

SHOLEM ALEICHEM COLLEGE REGISTRATION FORM



Are you registering for the (please tick): Preschool Primary School

Please make sure all sections of this form are completed and that both parents/guardians sign the form.

Please **attach a copy of your child's birth certificate** and return this form, together with your \$100 Application Fee (non-refundable) to:

Enrolment Officer, Sholem Aleichem College, 11 Sinclair Street, Elsternwick, VIC 3185

APPLICATION FEE - \$100

Paid by: cheque cash VISA Mastercard

Name on card: _____ Expiry: /

Number:

Signature: _____

Student Details

Year of entry (at Sholem): _____ Age at entry: _____

Level of entry: Junior Preschool Senior Preschool Prep

Year 1 Year 2 Year 3

Year 4 Year 5 Year 6

Current school or Day Care Centre: _____

Where applicable please provide recent copies of school reports.

Surname: _____ First Name: _____

Middle Names: _____ Gender: _____

Yiddish Name: _____ Hebrew Name: _____

Date of Birth: _____

Country of Birth: _____ Nationality: _____

Home address: _____

Suburb: _____ Postcode: _____

Student customer reference number (Centrelink): _____

If born overseas, date of arrival in Australia: ____/____/____ Visa status: _____

Main language spoken at home: _____

If your child is NOT a citizen or permanent resident, please provide a copy of passport and visa details.

Is your child of Aboriginal or Torres Strait Islander Origin?

No Yes, Aboriginal Yes, Torres Strait Islander

Please provide details of any circumstances (eg, medical or special needs, special gifts/talents, English as a second language, etc)

Sibling Details (for additional siblings please add over the page)

Name: _____

Age: _____

Current school: _____

Year level: _____

Name: _____

Age: _____

Current school: _____

Year level: _____

Name: _____

Age: _____

Current school: _____

Year level: _____

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File

Parent/Guardian Details

PARENT 1/GUARDIAN 1: Title: _____ Surname: _____

First and middle names: _____ Relationship to child: _____

Nationality: _____ Country of birth: _____

Home address: _____

Suburb: _____ Postcode: _____

Home phone: _____ Mobile: _____

Home email: _____

Occupation: _____

Occupation group: (Please refer to attached 'List of Parental/Guardian Occupational Groups')

Employer: _____

Did you attend Sholem Aleichem College as a student? Yes No

If yes, year of entry, departure and level reached: _____

Marital status: _____ Date of birth: ____/____/____

Customer reference number (Centrelink): _____

If applicable, will Centrelink rebates be accredited to this parent? Yes No

Signature _____ **date** _____

PARENT 2/GUARDIAN 2: Title: _____ Surname: _____

First and middle names: _____ Relationship to child: _____

Nationality: _____ Country of birth: _____

Home address: _____

Suburb: _____ Postcode: _____

Home phone: _____ Mobile: _____

Home email: _____

Occupation: _____

Occupation group: (Please refer to attached 'List of Parental/Guardian Occupational Groups')

Employer: _____

Did you attend Sholem Aleichem College as a student? Yes No

If yes, year of entry, departure and level reached: _____

Marital status: _____ Date of birth: ____/____/____

Parent's customer reference number (Centrelink): _____

If applicable, will Centrelink rebates be accredited to this parent? Yes No

Signature _____ **date** _____

Separated/Divorced Parents

When parents are separated or divorced the College is required by law to provide both parents with copies of school reports, school information etc. unless a court order has been made restricting parental contact. Therefore, details for both parents/guardians must be completed on the previous page and both parents must sign this enrolment form. Please provide the College with a copy of any relevant court order relating to residence (custody) or contact (access) arrangements for the student.

Student resides with:

Both parents Parent 1 Parent 2 Grandparent Guardian

Other please specify _____

Additional Information

Due to Government regulations the following information is required.

Do you speak a language other than English at home? If **Yes**, please complete:

Parent 1/Guardian _____ Parent 2/Guardian _____

What is your highest level of secondary school completed?

	Parent 1/Guardian 1	Parent 2/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Did not attend secondary school	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest tertiary qualification you have completed?

Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (inc. Trade Cert.)	<input type="checkbox"/>	<input type="checkbox"/>
Non school qualification	<input type="checkbox"/>	<input type="checkbox"/>

SHOLEM ALEICHEM COLLEGE

PRIVACY POLICY

STANDARD COLLECTION OF INFORMATION NOTICE

1. Sholem Aleichem College (hereinafter referred to as the College) collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child/ren.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College occasionally discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools and colleges, government departments, the Association of Independent Schools, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol, or continue the enrolment, of your child/ren.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion, information such as academic and sporting achievements, students activities and other news, is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them, and their child/ren, by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. As you may know, the College engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College directory. If you do not agree to this inclusion you must advise us in writing.

11. Photographs of students will be published in the School Annual and from time to time, in College Newsletters and on our Website. If you do not agree to this you must advise us in writing.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.

List of Family Occupation Categories

Group 1: Elected officials, senior executives/managers and professionals

Elected officials [parliamentarian, mayor, alderman/woman, trade union secretary, board member]
Senior executives/managers head large organisations or departments within them.
Business [chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
Media [newspaper editor, film/television/radio/stage producer/director/manager]
Public sector [public service manager (Section head or above), regional manager, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery manager, research laboratory/facility manager, police/fire services Commissioner]
Defence Forces [Commissioned Officer]
Professionals generally have degree or higher qualifications and professional experience in government, private industry or own business.
Health [GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
Education [school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
Law [judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer]
Engineering [architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
Science [scientist, geologist, meteorologist, metallurgist]
Computing [IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Social [social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
Air/sea transport [aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

Group 2: Other business managers/professionals and associate professionals

Other business managers.
Farm/business owner/general manager [crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager]
Specialist manager [works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]
Artist/Writer [editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
Sportsperson [sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support professionals.
Medical, science, building, engineering, computer technician/associate professional
Health/welfare [enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, and dental hygienist/technician]
Legal [police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff]
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors]
Defence Forces [senior non-commissioned officer]
Other [library assistant, museum/gallery technician, research assistant, proof reader]

Group 3: Trades and advanced/intermediate clerical, 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.
Advanced/intermediate clerical, sales and service staff.
Recording clerk [bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, investment accounting clerk, accounts/claims/audit clerk, payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/dispatcher, bond clerk, customs agent/clerk]
Inquiry/admissions clerk [customer inquiry/complaints/service clerk, hospital admissions clerk]
Office assistant [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales representative [company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Carer [aged/disabled/refuge care worker, child care assistant, nanny]
Service staff [meter reader, parking inspector, postal delivery worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

Group 4: Other occupations

Other clerical, sales and service staff.
Sales staff [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, sales demonstrator, shelf stacker]
Office staff [typist, word processing/data entry/business machine operator, receptionist]
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, fast food cook, usher, porter, housekeeper]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]
Machinery operators.
Driver or mobile plant operator [car, taxi, truck, bus, tram or train driver, driving instructor, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
Production/processing machine operator [engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, etc production/processing machine operator]
Other machinery operator [photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]
Defence Forces [other ranks (below senior NCO) without trade qualification not included above]Other 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.

Group 8: Unemployed greater than 12 months

Group 9: Unknown family occupation of student