

YEARS 7-10 ENROLMENT APPLICATION

Important Information for prospective students

Thank you for your interest in our College, a Special Assistance School for children experiencing social, emotional or behavioural challenges.

Our Port Macquarie campus (Nautilus) caters for Years 7 through 10 whilst our Taree campus (Yulinbal) caters for Years 9 and 10 only.

Students undertake the same core curriculum requirements as they would in any mainstream school setting:

- | | |
|----------------------------|------------|
| • Mathematics | Years 7-10 |
| • English | Years 7-10 |
| • Science | Years 7-10 |
| • PDHPE | Years 7-10 |
| • HSIE (Geography/History) | Years 7-10 |
| • Technology | Years 7-8 |
| • Music | Years 7-8 |
| • Languages | Years 7-8 |
| • Visual Arts | Years 7-8 |

The difference is in our delivery and extracurricular activities focussing on social and emotional learning.

Our students are supported by teaching staff, student support officers and our specialist wellbeing team including on site school psychologists.

Please answer all the questions. If you need an explanation of any of the questions or help in completing this application, please contact the college for assistance.

The information and supporting documents you provide will be used by the college to help process your application.

A final decision regarding an applicant's enrolment will only be made after all information required has been provided to the college and interviews with the applicant and parent/carer have been conducted.

Please note that an application and subsequent interview does not automatically result in acceptance at our college.

Completed forms should be returned to the relevant campus.

All applications will be considered in line with the college's enrolment and withdrawal of enrolment Policy.

Nautilus College

Years 7-10

4-5 Albert Circuit
Port Macquarie NSW 2444

Phone: (02) 6516 2251

Email:

enquiries@nautilus.edu.au

Website: www.nsc.edu.au



Yulinbal Campus

Years 9-10

461 Kolodong Road
Taree NSW 2430

Phone: (02) 6515 2099

Email:

yulinbal@mnccc.edu.au

Website:

yulinbal.nautilus.edu.au



Yulinbal

Please remove and retain informational pages one to six for your reference

As a Special Assistance School which aims to offer all eligible young people the chance to complete their school education, there are several practices that we implement which differ from the traditional school environment. While we operate in alignment with current educational policy, our school provides dynamic practices which are responsive to the needs of students and provides flexible, understanding and supportive care and education. Some of the practices we utilise which differ from traditional school environments include home to school transportation services, and provision of responsible online services. However, at its discretion, the school may adapt our current practices to ensure that students are best supported through their engagement with the school.

Nautilus Senior College is a division of Mid North Coast Community College Inc. (MNCCC)

Privacy Act – Collection Notice to Parents / Carers

Our full Privacy and Data Breach Policy (OSS009) can be found on our website mnccc.edu.au

1. MNCCC collects personal information, including sensitive information about students and parents/carers before and during the course of a student's enrolment at MNCCC. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable MNCCC to provide education for your child/children and to enable them to take part in all the activities of MNCCC.
2. Some of the information we collect is to satisfy MNCCC's legal obligations, particularly to enable MNCCC to discharge its duty of care.
3. Laws governing or relating to the operation of MNCCC require certain information to be collected and disclosed. These include relevant Education Acts, Crimes Act, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child or they may not be able to participate in certain events.
6. MNCCC from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another School. This includes to other schools, government departments, MNCCC Board, medical practitioners, and people providing services to MNCCC (including specialist visiting teachers, [sports] coaches, volunteers and counsellors, financial and legal advisers of MNCCC) and anyone to whom MNCCC is authorised or required to disclose the information to by law.
7. Personal information collected from students is regularly disclosed to their parents/carers, unless otherwise permitted under law, for example under child protection legislation or instruction by statutory authorities.
8. MNCCC stores personal information in our Student Information Systems which is administered and managed by the owners of those software services. MNCCC may also store other personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. MNCCC, from time to time, may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation. Information may also be collected and exchanged for the purposes of the NSW Education Standards Authority (NESA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA). Information provided to the NESA and ACARA may be published in accordance with government requirements on the MySchool website.
10. MNCCC's Privacy Policy sets out how parents/carers or students may seek access to personal information collected 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 MNCCC's duty of care to the student, or where students have provided information in confidence.
11. MNCCC's Privacy Policy also sets out how you may complain about a breach of privacy and how MNCCC will deal with such a complaint.
12. As you may know MNCCC from time to time 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 in MNCCC'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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in MNCCC newsletters and magazines [and on our website]. Photographs of student activities such as sporting events, camps and excursions may be taken for publication in MNCCC newsletters and magazines [and on our website].
14. If you provide MNCCC 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 MNCCC and why, that they can access that information if they wish and that MNCCC does not usually disclose this information to third parties.

