



# MILL PARK SECONDARY COLLEGE APPLICATION FOR ENROLMENT 2017

(Please return the completed form with a copy of the students last full years school report and birth certificate/passport/visa)

<b>Student VSN Number</b>	<b>Database ID No.</b> <small>(office use only)</small>
<b>Current Date:</b>	<b>Proposed Year Level 2017</b>

## STUDENT DETAILS

<b>Student Name</b>	<b>Date of Birth</b>
<b>Country of Birth</b>	<b>Gender</b> F / M
<b>Home Address:</b>	
<b>Postal Address:</b>	
<b>Email Address:</b>	

<b>Parent/Guardian Name</b>		
<b>Mobile No.:</b>	<b>Work No.:</b>	<b>Home No.:</b>
<b>Parent/Guardian Email</b>		

<b>Current School</b>	<b>Yr Level Co-Ordinator</b>
<b>Homegroup/Form Group</b>	<b>School Phone No.</b>

**Reason for Seeking Transfer**

**Career Aspirations**

**Tick Preference**      Yr 7       Yr8       Yr 9       Yr 10       VCE       VCAL

<b>Intended subjects (Yr11-12 only)</b>			

**Current friends/acquaintance at MPSC**

**Suspended from School during previous years**      YES      NO

**Reason for Suspension**

I certify that the information contained within this form is correct.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **INFORMATION Re: ADMISSION TO THE COLLEGE**

### **Please detach and keep this page for your records**

Thank you for your enquiry regarding a student placement at Mill Park Secondary College Middle Years Campus for 2017. This College experiences a very heavy enrolment demand and not all students who seek admission can be accommodated. This information sheet outlines the procedures which have been adopted to deal with applications in a consistent and equitable way.

#### **1. Families moving into the area during the 2017 school year:**

Families with children of secondary school age, moving into the immediate vicinity of the College during the year should complete the application form attached and return it to the Middle Years Campus Office. Enrolment will depend on verification of residential address and reports from the previous school. Please note that enrolment is not automatic.

#### **2. General Entry (Years 7, 8, 9) for 2017:**

In term four, the College may fill any vacant places which may have arisen during the year. An application form is attached. When returning your application form, please include a copy of the student's mid year report from the school currently attended. Applications will be considered by the Enrolment Committee. The Enrolment Committee may wish to interview all applicants, and reserve the right to contact your student's current school for further information. If an interview is required, applicants will be notified. Students are expected to attend these interviews with parents or guardians.

Please ensure that the **application form** and a **copy of most recent report & birth certificate** are returned to the College as soon as possible. If the student seeking enrolment was born overseas, the student's passport and entry visa/residency status must be included with the application.

Yours faithfully



**Ms Karen Eastlake**  
**Middle Years Campus Principal**

**Middle Years Campus**

Moorhead Drive, Mill Park, Victoria 3082  
Telephone 9407 9700, Facsimile 9436 8016

**Senior Campus**

Civic Drive, Epping, Victoria 3076  
Telephone 9409 8222, Facsimile 9401 5966

## **SECONDARY SCHOOL PRIVACY NOTICE**

### **Information About The Enrolment Form.**

**Please Read This Notice Before Completing The Enrolment Form.  
For Accuracy And Completeness Both The Student Seeking Enrolment  
And A Parent/Carer Should Complete The Form.**

This confidential enrolment form asks for personal information about the student, family members and others that provide care for them. The main purpose for collecting this information is so that Mill Park Secondary College can register the student and allocate staff and resources to provide for their educational and support needs.

Health information is asked for so that staff at Mill Park Secondary College can properly care for the student. This includes information about any medical condition or disability the student may have, medication they may rely on while at school, any known allergies and contact details of the student's doctor. The College depends on all relevant health information being provided because withholding some health information may put the student's health at risk.

The College requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Mill Park Secondary College. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact any member of the Principal team, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

### **Emergency Contacts**

These are people that Mill Park Secondary College may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the College.

### **Student Background Information**

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that the College receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, reporting, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law. A copy of prospective student's birth certificate must be provided prior to enrolment.

### **Religious Affiliation**

If a student wants to receive religious instruction while at Mill Park Secondary College please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at the College.

### **Visa status**

This information is required to enable the College to process the student's enrolment. A copy of the VISA must be provided prior to enrolment.

### **UPDATING YOUR SCHOOL RECORDS**

Please let the administrative staff know if any information needs to be changed by sending updated information to the school office. During the student's time with Mill Park Secondary College we will also send home copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

### **ACCESS TO THE STUDENT RECORD HELD BY SCHOOL**

In most circumstances the student can access records about them that are held by Mill Park Secondary College. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information please contact the Principal. The Department can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601 if you would like this information.