APPLICATION FOR ADMISSION

PRIVATE AND CONFIDENTIAL

ARANMORE CATHOLIC COLLEGE

CALENDAR YEAR of Admission 20 __ __

ACADEMIC YEAR of Admission __ __

Please note that enrolment into the Pre-Kindy program does not guarantee enrolment in the school the following year.

STUDENT INFORMATION

Student Surname: _____ Gender: Male / Female

First Name: _____ Preferred Name: _____

Address: _____

State: ___ Postcode: _____ Date of Birth: _____ Birthplace: _____

Language(s) Spoken at Home: _____

Birth Certificate Attached: Yes / No Aboriginal/Torres Strait Islander: Yes / No

If yes to Aboriginal/Torres Strait Islander, then Group of Origin: _____

Nationality: _____ Australian Permanent Resident: Yes / No

If born outside of Australia:

Date of Arrival in Australia: _____ Visa Category Number: _____

Country of Citizenship: _____

Present School: _____ Location: _____ Year Level: _____

Religious Denomination: _____ Parish Priest: _____

Parish: _____ Suburb: _____

Date of Reception of Sacraments: Baptism Certificate Attached: Yes / No

Baptism _____ Reconciliation _____ First Communion _____ Confirmation _____

FAMILY INFORMATION

PRIMARY PARENT OR GUARDIAN

Title: _____ Surname: _____ First Name: _____

Address: _____ State: ___ Postcode: _____

Occupation: _____ Employer: _____

Contact Address: _____

Contact Numbers: _____ (hm) _____ (wk) _____ (mob)

Email Address: _____ Country of Citizenship: _____

SECONDARY PARENT OR GUARDIAN

Title: _____ Surname: _____ First Name: _____

Address: _____ State: ___ Postcode: _____

Occupation: _____ Employer: _____

Contact Address: _____

Contact Numbers: _____ (hm) _____ (wk) _____ (mob)

Email Address: _____ Country of Citizenship: _____

CUSTODY / GUARDIANSHIP

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 enforced at law? _____

SIBLINGS CURRENTLY ATTENDING ARANMORE CATHOLIC COLLEGE

Name	Year Level	Name	Year Level
_____	_____	_____	_____
_____	_____	_____	_____

SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

Name	Year Level	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN)

Name: _____ Relation to Student: _____

Address: _____

Contact Numbers: _____ (hm) _____ (wk) _____ (mob)

Name: _____ Relation to Student: _____

Address: _____

Contact Numbers: _____ (hm) _____ (wk) _____ (mob)

MEDICAL INFORMATION *(Applicable to an imminent enrolment commencement)*

IMMUNISATION RECORD

It is a condition of enrolment that you provide a current Australian Immunisation Register (AIR) Immunisation History Statement which shows your child is up to date with all the scheduled immunisations (according to the National Immunisation Program) for their age. This statement must not be more than two months old. Pre-Kindy and Kindergarten students must be up to date with their immunisations or be exempt under the regulations in order to enrol in pre-compulsory education.

F – Fully immunised N – Not immunised I – Incomplete immunisation P – Personal objections

Measles	☐	Mumps	☐	Rubella	☐	Diptheria	☐	Tetanus	☐
Hepatitis B	☐	Pertussis (Whooping Cough)	☐	Polio (OPV)	☐	Immunisation Record Attached YES / NO			

Family Doctor/Medical Clinic: _____

Address: _____

Contact Numbers: _____

Dentist/Dental Clinic: _____

Address: _____

Contact Numbers: _____

Medicare Number*: _____ Blood Group (if known): _____

**Required for enrolment as per the School Education Act 1999 (WA)*

MEDICAL EMERGENCY AUTHORISATION

I/we authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my child when considered necessary. If an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I/we are unable to be contacted within a reasonable time, I/we authorise the school to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf.

PARENT/GUARDIAN 1 SIGNATURE	PARENT/GUARDIAN 2 SIGNATURE	DATE

DISCLOSURE

Do you agree that the information supplied in the Student Information and Family Information sections, can be provided to the relevant Parish Priest?

YES ☐ NO ☐

BILLING DETAILS

Person/s responsible for settlement of school fees: _____

Billing address (if different from above): _____

Please note, it is a school policy that, should a child be absent for an extended period, payment of school fees is still required.

IN THE CASE OF SPLIT BILLING, PLEASE INDICATE THE PERCENTAGE FOR ACCOUNT ALLOCATION:

Parent/Guardian 1: _____ % Parent/Guardian 2: _____ %

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:

a) Any pre-arranged or subsequent private agreement to share or apportion payment responsibility
b) Any Court Order or statutory direction that may apply to any signatory
c) Any separate or individual invoicing of any amount.