Closed Circuit Television (CCTV) Notification

We ask that all our prospective students and their parents / carers are aware of the use of CCTV at our college campuses and all college vehicles and advise the following:

- Nautilus carries out ongoing CCTV surveillance to ensure the safety and welfare of students, families, employees, visitors, and property.
- In the course of carrying out CCTV surveillance, Nautilus collects, creates and stores records and information.
- All cameras are clearly visible at Nautilus and signs are posted both inside and outside the premises where surveillance is taking place.
- Nautilus will not carry out and does not condone surveillance of students in change rooms, toilet facilities, showers or other facilities.

Power of Search Notification

In accordance with the MNCCC Policy (OSS014 Drug, Alcohol and Prohibited Weapons Policy) we advise the following:

- The Co-Principal's power of search of student's clothing and belongings is a condition of enrolment at the school.
- A students' bag and possessions (which includes any lockers provided) can be searched if a member of staff has reasonable grounds to believe the student is in possession of:
 - illegal drugs;
 - prohibited weapons;
 - stolen property;
 - illegal material such as pornographic magazines or other publications; and
 - technological and/or portable devices which may contain material which is unlawful, offensive or otherwise inappropriate or which contains evidence of unlawful, offensive or otherwise inappropriate conduct.
- A search of student's clothing or belongings should only occur with the student's permission unless there is an immediate risk to the safety or wellbeing of another person.
- Where practicable, any search of a student's bag or possessions will be undertaken in a private setting away from other students and with an independent observer such as a member of staff present.

The full Policy is available on the Mid North Coast Community College website:

www.mnccc.edu.au / training / policies or a copy can be requested from the office.

Internet and Wi-Fi Access Notification

Our school provides access to the online services. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

Our school's online services currently provide:

- Individual email accounts for all students and staff
- Access to the Internet
- Access to the online teaching and learning services such as digital resources and online learning activities and
- Access to online file storage and sharing services

Please note that while every reasonable effort is made by the school to prevent student exposure to inappropriate online content when using the school's online services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is not monitored or filtered by the school since it is not conducted via the schools' network and that parents/guardian are responsible for supervision of a child's use of the internet from home.

Student Code of Conduct

At Nautilus Senior College (the 'School'), all students are expected to engage with the school community in a positive manner, and to respect their rights and the rights of others to enjoy their learning in a safe and caring environment.

Our expectations of student behaviour arise from the following values of respect, responsibility, and honesty:

RESPECT	RESPONSIBILITY	HONESTY
Respect for self Respect for others Respect for staff	For own learning For own actions For responding to others reactions For the environment	Be honest with yourself and honesty with others will follow.

Rights and Responsibilities: All members of our school have responsibilities which, when met, will ensure the rights of others.

We all have a right to:	It is our responsibility to:
Be happy at school and to be treated with understanding.	Respect the rights of others Treat others with understanding
Be treated respectfully and fairly.	Treat others politely and with respect Be truthful and fair
Be safe.	Avoid situations which cause danger to myself or others. Not bring alcohol, drugs or be under the influence of alcohol or other drugs. Tell staff if there is any danger and assist staff in minimising or responding to a risk.
Expect our property to be safe.	Respect the property of others Ask permission before using the goods of someone else Take care of School property and equipment
Get an education at our school.	Support others in their learning Engage in activities and work hard Keep up-to-date with work in class and homework Attend school regularly, to participate, and to be punctual.
Be protected against threats to our health.	Care about our health and that of others.
Have a pleasant, clean and well-maintained school and grounds.	Care for the school environment - keep it neat and clean
Benefit from the good name of the school.	Behave so that the community will respect our school.
Make our own decisions.	Make sensible decisions Take responsibility for our decisions.
Restorative practice	Right: to be supported by staff and peers Responsibility: to repair harm, resolve conflict and restore positive relationships

Applicants will be asked to acknowledge that they have read, understood and agree to follow the school's code of conduct at interview.

Purpose

Nautilus Senior College (NSC) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the NSC. It is the intention of the College to provide clear guidelines to all parents, carers and visitors regarding the conduct expected of them whilst on the College premises, engaging in NSC related activities or representing the NSC. Parents, carers and visitors are expected to uphold the NSC's core values at all times.

