

## AGREEMENT

I/We understand & accept that the completion of this application for enrolment form & acceptance by the school does not guarantee an enrolment interview. Successful applications will be determined in accordance with the school's enrolment criteria.

I/We understand & accept that attendance at an interview does not guarantee an enrolment offer being made.

I/We have completed this application form fully and truthfully to the best of my/our knowledge. Further, I/we acknowledge & accept that if it can be demonstrated that I/we have withheld information relevant to the application for 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 by the Principal on this ground.

I/We have read & fully understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all required aspects of the educational program of the school including the Religious Education program.

I/We have read and fully understand and agree to the terms and conditions set out in the school fee collection policy.

I/we understand and agree that my/our obligation to pay all outstanding fees and charges is not varied despite any changes in the nature of my/our relationship, nor by any court order binding on me/us relating to fee payment, nor by rulings of the Child Support Agency, nor agreement not co-signed by the Principal.

I/we understand and agree that my/our agreement to pay all outstanding fees and charges can only be varied in writing signed by all parties to this Agreement.

I/we understand and agree to address and resolve any dispute between us about fee payments with each other and not involve the school.

I/we understand and agree that any arrangement by the Principal to separately invoice me/us does not amount to a variation of this agreement by me/us to pay all fees.

I/We agree that the school may transfer copies of the student's educational records, and any other relevant reports or medical information given to the present school, to any receiving school to which the student may transfer in the future.

I/We agree to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.

|   |  |              |  |
|---|--|--------------|--|
| Application Fee to be remitted with this Application Form: \$55.00 per child—this is a non-refundable fee |  | Yes / No     |  |
| Person responsible for paying school fees will be:  |  | (Print Name) |  |
| Signature of Parent 1 / Guardian  |  | Date:        |  |
| Signature of Parent 2 / Guardian  |  | Date:        |  |

| PARENT CHECKLIST (Documents required to accompany enrolment form) | Please Tick |
|---|-------------|
| 1. Copy of child's Birth Certificate                              |             |
| 2. Immunisation Record  |             |
| 3. Baptism Certificate and other Sacraments (if relevant)         |             |
| 4. Current School Report (if relevant)                            |             |
| 5. Passport (if relevant)   |             |
| 6. Visa or Citizenship Documents (if relevant)                    |             |
| 7. Parenting Orders (if relevant)                                 |             |
| 8. Concession Card (if relevant)                                  |             |
| 9. Medicare Card  |             |

| QUESTIONNAIRE   | Please Tick |
|---|-------------|
| How did you hear about St Helena's Catholic Primary School? |             |
| 1. Family / Friends   |             |
| 2. Advertising  |             |
| 3. Website  |             |
| 4. Other (Please state)                                     |             |

### For Office Use Only

| \$55 Application Fee Paid | Birth Certificate Attached | Baptism/Sacrament Certificate/s Attached | Immunisation Certificate Attached | School Report Attached | Medical Alert Attached | Data Collection Attached | Passport Attached |
|---------------------------|----------------------------|--|-----------------------------------|------------------------|------------------------|--------------------------|-------------------|
|                           |                            |  |                                   |                        |                        |                          |                   |



**SAINT HELENA'S**  
CATHOLIC PRIMARY SCHOOL

*Something Beautiful for God*

## APPLICATION FOR ENROLMENT

Year of Entry:

Academic Year:

### STUDENT INFORMATION

|                          |   |                                    |               |
|--------------------------|---|------------------------------------|---------------|
| SURNAME:                 |   | FIRST NAME:                        |               |
| PREFERRED NAME:          |   | GENDER:                            | Male / Female |
| RESIDENTIAL ADDRESS:     | Suburb: _____ State: _____ Postcode: _____          |                                    |               |
| DATE OF BIRTH:           |   | PLACE OF BIRTH:                    |               |
| COUNTRY OF BIRTH:        |   | NATIONALITY:                       |               |
| RESIDENT STATUS:         | CITIZEN / PERMANENT RESIDENT / RESIDENT / OVER-SEAS | VISA CODE: (Copy Attached)         |               |
| ARRIVAL DATE:            |   | VISA EXPIRY:                       |               |
| LANGUAGE SPOKEN AT HOME: |   | ABORIGINAL/TORRES STRAIT ISLANDER: | Yes / No      |
|                          |   | GROUP OF ORIGIN:                   |               |

### RELIGION

|                               |         |                |              |
|-------------------------------|---------|----------------|--------------|
| RELIGION:                     |         | PARISH PRIEST: |              |
| SACRAMENTS: (Date Undertaken) | BAPTISM | RECONCILIATION | EUCCHARIST   |
|                               |         |                | CONFIRMATION |

