



XAVIER

HIGH SCHOOL ALBURY

Dear Parents/Carers

Thank you for your enquiry about enrolment at Xavier High School.

Xavier High School is a co-educational Catholic Secondary School catering for young people from Year 7 to Year 12. At Xavier, we enjoy an excellent reputation for achieving outstanding results in academic, vocational and co-curricular endeavours. The School enjoys exceptional facilities at our Fallon Street site, including a number of open learning spaces encouraging collaborative learning and the development of our students.

Our School is focused on personal excellence, and we work with our students and their families to identify and work towards each individual's unique and varied pathways assisting them to achieve their full potential. Graduates of Xavier excel in a wide variety of fields including acceptance in to tertiary studies, apprenticeships and direct employment.

The Xavier School Community welcomes all families who support the values of the School. Our vision is the five C's – to be Challenged, Courageous, Compassionate, Collaborative and Christ-like. Xavier is a place where young people grow with confidence and purpose, secure in the knowledge that they will be known, safe and valued members of the community.

At Xavier our goal is to put learning first. We are committed to a whole community approach to education whereby families are rightfully held as a cornerstone for educational achievement. We encourage and foster opportunities for parental engagement knowing that this partnership is integral to our School's ongoing success in all fields.

Our current prospectus and the application for enrolment form are available on our website (<http://www.xhsww.catholic.edu.au/prospectus/>). If you wish to apply for enrolment, please print and complete this form and return it to our office with a copy of the following documents:

1. Your son's/daughter's latest school report, including the Grade 5 Basic Skills Test
2. Birth Certificate (or extract)
3. Baptismal Certificate
4. Reconciliation, Eucharist, Confirmation Certificates (if applicable)
5. Court Orders (if applicable)
6. Visa (if applicable)
7. Documentation for any Medical and/or Special Needs (if applicable)
8. Immunisation History Statement

Upon receipt of the Application for Enrolment Form we will contact you to make arrangements for an enrolment interview. The enrolment interview will take approximately 30 minutes and at the conclusion of this interview there will be an opportunity to ask questions that you may have. I ask that your son/daughter attend with at least one parent.

We look forward to meeting you and your son/daughter in the near future.

Yours sincerely

Gavin Dykes
Principal

**AT XAVIER WE PUT
LEARNING FIRST**

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APPLICATION FOR ENROLMENT

Year _____ 20_____

FAMILY DETAILS (please print)

Family Mailing Title: (eg Mr J & Mrs J Citizen)

Street number/Property Name:

RMB / PO Box:

Address Emergency GEO Code (if property Name or RMB):

Suburb /Town:

State:

Postcode:

Phone:

Email:

STUDENT DETAILS (please print)

Student's surname:

First names:

Student's preferred name:

Student's Nationality:

Gender: Male/ Female (please circle one)

Date of Birth: / /

Religion:

Name of previous/current school:

Year level completed:

Is your child of Aboriginal or Torres Strait Islander origin? YES / NO (If yes please circle at least one)

Number of children in family:

Student's place in family:

Name(s) of other children in your family and the schools they are / will be attending:

Name

School

Year level enrolled/expected year of enrolment at Xavier

STUDENT'S RESIDENCY STATUS (please print)

What is your child's residency status? (Evidence must be provided)

Please Note: Any change in Visa / Residency Status must be advised

Australian Citizen

Permanent Resident

Temporary Visa Holder

Other (please specify)

If your child was born outside of Australia: (Copies of documents are required)

Date of arrival in Australia:

Date of entry into first Australian school:

If your child is a permanent or temporary visa holder please provide the following information:

Current Visa Sub Class:

Visa Number:

Expiry:

Passport Number:

Country of issue:

Expiry:

What is the main language used by your child at home?:

Does your child speak any other language?:

If yes, what language?:

