

# RED BEND CATHOLIC COLLEGE



Application for Enrolment

Day Student

PO Box 312 Forbes NSW 2871

Phone (02) 6852 2000

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Email: [rbcc@redbendcc.nsw.edu.au](mailto:rbcc@redbendcc.nsw.edu.au)

Web: [www.redbendcc.nsw.edu.au](http://www.redbendcc.nsw.edu.au)



## ENROLMENT APPLICATION: DAY STUDENT

### SECTION 1: STUDENT INFORMATION

Surname of Applicant \_\_\_\_\_ Christian Names: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student's Religion: \_\_\_\_\_

Year Applicant wishes to commence at College: \_\_\_\_\_ Year Level: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

Applicant's mobile phone number: \_\_\_\_\_

Please circle the sacraments listed that have NOT been received:

Baptism                      Reconciliation                      Communion                      Confirmation

Applicant's siblings (please list applicant's siblings and their House if a past or present student at RBCC )

(Houses are: Xavier – Blue, Basil – Green, Denis – Red, Loyola – Yellow)

Name	Age	Year Level	Current School if at school	House
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### SECTION 2: PARENT/GUARDIAN INFORMATION

Father's Surname: \_\_\_\_\_ Mother's Surname: \_\_\_\_\_

Christian Name: \_\_\_\_\_ Christian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_ \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Phone: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax No: \_\_\_\_\_ (Private Yes/No) Fax No: \_\_\_\_\_ (Private Yes/No)

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Place of Work: \_\_\_\_\_

Religion: \_\_\_\_\_ Religion: \_\_\_\_\_

Ex-student: (YES / NO) House: \_\_\_\_\_ Ex-student: (YES / NO) House: \_\_\_\_\_

TO WHICH PARENT ARE CORRESPONDENCE AND FEE ACCOUNTS TO BE ADDRESSED?

Father/Mother/Other (Please specify) \_\_\_\_\_

Primary Carer if parents separated \_\_\_\_\_

**SECTION 3: SCHOOL INFORMATION**

Name of present school: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

If currently enrolled at secondary school, please state the subjects being studied:

\_\_\_\_\_  
\_\_\_\_\_

Please state any special circumstances regarding your child's academic background (eg gifted/ talented/special needs)

\_\_\_\_\_  
\_\_\_\_\_

For students applying to all Year levels you are to include a copy of your child's most recent school report. Students applying for Years 7 must attach a copy other Year 5 Basic Skills Test results. Students applying for Year 8 or 9 must attach a copy of their ELLA and SNAP results.

**SECTION 4: SPECIAL INFORMATION - CONFIDENTIAL**

Please state any special circumstances relating to your family which may assist in our pastoral care for your child (eg family separation, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Please include copies of any special reports or assessments on your child or reports you have. These assessments are essentially for the acquisition of special funding which can be used to assist the education of your child.

**REFERENCES:** A reference is required from the Principal of the applicant's current school if a school report is not included. A reference from your Parish Priest or Minister (or nomination as a referee) would support your application.

**INTERVIEW:** You may be contacted by the Principal's secretary regarding an interview after the receipt of your Application for Enrolment, Fee, References and necessary reports.

**FEES:** We understand that fees must be paid unless there has been a concession granted by the Principal and that fees are generally paid at the beginning of each school term. We hereby agree jointly and severally liable to the College for all school fees, out-of-pocket, and incidental expenses. We agree that this is the case irrespective of where correspondence and fees for accounts are addressed.

**APPLICATION FEE:** A non-refundable Application Fee of \$70 is to accompany this application.

The Education Minister requires the College to collect the following information on all Application for Enrolment forms. This information will be used to enable nationally comparable reporting of students' outcomes.

1. **Sex:**  Male  Female

2. **Is the student of Aboriginal or Torres Strait Islander origin?**  
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No

Yes, Aboriginal

Yes, Torres Strait Islander

3. **What is the highest level of primary or secondary school the parents/guardians have completed?**  
(For persons who have never attended school, mark 'Year 9 or equivalent or below'.

