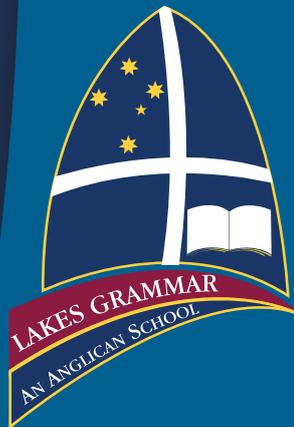


Application for admission



LAKES GRAMMAR
AN ANGLICAN SCHOOL

A K - 12 CO-EDUCATIONAL
CHRISTIAN SCHOOL

A copy of this page should be retained for your information. The completed Application for Admission form, signed in the appropriate places by **ALL** parents and/or guardians (where applicable), should be returned to The Registrar, LAKES GRAMMAR - AN ANGLICAN SCHOOL, PO Box 6069, GOROKAN NSW 2263.

School Regulations regarding enrolment and payment of fees are set out below.

Application Fee

A non-refundable Application Fee is to accompany the Application for Admission Form. Applications for Admission Forms are processed in the order of receipt. See Schedule of Fees in the School Prospectus for the applicable amount.

Enrolment Deposit

An Enrolment Deposit is required following an interview with the Principal, or his representative, and receipt of a letter of offer. This deposit reserves a place for your child for the designated year or term. The receipt of the Enrolment Deposit by the School reserves the place for your child at Lakes Grammar. The Enrolment Deposit is refundable upon written request within 12 months of your child leaving the School. Cancellation of an enrolment, after the end of the third term of the year preceding the year of entry, will cause the Entry Deposit to be forfeited. See Schedule of Fees in the School Prospectus for the applicable amount.

Payment of Fees

Families have the option of several different fee payment methods;

1. Annually in Advance - Due first week of each school year. An additional 3% discount applies to tuition fees only. Under this option payments can be made via cash, cheque, EFTPOS and BPAY.
2. Term in Advance - Due first week of each term. Under this option payments can be made via cash, cheque, EFTPOS and BPAY.
3. Monthly Direct Debit – Ten monthly payments taken on the 15th of each month from a nominated cheque or savings account.

All School fees are due and payable by the first week of each term. This policy is strictly adhered to, as debt is a cost and, hence, a burden to other fee-paying parents. Unless special approved arrangements have been made with the School, overdue accounts will be subject to a monthly administration charge. If the School fees remain unpaid and no special approved arrangements have been made, the place of your child in the school and the Enrolment Deposit may be forfeited.

Concessions

A tuition fee concession may be provided where more than one child from the same family concurrently attends the School.

Withdrawal of Students — Adequate Notice

A **full term's notice** of withdrawal of your child must be given in writing to the Principal. This notice is only effective if sent by registered mail or delivered by hand to the School Office. In default of such, a full term's fees will be charged. Holiday periods do not constitute appropriate notice.

Places at School

Following the receipt of the completed Application for Admission Form and the application fee, your child will be placed on a **waiting list** for the desired year of entry. There are a number of aspects that the School considers when an application is received. The time of receipt of the application is *only* one of these. Interviews are generally held in the year prior to the desired year of entry. A letter of offer may then be forwarded offering a place for your child. Acceptance of this offer and payment of the Enrolment Deposit will confirm the place for your child at the School. Please note that the offer of a place cannot be assumed. Enrolment will only be confirmed after a place has been offered and accepted.

Building fund

The School is involved in an extensive Building program to ensure that the facilities it provides are of the highest quality. A voluntary donation of \$50 per student, per term is requested in support of this program. The School allocates this tax-deductible donation to the Building Fund. This can be paid with each term's fees.

Library Fund

The School operates a tax-deductible Library Fund for the purposes of building up our stock of library resources. This is also a voluntary donation and we request \$25 per student per term, which can be paid with each term's fees.

Education Service Levy

The Education Services Levy (Primary and Secondary) helps to cover costs towards excursions, sport bus fares and carnival entry fees, student accident insurance, student diaries (for years 5-12), classroom based resources such as paints and reading materials, and printing and photocopying services. The cost of excursions, guest speakers and activities is included in this fee rather than being charged when the event occurs.

