



ST MARY'S CATHOLIC PRIMARY SCHOOL

Lindsay Street, Darwin NT 0800

Postal Address: GPO Box 2413 Darwin NT 0801

Phone: (08) 89 819796 Fax: (08) 89 815286

Email Address: admin.stmarys@nt.catholic.edu.au

Website: www.stmarysnt.catholic.edu.au

ENROLMENT APPLICATION FORM

Please complete and return to:

The Principal,
St Mary's Catholic Primary School,
GPO Box 2413, Darwin NT 0801

The following information is to be submitted with the enrolment application

Essential:

1. Birth Certificate.
2. Passport and Visa (for overseas students).
3. Baptismal Certificate (if applicable).
4. Immunisation Record.
5. Previous two full semester reports (not interim reports).
6. Copies, from previous school, of most recent Benchmark levels achieved.
7. Custody/Guardianship (relevant documentation - see enrolment form).

The following information should also be provided where/if appropriate:

- a) Vision assessment and/or Behavioural Optometrist report.
(if completed in the past two years)
- b) Hearing assessment. (if completed in the past two years)
- c) Psychological assessment.
- d) Speech Pathology report.
- e) Occupational Therapist reports.
- f) Paediatrician report.
- g) Involvement in special programmes and associated reports:
e.g. Special Education Units, Reading Recovery, Literacy Support, Gifted & Talented Programme.
- h) Portfolios or examples of schoolwork.
- i) First Steps Continuum.
(for Northern Territory, South Australia, Western Australia and Victorian students).
- j) Copies of Case Conferences held with Student Services.
- k) A list of all previous schools attended.

Interview Notes:

Student Enrolment Application Form

Information about the Student

1. Student's legal name

Legal surname or family name

Legal first given name

Legal second given name

Preferred given name

Leave blank if same as first given name

2. Student's email address

3. Sex

Male Female

4. Date of Birth

Day Month Year

5. Place of Birth

6. In which country was the student born?

Australia

Other – please specify

7. Residential Status

Australian Citizen (Go to Nationality)

Resident

Overseas Date of Arrival: _____

Copy of Visa Attached: _____

Visa Expiry Date: _____

Nationality _____

Student's Indigenous Status

Is the student of Aboriginal or Torres Strait Islander origin?
(for persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

9. Does the student speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often.)

No, English only

Yes, Other – Please Specify _____

10. Year Level in which student is enrolling

Has student attended St. Mary's School Previously?

No Yes

If yes- Approx. dates/year/s attended _____

Primary

Trans 1 2 3 4 5 6

Unsure

11. Previous School / Preschool

12. Other family currently enrolled or enrolling at this School

Surname	Given Names	Year level

OFFICE USE ONLY:

Interviewed by:

Date Interviewed:

Date of Application:

Enrolment: Approved / Declined

Date Approved / Declined:

Date of Commencement:

Student Key:

Family Key:

Academic Year:

Status:

Alternative Family Key:

Roll Group:

House:

13. Are there any special family circumstances <i>e.g. single parent, dual custody, foster care, access restrictions</i>	<input type="checkbox"/> Yes Supporting legal documents are required by the school. <div style="text-align: right;">Attached <input type="checkbox"/> Yes <input type="checkbox"/></div> <input type="checkbox"/> No <input type="checkbox"/> No																											
14. Religion																												
15. Sacraments	Baptism Date _____ Parish _____ Communion Date _____ Parish _____ Confirmation Date _____ Parish _____																											
Student's Medical Details																												
16. Doctor's Name																												
17. Doctor's Phone No.																												
18. Medical Conditions (advise if your child receives daily medication)	eg. medical/physical/allergy																											
19. Special Needs	eg. psychological/cognitive/sensory/behavioural																											
20. Medic Alert Required?	<input type="checkbox"/> Yes (Please supply details of alert) _____ <input type="checkbox"/> No																											
21. Immunisation Record <i>Please Note: A copy of student's immunisation record is to be supplied with this application.</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">MMR (Measles, Mumps, Rubella)</td> <td style="width: 15%;"><input type="checkbox"/> Yes</td> <td style="width: 15%;"><input type="checkbox"/> No</td> </tr> <tr> <td>MEN (Meningococcal)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Tetanus</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Pertussis (whooping cough)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Diphtheria</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Polio (OPV)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Hepatitis B (HEB)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Hib (Haemophilus Influenza Type B)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>BCG (TB)</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	MMR (Measles, Mumps, Rubella)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MEN (Meningococcal)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tetanus	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pertussis (whooping cough)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Diphtheria	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Polio (OPV)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hepatitis B (HEB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hib (Haemophilus Influenza Type B)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	BCG (TB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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BCG (TB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No																										
22. Consent to Medical Attention: <input type="checkbox"/> Yes <input type="checkbox"/> No In the event of illness or injury requiring urgent medical treatment I consent for medical and /or hospital attention to be sought. (If Ambulance travel is required the cost is covered by the School Ambulance Cover) Parents / Emergency Contact will be contacted immediately in these events. If prescription / other medication is sent to school with the student a note giving details of dosage and permission for School staff to administer medication must accompany the student.																												
23. Consent for publication of photographs and student work From time to time, photographs or videotapes of students and their learning are taken in school or at places where the students are involved in an excursion or activity. These photos/images/videos may be used in class activities or could be published by the School and Catholic Education Office (CEO), school magazines, newsletters, displays, journals, professional development materials for teachers, or on the School and/or CEO web site. In addition, student work is also published from time to time. Publications: I give consent for my child's photos / images / videos taken during School activities to be published by the School and CEO, school magazines, newsletters, displays, journals, professional development materials for teachers. In addition, I consent to my child's work being published from time to time in these publications. Parents/guardian to sign Signature Signature Websites I give consent for my child's photos / images / videos taken during School activities to be published on the School and/or CEO web site. In most circumstances the images will not include any personal information regarding the student's identity. In addition, I consent to my child's work being published from time to time on these websites Parents/guardian to sign Signature Signature																												
24. Aboriginal/Torres Strait Islander Students	Parental permission is given for tutorial assistance as per funding guidelines <input type="checkbox"/> Yes <input type="checkbox"/> No																											

25. Excursion Permission Travelling from school to various locations in the Darwin and outer Darwin area is often required for curriculum based activities.	Consent to attend out of school activities: <input type="checkbox"/> Yes <input type="checkbox"/> No
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26. Emergency Contacts – The first and second parent or guardian stated on page 6 will be the school’s first and second priority contacts. You may wish to provide other names below.

Contact Name	Relationship to student	Work Phone	Home Phone	Mobile
1				
2				
3				
4				

AGREEMENT

- I/we understand and accept that St Mary’s Catholic Primary School (herein known as the School) is a Christian community in which students are given the opportunity to deepen their understanding of catholic beliefs, clarify their values and develop real and practical concerns for others. The School philosophy encourages the development of personal responsibility in students, recognising and valuing individual differences, and encouraging the achievement of each one’s potential. The School provides an environment where gospel values are lived out, thus allowing students to experience the hope and optimism of the Gospel message of Jesus Christ. I/we agree to support in every possible way this religious dimension of the School.
- I/we accept and agree to support the standards of behaviour, discipline policy, grooming and uniform which the School requires.
- I/we realise that in sending my child to St Mary’s Catholic Primary School, I am undertaking certain financial commitments regarding school fees, uniforms, etc. I agree that Fees and Levies, as determined by the Principal and School Board, will be paid on receipt of Invoice. I also understand that pro-rata fees are payable for students commencing or leaving during term. If at any time and for any reason I should find myself unable to meet my financial obligations in full, I agree to contact the Bursar or Principal to make special interim arrangements. I understand that failure to do this will jeopardise my child’s ongoing enrolment in the School. Any expenses, costs or disbursements incurred by St Mary’s Catholic Primary School in recovering any outstanding monies, including debt collection agency fees and solicitors costs plus out of pocket expenses, shall be paid by the customer on demand.
- I/we agree that my child will take an active part in the various activities, including co-curricular, that are run as part of the School educational program, and that I will ensure their attendance at these activities.
- I/we understand the importance of parental involvement with the education of my child. I agree to assist in some capacity and I understand that some commitment will be expected of me.
- I/we understand and accept that the completion of this enrolment form does not guarantee enrolment.
- I/we understand and accept that attendance at an enrolment interview does not guarantee an enrolment offer being made.
- I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student’s individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

SIGNATURES OF PARENT(S) / GUARDIAN(S)	
Female Parent or Guardian	Date / / 201
Male Parent or Guardian	Date / / 201
SIGNATURE OF PRINCIPAL	Date / / 201

Family Information

Office Use Only:
Family Key _____

This information refers to Parents residing at the same address as the student.
For parent/guardian not residing at the same address please complete the section 'Alternative Family Details.'