Application

This Code applies to all parents and visitors to the NSC. The application of this Code is not limited to the NSC site and hours. It extends to all activities and events that are NSC -related and when visiting or representing the College. The Code also requires that parent or visitor actions do not bring the NSC into disrepute at any time regardless of whether the action occurs within or outside of NSC activities.

Definition of a 'Parent, Carer or Visitor'

For the purposes of this policy, a 'Parent', Carer or 'Visitor' includes anyone visiting the NSC who is not a current student, employee, contractor or volunteer.

Parents and Carers at the College can expect that the College will:

- Involve them in decisions that involve their child's education or wellbeing.
- Enable them to ask questions and to speak to their child's teacher or a member of the College leadership team at a mutually convenient time.
- Allow any concern or complaint to be heard consistent with the NSC's *Complaints Handling Policy* and that relationships will continue respectfully.
- Provide access to the teachers and provision of feedback regarding their child's progress, achievement and well-being; and
- Handle sensitive issues confidentially and ensuring preservation of dignity of each person.

Code of Conduct for all Parents, Carers and Visitors

It is expected that every parent, carer and visitor will:

- Treat every member of the College community with courtesy and respect.
- Uphold the NSC's core beliefs and values.
- Uphold the NSC's rules and guidelines that are in place for the wellbeing and effective learning of students.
- Listen, talk collaboratively and share information with teachers and NSC staff to understand and resolve any issues, misunderstandings or concerns.
- Actively support the NSC's policies in relation to appropriate attire for NSC, including closed toe shoes.
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
- Communicate with their child/children's teacher or the Principal directly regarding any concerns about their child, other students, staff or community members.
- Abide by all health and safety rules and procedures operating within the NSC and other locations at which they may visit whilst representing the NSC.
- Ensure that their actions do not bring the NSC into disrepute.
- Respect the authority of members of staff and observe NSC rules as required.

- Strictly adhere to the NSC's policies and procedures as required.
- Behave with courtesy and consideration for others.
- Refrain from all forms of bullying and harassment.
- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the NSC, employees or students of the NSC (including activities on social media).
- Respect NSC property and the property of staff, contractors, volunteers and other students.
- Not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the College site, attending NSC functions or engaging in NSC based activities.

Unacceptable Conduct includes, but is not limited to:

- inappropriate touching, handling, pushing of students, children or others.
- any form of physical or verbal violence including fighting, assault or threats of violence.
- conduct that could be construed as sexual in nature towards or involving students or children.
- any form of cyber bullying or cyber abuse.
- any form of threatening language, gestures or conduct.
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other.
- theft, fraud or misuse of NSC resources.
- the use of inappropriate or profane words or gestures and images.
- visiting College, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health.
- smoking on the NSC premises or within the immediate environs of the NSC.

Responding to disputes

There will be times when parents and caregivers disagree with the NSC decision or process. These matters are best addressed within a framework of dignity, respect and truth and in accordance with the NSC *Complaints Handling Policy*. In rare circumstances where there are consistent and/or proven breaches of this Parent Code of Conduct, as determined by the Principal, the NSC has the right to implement certain actions which may include:

- an informal or a formal meeting with the parents and caregivers with the Principal or a member of the NSC Leadership Teams to remind parents and caregivers about the expectations outlined in this document;
- exclusion of a parent or caregiver from the NSC under the *Enclosed Lands Protection Act 1901* (NSW); and/or
- in the case of unlawful or aggressive behaviour, bullying or intimidation of the College staff, the matter may be referred to the NSW Police or other appropriate agencies.

Breach

Parents, carers and visitors who breach this Code of Conduct will be contacted by the Principal. Appropriate action, which may include being banned from coming onto NSC grounds, attending NSC functions or NSC based activities, is at the discretion of the Principal.

In accordance with applicable legislation and the NSC *Child Protection Policy and Procedures*, the Police and/or Department of Communities and Justice will be informed of breaches pertaining to this Code that require such a report.

PLEASE COMPLETE AND RETURN PAGES 6 THROUGH 23

This application provides the opportunity for you to provide information that will facilitate the education of your child and will assist the college to develop appropriate strategies to meet the particular needs of your child.

Please ensure that you provide correct and complete information in filling this form. If the information provided is incomplete or misleading, any decision made regarding enrolment may be revised.

