



APPLICATION FOR ENROLMENT

Padbury Catholic Primary School

O'Leary Road
Padbury WA 6025

Telephone (08) 9404 4000

Facsimile (08) 9307 7533

admin@padcath.wa.edu.au

www.padcath.wa.edu.au

Application Fee \$50.00 per child which is non refundable

(one enrolment form must be completed for each child)

Academic Year of Entry	Pre Kindy	Kindy	PP	1	2	3	4	5	6	(please circle)
Calendar Year of Entry	20									

STUDENT INFORMATION

(Any change of address or email must be conveyed to the school. Failure to notify change of address will render the application void.)

Student's full name must appear as per their Australian Birth Certificate or Immigration visa documents

Student Surname _____

First Name _____ Other Name/s _____

Preferred Name _____ Male or Female _____

Address _____

Date of Birth _____ Place of Birth _____

Country of Birth _____

Australian Permanent Resident Yes No

Country of Citizenship _____

Aboriginal/Torres Strait Islander Yes No If 'Yes' please state Group of Origin _____

Language spoken at home _____

If born outside of Australia, Date of Arrival _____ Visa Category Number _____ Visa Expiry _____

(Citizenship/visa needs to be photocopied and attached to this application)

Child resides with both parents mother father shared arrangement other _____

Religious Denomination of Student:

Religious Denomination: _____

If Applicable:

Parish: _____

Suburb: _____

Parish Priest: _____

Date and Place of Sacraments Received: (If applicable)

Baptism: Date _____ Place _____

Reconciliation: Date _____ Place _____

First Communion: Date _____ Place _____

Confirmation: Date _____ Place _____

A Non-refundable application fee of \$50.00 per enrolment is payable when you apply for a place/places at Padbury Catholic Primary School. See Credit Card Payment information on the last page of this enrolment form.

An enrolment deposit of \$100 per child is payable upon acceptance of a place offered. **Pre Kindy enrolment deposit is also \$100 and all PK fees must be paid prior to commencement of each term.** Enrolment fees will be deducted from the first instalment of fees once your child commences at Padbury Catholic Primary School. Should your child/children **subsequently not attend the school**, the fee becomes non-refundable and is retained to offset administration and processing costs.

PLEASE NOTE THAT THIS ENROLMENT APPLICATION WILL NOT BE ACCEPTED WITHOUT ALL RELEVANT SUPPORTING DOCUMENTS AND APPLICATION FEE.

FAMILY INFORMATION

Contact 1

Relationship to student	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Other (please specify)	Marital Status
Title	First Name	Surname		
Home Address	Fee account to this address			<input type="checkbox"/> Yes
Telephone - home	Mobile			
Email address				
Country of Birth	Language	Country of Citizenship		
Occupation	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual	
Employer				
Telephone - business	Telephone – mobile			
Language spoken at home				
Religious Denomination	Parish (If applicable)			

Contact 2

Relationship to student	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Other (please specify)	Marital Status
Title	First Name	Surname		
Home Address	Fee account to this address			<input type="checkbox"/> Yes
Telephone - home	Mobile			
Email address				
Country of Birth	Language	Country of Citizenship		
Occupation	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual	
Employer				
Telephone - business	Telephone – mobile			
Language spoken at home				
Religious Denomination	Parish (If applicable)			

SIBLINGS

Completing this section does not mean that younger or older siblings are automatically enrolled at Padbury Catholic Primary School.

Name	<input type="checkbox"/> Brother	<input type="checkbox"/> Sister	School:
Name	<input type="checkbox"/> Brother	<input type="checkbox"/> Sister	School:
Name	<input type="checkbox"/> Brother	<input type="checkbox"/> Sister	School:
Name	<input type="checkbox"/> Brother	<input type="checkbox"/> Sister	School:
Name	<input type="checkbox"/> Brother	<input type="checkbox"/> Sister	School:

CUSTODY/GUARDIANSHIP

Name of person(s) with legal guardianship of the student		
Are there any conditions enforced at law regarding parental access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If applicable, attach a copy of any Parental or Restraint Order attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

CURRENT SCHOOL INFORMATION

Present School	Suburb
Current Year Level	

Where did you hear about Padbury Catholic Primary School?

