



Santa Clara School

Enrolment Information

Santa Clara Catholic Primary School welcomes your Enrolment Application for your child/children.

2024 Kindergarten Applications

If your child is born between 1 July 2019 and 30 June 2020, they will be eligible for our 4 Year Old Kindergarten Class.

Applications for Kindergarten 2024 are still open and advise, as we are a single stream school, to submit your forms as soon as possible.

Submitting An Enrolment Application

Please complete an Application for Enrolment Form, Pre-Interview Student Information Form & Data Collection Form for your child.

- If you are applying for more than one child, complete an Enrolment Form, Pre-Interview Student Information Form & Data Collection Form for each student.

The following documents or certificates are required to accompany your child's/children's applications, where applicable:

- Birth Certificate
- Baptism Certificate + Any Other Sacramental Certificates
- Parish Priest Reference Form
- Australian Immunisation Register (AIR) Immunisation History Statement – See below
- Proof of Australian Citizenship – See below
- Visa Information – See below
- Academic Reports – Most Recent Semester Reports, NAPLAN
- Specialists' & Medical Reports – Paediatrician, Speech Therapy, Psychologist, Medical Practitioner
- Court Orders – Parenting Orders, Restraining Orders, Custody Arrangements
- Medicare Card – Showing Child's Name, Reference Number & Expiry Date
- Health Care Card – Showing Child's Name, Reference Number & Expiry Date

Australian Citizenship

Children born in Australia to parents who were born overseas are not automatically Australian Citizens. One or both Parents needs to be an Australian Citizen or Permanent Resident at the time of the child's birth.

- The child's Australian Passport or Australian Citizenship Certificate is to accompany the application.
- If the child does not have either of these, then the applicable parent's Australian Passport or Australian Citizenship Certificate is required.

Visa Documentation

For families on particular visas, the following information is required to support the child's application:

- Department of Home Affairs Visa Grant Notices for both parents and child showing Residency Status, Sub-class & Expiry Date
- Date of Arrival for Immigration into Australia for both parents and child
- Overseas Passports for both parents and child

- VEVO Parent Consent Form – Visa Entitlement Verification Online Form to be completed

Australian Immunisation Register (AIR) Immunisation History Statement

Due to a change in the Immunisation reporting requirements by the Department of Health, parents are now required to send in a copy of their child's Australian Immunisation Register (AIR) Immunisation History Statement. The date of this statement should be within the 2 months prior to enrolment and should indicate your child's status as 'Up to Date'.

These AIR Immunisation History Statements can be accessed through:

- MyGov – By logging into your Medicare online account
- Medicare Express Plus App – By logging into the Medicare account or
- Visiting a Medicare or Centrelink Office

If you don't hold a Medicare card, you are advised to:

- Telephone the AIR General Enquiries Line on 1800 653 809 to request an Immunisation History Statement to be posted out or
- See your GP (Family Doctor) or
- Contact the Central Immunisation Clinic, in West Perth, on (08) 9321 1312

Please Note: Overseas Immunisation Records cannot be accepted. These records need to be verified by an Australian Immunisation Provider and updated into the Australian Immunisation Register. Once entered into the AIR, the Immunisation History Statement can then be accessed.

Please ensure you have completed as much information on the Enrolment Form and provided the necessary documentation for your child/children.

When your application is ready for submission, you are welcome to scan & email your information to admin@santaclara.wa.edu.au or post to:

Santa Clara School
91 Coolgardie Street
ST JAMES WA 6102

We will acknowledge receipt of your application and contact you in due course.

Important: Completion of an application does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the school's enrolment criteria.

Attendance at an enrolment interview does not guarantee an enrolment offer being made.

For more information, please contact our School Office on (08) 9251 0400 or email admin@santaclara.wa.edu.au.