Conditions of Entry

1. I/We apply for the admission to Lakes Grammar – An Anglican School of the child named on the attached form and certify that the details given are true and correct.
2. I/We will support the ethos, policy and practice of the School at all times whilst my/our child is enrolled. We take note of the support required by parents particularly in regard to the information included regarding uniform and welfare. Specifically, I/We undertake to provide my/our child with the specified school uniform at all times.
3. I/We agree that the child will be bound by and adhere to the general regulations made from time to time for the well- being and conduct of the School.
4. I am/We are aware that:
 - a. if the Principal or any person deputing for the Principal, considers that a student is guilty of a serious breach of the school rules or has otherwise engaged in conduct that is prejudicial to the school or its students or staff, the Principal or Deputy may exclude the student permanently or temporarily at their absolute discretion; OR
 - b. if the School Board or Principal believes that a mutually beneficial relationship of trust and co-operation between a parent and the school has broken down to the extent that it adversely impacts on that relationship, then the school, the School Board or the Principal may require the parent to remove the child from the school.No remission of fees will apply in either case.
5. I am/We are aware that before the child is withdrawn from the school, a full term's notice in writing of such withdrawal must be given to the Principal and, in default of such notice, I/we undertake to pay a full term's fees at the then ruling rate. I/We understand that said notice is only effective if sent by registered mail. I/We understand that the School holiday periods do not constitute appropriate notice. For the avoidance of doubt, if notice of withdrawal is given during a given term, I/we will be responsible for our child's school fees until the end of the following term.
6. In the event of injury or illness to my child necessitating urgent hospital and/or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, I/We authorise the Principal or, in his absence, a member of the School Staff, to give the necessary authority for such treatment without the School, or such person, incurring any legal liability to the parent, guardian or child in so doing. I/We indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
7. I/We accept that students are responsible for their personal belongings and the school will not be liable for any loss of these belongings.
8. I/We agree to notify the school promptly of any change of address and contact phone numbers.
9. I/We will endeavour to ensure that my/our child will be able to participate in school activities outside of school hours when required. Examples may include but not be limited to, open days, family chapel services, community fairs, School performing arts productions and the like.
10. I/We recognise that the School may amend its programs and activities from time to time.
11. I/We agree to the following conditions in relation to fees and charges:
 - a. To lodge with the School, an Enrolment Deposit of such amount as the School has determined as being applicable for the calendar year in which the entry to the School is sought for my child. This amount may be invested or otherwise used as the School, in its absolute discretion, determines. No interest will be payable by the School in relation to the deposit. The Enrolment Deposit will be refunded, after my child has left the School, upon written application within 12 months of my child leaving the School. Part or all of the deposit may be retained to offset any outstanding monies owing to the School or its agencies. Any deposit not claimed within 12 months of my child leaving the School, will be a gracious donation to the School.
 - b. To be bound by the scale of charges determined from time to time (of which due notice will be given us/me) with respect to all fees for tuition, excursions and extra subjects. I/We agree to pay the account for the fees and charges on or before the first week of each term or as arranged.
 - c. To provide all text books and stationery required for tuition where not provided by the School.
 - d. Where any account has not been settled by the first week of term and special arrangements have not been made, my child's enrolment may be terminated. Notwithstanding such termination or other arrangements for payment permitted by the School, the liability to pay the account shall not be reduced.
 - e. Unless special approved arrangements have been made with the School, an administration fee will be applied to overdue accounts.
 - f. Fees and additional charges not paid within the periods stipulated above may result in additional costs. Any costs and fees the School incurs in recovering (or attempting to recover) an unpaid amount due will be passed on to the parent or guardian.
 - g. That no remission of fees, either in whole, or in part, will be made if the child is away from School, but that I/we may voluntarily insure against the absence of the child for a period of 14 days or more on account of illness or accident.
 - h. To enclose with this form a non-refundable Application Fee of such amount as the School has determined as being applicable for the calendar year in which entry to the School is sought for my child.
 - i. That information or documents about the School's scale of charges and its accounts may be independently supplied to the other person who signs this form, irrespective of whether that person is currently paying the School's fees and charges.
 - j. Each parent or guardian as the case may be, is jointly and severally liable for the payment of fees.
 - k. If a student has the use of a school iPad, laptop or other school owned resource and does not return them at the time of leaving the school, the replacement cost will be added to the final account.
12. The School Board may alter these conditions of enrolment at any time by notifying parents/guardians in writing. Alterations will apply from the date of the notice.

