parents/carers/legal guardians and students may seek access to personal information collected about them, however there will be occasions when access is denied.
11. Parents/carers/legal guardians and students may seek to have personal information that we hold about them corrected. Correction of personal information is dealt with in accordance with our Privacy Policy.
12. Parents/carers/legal guardians and students may make a complaint in accordance with our Privacy Policy if they believe we have breached the APPs.
13. A copy of our Privacy Policy is available on request from the school.

Application for Enrolment for School Year 2017

Into which year are you seeking to enrol? 12 11 10 9

Section 1: Student's Personal and Previous Education Details

You should complete this section using your legal name as it appears on your birth certificate

First Name _____ Middle Name _____

Last Name _____ Preferred Name _____

Date of Birth _____ Age _____ Gender _____

Residential Address _____

Suburb _____ Postcode _____

Student's Home Ph No _____ Student's Mobile No _____

Please attach copy of birth certificate, passport or other document proving your identity and date of birth

Living arrangements * (please tick)

- Family residence with two parents With mother only With father only With other relative(s)
- Independent Other (please note) _____

*Note: you must have stable accommodation by the start of the school year

Please list the names and ages of your brothers and sisters

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____

Aboriginality

Are you of Aboriginal or Torres Strait Islander origin?

- No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

In which country were you born _____

Do you speak a language other than English at home? Yes If yes, which language(s) _____
 No

If you were born overseas, YOU MUST ANSWER THE FOLLOWING QUESTIONS and provide evidence or your application cannot be considered

What date did you arrive in Australia? _____

What is your Australian residency status?

- Australian Citizen (provide copy of your citizenship certificate)
- New Zealand Citizen
- Permanent or Temporary Resident (provide a copy of your passport and visa)

Visa Sub-Class _____
and Expiry Date _____

Please list ALL previous high school enrolments

Year of last attendance	Name of School	Year(s) in which enrolled	Completed	
			Yes	No
<i>Eg. 2010</i>	<i>Summer Heights High</i>	<i>Year 7</i>	✓	

(You can attach another page if you need more space)

Please attach your most recent school report. If you are applying for Year 11, please attach your Record of School Achievement (RoSA)

What is/was your reason for leaving your last school?

BOSTES Student Number (if known) _____

Unique Student Identifier (USI) issued if you have ever completed any accredited vocational training _____

How confident do you feel about your skills in the following areas?

	Not very confident					Very confident
	1	2	3	4	5	
Literacy (reading and writing)						
Numeracy (maths and money)						
Communication (speaking and listening)						

Did you participate in the NAPLAN tests in Year 9 Yes No Don't know

If yes, please attach your NAPLAN test results

Employment

Year	Place of employment	Role/duties	Continuing in 2017? (Y/N)

Training

Year	Place of training	Course	Completed (Y/N)

Work Experience

Year	Place	Role/duties	No of Weeks/Days

Section 2: Parent/Carer and Emergency Contacts Details

It is important for us to maintain accurate contact details regarding each student's carers and people we can contact in an emergency. We are also required by the Australian Government to collect background information regarding carers for statistical purposes and so that the right amount of funding is provided to the school. The information provided does not identify individual students or carers and is not matched with any other information held by the Australian Government. **Please assist us by completing the information in full.**

Parent/Carer 1 with whom the student normally lives				
Title		First Name		Surname
Relationship to Student				
Authorised to pick up from school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contact in an emergency?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Residential Address				
Suburb				
Postcode				
Current Postal Address (if different from above)				
Work phone number				
Home phone number				
Mobile phone number				
E-mail address				
What is your highest level of schooling completed?		<input type="checkbox"/> 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	
What is the highest qualification you have completed?		<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/ Diploma	<input type="checkbox"/> Certificate I-IV (inc Trade Certificate) <input type="checkbox"/> No non-school qualification	
Do you speak a language other than English at home		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, which language(s)?				
In which country were you born?				
Aboriginality	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and TSI
Occupation				
Occupation Group Number (1,2,3,4 or 8 see attached list on p 8)				
I prefer to receive written correspondence from Alesco via:		<input type="checkbox"/> Post	<input type="checkbox"/> E-mail	

Parent/Carer 2 with whom the student normally lives				
Title		First Name		Surname
Relationship to Student				
Authorised to pick up from school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contact in an emergency?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Work phone number				
Home phone number				
Mobile phone number				
E-mail address				
What is your highest level of schooling completed?		<input type="checkbox"/> 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	
What is the highest qualification you have completed?		<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma	<input type="checkbox"/> Certificate I-IV (inc Trade Certificate) <input type="checkbox"/> No non-school qualification	
Do you speak a language other than English at home		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, which language(s)?				
In which country were you born?				
Aboriginality	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and TSI
Occupation				
Occupation Group Number (1,2,3,4 or 8 see attached list on p 8)				

The next page lists the Parent Occupation Groups – use these group numbers to complete occupation information for each parent/carers in this form.