It is your responsibility to ensure the college is provided with up to date, complete and accurate information. If the information contained in this application changes during the application process, you must inform the college of the changes as soon as possible.

Please select the college campus you are applying for:

☐ Nautilus College – 4-5 Albert Circuit Port Macquarie NSW 2444

☐ Yulinbal Campus – 461 Kolodong Road Taree NSW 2430



Student Details

Family name:	
First given name:	
Middle names:	
Preferred name: (first and last)	
Date of birth:	___ / ___ / _____
Student's residential address NB: A street name must be provided. PO Box or Property name is not acceptable under government requirements	
Student's Living Arrangements	☐ With both parents ☐ With Guardian/s ☐ Independent ☐ With one parent only – please specify _____ ☐ With other relative: _____ ☐ Other: _____
Student's mobile phone number:	_____ or ☐ NA
Student's Country of Birth	
Student's Nationality	
Student's Residency Status	☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Resident
Student's Visa Subclass & Expiry date (if applicable)	Expiry Date: ___ / ___ / _____
If born overseas, what was date of arrival in Australia?	☐ NA Date of arrival: ___ / ___ / _____

Student Schooling History	
Is the student currently attending school?	☐ Currently attending school ☐ Distance Education ☐ Home Schooling ☐ Not currently attending school
Name of current or most recent school attended	
Last academic year of completion	☐ Year 6 ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 This was completed in _____ (year)
Reason for seeking a Special Assistance School enrolment	_____ _____ Was the student referred to the college? ☐ No ☐ Yes If yes, please specify the person or organisation which made the referral: _____
Student Additional Needs / Adjustments / Accommodations	
Does the student have any additional needs?	Please select all additional needs that apply to the applicant: ☐ autism (ASD) ☐ behaviour disorders ☐ a physical disability ☐ an intellectual disability ☐ a hearing impairment ☐ giftedness ☐ a language disorder ☐ a vision impairment ☐ difficulties in the basic areas of learning ☐ mental health issues ☐ neurodiversity - ADD / ADHD ☐ other: _____
Has the student been provided with accommodations or learning adjustments in their current or previous school/s?	☐ No ☐ Unsure ☐ Yes – Please select any that have been provided from the list below ☐ alternative teaching and learning strategies ☐ a reader or scribe ☐ personal carer support ☐ signing ☐ access to technology ☐ braille ☐ modifications to equipment, furniture and learning spaces ☐ occupational therapy ☐ other: _____
Does the student have a NDIS package?	☐ No ☐ Yes: Number: _____ Services Engaged: _____

Student Health / Medical / Disability Information

Does the student have any current medical conditions / injuries / diagnosed disabilities?	☐ None ☐ Yes - please provide basic details Note: For each condition, injury, disability please attach a letter from the relevant medical provider. The school may also request an action plan from a Medical Provider outlining advice regarding the required process for further action for certain medical conditions (e.g. Asthma)															
Does the student have any known allergies? Eg: Insect stings / drugs / latex / food or other)	☐ None ☐ Yes - please specify allergen and severity type and (e.g. Nuts / Insect stings) Allergic to: _____ Severity: _____ Allergic to: _____ Severity: _____ Has the student been diagnosed as being at risk of anaphylaxis? ☐ No ☐ Yes Does the applicant have a severe allergy(anaphylaxis)? ☐ No ☐ Yes Has an autoinjector (EpiPen) been prescribed? ☐ No ☐ Yes Do they have a current Action Plan for Anaphylaxis? ☐ No ☐ Yes An Anaphylaxis action plan from a medical provider outlining advice regarding the required process for further action must be provided to the college prior to interview. Note: if a parent/guardian/carer indicates any allergies, the college requests an action plan from a Medical Practitioner outlining advice regarding the required process for further action.															
Is the student taking any current medication?	☐ No ☐ Yes - please provide details below <table border="1" data-bbox="505 1220 1451 1514"> <thead> <tr> <th>Medication Name</th> <th>Dosage and when taken</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Will any of the medication be required to be taken whilst at school? ☐ No ☐ Yes	Medication Name	Dosage and when taken	Reason												
Medication Name	Dosage and when taken	Reason														
Is the student immunised?	☐ No ☐ Yes Please provide a current copy of AIR Immunisation History Statement. Any student recorded as not fully immunised may be directed to not attend college if there is an outbreak of a vaccine preventable disease. If an unimmunised child comes in contact with a vaccine preventable disease outside college, they may also be directed to not attend.															