The signatures on this conditions of entry page are of those who are legally responsible, both jointly and severally, for the payment of any fees on the school account even if a third party (eg: grandparents) actually pays the fees as per section 16 of this application for enrolment.

SIGNATURE OF APPLICANTS (Parents/Guardians)

Name Signature:..... Date:

Name Signature:..... Date:

Name Signature Date:

LAKES GRAMMAR – AN ANGLICAN SCHOOL

PRIVACY COLLECTION NOTICE

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information to others for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments;
 - medical practitioners;
 - the School's Management Division of the Newcastle Anglican Schools Corporation;
 - people providing educational, support and health services to the school, including specialist visiting teachers, counsellors, volunteers, sports coaches and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the school;
 - recipients of school publications, such as newsletters and magazines;
 - pupils' parents or guardians;
 - anyone you authorise the school to disclose information to; and
 - anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia. An example of such a cloud service provider, which the school uses, is Microsoft Office 365.
8. The School's Privacy Policy, accessible on the school's website, sets out how parents or pupils may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The School's Privacy Policy also sets out how parents and pupils may make a complaint about a breach of the Australian Privacy Principles and how the School will deal with such a complaint.
10. As you may know the School 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 the School'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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines on our intranet and website and on our Facebook page. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions from the pupils' parent or guardian (and from the student if appropriate) prior to publication if we would like to include photographs or videos or other identifying material in our promotional material or otherwise make it available to the public such as on the internet.
12. If you provide the School 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 School and why.
13. Parts of the school are under 24 hour video surveillance for security reasons.

LAKES GRAMMAR – AN ANGLICAN SCHOOL

PHOTOGRAPH/VIDEO PERMISSION FORM

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.

Lakes Grammar - An Anglican School 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. Please complete the form below.

Student's Name: _____ Year: _____

- I give permission for my child's photograph/video and name to be published.
- I give permission for a photograph/video of my child to be used by Lakes Grammar - An Anglican School in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I 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, it is my responsibility to notify the school.

Name of Parent / Guardian (please circle) _____

Signed: Parent/Guardian: _____ Date: _____

If the student is aged 15+, student must also sign this page.

Student's signature: _____ Date: _____

If you do not wish to give consent for the school to use your child's photograph/video for the above purposes. Please complete the section below.

I do not consent to have my child's photograph/video published.

Name of Parent / Guardian (please circle) _____

Signed: Parent/Guardian: _____ Date: _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

**PLEASE RETURN THIS APPLICATION TO THE SCHOOL WITH THE \$110
NON-REFUNDABLE APPLICATION FEE.**

LAKES GRAMMAR – AN ANGLICAN SCHOOL - APPLICATION FOR ADMISSION

Personal Details of Child

1. Surname
Given Names
Residential Address
PostcodeTelephone/mobile numbers
Postal Address.....Postcode
Who does the child live with Mother, Father, Both or Guardian?
2. Date of Birth..... (Evidence of date to be attached to form/**Birth Certificate**)
3. Gender
4. Grade/form at entry (eg: Year 1).....
5. Year of entry desired (eg: 2013)
6. Religious Affiliation (*If any*)
7. Present School/Pre School
8. Brothers/sisters & ages (1)(2)
(3) (4)

Particulars of Parents & Guardians

9. **Mother/Parent 1/Guardian 1** (*Circle which is applicable*)
Full name and Title
Residential Address (if other)
Postcode.....Telephone/mobile numbers
Profession or Occupation
Employer
Business Name and Address Postcode.....
Telephone/mobile numbersFax
Email Address:
Mother's Religion Parish/Congregation:
10. **Father/Parent 2/Guardian 2** (*Circle which is applicable*)
Full name and Title
Residential Address (if other)
Postcode.....Telephone/mobile numbers
Profession or Occupation
Employer
Business Name and AddressPostcode
Telephone/mobile numbersFax
Email Address:
Father's Religion Parish/Congregation:

OFFICE USE ONLY

Principal Approved
Enrolment

Enrolment Entered
in TASS

Transfer Active
in TASS (finalised)

Rego No: _____ Family No: _____ Date commenced: _____ Date left: _____

LAKES GRAMMAR – AN ANGLICAN SCHOOL – STUDENT INFORMATION

Please complete the following information to assist us in the application process. This information will only be used by relevant staff where particular student needs appear. This will not be as relevant for young children.

11. Academic Development

Please indicate any areas of special talent or areas of special interest that your child exhibits:

.....