This 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.

AGREEMENT

I/we understand and accept that the completion of this application form does not guarantee an enrolment interview. 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 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.

I/we have read and 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.

PRIMARY PARENT/GUARDIAN NAME	PRIMARY PARENT/GUARDIAN SIGNATURE	DATE
SECONDARY PARENT/GUARDIAN NAME	SECONDARY PARENT/GUARDIAN SIGNATURE	DATE

ENROLMENT CHECKLIST

PRE-KINDY:	To be considered for enrolment into Pre-Kindy, your child must be three years of age at commencement and preferably toilet trained.
KINDERGARTEN:	To be considered for enrolment into Kindergarten, your child must be four years of age by 30 June of that year. Should your child be turning four later in the year, they will be considered for Kindergarten the following year.

THIS APPLICATION MUST BE COMPLETED AND SIGNED BY BOTH PARENTS/GUARDIANS.

Attach a copy of each of the following documents (where applicable):

- ☐ Birth Certificate
- ☐ Passport and/or Visa if born outside Australia
- ☐ Certificate of Baptism
- ☐ Current Restraining Orders / Custody Orders
- ☐ Australian Immunisation Register (AIR) Immunisation History Statement
- ☐ Parish Priest Reference

APPLICATION PAYMENT ($50.00)

An application fee of $50.00 is to be forwarded with this application form. This fee is non-refundable. Payment can be made by completing the details below, over the phone by credit card or at the Administration Office.

Card Number: _____

Card Type: ☐ VISA ☐ MasterCard ☐ BankCard

Expiry Date: _____

CCV: _____

Cardholder Name: _____

Total Payment: _____ Signature: _____

DATA COLLECTION FORM

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ARANMORE CATHOLIC COLLEGE

This information is being collected to enable nationally comparable reporting of students' outcomes against the National Goals for Schooling in the Twenty-First Century. This information is collected in accordance with the school's Privacy Policy.

Date: _____

First Name: _____ Last Name: _____

Address: _____

State: _____ Postcode: _____ Date of Birth: _____

1 What is the student's sex?

Male	☐	
Female	☐	

2 Is the student of Aboriginal or Torres Strait Islander origin?

		(office use only)
No	☐	4
Yes, Aboriginal	☐	1
Yes, Torres Strait Islander	☐	2
Yes, both Aboriginal and Torres Strait Islander	☐	3

3 In which country was the student born?

		(office use only)
Australia	☐	1101
England	☐	2102
India	☐	7103
Indonesia	☐	5202
Ireland	☐	2201
Italy	☐	3104
Malaysia	☐	5203

New Zealand	☐	1201
Philippines	☐	5204
Singapore	☐	5205
South Africa	☐	9225
United States of America	☐	8104
Vietnam	☐	5105
Other – please specify		

4 Does the student or their parent/guardian/carer speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

		Student	Parent/ Guardian/ Carer 1	Parent/ Guardian/ Carer 2	(office use only)
No,	English only	☐	☐	☐	1201
Yes,	Aboriginal English	☐	☐	☐	8998
Yes,	Aboriginal language Specify: _____	☐	☐	☐	
Yes,	Afrikaans	☐	☐	☐	1403
Yes,	Arabic	☐	☐	☐	4202
Yes,	Burmese	☐	☐	☐	6101
Yes,	Cantonese	☐	☐	☐	7101
Yes,	Croatian	☐	☐	☐	3503
Yes,	Dinka	☐	☐	☐	9216
Yes,	Filipino	☐	☐	☐	6512
Yes,	French	☐	☐	☐	2101
Yes,	Gaelic	☐	☐	☐	1101
Yes,	Hindi	☐	☐	☐	5203
Yes,	Indonesian	☐	☐	☐	6504
Yes,	Italian	☐	☐	☐	2401
Yes,	Japanese	☐	☐	☐	7201
Yes,	Malay	☐	☐	☐	6505
Yes,	Malayalam	☐	☐	☐	5102
Yes,	Mandarin	☐	☐	☐	7104
Yes,	Polish	☐	☐	☐	3602
Yes,	Shona	☐	☐	☐	9207
Yes,	Portuguese	☐	☐	☐	2302
Yes,	Punjabi	☐	☐	☐	5207
Yes,	Sinhalese	☐	☐	☐	5211
Yes,	Spanish	☐	☐	☐	2303
Yes,	Tagalog	☐	☐	☐	6511
Yes,	Tamil	☐	☐	☐	5103
Yes,	Vietnamese	☐	☐	☐	6302
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		
	Parent/ Guardian/ Carer 1	**Parent/ Guardian/ Carer 2**	*office use only*
Year 12 or equivalent	☐	☐	4
Year 11 or equivalent	☐	☐	3
Year 10 or equivalent	☐	☐	2
Year 9 or equivalent or below	☐	☐	1

5 (b) What is the level of the highest qualification the parents/guardians have completed?