Female Parent / Guardian 1.	Male Parent / Guardian 2.
27. Relationship to Student <input style="width: 100%;" type="text"/>	Relationship to Student <input style="width: 100%;" type="text"/>
28. Title (eg Mr, Mrs, Miss, Ms, Dr) <input style="width: 100%;" type="text"/> Given names <input style="width: 100%;" type="text"/> Surname or Family Name <input style="width: 100%;" type="text"/> Occupation <input style="width: 100%;" type="text"/> Nationality <input style="width: 100%;" type="text"/> Country of Birth <input style="width: 100%;" type="text"/>	Title (eg Mr, Mrs, Miss, Ms, Dr) <input style="width: 100%;" type="text"/> Given names <input style="width: 100%;" type="text"/> Surname or Family Name <input style="width: 100%;" type="text"/> Occupation <input style="width: 100%;" type="text"/> Nationality <input style="width: 100%;" type="text"/> Country of Birth <input style="width: 100%;" type="text"/>
29. Does parent/guardian 1 speak/know a language other than English? <i>(If more than one language, indicate the one that is spoken most often.)</i> <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify <input style="width: 100%;" type="text"/>	Does parent/guardian 2 speak/know a language other than English? <i>(If more than one language, indicate the one that is spoken most often.)</i> <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify <input style="width: 100%;" type="text"/>
30. Employer <input style="width: 100%;" type="text"/>	Employer <input style="width: 100%;" type="text"/>
31. Religion <input style="width: 100%;" type="text"/>	Religion <input style="width: 100%;" type="text"/>
32. Business Phone <input style="width: 100%;" type="text"/>	Business Phone <input style="width: 100%;" type="text"/>
33. Mobile Phone <input style="width: 100%;" type="text"/>	Mobile Phone <input style="width: 100%;" type="text"/>
34. Email <input style="width: 100%;" type="text"/>	Email <input style="width: 100%;" type="text"/>
Do you wish to be contacted by email? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wish to be contacted by email? <input type="checkbox"/> Yes <input type="checkbox"/> No

35. Sole Parent <input type="checkbox"/> Yes <input type="checkbox"/> No	Sole Parent <input type="checkbox"/> Yes <input type="checkbox"/> No
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36. Australian Defence Family No Yes please specify Army Navy Air Force

37. Family Parish

38. Family Medicare Number

39. Health Care Card No Yes Expiry Date:

Family Address Details
Does the Child live at this address: Permanently / Occasionally (Please Circle).
If the Child resides at times with another family please provide details in Alternative Family section of this form.

40. Residential Address

Mailing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	
Home Telephone Number	

41. Postal Address ♦ Leave Blank if same as Residential Address

Street Number and Name or Post Office Box	
Town	
State and Postcode	

42. Billing Address ♦ Leave Blank if same as Residential Address

Billing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	

43. The following information is to be supplied if the Payment of **School Fees is shared or from an alternative source. This information will be used in the Billing for the Fees.**

Billing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	
Telephone	Home _____ Mobile _____

Alternative Family Details – Other Parent not residing at the same address as the student

This information is also required if the student resides at times with an alternative family during school terms