12. Special Needs

Please outline any special needs or disabilities your child has. This information helps us to assess your child's specific needs and how the school may best meet those needs. If so, please provide details and attach any formal reports of testing or assessment:

.....
.....

13. Social and Emotional Development

Has your child ever been assessed for any difficulties in social, emotional or psychological development?
No [] Yes []

If yes, please give a brief description below and attach copies of these reports.....

.....

14. Behaviour Information

Please indicate your child's general level of past conduct at school (if applicable):

Excellent [] Good [] Average [] Poor []

Has the child ever been expelled, suspended (or threatened with either) or refused enrolment at another school? No [] Yes []

If so, please outline the circumstances

.....

Has the child ever had any other disciplinary difficulties? No [] Yes [] If so, please outline:

.....
.....

Has the child ever been in trouble with the law? No [] Yes [] If so, please outline:

.....
.....

Has the child ever, to your knowledge, used alcohol, tobacco or drugs of any kind? No [] Yes []

If so, please outline:

.....

15. Family

Are there any family issues or parenting orders that would affect your child at school or that the school should be aware of? Upon enrolment please provide copies of court orders.

.....
.....

16. **Accounts** – names and addresses of person(s) to whom accounts are to be rendered.

Please note that it is the signatories on the Conditions of Entry page (at the beginning of this application for enrolment) who are legally responsible, both jointly and severally, for the payment of any fees on the school account even if a third party (eg: grandparents) actually pays the fees as per section 16 of this application for enrolment. Therefore, if your intention is for the parties in this section (section 16) to be legally liable for the payment of school fees they will need to sign both section 16 (this section) and the conditions of entry (located at the beginning of this application for enrolment).

Name/s and address to which account is to be sent:

Name: _____

Address: _____

Email: _____ Home Ph: _____

Work Ph: _____ Mobile: _____ Fax: _____

Signature(s) of Parent Account : _____ Date: _____

Signature(s) of Parent Account : _____ Date: _____

If you would like a copy of this account sent to another address please complete the details below:

Name: _____

Address: _____

Email: _____ Home Ph: _____

Work Ph: _____ Mobile: _____ Fax: _____

17. Is the student an Aboriginal or Torres Strait Islander? (Tick the applicable box below)

(This information is requested by the Australian Bureau of Statistics)

YES NO

18. **Referees** – Please supply details of two persons in a position to support this application.

Name: Name:

Address: Address:

.....Postcode.....

Telephone Telephone

19. **Other family members** - educated at LAKES GRAMMAR – AN ANGLICAN SCHOOL

Name:.....Relation:..... Date: fromtoJunior School / Senior School

Name:..... Relation:..... Date: fromtoJunior School / Senior School

20. In relation to matters disclosed in points above, do you give consent for the Principal to seek further information from others? YES / NO.

If "YES" who do you authorise to provide such information?

GP: Ph.

Specialist: Ph.

Current/Previous class teacher: Ph.

Principal/Deputy of current or previous school: Ph.

Psychologist/Counsellor: Ph.

Please include with this application COPIES of the following:

The student's **BIRTH CERTIFICATE**.

The **LAST SCHOOL REPORT** (if available).

Any relevant medical, psychological and specialist reports.

The NSW Health Department "**IMMUNISATION CERTIFICATE**"
OR an "**IMMUNISATION HISTORY STATEMENT**" or a "**CONCEIENTIOUS OBJECTION CERTIFICATE**"
from your local doctor, Medicare Office or Area Health Service.

Parent's/Guardian's Declaration

I hereby declare that the information provided by me in this Application for Admission is true and accurate to the best of my/our knowledge. I have provided all relevant information requested by the school. By signing this declaration I give permission for school authorities to contact previous schools or agencies to request any relevant information.

SIGNATURE OF APPLICANTS (Parents/Guardians)

Name Signature Date.....

Name Signature Date.....

N.B: Provision of false information or failure to provide relevant information could result in termination of the enrolment process or of the student's actual enrolment at a later date.