<p>Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals</p>	<ul style="list-style-type: none"> • 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]
<p>Group 2: Other business managers, arts/media/sportspersons and associate professionals</p>	<ul style="list-style-type: none"> • 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
<p>Group 3: Tradesmen/women, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> • 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]
<p>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> • 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]
<p>Please note</p>	<p>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 write "8" in the box.</p>

Details of any parent not living with this student			
Title		First Name	Surname
Relationship to Student			
Authorised to pick up from school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contact in an emergency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Residential Address			
Suburb			
Postcode			
Current Postal Address (if different from above)			
Work phone number			
Home phone number			
Mobile phone number			
E-mail address			
Please send correspondence about this student to this parent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If applicable, please provide copies of any relevant family law or other court orders concerning the student, parent/carers access and living arrangements.

Please provide contact details of at least one other person (not already listed above) whom we can contact in an emergency if parents/carers are not available.

Emergency Contact 1 Full Name		
Relationship to Student		
Home phone number		
Mobile phone number		
Work phone number		
Authorised to pick up from school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Emergency Contact 2 Full Name		
Relationship to Student		
Home phone number		
Mobile phone number		
Work phone number		
Authorised to pick up from school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3: Student Learning Support, Disability and Medical Details

Are there any special circumstances about the student (including medical conditions) that the school should know about prior to enrolment?

(eg, medical condition, mature age, pregnancy, living apart from parental supervision, subject of a court order, subject of bullying by others, out of home care arranged by the state, refugee, asylum seeker living in community detention etc).

Yes

No

If yes, please provide a brief explanation of the circumstances below.

Does the student require support for learning because of a disability?

Yes

No

Legislation and our school policy recognises that reasonable adjustments may be required for students with special needs, including students with a disability, so that they can participate in school. Our staff work together with parents/carers to identify the reasonable adjustments that may be needed to meet the student's learning and support needs.

Please indicate if the student has any of the following

- | | | |
|--|---|---|
| <input type="checkbox"/> Autism | <input type="checkbox"/> A hearing impairment | <input type="checkbox"/> A language disorder |
| <input type="checkbox"/> A physical disability | <input type="checkbox"/> Difficulties in learning | <input type="checkbox"/> Acquired brain injury |
| <input type="checkbox"/> Behaviour disorder | <input type="checkbox"/> Intellectual disability | <input type="checkbox"/> Mental health disorder |
| <input type="checkbox"/> A vision impairment | <input type="checkbox"/> Other (please specify) | |

Has any previous education provider prepared a plan to support the student's special learning needs?

Yes

No

If you ticked any boxes above, you must attach written documentation confirming any diagnosis and explaining the condition and its impact on your home and school life, or any learning support plans previously prepared for you. If you do not provide this information, we may not be able to process your application.

Alesco Illawarra is a Special Assistance School. Priority is given to applicants who can demonstrate they have special needs, but are also willing and able to take responsibility for themselves and their learning in an adult education environment, with the right support. It is to your advantage to provide us with as much information as possible so we can assess your suitability for our program.

Section 4: Other Support Services

Please indicate below if you are currently receiving any regular support from any service or practitioner

Name of Service _____

- Type of Service
- | | | |
|---|--|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Alcohol/Drug |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Education, | <input type="checkbox"/> Family Support |
| <input type="checkbox"/> Community Services | Employment, Training | <input type="checkbox"/> FACS |
| <input type="checkbox"/> Financial | | <input type="checkbox"/> Other |

Service Phone No _____ Service Fax No _____

Service Provider Name _____

Service Provider Position _____

Service Provider E-mail _____

How long have you been involved with this service? Years: _____ Months: _____

Will you keep in contact with this service in 2017? Yes No

Comments from Service Provider (or please attach a letter of support if appropriate):

Section 4: Consent and Signatures

I understand that the information I have provided in this Application for Enrolment Form is necessary for Alesco Illawarra to determine my/the applicant's eligibility for enrolment in the school. The information will be used for the purpose of making a decision regarding enrolment and if accepted into Alesco Illawarra, to support my/the applicant's ongoing enrolment at Alesco Illawarra. If I do not provide the requested information, Alesco Illawarra will not be able to assess my/the applicant's eligibility for enrolment and may not be able to provide the services I require at Alesco Illawarra during my placement.