OFFICE USE ONLY

Family code: _____ Enrolment Number: _____ Invoice Number: _____

Application Number: _____ Date received: _____ Commencement date: _____

SACRAMENTAL INFORMATION					
Sacrament	Year received	Certificate	Sacrament	Year received	Certificate
Baptism:		YES / NO	Eucharist		YES / NO
Reconciliation:		YES / NO	Confirmation		YES / NO
MEDICAL DETAILS (please print)					
Doctor/Medical Centre Name:			Phone Number:		
Medicare Number:			Private Health Fund:		
Reference Number:		Expiry:	Number:		
Allergies/Medical Conditions or Alerts	Please specify any allergies / medical alerts, particularly ANAPHYLAXIS , relating to the student applying for enrolment (example: Allergies to Nuts, Penicillin, Bee Stings, Asthma, Diabetes, Epilepsy management etc)				
Anaphylaxis	Carries Epipen Yes <input type="checkbox"/> No <input type="checkbox"/>				
Health Care Plan	Is an Individual Health Care Plan required? Yes <input type="checkbox"/> No <input type="checkbox"/>				
ADDITIONAL NEEDS					
Please indicate whether the student applying for enrolment has any known or suspected additional needs					
Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Sensory Needs (vision and/or hearing impairment) Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other additional needs Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes to any of the above, please complete the section below: (Supporting documentation <u>MUST</u> be provided)					
Is your child a young person with: (please tick as applicable)					
<input type="checkbox"/> autism spectrum disorder	<input type="checkbox"/> acquired brain injury	<input type="checkbox"/> behaviour disorders			
<input type="checkbox"/> a hearing impairment	<input type="checkbox"/> an intellectual disability	<input type="checkbox"/> a language disorder			
<input type="checkbox"/> mental health issues	<input type="checkbox"/> a physical disability	<input type="checkbox"/> special abilities			
<input type="checkbox"/> vision impairment	<input type="checkbox"/> difficulties in the basic areas of learning				
Other (please specify):					
What was provided for your child in his/her previous school? (please tick as applicable)					
<input type="checkbox"/> access to technology	<input type="checkbox"/> alternative teaching and learning strategies	<input type="checkbox"/> Braille/Large Print			
<input type="checkbox"/> English language support	<input type="checkbox"/> modification to equipment, furniture and learning spaces				
<input type="checkbox"/> personal carer support	<input type="checkbox"/> a reader or scribe	<input type="checkbox"/> special provisions for assessments			
<input type="checkbox"/> oral interpreting	<input type="checkbox"/> early intervention services eg: speech therapy, occupational therapy, other therapies				
Other (please specify):					
Is there anything that you do or modify at home that may help us at school to meet your child's needs?					
<p>It is essential you advise the school of any new conditions or needs as soon as you are aware of them.</p> <p>IN THE CASE OF AN EMERGENCY AND WHERE A PARENT/GUARDIAN IS UNABLE TO BE CONTACTED STUDENTS WILL BE TAKEN TO ALBURY BASE HOSPITAL BY AMBULANCE.</p> <p>The school's own insurance policy covers the cost of ambulance transfer.</p>					

STUDENT'S HISTORY and SPECIAL CIRCUMSTANCES (please print)

The school has a legal responsibility under the relevant section of the Education Act 1990 to assess and manage any risk of harm to its staff and students. The action taken in response to the information you provide will help to safely support students in our school and contribute to ensuring the safety of your child, other students and staff.

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

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

Does your child 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 your child ever been suspended, transferred or excluded from any previous school, or other educational institution? Yes No

If yes was this for: (please tick)

- Actual Violence to any person
- Possession of a weapon or any item to cause harm or injury?
- Threats of violence or intimidation of staff, students, or others at the school (including verbal and/or cyber bullying)?
- Illegal drugs?
- Other (please specify)?

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

If yes, please provide a brief outline of these incidents:

Are there any circumstances about your child that the school should know prior to enrolment? (eg mature age, living apart from parental supervision, subject of a court order, primary household carer)

Yes No

If yes, please provide a brief description of the circumstances:

If the student is enrolled it is essential that the school has all information about the needs of a student in order to make REASONABLE ADJUSTMENTS to meet those needs. The school MUST be advised promptly of any changes to the needs of the student.

PARENT OCCUPATION GROUPS: Parental Occupation is defined as the main work undertaken by the parent/guardian.
If a parent/guardian has more than one occupation, report the main occupation.

<p>Group 4</p> <p>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] 	<ul style="list-style-type: none"> • 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 Force ranks below senior NCO 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 [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]
<p>Group 3</p> <p>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] 	<ul style="list-style-type: none"> • 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]
<p>Group 2</p> <p>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, 	<p>proof reader, sportsman/woman, coach, trainer, sports official]</p> <ul style="list-style-type: none"> • 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 1</p> <p>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 complete system; identify, treat and advise on problems; and teach others 	<ul style="list-style-type: none"> • 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>Please note</p>	<ul style="list-style-type: none"> • 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. 	