LAKES GRAMMAR – AN ANGLICAN SCHOOL – MEDICAL DETAILS

Family Name: _____ First Name: _____

Date of Birth: _____ Class: _____ Year: _____

Doctor's Name: _____

Telephone number: _____ Medicare No: _____

Child's Blood Group: _____ Private Fund No: _____

Permission to Administer Panadol: YES / NO

Allergies (Please specify any allergies suffered by the student)

Medical problems (Please specify any medical problems the school should be aware of including any daily medication to be taken by the student)

Immunisations (Please indicate in the space provided below, what year the student was immunised)

(Please also attach a copy of the NSW Health Department Immunisation Certificate)

Diphtheria _____ Tetanus _____ Pertussis _____ Polio _____ Measles _____ Hep B _____

Meningococcal C Vaccine _____ Adult Dip & Tetanus (ADT) _____

Other Immunisation (please specify) _____ Date: _____

Emergency Contacts:

Please nominate a person who may be contacted in the event of an emergency, if parents cannot be contacted.

Emergency contact name 1: _____

Relationship to family: _____ Telephone number: _____

Emergency contact name 2: _____

Relationship to family: _____ Telephone number: _____

Does your child belong to an Ambulance Fund? **YES / NO**

Is your child covered under Private Health Insurance? **YES / NO** Fund Name: _____

Signed _____ Father/Mother/Guardian Date: _____

STUDENT DATA COLLECTION FORM

Information required for assessment & reporting purposes

(This information is required by the Commonwealth Government – please see back page)

COMMENCING GRADE: _____

NAME OF STUDENT:

First Name: _____

Last Name: _____

HOME ADDRESS OF STUDENT

No. & Street Name: _____

Suburb: _____

Postcode: _____

**LAKES GRAMMAR assures you that the information gathered in this form is strictly by Government instruction and will only be used for assessment and reporting purposes.
(Please refer to our School's Privacy Collection Notice)**

1 **Sex** Male
Female

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

No
Yes, Aboriginal
Yes, Torres Strait Islander

3 **In which country was the student born?**

Australia
New Zealand
England
China
Philippines
South Africa.....
Hong Kong
India.....
United States of America
South Korea
Other – please specify.....

4 Does the student or their Mother/Guardian or their Father/Guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

| | Student | Mother/Parent1 Guardian1 | Father/Parent2 Guardian2 |
|------------------------------------|--------------------------|-----------------------------|-----------------------------|
| No, English only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Italian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Cantonese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Arabic (Incl. Lebanese) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Vietnamese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Greek | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Mandarin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Tagalog – (Filipino)..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Spanish | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Macedonian..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Other – please specify..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5(a) What is the highest year of primary or secondary school the parents/guardians have completed?
(For persons who have never attended school, mark 'Year 9 or equivalent or below')

| Mark one box only in each column | Mother/Parent1 Guardian1 | Father/Parent2 Guardian2 |
|---|-----------------------------|-----------------------------|
| Year 12 or equivalent | <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 or below | <input type="checkbox"/> | <input type="checkbox"/> |

5(b) What is the level of the highest qualification the parents/guardians have completed?

| Mark one box only in each column | Mother/Parent1 Guardian1 | Father/Parent2 Guardian2 |
|---|-----------------------------|-----------------------------|
| Bachelor degree or above..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced Diploma / Diploma..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate I to IV (including trade certificate) | <input type="checkbox"/> | <input type="checkbox"/> |
| No non-school qualification | <input type="checkbox"/> | <input type="checkbox"/> |

6(a) What is the occupation group of the Mother/Parent1/Guardian1? **

Please select the appropriate parental occupation group from the attached list (also see below)

6(b) What is the occupation group of the Father/Parent2/Guardian2? **

Please select the appropriate parental occupation group from the attached list (also see below)

** If the person is not currently in paid work, but has had a job in the last 12 months, or retired in the last 12 months, please use the person's last occupation.

OR

** If the person has not been in paid work in the last 12 months, enter '8' in the box above.

THANK YOU FOR YOUR TIME

List of Parental Occupation Groups (for question 6)

GROUP 1 : Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

GROUP 2 : Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer] **Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer

GROUP 3 : Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff.
Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

GROUP 4 : Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants.
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Implementation Communication Strategy
Background material for jurisdictions

Information for Parents

National reporting on student outcomes New requirements for collecting information on students' background characteristics

- The purpose of this information sheet is to advise parents (or caregivers) of new data collection requirements arising from the decisions of State, Territory and Commonwealth Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers expect all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

What is the purpose of national reporting?

