APPLICATION FOR ADMISSION

PRIVATE AND CONFIDENTIAL

ARANMORE CATHOLIC COLLEGE

Thank you for your interest in enrolling at Aranmore Catholic College. We are delighted to welcome prospective families and look forward to learning more about your child. This form helps us gather the information needed to support a smooth enrolment process.

CALENDAR YEAR of Admission 20 __ __

ACADEMIC YEAR level of Admission (eg. Year 5) ___ ___

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: _____

Passport 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 _____

OFFICE USE ONLY									
DEP Pd		Birth		Siblings		Scholarships Applied for		Form/Class	
PP Ref		AIR		School Reports		Scholarships Granted		House/Faction	
DC Form		Baptism		Moorditj Bidi Program					

FAMILY INFORMATION *Continued...*

CAREGIVER 1

Title: _____ Surname:_____ First Name: _____

Address: _____ State: _____ Postcode: _____

Occupation: _____ Employer: _____

Contact Address: _____

Contact Numbers Mobile: _____ Home: _____ Work:_____

Email Address: _____

Nationality: _____ Country of Birth: _____

Religion: _____

CAREGIVER 2

Title: _____ Surname:_____ First Name: _____

Address: _____ State: _____ Postcode: _____

Occupation: _____ Employer: _____

Contact Address: _____

Contact Numbers Mobile: _____ Home: _____ Work:_____

Email Address: _____

Nationality: _____ Country of Birth: _____

Religion: _____

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 Caregiver)*

Name: _____ Relation to Student: _____

Address: _____ State: _____ Postcode: _____

Contact Numbers Mobile: _____ Home: _____ Work: _____

Name: _____ Relation to Student: _____

Address: _____ State: _____ Postcode: _____

Contact Numbers Mobile: _____ Home: _____ Work: _____

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.

Please use the following key to indicate immunisation status:

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

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

Please indicate if your child has any of the following medical conditions *(please tick the relevant box/es and give details if necessary)*:

☐	Allergies - Mild _____	☐	Heart Trouble _____
☐	Allergies -Severe (e.g. Anaphylaxis) _____	☐	Hearing Impairment _____
☐	Asthma _____	☐	Kidney Disease _____
☐	ADD/ADHD _____	☐	Glasses or Contact Lens _____
☐	Chronic Fatigue _____	☐	Migraines _____
☐	Diabetes _____	☐	Nose Bleeds _____
☐	Epilepsy _____	☐	Other _____

Family Doctor/Medical Clinic: _____

Address: _____

Contact Numbers: _____

Dentist/Dental Clinic: _____

Address: _____

Contact Numbers: _____

Medicare Number*: _____ Medicare Expiry date: _____

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

Blood Group (if known): _____

MEDICAL EMERGENCY AUTHORISATION

I/we authorise the College 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 College to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf.

CAREGIVER 1 SIGNATURE	CAREGIVER 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 College fees: _____

Billing address (if different from above): _____

Billing email (if different from Caregiver 1 or Caregiver 2): _____

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

The signatories to this contract to enrol a student are liable jointly and severally to pay, and agree to pay, to the College, 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 College 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 College'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, and that the Principal has the sole right of discretion in the enrolment of students as per the CEWA Enrolment Policy.

I/we have completed this application form fully and to the best of my/our knowledge. Any changes of address or cancellation of the application will be done in writing.

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 College including the Religious Education program.

I/we have read and fully understand and agree to the terms and conditions set out in the College Fee Collection Policy.

I/we understand the College uses photographs and videos of students along with their names in promotional and other publications, in print and online. Please note, I/we approve of our child's inclusion in:

Marketing (including digital media)	Yes ☐	No ☐
Internal (print and digital)	Yes ☐	No ☐
Yearbook	Yes ☐	No ☐

The College will request an update of these consents annually. Any change in consent will not be retrospectively upheld.

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

_____	_____	_____
CAREGIVER 1 NAME	CAREGIVER 2 SIGNATURE	DATE
_____	_____	_____
CAREGIVER 2 NAME	CAREGIVER 2 SIGNATURE	DATE
_____	_____	_____
STUDENT NAME	STUDENT 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 CAREGIVERS.

Attach a copy of each of the following documents:

REQUIRED

- ☐ Birth Certificate
- ☐ Australian Immunisation Register (AIR) Immunisation History Statement
- ☐ School Report (latest), NAPLAN/OLNA

WHERE APPLICABLE

- ☐ Passport (if born outside Australia or NZ)
- ☐ Visa (if born outside Australia or NZ)
- ☐ Family Court Orders/Restraining Orders
- ☐ 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, via our Online Store *aranmore.wa.edu.au/onlinestore* 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 21st 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 students sex?

Male	
Female	

2. Is the student 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)			(office use only)
Australia		1101	New Zealand		1201
England		2102	Philippines		5204
India		7103	Singapore		5205
Indonesia		5202	South Africa		9225
Ireland		2201	United States of America		8104
Italy		3104	Vietnam		5105
Malaysia		5203	Other - please specify	_____	

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

(*If more that 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 _____	☐	☐	☐	

5a. 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 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*

5b. What is the highest qualification the parents/guardians have completed?

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

6a. Please select the appropriate Occupation Group from tfrom the list below for each caregiver.

What is the occupation group of Caregiver 1 ☐

What is the occupation group of Caregiver 2 ☐

OCCUPATION GROUPS

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.
If you have not been in paid in the last 12 months, enter '8'.

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 a 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/ ships captain/officer/ pilot, flight 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, painter, dancer 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 technical associate professional

Business/administration recruitment/employment/ industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representitive, retail buyer, office/project manager

Defence Forces senior Non-Commisioned Officer

Group 3

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a four year Trade Certificate, usually by apprenticeship. **All tradesmen/ women are included in this group**

Clerks book keeper, 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, customs 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/refugee/ 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

Assistants/aides trade assistant, school/teachers aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant

Labourers and related workers

Defence Force ranks below senior NCO not included in other groups

Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farmhand, nurseryman, horse trainer, green keeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer/ fishing hand

Other workers labourer, factory hand, storemen, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

DATA COLLECTION NOTICE

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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 practitioners;
    v. people providing educational, support and health services to ACC 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 College and CEWA;
    viii. anyone you authorise ACC to disclose information to; and
    ix. anyone to whom ACC 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 College's Privacy Policy.
8. ACC's Privacy Policy, accessible on the College'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 activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their marketing purposes without your consent.
11. We may include students' and students' parents' contact details in a class list and College directory.
12. 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.
13. 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 that above conditions.

CAREGIVER 1 NAME	CAREGIVER 1 SIGNATURE	DATE

CAREGIVER 2 NAME	CAREGIVER 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 1: _____

Name of Parent/Guardian 2: _____

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	PARISH PRIEST 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