



STUDENT INFORMATION

Year of Commencement:

Academic Year:

SURNAME:		FIRST NAME:			
PREFERRED NAME:		GENDER:	Male / Female		
RESIDENTIAL ADDRESS:	Suburb: _____ State: _____ Postcode: _____				
DATE OF BIRTH:		PLACE OF BIRTH:			
COUNTRY OF BIRTH:		COUNTRY OF CITIZENSHIP:			
RESIDENT STATUS:	CITIZEN / PERMANENT RESIDENT / RESIDENT / OVERSEAS		VISA CATEGORY NUMBER:		
ARRIVAL DATE IN AUSTRALIA: (If born outside of Australia)		VISA EXPIRY:			
LANGUAGE SPOKEN AT HOME:		ABORIGINAL/ TORRES STRAIT ISLANDER:	Yes / No	GROUP OF ORIGIN:	

RELIGION

RELIGIOUS DENOMINATION:		PARISH PRIEST:			
PARISH		SUBURB			
SACRAMENTS: (Date Undertaken)	BAPTISM	RECONCILIATION	EUCCHARIST	CONFIRMATION	

PRESENT SCHOOL INFORMATION

SCHOOL NAME: (if applicable)		LOCATION: (if applicable)		YEAR LEVEL: (if applicable)	
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55 Fortescue Place
Ellenbrook WA 6069



(08) 9297 7500



admin@sthelenas.wa.edu.au



sthelenas.wa.edu.au

FAMILY INFORMATION

PARENT/GUARDIAN 1:

TITLE:	Mr / Mrs / Miss / Dr / Other:	SURNAME:		FIRST NAME:	
STATUS:	Married / Defacto / Separated / Divorced / Single / Widowed / Deceased				
RESIDENTIAL ADDRESS:					
	Suburb:		State:		Postcode:
PHONE:	Home:		EMAIL ADDRESS:		
	Mobile:				
OCCUPATION:		EMPLOYER:		BUSINESS PHONE:	
RELIGIOUS DENOMINATION:			PARISH PRIEST		
PARISH:			SUBURB:		
CONTACT ADDRESS:					
COUNTRY OF CITIZENSHIP			LANGUAGE SPOKEN AT HOME:		

PARENT /GURARDIAN 2:

TITLE:	Mr / Mrs / Miss / Dr / Other:	SURNAME:		FIRST NAME:	
STATUS:	Married / Defacto / Separated / Divorced / Single / Widowed / Deceased				
RESIDENTIAL ADDRESS:					
	Suburb:		State:		Postcode:
PHONE:	Home:		EMAIL ADDRESS:		
	Mobile:				
OCCUPATION:		EMPLOYER:		BUSINESS PHONE:	
RELIGIOUS DENOMINATION:			PARISH PRIEST		
PARISH:			SUBURB:		
CONTACT ADDRESS:					
COUNTRY OF CITIZENSHIP			LANGUAGE SPOKEN AT HOME:		

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 OTHER SCHOOL

Name of Child	Year Level	School Currently Attending

FUTURE EXPECTED SIBLINGS

Name of Child	Date of Birth	Expected Enrolment Year

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:

DISCLOSURE OF PERSONAL INFORMATION

Do you agree that the information supplied in the Student Information & Family Information sections can be provided to the relevant Parish Priest.	Yes / No
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CATHOLIC EDUCATION WESTERN AUSTRALIA LTD PRIVACY COLLECTION NOTICE

1. St Helena's Catholic Primary School/Catholic Education Western Australia Limited collects personal information, including sensitive information about you. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting your information is to support the design and safe delivery of the educational programme to each student in their CEWA community of faith.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable the Principal and CEWA to discharge their duty of care.
3. The law also requires us to collect, use and disclose certain information. These include and are not limited to the School Education Act (WA) 1999, the Children and Community Services Act (WA) 2004, and common law.
4. Health information about students is sensitive information within the terms of the Privacy Act 1988. We may collect such information about students from time to time.
5. A student's enrolment may be delayed or prevented and their education adversely affected if CEWA cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

CEWA may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- staff and governing bodies of CEWA, government and no-government schools
- staff and governing bodies of order accountable schools who are CEWA members;
- government departments (including for policy and funding purposes);
- The Catholic Education Office, the parish and the Archdiocese or Dioceses, other related church agencies/entities;
- medical practitioners;
- people providing educational, support and health services to CEWA, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
- people participating in, ancillary or incidental to, digital communication such as Teams video and chats
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education and research purposes;
- people providing administrative and financial services to CEWA;
- anyone you authorise CEWA to disclose information to; and
- anyone to whom CEWA is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. If you make an enrolment application to another CEWA or government school, personal information provided during the application stage may be used in this process. This personal information may include health information and is used for the purpose of considering and administering the enrolment.
8. CEWA uses centralised information management and storage systems ('Systems'). These Systems are provided by CEWA and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to CEWA.
9. CEWA may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging, online 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 reside on a cloud service provider's server which may be situated outside Australia. Further information about CEWA's use of on online or 'cloud' service providers is contained in CEWA's Statutory Privacy Policy.
10. CEWA's Statutory Privacy Policy, accessible on CEWA's website, sets out how you may seek access and correct your personal information. However, access may be refused in certain circumstances such as where access would have an unreasonable effect on the privacy of others, where access may result in a breach of CEWA's duty of care to the student, where students have provided information in confidence or where CEWA is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
11. CEWA's Statutory Privacy Policy also sets out how you can make a complaint about a Privacy breach and how the complaint will be handled.
12. CEWA may engages in fundraising activities. Your information may be used to make an appeal to you. It may also be disclosed to organisations that assist CEWA'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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, and on our website, or otherwise shared with the CEWA community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. CEWA will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotions or otherwise make this material available to the public such as on the internet.

14. If you provide CEWA with others' personal information, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.
15. As with all decisions concerning children, the best interests of the student are a primary and overriding consideration in the management of information. A student's right to safety prevails above all other considerations, including theirs and others' right to privacy.

Disclosure

I/we have read and understand the Catholic Education Western Australia Ltd Privacy Collection Notice.

Signature of Parent(s) / Guardian(s):

_____ Date: _____
PARENT/GUARDIAN 1

_____ Date: _____
PARENT/GUARDIAN 2

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 understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

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 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 of the school.

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

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.

I/we accept the following and **have enclosed the non-refundable Application Fee of \$55.00. I/we understand if an enrolment place is offered, a deposit of \$200.00 needs to be paid with the return of the signed acceptance form in order to secure a place for my/our child.**

Signature of Parent / Guardian 1		Date:	
Signature of Parent / Guardian 2		Date:	

PARENT CHECKLIST (Documents required to accompany Enrolment Form)	Please Tick
1. Copy of child's Birth Certificate	
2. Baptism Certificate and other Sacraments <i>(if relevant)</i>	
3. Immunisation Statement	
4. Current School Report <i>(if relevant)</i>	
5. Passport <i>(if born outside of Australia)</i>	
6. Visa or Citizenship Documents <i>(if relevant)</i>	
7. Parenting Orders <i>(if relevant)</i>	
8. Concession Card <i>(if relevant)</i>	
9. Medicare Card	

QUESTIONNAIRE	Please Tick
How did you hear about St Helena's Catholic Primary School?	
Family/Friends	
Advertising	
Website/Internet	
Other (Please state)	

For Office Use Only

\$55 Application Fee Paid	Birth Certificate	Baptism/Sacrament Certificate/s	Parish Priest Reference	Immunisation Statement	School/NAPLAN Reports Attached	Medical Alert Attached	Data Collection Attached	Passport/Visa if born outside of Australia



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