Alternative Female Parent / Guardian	Alternative Male Parent / Guardian
44. Relationship to Student <input type="text"/>	Relationship to Student <input type="text"/>
45. Title (eg Mr, Mrs, Miss, Ms, Dr) <input type="text"/> Given names <input type="text"/> Surname or Family Name <input type="text"/> Occupation <input type="text"/> Nationality <input type="text"/> Country of Birth <input type="text"/>	Title (eg Mr, Mrs, Miss, Ms, Dr) <input type="text"/> Given names <input type="text"/> Surname or Family Name <input type="text"/> Occupation <input type="text"/> Nationality <input type="text"/> Country of Birth <input type="text"/>
46. Does parent/guardian speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i> <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify <input type="text"/>	Does parent/guardian speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i> <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – Please specify <input type="text"/>
47. Employer <input type="text"/>	Employer <input type="text"/>
48. Religion <input type="text"/>	Religion <input type="text"/>
49. Business Phone <input type="text"/>	Business Phone <input type="text"/>
50. Mobile Phone <input type="text"/>	Mobile Phone <input type="text"/>
51. Copy of Student Reports <input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Student Reports <input type="checkbox"/> Yes <input type="checkbox"/> No
52. Email <input type="text"/> Do you wish to be contacted by email? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email <input type="text"/> Do you wish to be contacted by email? <input type="checkbox"/> Yes <input type="checkbox"/> No

Alternative Family Address Details

53. Residential Address

Mailing Title eg. Mr and Mrs D Smith	
Street Number and Name	
Town	
State and Postcode	
Home Telephone Number	

54. Postal Address ♦ Leave Blank if same as Residential Address

Street Number and Name or Post Office Box	
Town	
State and Postcode	

Parent/Guardian Background Information

The following information is required by the Australian Government and must be completed. It is used to measure the achievements of students from various backgrounds for national reporting. Individuals are not identified.

55. 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')

Mother/ Parent1 / Guardian 1	Mark only one box	Father/ Parent2 / Guardian2	Mark only one box
Year 12 or equivalent.....	<input type="checkbox"/>	Year 12 or equivalent.....	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	Year 11 or equivalent.....	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	Year 10 or equivalent.....	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	Year 9 or equivalent or below.....	<input type="checkbox"/>

56. What is the level of the highest qualification the parents / guardians have completed?

Mother/ Parent1/ Guardian 1	Mark only one box	Father/ Parent2 / Guardian2	Mark only one box
Bachelor degree or above.....	<input type="checkbox"/>	Bachelor degree or above.....	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	Advanced diploma/Diploma.....	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	Certificate I to IV (including trade certificate).....	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	No non-school qualification.....	<input type="checkbox"/>

The following questions refer to the parental occupation group. Please select from the appropriate parental occupation from the attached list.

- 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 persons last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box below.

57. What is the occupation group of the Mother/ Parent1/ Guardian1. Group _____	What is the occupation group of the Father/ Parent2 Guardian2. Group _____
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List of Parental Occupation Groups

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]

The St Mary's Privacy Policy enables us to meet our obligations under the Privacy Legislation that came into effect on 21 December 2001.

- St Mary's Catholic Primary School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at St Mary's Catholic Primary School. The primary purpose of collecting this information is to enable schooling to be provided for your son/daughter.
- Some of the information collected is to satisfy our legal obligations, particularly to enable the discharge of our duty of care.
- Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time.
- From time to time we disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to government departments, Catholic Education Offices and schools, the Catholic Education Council, your local Diocese and the parish, medical practitioners, CatholicCare and people providing services to the school, including specialist visiting teachers, coaches and volunteers.
- If we do not obtain the information referred to above enrolment or continued enrolment of your son/daughter may not be able to continue.
- Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in St Mary's newsletters and Diocesan newspapers.
- In addition to the agencies and purposes already cited personal information relating to students and parents may also be made available, in accordance with the Australian Government requirements to ACARA for the purposes of publishing certain school information relating to the circumstances of parents and students on the MySchool website.
- St Mary's Catholic Primary School from time to time may also collect and disclose personal information about current or prospective in accordance with the Education Act or Child Protection Legislation.
- Parents may seek access to personal information collected about them and their son/daughter by contacting us. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of St Mary's duty of care to the student, or where pupils have provided information in confidence.
- As you know from time to time Catholic schools within the Diocese engage 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 and the Diocese's fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- We may include your contact details in St Mary's Catholic Primary School contact lists and directories. If you do not agree to this you must advise us now.
- If you provide us with the personal information of others, such as doctors or emergency contact we encourage you to inform them that you are disclosing information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.