Current General Practitioner (GP) information	Doctor's Name : _____ Name of Doctor's Practice: _____ Address of Practice: _____ Phone Number: _____ Date student commenced seeing this GP: _____ Do you provide consent for the college to contact? ☐ Yes ☐ No
Applicant Medicare Card Details	Card Number: _____ Position on Card: _____ Valid to Date: ____ / ____ / ____
Do you give permission to administer over the counter medicine?	Salbutamol (Ventolin) ☐ Yes ☐ No Paracetamol (Panadol) ☐ Yes ☐ No Ibuprofen (Nurofen) ☐ Yes ☐ No (Not for asthmatics) Antihistamine (e.g. Claratyne) ☐ Yes ☐ No
Please select all services which the student currently or formally accessed Please provide details of the current (or most recent) provider, including their name, location and contact details. Note: For each service utilised please attach a letter from the relevant provider. The college may also request further documentation or information from the provider.	☐ None – Applicant is not currently engaged with any services ☐ Psychiatrist : _____ ☐ Psychologist: _____ ☐ Behavioural Therapist: _____ ☐ Headspace : _____ ☐ YP Space: _____ ☐ Youth on Track: _____

	☐ Department of Communities and Justice (DCJ): _____
	☐ Youth & Family Therapy (YAFT): _____
	☐ Other: _____
	Do you provide consent for the college to contact any of the above providers? ☐ Yes ☐ No

Student History relevant to risk assessment.

The College has a responsibility to assess and manage any risk of harm to its applicants, staff and current students. This section gives you the opportunity to provide us with information that will assist with a smooth transition into this specific special assistance school setting, and to ensure the safety of your child, as well as all other persons.

If the information you provide is incomplete, incorrect or misleading, any decision made with respect to enrolment may be revised.

Does the student have a history of aggressive and / or violent behaviour?	☐ No ☐ Yes - please provide basic details below _____ _____
Does the student have any history of behavioural problems (including verbal or cyber bullying)?	☐ No ☐ Yes - please provide basic details below _____ _____
Has the student ever been expelled or suspended from any previous school?	☐ No ☐ Yes
If the student was suspended or expelled from any previous school, was this due to any of the following reasons: <i>Please select all that apply.</i>	☐ Actual violence to any person ☐ Possession of a weapon, or any items used to cause an injury ☐ Intimidation, bullying or harassment of students or staff at a school ☐ Threats of violence ☐ Possession or use of illicit drugs or substances ☐ Other – please specify: _____
Does the student have a history of self-harm?	☐ No ☐ Yes - please provide basic details below _____ _____

Are you aware of any other information (including medical information) that may impact on this student's safety or safety of other students or staff?	☐ No ☐ Yes - please provide details below including most recent known incident and any current Safety Plans.
Does the applicant have (or previously had) any support plans?	☐ Behaviour Support Plan ☐ Mental Health Care Plan ☐ Safety Plan ☐ Other support Plan: _____
Are there any current or former court orders relating to the student (either directly or indirectly)?	☐ No ☐ Yes (If yes please specify below) If yes, please provide a copy of all relevant court orders (e.g. AVOs, Family Court/Federal Magistrate Court order, etc.). Applications may not be progressed to interview unless a copy of all relevant court orders are provided.
Are there any circumstances about the student seeking to be enrolled that the school should know prior to the enrolment? (e.g. living apart from parental supervision, subject of a court order, out of home care arranged by the state)	☐ No ☐ Yes (If yes please specify below)
If you have selected Yes or provided information regarding any question in this section of the form, please provide the names and contact details of health professionals or other relevant agencies that have knowledge of these issues:	Do you consent to contact being made with the above professionals? ☐ Yes ☐ No