I understand that all information provided will be collected, used and stored in accordance with the *Privacy Act 1988* and Alesco Illawarra's Privacy Policy. I understand that, should my/the applicant's application for enrolment be unsuccessful, the information will be kept on file for a period of six months and then destroyed.

I give permission for Alesco Illawarra to access any records regarding me/the applicant which may be relevant and required to support my application for enrolment and ongoing enrolment at Alesco Illawarra. The records that may be required include:

- School records and reports
- Counsellor/School Counsellor reports
- Behavioural assessments
- Mental health, general health assessments and medical reports
- Juvenile Justice reports
- Youth worker/case manager reports
- Department of Community Services reports

Applicant's Name _____

Applicant's Signature _____

Date _____

Parent/ Guardian/ Carer Name _____

Parent/ Guardian/ Carer Signature _____

Date _____

If applicable:

Referring Service Provider Name _____

Referring Service Provider Signature _____

Date _____

Section 5: Previous Schooling Verification & Risk Assessment

Alesco Illawarra has a responsibility to assess and manage any risk of harm to its staff and students. This page gives an opportunity to provide information that will help facilitate the smooth transition of the student into our specific school setting, to understand their needs and help formulate any strategies to help meet the student's needs and ensure the safety of this student, other students and our staff.

This page can be completed by an appropriate person from the school at which you are currently enrolled or were most recently enrolled.

Student Name _____ DOB _____

School Name _____

Dear Colleague

To assist us in determining eligibility and conducting a risk assessment in relation to this student's application for enrolment at Alesco Illawarra, could you please supply any relevant and available information about this student's prior schooling completion, behaviour or disciplinary history. Should you wish to discuss this student's application please call the Lead Teacher on 4226 1622.

Student Board of Studies Number (if known) _____

School Contact Person _____

Contact Phone Number _____

E-mail Address _____

Did this student complete year 7 and 8? Yes No Don't know

Did this student complete year 9? Yes No Don't know

Did this student complete year 10? Yes No Don't know N/A

Did this student complete year 11? Yes No Don't know N/A

Has this student been suspended/expelled for violence, threats of violence or possession on school premises of a weapon or implement used or intended to cause harm? Yes No

Does this student have a documented history of violence or use of alcohol or other drugs (illicit or legal in a manner not prescribed)? Yes No

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

Please provide details or other comments

Signature of Contact Person _____

This page has intentionally been left blank

Section 6: Attachments

Please attach all requested supporting documentation. If you do not attach the requested documents, we will not be able to process your application and offer an interview. Please contact the Business Manager to discuss any difficulties you have in providing the requested information prior to submission of your form.

Item	Attached	
	Yes	No
Copy of birth certificate/passport or other document proving your identity and age - Essential		
Copy of passport and visa – Essential if born overseas		
Copy of most recent school report and RoSA (if applying for year 11) – Essential		
NAPLAN test results (if applicable)		
Medical/Disability reports or previous school learning plans (Essential if you ticked a box in the <i>Student Learning Support, Disability and Medical Details</i> section)		
Letter of support (from ongoing service provider or referral worker, optional)		
Photocopy of Medicare Card		
Other attachments (please detail)		

Section 7: OFFICE USE ONLY (attach this page to front of student application when received)		Date Received:	
Student Name:		Grade applying for:	Year
Interview Date:		Interview Time:	
People in attendance at interview: <ul style="list-style-type: none"> <input type="checkbox"/> Alesco Illawarra Staff <input type="checkbox"/> Student <input type="checkbox"/> Student's Parent/Guardian/Carer <input type="checkbox"/> Student's Support Person <input type="checkbox"/> Other: 			
Enrolment Accepted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, outline reasons for acceptance being denied and attach			
Date student notified	Phone:	Letter:	
Student Acceptance of Offer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date Student Starter Pack Sent			
Official Date of Enrolment			
Campus			