Why have you chosen to enrol your child at Padbury Catholic Primary School?

AGREEMENT

- I/we promise to support the Catholic philosophy, policies, rules and regulations of Padbury Catholic Primary School, and endeavour to ensure that my child will co-operate with the expectations of the school in this regard.
- I/we promise to ensure that my child wears the full Padbury Catholic Primary School uniform.
- I/we promise to take an active interest in school activities, eg Parent/Teacher Nights; P& F Association and the School Board.
- I/we understand and accept that the completion of this application form does not guarantee an enrolment interview, nor a place at the School. Successful applicants will be determined in accordance with the school's enrolment criteria.
- I/we understand and 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 agree to abide by the policies and directions of the School and the Catholic Education Commission of Western Australia (CECWA) as they are enacted from time to time.
- I/we agree to give a full term's notice (in writing) before removal of a student, or a term's fees are payable.
- I/we have viewed, fully understood and agree to the terms and conditions set out in the school's fee collection policy.
- The signatories to this contract to enrol a student are liable jointly and severally to pay, and agree to pay, to the School, for all fees and charges incurred in respect of that student, regardless of:
 - Any pre-arranged or subsequent private agreement to share or apportion payment responsibility
 - Any Court Order or statutory direction that may apply to any signatory
 - Any separate or individual invoicing of any amountThis joint and several liability includes all costs that may be incurred by the School in the recovery of fees and charges including legal action if necessary.
- I/we have provided the necessary documentation that the School may request, to confirm the student's Australian residency status.
- I/we agree to pay all fees within the relevant time or make a suitable alternative arrangement with Padbury Catholic Primary School.
- I/we agree that Parents are responsible for payment of breakages or damage to school's property by their children.
- I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if I/we have knowingly withheld information or included false information especially in relation to this student's details, individual needs, medical conditions, health care requirements and/or Parenting and Restraint Orders, then the enrolment may be refused or terminated on this ground.
- I/we have read and fully understand and agree and accept that enrolment in a Catholic school means that we and our child will participate fully in all required parts of the education program of the school including the Religious Education program of the school.
- I/we have received a Privacy Collection Notice (See last page of the Application for Enrolment Form)
- I/we have provided a copy of any Parenting or Restraint Order that applies to the prospective school.
- I/we have fully and truthfully completed the Application for Enrolment Form.

Parent/Guardian Signature

Print Name

Date

Parent/Guardian Signature

Print Name

Date

PRIVACY COLLECTION POLICY

- ❖ The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. As the School is a member of Catholic Education Western Australia (CEWA), it collects the information on behalf of CEWA. Collection may be in writing or in the course of conversations. The primary purpose of collecting this information is for the School and CEWA to support and administer students' safe participation in the educational programme of the school according to law, which will enable students to participate in School and CEWA activities.
- ❖ Some of the information we collect is to satisfy the School and CEWA's legal obligations, particularly to enable the School to discharge its duty of care.
- ❖ Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include the School Education Act, the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal governments.
- ❖ Health information about students is sensitive information within the terms of the Australian Privacy Principles (APP) under the Privacy Act 1988. We ask you to provide medical reports about students from time to time.
- ❖ The School may disclose personal and sensitive information to others for educational, administrative and support purposes. This may include to other schools and teachers at those schools; government departments; Catholic Education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/entities; medical practitioners; people providing educational, support and health services to the School and CEWA, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority; people providing administrative and financial services to the School and CEWA; anyone you authorise the School to disclose information to; and; anyone to whom the School or CEWA is required or authorised to disclose the information to by law, including child protection laws.
- ❖ If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- ❖ Personal information collected from students is regularly disclosed to their parents or guardians.
- ❖ The School or CEWA may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and 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 servers which may be situated outside Australia. Further information about the School or CEWA's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
- ❖ Parents or students may seek access to and correction of personal information collected and held by the School, on behalf of CEWA, about them and their son/daughter, by contacting the School. Students may also seek access to personal information about them. However, access may be refused in certain circumstances such as 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 student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.
- ❖ The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
- ❖ 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 organisations that 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.
- ❖ On occasions information such as academic and sporting achievements, student activities and other news is published in School and CEWA newsletters, magazines, on our intranet (and on ours or CEWA's website). This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions at Enrolment 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 promotional material or otherwise that make this material available to the public, such as on the internet.
- ❖ We may include students' and students' parents' contact details in a class list to be provided to Parent Class Representatives.
- ❖ 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.

