

Dear Parents/Guardians,

As many of you would be aware we are required to provide certain parent data to the Australian Curriculum and Reporting authority (ACARA) to provide some parent background data for students who are undertaking the NAPLAN basic skills tests.

Recently this parent information has also been used to create another score, the Index of Community Socio- Educational Advantage (ICSEA), which will be published on the My School website. I am aware you may have completed this form last year but we need to have the most recent and accurate parent information available. We are therefore asking that you complete and return this form to the office along with your child's personal consent/medical form.

It is very important that you fill these forms in accurately. It is possible that at some time in the future, the ICSEA score may be used for future funding. If the ICSEA score is used for funding purposes, an inflated score could mean reduced funding to St Martins and therefore higher fees. We are proud that we can offer good educational opportunities at an affordable cost to parents.

If you have any questions about the completion of this form please do not hesitate to contact the College on 8725 1430.

Dianne Eckermann
Principal



Information required for analysing and reporting the social characteristics of school communities

PRIVACY NOTICE

This notice is from the Australian Curriculum, Assessment and Reporting Authority (ACARA), to advise you that we have requested your child's school to provide consolidated information about the types of occupations and levels of education of parents at the school, as well as language backgrounds of students. The information collected will not include any names.

ACARA requires this information in order to summarise and report the social characteristics of school communities, and to determine which schools are attended by students with similar socio-educational backgrounds.

ACARA is bound by the provisions of the *Privacy Act 1988*. ACARA will not use or disclose information provided by your school other than in accordance with the *Privacy Act 1988* and the *Australian Curriculum, Assessment and Reporting Authority Act 2008*. The information provided by your child's school may be provided by ACARA to contractors working for ACARA for the purposes of deriving ICSEA, including verification of the information, calculation of the ICSEA value for each school, and for no other purpose. The information will not be disclosed without your consent, unless where authorised or required by law. ACARA's security protocols around data collection, storage, access and use are of the highest standard.

About ACARA

ACARA was established by the Australian Parliament by the *Australian Curriculum, Assessment and Reporting Authority Act (2008)*. ACARA is responsible for a national curriculum and a national assessment program. It is also responsible for a program of national data collection and reporting which supports analysis and evaluation of the educational outcomes of Australian school students. This analysis can inform policy-making by governments, and can include the identification of strategies to improve outcomes for students from all socio-economic backgrounds.

If you have any questions regarding this Privacy Notice please phone ACARA on 1300 895 563 or send an e-mail to info@acara.edu.au.



Data Collection Form
Information required for assessment and reporting purposes

Name of student:

First name

Last name

Date of birth (dd/mm/yyyy)

Home address of student:

(No. and street name)

Suburb

Postcode

- 1 Sex** Male.....
 Female.....

2 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.....

3 In which country was the student born?

- Australia.....
 England
 New Zealand.....
 South Africa.....
 Malaysia.....
 Indonesia.....
 Singapore.....
 Scotland.....
 United States of America.....
 India.....
 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, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Serbian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify			

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?

6(b) What is the occupation group of the father/parent2/guardian2?

Please select the appropriate parental occupation group 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 person's last occupation.*
- 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/refuge/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]