*Mark one box only in each column*

**Mother/parent1/guardian1**

**Father/parent2/guardian2**

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

4. **What is the level of the highest qualification the parents/guardians have completed?**

*Mark one box only in each column*

**Mother/parent1/guardian1**

**Father/parent2/guardian2**

Bachelor degree or above

Diploma/Advanced Diploma

Certificate 1 to IV (including trade certificate)

No non-school qualification

5. **What is the occupation of the mother/parent1/guardian1?**

(Please select the appropriate occupation group from the attached list. (see last page)

- If a 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' above.

6. **What is the occupation of the father/parent2/guardian2?**

(Please select the appropriate occupation group from the attached list. (see last page)

- If a 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' above.

7. **In which country was the Mother / parent / guardian 1 born?**

Australia

Scotland

England

Greece

New Zealand

Germany

Italy

Philippines

Vietnam

India

Other – please specify: \_\_\_\_\_

8. **Does the Mother / parent / guardian 1 living in the home speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/>	Yes, Arabic	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	Yes, Vietnamese	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	Yes, German	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	Yes, Spanish	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	Yes, Tagalog (Filipino)	<input type="checkbox"/>

Yes, other – please specify: \_\_\_\_\_

9. **In which country was the Father / parent / guardian 2 born?**

Australia	<input type="checkbox"/>	Scotland	<input type="checkbox"/>
England	<input type="checkbox"/>	Greece	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	Germany	<input type="checkbox"/>
Italy	<input type="checkbox"/>	Philippines	<input type="checkbox"/>
Vietnam	<input type="checkbox"/>	India	<input type="checkbox"/>

Other – please specify: \_\_\_\_\_

10. **Does the Father / parent / guardian 2 living in the home speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/>	Yes, Arabic	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	Yes, Vietnamese	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	Yes, German	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	Yes, Spanish	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	Yes, Tagalog (Filipino)	<input type="checkbox"/>

Yes, other – please specify: \_\_\_\_\_

11. **In which country was the student born?**

Australia	<input type="checkbox"/>	Scotland	<input type="checkbox"/>
England	<input type="checkbox"/>	Greece	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	Germany	<input type="checkbox"/>
Italy	<input type="checkbox"/>	Philippines	<input type="checkbox"/>
Vietnam	<input type="checkbox"/>	India	<input type="checkbox"/>

Other – please specify: \_\_\_\_\_

12. **Does the student speak a language other than English at home?**  
(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, Arabic

Yes, Italian

Yes , Vietnamese

Yes, Greek

Yes, German

Yes, Cantonese

Yes, Spanish

Yes, Mandarin

Yes, Tagalog (Filipino)

Yes, Other – please specify: \_\_\_\_\_

## List of Parental Occupations

### **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, 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/ticketseller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [traders' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related works**

**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]

## ENROLMENT CONDITIONS

Parents and students accepting these ENROLMENT CONDITIONS of Red Bend Catholic College are reminded that in doing so you enter into a contractual agreement with the school authority (in the person of the current Principal) and the governing body - the Trustees of the Marist Brothers.