PLEASE ENCLOSE

- | | | | |
|--|--|---|--|
| Full Birth Certificate [Photocopy attached] | <input type="checkbox"/> Yes <input type="checkbox"/> No | Visa Documents {Photocopy attached} | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Immunisation Details [Photocopy attached] | <input type="checkbox"/> Yes <input type="checkbox"/> No | Latest School Report: [Photocopy attached] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sacrament Certificates (If applicable eg: Baptism etc) | <input type="checkbox"/> Yes <input type="checkbox"/> No | Latest NAPLAN Assessment [Photocopy attached] | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Parish Priest Reference (available on PCPS website) | <input type="checkbox"/> Yes <input type="checkbox"/> No | Non-Refundable Application Fee (\$50.00): | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please ensure that ALL sections of this form are completed and all necessary documents are attached before returning it to Padbury Catholic Primary School.

CREDIT CARD PAYMENT for Application (\$50.00)

Card No: _____

Card Type: VISA MasterCard BankCard

Expiry Date: ____ / ____

Cardholder Name _____

Total Payment: _____

Signature: _____



STUDENT INDIVIDUAL NEEDS AND MEDICAL INFORMATION

Student's full name must appear as per their Australian Birth Certificate or Immigration visa documents

Student Surname _____

First Name _____

Other Name/s _____

Preferred Name _____

Male or Female _____

Address _____

Date of Birth _____

Place of Birth _____

STUDENT'S INDIVIDUAL NEEDS

The School Education Act 1999 requires the provision of:

....."details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school" (16G).

To assist the school to respond to individual requirements please detail any special needs your child has in the following area(s) that may affect his/her learning, participation or welfare during school hours.

1. Medical/Health Care _____
2. Medication _____
3. Physical Needs _____
4. Learning Needs _____
5. Psychological/socio-emotional Needs _____
6. Sensory Needs (eg: Vision/Hearing) _____
7. Behavioural or Safety Needs _____
8. Communication Needs _____
9. Self-Care Needs _____
10. Allergies _____

If medication or medical/health care services are required during school hours please provide full details, name, contact number and signed authorization by the relevant practitioner.

EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency which may affect educational arrangements? Yes/No

If so please detail name of Service Provider and Contact number: _____

Does your child require special transport arrangements to and from school? Yes/No

Does your child receive Respite Care on a regular basis? Yes/No

MEDICAL INFORMATION

Family Doctor/Medical Clinic: _____ Address: _____

Contact Number: _____ Blood Group (if known): _____

Medicare Number: _____ Expiry: _____

Dentist/Dental Clinic _____ Address: _____

Contact Number: _____ Private Health Fund: _____

MMUNISATION RECORD*F- Fully immunised**N – Not immunised**I – incomplete immunisation**P- personal objections* Measles Diphtheria Tetanus Hepatitis B OPV (Polio) Pertussis (Whooping Cough) Measles Mumps Rubella Immunisation Record Attached**EMERGENCY CONTACT DETAILS (other than a Parent or Guardian)**

Name: _____ Relationship to Student: _____

Home Address: _____ Telephone (Home): _____

Telephone (Business): _____ Telephone: (Mobile): _____

Name: _____ Relationship to Student: _____

Home Address: _____ Telephone (Home): _____

Telephone (Business): _____ Telephone: (Mobile): _____

MEDICAL EMERGENCY AUTHORISATION

I/We authorise Padbury Catholic Primary School to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. If an emergency occurs requiring surgery, anesthesia, oxygen, blood transfusion, medication and I am/we are unable to be contacted within a reasonable time, Padbury Catholic Primary School has the authority to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf.

Parent/Guardian Signature _____ Print Name _____ Date _____

Parent/Guardian Signature _____ Print Name _____ Date _____