	Mark one box only in each column		
	Parent/ Guardian/ Carer 1	**Parent/ Guardian/ Carer 2**	*office use only*
Bachelor degree or above	☐	☐	7
Advanced diploma/Diploma	☐	☐	6
Certificate I to IV (including trade certificate)	☐	☐	5
No non-school qualification	☐	☐	8

6 (a) What is the occupation group of Parent/Guardian/Carer 1? ☐

6 (b) What is the occupation group of the Parent/Guardian/Carer 2? ☐

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.*

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.

STANDARD COLLECTION NOTICE

PRIVATE AND CONFIDENTIAL

ARANMORE CATHOLIC COLLEGE

1. Aranmore Catholic College (ACC) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Aranmore Catholic College. As the school is a member of Catholic Education of 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 ACC 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 ACC and CEWA activities.
2. Some of the information we collect is to satisfy ACC's and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.
3. Laws governing or relating to the operation of a school requires certain information be 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.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. Aranmore Catholic College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
    i. other schools and teachers at those schools;
    ii. government departments;
    iii. the Catholic Education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/ entities;
    iv. medical practioners;
    v. people providing educational, support and health services to ACPS and CEWA, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
    vi. assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
    vii. people providing administration and financial services to the School and CEWA;
    viii. anyone you authorise ACPS to disclose information to; and
    ix. anyone to whom ACPS or 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. ACC or CEWA may use online or 'cloud' service providers to store personal information and to provide services to ACC 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 services 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 ACC or CEWA's use of an online 'cloud' service providers is contained in the School's Privacy Policy.
8. ACC's Privacy Policy, accessible on the school's website, sets out how parents or students may seek access to and correction of their personal information which ACC has collected and holds on behalf of CEWA. 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 ACC'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.
9. ACC's Privacy Policy also sets out how parents and students can make a complaint about a breach and how the complaint will be handled.
10. ACC may engage in fundraising acti viti es. Informati on 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 or their marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in ACC and CEWA newsletters and magazines, on our intranet, and on our or CEWA's website and social media. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. ACC will obtain permission (annually) from the student's parent or guardian (and from student if appropriate) if we would like to include such photographs or videos (or other identifiable material) in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and School directory.
13. If you provide ACC or CEWA 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 ACC and why.
14. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

☐ I have read, understood and accept the above conditions.

_____	_____	_____
PARENT/GUARDIAN 1 NAME	PARENT/GUARDIAN 1 SIGNATURE	DATE
_____	_____	_____
PARENT/GUARDIAN 2 NAME	PARENT/GUARDIAN 2 SIGNATURE	DATE

PARISH PRIEST REFERENCE FORM

PRIVATE AND CONFIDENTIAL

ARANMORE CATHOLIC COLLEGE

INSTRUCTIONS: Please complete the top part of this form and then submit it to your Parish Priest for final completion. The Parish will forward the completed form to Aranmore Catholic College.

The Catholic Education Western Australia Ltd (CEWA) Policy Statement on Student Enrolment requires the enrolling Principal to consult the Parish Priest. Completion of the form and presentation to the Parish Priest forms part of the enrolment process for Aranmore Catholic College. Contact should be made with the Parish Secretary to find out the process for that Parish.

TO BE COMPLETED BY THE PARENT

To the Parish Priest at: _____

Name of Student:_____ Phone No: _____

Address: _____

Name of Parent / Guardian: _____

Name of Parent / Guardian: _____

Current School: _____

If Government school, does child attend out of school scripture classes in the Parish: _____

In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?

_____

_____

TO BE COMPLETED BY THE PARISH PRIEST

Please complete the information in reference to the family information above.

1. Is the family actively involved in the life of the Church? _____
2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic faith are such that the school and home would be able to work successfully in the areas of faith education? _____
3. Are there any pastoral circumstances you consider need to be taken into account about this student's enrolment in our school? _____
4. Any other comments by the Parish Priest:

_____

_____

_____

_____ _____ _____

PARISH PRIEST NAME SIGNATURE DATE

TO THE PARISH PRIEST – PLEASE RETURN THE COMPLETED FORM TO:

ARANMORE CATHOLIC COLLEGE
41 Franklin Street, Leederville WA 6007
Ph: (08) 9201 5200 | acc@aranmore.wa.edu.au