1. I apply for admission to Red Bend Catholic College, Forbes, of the pupil whose name is on this form and I certify that the details given are correct.
2. I understand this application is made without any implications that it will necessarily be accepted.
3. I understand that the school will normally require any student applicant to attend an interview at the school with one of his/her parents.
4. I understand that RBCC is a Catholic school founded on the traditions of Marist and Mercy Education and committed to the vision and ethos of Saint Marcellin Champagnat (founder of the Marist Brothers) and Catherine McAuley (the foundress of the Sisters of Mercy) and the school sets out to proclaim the Good News of Jesus and the participation by every student is required in the spiritual and religious life of the school. Exemptions from this vital dimension of the school's life for any reason are unacceptable.
5. I understand that it is expected that all students who attend Red Bend apply a sound work ethic to their studies and recognize the rights of others to teach and learn and it is expected that students and parents will be supportive in ensuring a sound work ethic.
6. I understand that the College's standards and values are a precious part of our heritage. When appropriate and necessary for the school's values to be protected and to ensure the physical and moral safety of all students, we reserve the right to confiscate prohibited or dangerous property and to take whatever necessary action such as searching lockers to deal with those suspected of threatening - by commission or omission - the good of the College community.
7. I understand that the possession of prohibited substances by students when on College property or when associated with the College in any capacity, will mean immediate suspension from the community. Likewise the use of tobacco and alcohol is not permitted by students while in uniform, on College property, or in any situation in which they may be representing the College and is grounds for suspension from the College. The trafficking in illicit substances is grounds for expulsion from the College.
8. I understand that the College has a clear and required uniform and grooming code, the full acceptance of which is agreed to upon enrolment at the College. This is described in the College handbook. I acknowledge that the Deputy Principal is the final arbiter in matters pertaining to the uniform policy at the College.
9. I understand that liturgies (Champagnat Day Mass / Mercy Mass, Opening and Closing Masses), College Swimming and Athletics Carnivals, Retreats and Reflection Days, Prize Giving Ceremonies, camps and excursions as set out in the yearly calendar are integral to the life of the College and that apart from medical reasons supported by a legitimate Doctor's certificate, or unavoidable family emergencies, attendance is required.
10. I understand that the Principal may require the removal from the College, permanently or temporarily, at any time of any pupil if, in his absolute discretion the Principal deems such action advisable, either in the interest of the pupil or for the good of the College, or if the parent or guardian is considered not to be complying with the conditions of entry or other Rules and Regulations of the School. The pupil is to be accountable for his/her conduct both within and outside the school property and any behaviour that may bring the College into disrepute would be grounds for expulsion from the College.
11. In the event of injury or illness to the pupil necessitating urgent hospital and /or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, I authorise the Principal or, in his absence, a responsible member of the College staff, to give the necessary authority for such treatment without the College or such person incurring any legal liability to the parent or guardian or pupil in so doing. **(In giving this permission I recognise the absolute importance of completing the medical form correctly and promptly and of informing the Principal of any change of medical condition of the student.)**
12. I understand that the College has a duty of care towards the students and I have therefore fully disclosed all information concerning the physical, mental and emotional health of my child necessary to enable the College to fully exercise this duty of care. Failure to do so, at the absolute discretion of the Principal, may result in the contract of enrolment being terminated.

13. I agree to my child seeking help from the school counsellor should he/she request such help or should staff advise your child seek such help and the child agrees. Written instructions must be supplied to the Principal if you do not agree to this or if circumstances require a change to this condition.
14. I undertake to be bound by the scale of charges ruling from time to time (of which due notice will be given me) and jointly and severally accept to be liable to the College in respect to all fees for board, tuition, extra subjects, out of pocket, and incidental expenses and to pay all such accounts on receipt thereof. I am aware that fees are payable each term in advance and that interest will be charged at the rate of 12% per annum (or 1% per month) on the balance outstanding 30 days and over. I agree to be bound by the above conditions prior to any discussions and other agreements which may be made for payment with the Principal or Business Manager.
15. I authorise the College to incur expenditure on my behalf for such items as medical and dental expenses, and to make such purchase of books, educational supplies and materials, stationary, clothing, medicine, etc and to advance such fares from time to time as the College considers necessary.
16. I am aware that ONE FULL TERM'S NOTICE, IN WRITING, must be given to the Principal for the withdrawal of a pupil from the College. In default of such written notice, I hereby undertake to pay a full term's fees at the then current rate.
17. I understand that no remission of fees, either whole or in part, will be made should the pupil be absent from school.
18. I give permission for my child's name and or photograph to be used in promotional material produced by the school or supplied by the school to the media. Written instructions must be supplied to the Principal if circumstances require a change to this condition.
19. I give permission for my child's photograph and / or name to be placed on the school website. Written instructions must be supplied to the Principal if you do not agree to this or if circumstances require a change to this condition.
20. I agree to enclose an Application Fee, as listed on the current Fee Schedule, with this form and I realise that this Fee is not refundable.
21. I agree to my child using the College computer network and agree that he/she must use it in a responsible way. I agree that I will be responsible for any damage done to the network by my child. (For further details of this agreement please see the College web site.)
22. In the event of my child being accepted a copy of this agreement will be sent to me with an acceptance letter.
23. I undertake to support the Principal and staff in the education of my child and in the enforcement of all College regulations. I acknowledge that the Principal is the final arbiter in matters pertaining to enrolment at the College.