Parent / Custodial Guardian 1 Details	
Relationship to Applicant	
Contact information (tick)	☐ Primary Contact ☐ Emergency Contact ☐ Authorised to Pick Up ☐ Has day to day care of applicant ☐ Has Long term care of applicant
Full Name (First & Surname)	
Any Preferred Name/s: (First and Surname)	
Contact Phone Numbers	Contact No: _____ (Home / Work / Mobile) Alternate No: _____ (Home / Work / Mobile)
Residential Address (if different to applicant)	
Applicant lives at this address	☐ All the time ☐ Part of the time _____ ☐ Does not live at this address
Postal Address	☐ Same as residential (if no please record below)
Email address	
Parent / Custodial Guardian 2 Details	
Relationship to applicant	
Contact information (tick)	☐ Primary Contact ☐ Emergency Contact ☐ Authorised to Pick Up ☐ Has day to day care of applicant ☐ Has Long term care of applicant
Full name: (First & Surname)	
Any preferred name: (First and Surname)	
Contact Phone Numbers	Contact No: _____ (Home / Work / Mobile) Alternate No: _____ (Home / Work / Mobile)
Residential Address (if different to applicant)	
Applicant lives at this address	☐ All the time ☐ Part of the time _____ ☐ Does not live at this address
Postal Address	☐ Same as residential (if no please record below)
Email address	

Student Background Data Collection Form– Privacy Notice

Under the Federal Privacy Act 1988 and the New South Wales Privacy and Personal Information Protection Act 1998, we wish to inform you that the Australian Government collects student background data. This data is to be used by the Australian Curriculum Assessment and Reporting Authority (ACARA) in research addressing the impact of student background on school achievement.

Parental background data is collected to assess the impact of each student's natural parents on their learning outcomes, therefore **ACARA's preference is to receive the background data of the biological parents if it is known (including if the student does not live with the parents or if the parents are deceased). If information is not available for the natural parents, the background data of the custodial guardian(s) should be provided. In instances where this is also unavailable, please enter the 'unknown/not stated'.**

This information is used to:

- Support educational planning and funding decisions
- Contribute to national reporting and statistical collections
- Inform the My School website and other public education data sources

All personal information collected is handled in accordance with our school's Privacy Policy and the Australian Privacy Principles. Data is securely stored and only disclosed where required by law or for educational reporting purposes.

If you have any questions or concerns about this data collection, please contact the relevant college campus office.

Student Name	
Parent1/Guardian1/Carer1 Name	
Relationship to Student	☐ Biological Parent ☐ Custodial Parent/Guardian/Carer 1 (only if biological parent background data is not available)
Parent2/Guardian2/Carer2 Name	
Relationship to Student	☐ Biological Parent ☐ Custodial Parent/Guardian/Carer 2 (only if biological parent background data is not available)

Please ensure that each question is answered. Incomplete data cannot be provided to ACARA.

How does the student describe their gender? (Please [tick/mark/select] one box.)	
Male	☐
Female	☐
Non-binary	☐
They use a different term	☐
Prefer not to answer	☐

Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)	
No	☐
Yes, Aboriginal	☐
Yes, Torres Strait Islander	☐

Does the student or their parent1/guardian1/carer1 or their parent2/guardian2/carer2 speak a language other than English at home?

Language	Student	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
No, English Only	☐	☐	☐
Yes, Arabic	☐	☐	☐
Yes, Cantonese	☐	☐	☐
Yes, Italian	☐	☐	☐
Yes, Vietnamese	☐	☐	☐
Yes, Mandarin	☐	☐	☐
Yes, Greek	☐	☐	☐
Yes, Spanish	☐	☐	☐
Yes, Hindi	☐	☐	☐
Yes, Other -please specify	☐ _____	☐ _____	☐ _____

What is the highest year of primary or secondary school the parents/guardians/carers have completed?
(For persons who have never attended school, mark 'Year 9 or equivalent or below'.) Mark one box only in each column.

	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
Year 12 or equivalent	☐	☐
Year 11 or equivalent	☐	☐
Year 10 or equivalent	☐	☐
Year 9 or equivalent or below	☐	☐

What is the level of the highest qualification the parents/guardians/carers have completed? Mark one box only in each column

	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
Bachelor's degree or above	☐	☐
Advanced Diploma/Diploma	☐	☐
Certificate I to IV (including trade certificates)	☐	☐
No non-school qualification	☐	☐

What is the occupation group of the parent/guardian/carer?

Please select the appropriate parental occupation group from the list (1, 2, 3 or 4) on the next page.

- If the 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.

	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
Group One	☐	☐
Group Two	☐	☐
Group Three	☐	☐
Group Four	☐	☐
Not in paid work for the past 12 months		

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/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/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, 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, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

Source: ACARA Data Standards Manual: Student Background Characteristics

Emergency Contacts

In the event of an emergency and we cannot contact a parent / guardian please provide at least one alternative emergency contact.