AGREEMENT and DECLARATION – PARENTS AND STUDENTS

In dealing with this application, it may be necessary for the school or the Catholic Schools Office, to look at documents held by previous educational institutions, health care professionals or other agencies. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

I / we (please circle the appropriate response)

- declare that the information provided in this application to enrol is to the best of my/our knowledge and belief, accurate and complete. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.
- consent to the school and the Catholic Schools Office gaining access to relevant information about the student to be enrolled held by previous educational institutions, health care professionals or other agencies. I/we understand that the school or the Catholic Schools Office may approach these bodies directly. This information will be collected, used and stored consistent with legislative requirements.
- agree to support school policies in relation to programs of study, sport, pastoral care, school uniform, discipline and the general operation of the school. These policies may be found at <http://www.xhsw.catholic.edu.au/enrolments/school-policies/> (Please note that your child's ongoing enrolment is subject to compliance with these policies and other relevant policies which may come into existence in the future or are already in use throughout the school).
- agree to pay all school fees charged by the school. I/we accept that any charges incurred to recover overdue accounts and replacement of lost or damaged school resources will be charged to my/our account. (Note: No student will be refused enrolment because of an inability, as distinct from an unwillingness, of a parent/guardian to meet their school fee commitments.) Please contact the Principal or Business Manager to discuss your particular circumstances.
- agree to support our child's participation in the religious life of the school (eg school liturgies, Retreats, sacramental programs).
- accept and support the expectations, rules, policies and requirements, including my child's attendance and participation in school carnivals and co-curricular activities and my/our attendance at relevant parent information evenings and Parent/Student/Teacher interviews.
- *give / do not give* permission for my child to take part in minor excursions, organised by the school and supervised by school staff, to venues within walking distance of the school
- *give / do not give permission* for my/our child to be photographed or filmed for various publications, including but not limited to newspapers, television and filming outlets, the school newsletter, website and social media. If you **do not** give permission for this please complete the next page of this document – Photograph/Video Permission. If at a later date I/we wish to rescind this permission I/we will submit the required Photograph/Video Permission Form.

Signed: _____ Father/Stepfather/Guardian/Carer Date: _____

Signed: _____ Mother/Stepmother/Guardian/Carer Date: _____

Signed: _____ Student Date: _____

***Please ensure both parents/guardians/carers and student sign above.
(Only one parent/guardian signature is required in single parent families.)***

CHECK LIST

I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Passport / Visa / Citizenship documentation (where applicable)
- Most recent previous school reports and external test results (where applicable)
- Current Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunisation History Statement



PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Commission of New South Wales (CECNSW) and the Catholic Schools Office of the Diocese of Wagga Wagga may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials. We would like your permission to use your child’s photograph/video for the above purposes.

If you give your permission for your child’s/children’s images to be used in the media listed below you are not required to do anything further. **If your permission is not granted please return the completed form to the school office.**

The Xavier High School Privacy Policy can be viewed at <http://www.xhsww.catholic.edu.au/enrolments/school-policies/>

This permission remains in effect until you notify the school in writing of the withdrawal of your permission to publish any photos/videos of your child/children.

Thank you for your continued support.

This only needs to be completed if you do not wish images of your child / children to appear in any form of media. Please circle the appropriate response if you wish to opt out of any of the following:

Name of students: _____

- I do / do not give permission for my child’s photograph/video and name to be published in:
 - the school newsletter
 - social media
 - the school intranet
 - promotional materials
 - the school website
 - newspapers and other media
- I do / do not authorise the CECNSW/Diocese to use the photograph/video in material available free of charge to schools and education departments around Australia for the CECNSW/Diocese’s promotional, marketing, media and educational purposes.
- I do/ do not give permission for a photograph/video of my child to be used by the CECNSW/Diocese in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do / do not wish to consent to my child’s photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, or to reinstate my permission it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian: _____ Signature: _____ Date: _____
(Please circle) (Please print)

If student is 15+, student/s must also sign:

_____ Date: _____
_____ Date: _____
_____ Date: _____