***(Please sign below and return the Enrolment Form in its complete form to the College)***

**I have read and understood all these requirements and fully accept them, recognizing the College's right to ensure that all who seek a place in this school are aware of expectations and are agreeable to all Enrolment Conditions. Please have this form returned to the College as soon as possible.**

**Family Name** (Please print):- \_\_\_\_\_

**Student Signature**:- \_\_\_\_\_

**Parent/Guardian (Father)**:- \_\_\_\_\_

**Parent/Guardian (Mother)**:- \_\_\_\_\_

**Date**:- \_\_\_\_\_

## PRIVACY INFORMATION

1. Red Bend Catholic College, Forbes collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your child.
2. Some of the information collected is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Medical reports about pupils are required from time to time.
5. From time to time Red Bend Catholic College, Forbes, discloses certain personal information and sensitive information to others for administrative and educational purposes. This includes to other schools within the diocese, government departments, CEOs, the Catholic Education Commission, diocesan office and the local parish, medical practitioners, counselling services, and people providing services to the school, including specialist visiting teachers, (sports) coaches and volunteers.
6. If the school is unable to obtain the information referred to above then it may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in diocesan and school newsletters and magazines.
8. Parents may seek access to personal information collected about them and their child by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
9. From time to time the school engages in fundraising activities. The information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the school's fundraising activities.] Personal information will not be disclosed to third parties without your consent.
10. Your contact details may be included in diocesan and/or school contact lists and directories. If you do not agree to this you must advise the school now.
11. If you provide the school with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the school and why, and that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**ENROLMENT APPLICATION – RED BEND CATHOLIC COLLEGE DETAILS**

***Special Circumstances***

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? eg subject to court order / custody arrangements

Yes  No

If yes, provide a brief description of the circumstances. (Please attached copies of any documentary evidence)

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***Relevant previous history***

Red Bend Catholic College has a responsibility to assess and manage any risk of harm to its staff and students. 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 of this College?

Yes  No

If yes, provide a brief description of the student’s medical or other history which might pose a risk of any type to the student, other students, or staff of this College. (Please attach copies of any documentary evidence)

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Has the student any past history of violent behaviour?

Yes  No

If yes, please provide details?

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Did this involved being suspended or expelled from any previous school?

Actual violence to any person?

Illegal drugs?

Possession of weapon or any item used to cause harm or injury?

Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes

No

If yes, provide a brief outline of these matters.

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***Applicant's declaration***

In dealing with this application it may be necessary for Red Bend Catholic College to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with The Privacy and Personal Information Protection Act and Health Records Act 2002. The consent of the owner of the information, while not always necessary, is appreciated and will speed up on the assessment of this application.

***Consent to Access Documents***

I consent to Red Bend Catholic College gaining access to relevant information about the student applying to be enrolled from previous schools, health care professionals or other government agencies.

I understand that Red Bend Catholic College may approach these bodies directly. This information they request may include information related to any of the questions I have answered above.

***Declaration of accuracy***

I declare that the information provided in this enrolment application form is, to the best of my knowledge and belief, accurate and complete. I recognize that, should the statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed at the sole discretion of the Principal of Red Bend Catholic College.

*Signature of application:* \_\_\_\_\_  
(Student application to sign here)

*Print Name:* \_\_\_\_\_  
(Student applicant to print name here)

*Date:* \_\_\_\_\_

*Signature or Parent or Guardian of Applicant:* \_\_\_\_\_  
(Parent or Guardian of applicant to sign here)

*Print Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***Your application for enrolment at Red Bend Catholic College will not be processed until a signed copy of this entire form is returned to the College***