Contact 1

Name: _____

Date of Birth: _____ / _____ / _____

Relationship to Student: _____

Language Spoken at home: _____

Phone Number: _____

Mobile Number: _____

Authorised to Pick Up: ☐ Yes ☐ No

Contact 2

Name: _____

Date of Birth: _____ / _____ / _____

Relationship to Student: _____

Language Spoken at home: _____

Phone Number: _____

Mobile Number: _____

Authorised to Pick Up: ☐ Yes ☐ No

Absence Notifications and School Correspondence

Absences:

If a student is absent on any particular day (without prior notification) who would you like to receive the absence notification: (select one or both options)

☐ Please issue absence notifications to Parent / Guardian 1 as per section D

☐ Please issue absence notifications to Parent / Guardian 2 as per section E

School correspondence

General information such as School newsletters - please provide to ☐ Parent / Carer 1 and/or ☐ Parent / Carer 2

Student specific such as school reports / letters - please provide to ☐ Parent / Carer 1 and/or ☐ Parent / Carer 2

Personal Information Protection Statement

The personal information collected on this form is for purposes directly related to the applicants' education, including the processing of this application.

Certain Information is required by the college to meet its duty of care and other legal obligations under child protection, education and public health legislation.

Any information provided to the College will be used, disclosed and stored consistent with the NSW Privacy laws.

Enrolment Application Acknowledgement and Signatures

Declaration

- ☐ I agree to support all school policies in relation to program of studies, excursions, wellbeing, bullying, conduct, responsible use of technology, discipline and the general operation of the school. (*Copies of policies are available on the school website, or upon request*).
- ☐ I agree to support the school in ensuring my child's compliance with the Code of Conduct – Students, as amended from time to time. (see page 4)
- ☐ I certify that the information provided in this form is to the best of my knowledge and belief, accurate and complete.
- ☐ I have read and understand the information in this application about the collection of personal information, including the Privacy Act – Collection Notice to Parents / Carers on page 2.
- ☐ I have read and understand the information regarding "Power of Search" on page 3
- ☐ I have read and understand the information regarding "CCTV" at the college campuses on page 3
- ☐ I have removed and retained the informational pages 1 to 6 for my reference.
- ☐ I have completed the permissions and consents attachments on pages 21-23.
- ☐ I have included copies of the following documents with this application for enrolment: (please tick appropriate boxes). I understand there may be delays in progressing to interview if not all documentation is provided.

***Originals or certified copies to be produced during the enrolment process.**

- ☐ Birth certificate*
- ☐ Passport, visa, citizenship documentation (if applicable) *
- ☐ Two most recent previous school reports and external test results
- ☐ Current Family Court Orders (if applicable) *
- ☐ Relevant medical and/or special needs information (if applicable)
- ☐ Immunisation Certificate
- ☐ Reports of assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)
- ☐ Anaphylaxis/Asthma Plan/s (if applicable)
- ☐ I have been provided a copy of and agree to act in accordance with the Code of Conduct – Parents, Carers & Visitors. (pages 5-6)

- ☐ I understand that if this application is successful the information that I have provided must be kept up to date throughout the period of enrolment e.g. change of address, court orders.
- ☐ I authorise the college to take photographs of the student for internal purposes (e.g. Student photo in our student management system).
- ☐ I authorise the college to take and use photographs, video or sound recordings of the student/student's work. These items may be used by MNCCC for the purposes of advertising, promotion, media publicity, publication, display, web page usage or other use deemed appropriate by MNCCC that portray the student in a positive light. If circumstances change, I undertake to inform the school if there is a need to rescind this media and communications permission.
- ☐ If, in time of emergencies, accidents or serious illness, I/we cannot be contacted I/we give permission for the Co-Principal (or their representative) to seek medical attention for my child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle.
- ☐ I have read the Standard Privacy Collection Notice about the collection and management of the personal information contained in this form (Page 2).
- ☐ I 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.
- ☐ I agree that any information collected about my child will be accessed and collated as confidential information and placed on file to support funding application and in school support.
- ☐ I give permission for the MNCCC staff work within the special assistance school to visit, observe and talk to the staff of an educational facility where my child is currently enrolled in order to assess my child's educational, social and/or medical needs.

Parent / Guardian Name	Signature	Dated
Signed – Student	Dated	

NB: Student only needs to sign if they are an independent student application.

Attachment One: Information Release - Consent

Student Name: _____

Year : _____

From time to time, it is necessary for staff from the college (Nautilus / Yulinbal) to access records or information regarding a student so that we may be better placed to support their needs during their enrolment with us.