### PRESENT SCHOOL INFORMATION

|                              |  |                           |  |                             |  |
|------------------------------|--|---------------------------|--|-----------------------------|--|
| SCHOOL NAME: (if applicable) |  | LOCATION: (if applicable) |  | YEAR LEVEL: (if applicable) |  |
|------------------------------|--|---------------------------|--|-----------------------------|--|

55 Fortescue Place  
Ellenbrook W.A. 6069

(08) 9297 7500

admin@sthelenas.wa.edu.au

sthelenas.wa.edu.au

## FAMILY INFORMATION

### PARENT 1:

|                      |  |                |  |                 |  |
|----------------------|--|----------------|--|-----------------|--|
| TITLE:               | Mr / Mrs / Miss / Dr / Other:  | SURNAME:       |  | FIRST NAME:     |  |
| RESIDENTIAL ADDRESS: | Suburb: _____ State: _____ Postcode: _____                             |                |  |                 |  |
| PHONE:               | Home: _____<br>Mobile: _____   | EMAIL ADDRESS: |  |                 |  |
| LANGUAGE:            |  | RELIGION:      |  |                 |  |
| COUNTRY OF BIRTH:    |  | NATIONALITY:   |  |                 |  |
| OCCUPATION:          |  | EMPLOYER:      |  | BUSINESS PHONE: |  |
| STATUS:              | Married / Divorced / Widowed / Separated / Single / Defacto / Deceased |                |  |                 |  |

### PARENT 2:

|                      |  |                |  |                 |  |
|----------------------|--|----------------|--|-----------------|--|
| TITLE:               | Mr / Mrs / Miss / Dr / Other:  | SURNAME:       |  | FIRST NAME:     |  |
| RESIDENTIAL ADDRESS: | Suburb: _____ State: _____ Postcode: _____                             |                |  |                 |  |
| PHONE:               | Home: _____<br>Mobile: _____   | EMAIL ADDRESS: |  |                 |  |
| LANGUAGE:            |  | RELIGION:      |  |                 |  |
| COUNTRY OF BIRTH:    |  | NATIONALITY:   |  |                 |  |
| OCCUPATION:          |  | EMPLOYER:      |  | BUSINESS PHONE: |  |
| STATUS:              | Married / Divorced / Widowed / Separated / Single / Defacto / Deceased |                |  |                 |  |

## EMERGENCY CONTACT DETAILS (OTHER THAN PARENT/GUARDIAN)

|                 |             |                         |             |
|-----------------|-------------|-------------------------|-------------|
| NAME OF CONTACT |             | RELATIONSHIP TO STUDENT |             |
| ADDRESS         |             |                         |             |
| CONTACT NUMBERS | Home: _____ | Mobile: _____           | Work: _____ |
| NAME OF CONTACT |             | RELATIONSHIP TO STUDENT |             |
| ADDRESS         |             |                         |             |
| CONTACT NUMBERS | Home: _____ | Mobile: _____           | Work: _____ |

## CUSTODY INFORMATION

|  |          |
|--|----------|
| Name of person(s) with legal guardianship of the student             |          |
| If applicable a copy of any Parenting or Restraint Order is attached | Yes / No |
| Any other conditions endorsed at Law?                                |          |

## SIBLINGS CURRENTLY ATTENDING SCHOOL

| Name of Child | Year Level | School Currently Attending |
|---------------|------------|----------------------------|
|               |            |                            |
|               |            |                            |

## FUTURE EXPECTED SIBLINGS

| Name of Child | Current Age | Expected Enrolment Year |
|---------------|-------------|-------------------------|
|               |             |                         |
|               |             |                         |

## DISCLOSURE OF PERSONAL INFORMATION

|   |          |
|---|----------|
| I agree that the information supplied in the Student Information & Family Information sections can be provided to the relevant Parish Priest. | Yes / No |
|---|----------|

## COLLECTION NOTICE

|    |   |
|----|---|
| 1. | The School (the Diocese both independently and through its Schools) 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. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.  |
| 2. | Some of the information we collect is to satisfy the School's legal obligation, particularly to enable the School to discharge its duty of care.  |
| 3. | Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection) Laws.  |
| 4. | Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.   |
| 5. | Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 the School's duty of care to the pupil, or where pupils have provided information in confidence. |
| 6. | 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.  |
| 7. | 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 the P & F Association to 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.  |
| 8. | The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes local diocese and the parish, Schools within other Diocese, other Diocese, medical practitioners, and people providing services to the School, including specialist visiting teachers, sport coaches, volunteers and counsellors.  |