- The primary purpose of national reporting is to improve the educational outcomes of our young people by informing the Australian public, and especially the education community and parents, about progress towards achieving the *National Goals for Schooling in the Twenty-First Century*.
- The *National Goals* specifically state that students' outcomes from schooling should be 'free from the effects of negative forms of discrimination based on sex, language, culture and ethnicity, religion or disability; and of differences arising from students' socioeconomic background or geographic location'; and that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.
- The strong equity dimension of the *Goals* reflects the principle that it is the right of all young Australians to aspire to success in learning, and to have the knowledge, skills and understanding essential to effective participation in civic life.
- For more information on the *National Goals*, go to <http://www.mceetya.edu.au>.

What is the situation now with the collection and reporting of information on students' performance?

- All school authorities must collect certain information from parents and/or students to fulfil their functions and obligations under State, Territory and Australian Government legislation, including accountability for spending public money.
- Governments must provide the community with information about school performance and the steps they are taking to improve student outcomes.

Where is the information publicly reported?

- Information on students' performance is reported in the annual *National Report on Schooling in Australia* published by the Ministerial Council on Education, Employment, Training and Youth Affairs, which comprises the State, Territory and Commonwealth Ministers for Education. (For more information, go to <http://www.mceetya.edu.au/>.)

What are the priority areas of schooling for national assessment and reporting?

- Ministers have agreed that the priority areas for nationally comparable reporting include students' outcomes in literacy, numeracy, science, information and communication technology, and civics and citizenship education.
- For national reporting purposes, literacy and numeracy are assessed annually at years 3, 5 and 7, with all students in these year levels participating.
- Science, information and communication technology, and civics and citizenship education are assessed every three years, at Years 6 and 10.

What are the new requirements for the collection of information on student background characteristics?

- To date, accurate nationally comparable reporting of the outcomes of school students from particular groups in the community has been hampered by the variety of definitions of such groups of students used by the different school education authorities in Australia.
- State, Territory and Australian Government Education Ministers have now agreed to common approaches across all States and Territories, in both government and non-government schools, to the collection and reporting of information on the sex, Indigenous status, geographic location, socioeconomic background and language background of school students.

What are the benefits for schools and students?

- Linking student background characteristics with students' results in national assessments in priority areas of schooling will allow schools to identify individual students' strengths and weaknesses; evaluate the influence of particular factors on student performance; judge the effectiveness of policies aimed at reducing the impact of such factors; and, as necessary, take appropriate steps to improve students' performance.
- The new arrangements will also provide parents with accurate and timely information on their child's progress compared with other Australian students of the same age and a measure of the child's achievement against national benchmarks or standards.

What information is required from parents?

- Parents will be asked for information on the following:
 - the sex of the student
 - the Indigenous status of the student
 - the parents' occupations (in very broad terms)
 - the parents' educational qualifications (also in very broad terms)
 - the student's country of birth, and
 - the main language spoken at home by the student and each of the student's parents or guardians.
- Most of this information is already collected by schools but it will now be collected in a uniform way across the country.

Why are schools now required to collect information on the educational and occupational background of parents?

- Information is being collected on the educational and occupational background of parents so that school education authorities can evaluate the influence of socioeconomic background on students' educational outcomes across and within jurisdictions, and over time.
- This will allow critical evaluation of the effectiveness of policies aimed at reducing the impact of social or economic disadvantage on student performance, and assist school systems and schools in taking steps aimed at promoting an education system which is fair for all Australian students.
- Ministers have been concerned to ensure that the questions asked of parents are not overly intrusive. Parents will therefore not be asked to provide specific details of their education, occupation or income but, rather, will be asked to select an appropriate response from a limited number of broad educational and occupational categories.

What safeguards are there to protect the privacy and confidentiality of personal information?

- All States and Territories have privacy or freedom of information legislation encompassing such matters as the manner and purpose of collection of personal information, storage and security of data, and access to information.
- There is also Commonwealth privacy legislation, which imposes certain obligations on non-government schools in relation to the collection and handling of personal information to protect the privacy of individuals.
- Schools and school systems have in place comprehensive confidentiality and security policies and procedures for the collection and handling of personal information. Such policies set out the types of information collected, used and disclosed, the purpose for which it is collected, and matters relating to access and correction of information.
- All information which could identify or would reasonably identify individual students to whom particular background characteristics belong is removed for national reporting so that no personal information is reported publicly.
- Strict reporting protocols and standards apply to data presentation in all publications of the Ministerial Council on Education, Employment, Training and Youth Affairs.