As a general rule if we are to access external information, we discuss this need with the students / parents concerned and inform them of the explicit purposes of needing the information.

However, we are also required to have permission given to us in writing, which is the purpose of this form.

Examples of reports which may be required include:

School; Counsellor; Behavioural Assessment; Health Assessment; Juvenile Justice; Case Worker; Centrelink; Department of Community Services.

Acknowledgement:

☐ **I give permission** for the College (Nautilus / Yulinbal) to request or access any records or information which may be required to support the ongoing placement of me/my child at the college. I am aware that all records, reports or case notes will be filed in the student's individual electronic file and will be maintained under the Privacy and Confidentiality Policy, which includes secure storage and access granted only to authorised staff.

OR

☐ **I do not** give permission

Parent/Guardian Name

Parent/Guardian Signature

Dated

Attachment Two: Local Off-site learning and activities permission

Student Name: _____

Year: _____

As part of our program throughout the year the college provides many opportunities for students to be taken on both impromptu and organised partial day learning excursions within the local area of the campus your child is enrolling at.

These off-site excursions and activities are fully supervised by college staff and may assist students in meeting subject outcomes and enhance the student learning experience.

These activities will occur at various times throughout the week and will involve different sites and experiences.

These off-site activities may consist of, but are not limited to:

- Visiting local areas of interest (cultural sites / historical sites)
- Visiting local sport fields / venues
- Local parks and greenspaces
- Designated council walkways
- Bush walking in the local area
- Workplace / other educational facility visits / local libraries / shops
- Attending / supporting local community events

From time to time, we may offer additional offsite activities outside the local area or with unique activities which will have separate notification and may require further parental / guardian consent.

As many locations are not accessible within walking distance, these activities will often involve travelling in the school vehicles and there is an expectation that students will follow directions from staff and abide by relevant regulations in regard to the wearing of seat belts.

Acknowledgement:

☐ **I provide my consent for** my child named above to participate in impromptu and regular offsite activities and understand that the school expectations regarding student code of conduct / behaviour on school vehicles also apply to these activities.

☐ **I do NOT provide my consent for** my child names above to participate in offsite activities and travel in school vehicles as required.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Dated: _____

Wellbeing Survey Parental Consent

Nautilus College / Yulinbal Campus | Huber Social

1) Why are we asking students to fill out Wellbeing surveys?

- Nautilus College comprising Yulinbal Campus (college) is committed to improving the wellbeing of all students.
- Our college is committed to ensuring that the program is effective in working towards this goal. To that end, in partnership with social impact measurement experts Huber Social, our college has put together a wellbeing survey for your child to complete.

2) What does the survey look like?

- There are two types of questions in the survey:
 - *Demographic questions:* these help us to understand the type of person who is filling out the survey. They ask about age and gender. We never ask for a name, but students will be asked to enter an ID number so their answers can be compared over time.
 - *Personal questions about life:* these are more personal questions about what students feel and think of their life. The survey does not ask directly about school. Previous feedback is that answering some of these personal questions leads to interesting and open conversations that children sometimes don't have the opportunity to discuss. You may want to bring this up with your child on the day they complete the survey.

3) How to complete the Survey

- Students will complete the survey for themselves, under the supervision of teachers.
- The survey can be done online or on paper.

4) The survey is confidential and voluntary

- The surveys are de-identified and your child's answers will never be connected to their name.
- The survey is voluntary and your child may stop at any point. In fact, your child must also consent to the survey at the time of completion.
- Results will only be considered at a group level, not down to the individual.

5) How will the survey answers be used?

- This survey is to get an understanding of where students find themselves in life and what is affecting their overall sense of wellbeing. The information will primarily be used to determine the impact of our college and understand the needs of students at the group level.
- As the surveys have been designed by independent experts Huber Social, all survey responses are held in the secure Huber Social database. All data remains de-identified to protect privacy. Please see the attached privacy policy for more information or contact info@hubersocial.com.au.
- Huber Social and our College will not disclose your child's answers to other parties without your consent, except in response to legal requirements.

6) Parent/Guardian consent

- I have read the above and understand what is involved in answering the survey and how the data will be used.
- I consent to my child completing this survey and that my child may choose not to answer questions that they do not want to answer. I understand my child's participation is completely voluntary.

Student Name: _____

Parent Signature: _____

Date: _____