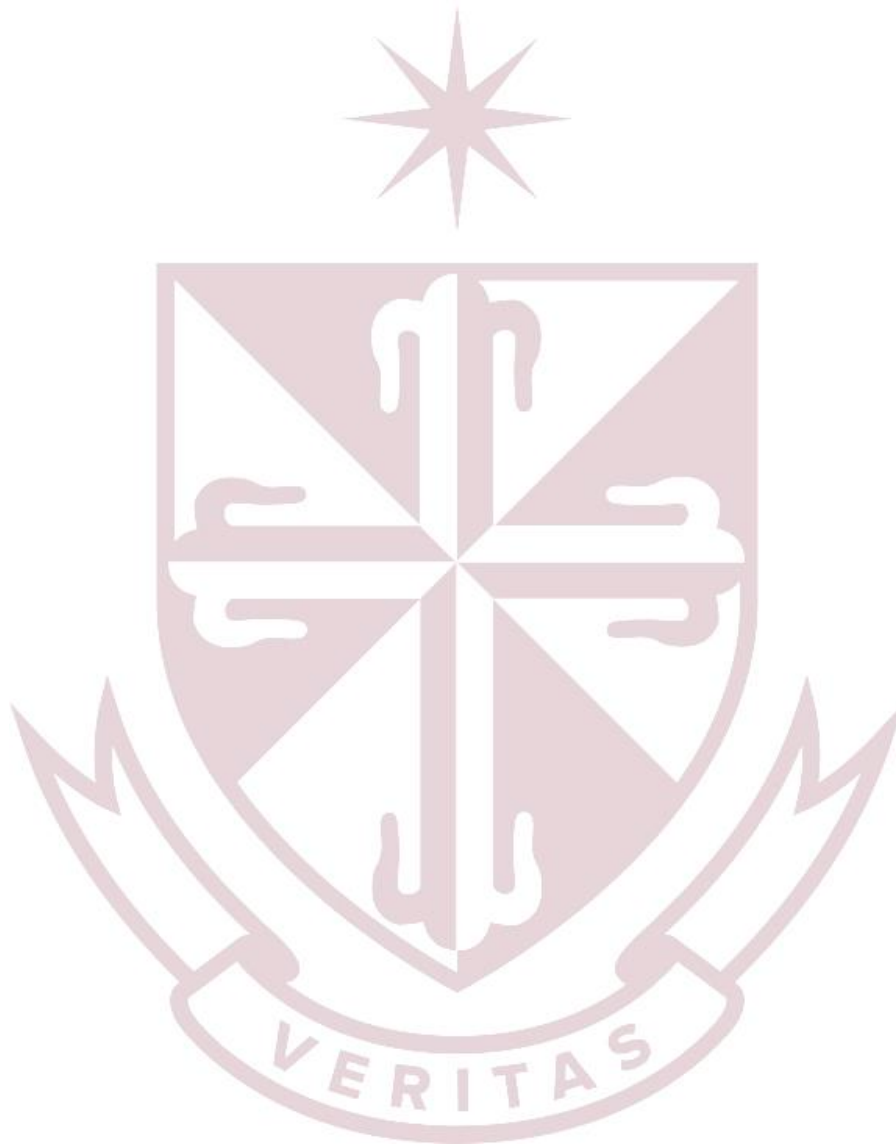
We thank you for your application and look forward to you joining our Santa Clara School Community in the near future.

WE WILL INSPIRE

CREATIVITY • CARING • RESILIENCE • COURAGE • TRUTH

Santa Clara School

Application for Enrolment



WE WILL INSPIRE

CREATIVITY • CARING • RESILIENCE • COURAGE • TRUTH

Phone
(08) 9251 0400

Address
91 Coolgardie Street ST JAMES WA 6102

Email
admin@santaclara.wa.edu.au

Website
web.santaclara.wa.edu.au

ACADEMIC YEAR LEVEL:	
YEAR OF ENTRY:	

OFFICE USE ONLY	
Date Received:	
Interview Date & Time:	

Sibling:

Other Siblings' Applications Received:	Names:	Year Levels:

STUDENT INFORMATION	
Student's Surname:	
First Name:	
Middle Name:	
Preferred Name:	
Date of Birth:	
Male / Female:	
Address:	
Suburb / State / Post Code:	
Birthplace & Country of Birth:	
Aboriginal / Torres Strait Islander:	Yes / No / Both
If Yes or Both, Group of Origin:	
Nationality:	
Australian Citizen:	Yes / No
Australian Permanent Resident:	Yes / No
<i>If Born Outside of Australia</i>	
Date of Arrival in Australia:	
Visa Sub-class (Category) Number:	
Visa Expiry Date:	
Country of Citizenship:	
<i>Birth Certificate Attached:</i>	Yes / No
<i>Australian Citizenship Certificate / Australian Passport Provided:</i>	Yes / No
<i>Visa Grant Notices & Overseas Passports Provided:</i>	Yes / No
Name of Present School Attending:	
Address:	
Year Level:	
<i>Recent Academic Reports & NAPLAN Provided:</i>	Yes / No
Main Language Spoken:	
Language Spoken at Home:	

Religious Denomination:	
Parish Priest:	
Name of Parish:	
Location / Suburb:	
<i>Reception of Sacraments</i>	
Date of Baptism:	
Name of Church & Location:	
Date of Reconciliation:	
Name of Church & Location:	
Date of First Holy Communion:	
Name of Church & Location:	
Date of Confirmation:	
Name of Church & Location:	
<i>Relevant Sacramental Certificates Provided:</i>	<i>Yes / No</i>

FAMILY INFORMATION	
Female Parent / Carer 1 / Guardian 1	
Title:	Mr / Mrs / Ms / Miss / Other:
Surname:	
First Name:	
Relationship to Student:	
<hr/>	
Address:	
Suburb / State / Post Code:	
<hr/>	
Religious Denomination:	
Parish Priest:	
Name of Parish:	
Location / Suburb:	
<hr/>	
Occupation:	
Name of Employer / Company:	
Address:	
<hr/>	
Home Telephone Number:	
Work Telephone Number:	
Mobile Number:	
Email Address:	
<hr/>	
Birthplace & Country of Birth:	
Australian Citizen:	Yes / No
Australian Permanent Resident:	Yes / No
<i>If Born Outside of Australia</i>	
Date of Arrival in Australia:	
Visa Sub-class (Category) Number:	
Visa Expiry Date:	
Country of Citizenship:	

Number of Years in Australia:	
<i>Australian Citizenship Certificate / Australian Passport Provided:</i>	Yes / No
<i>Visa Grant Notices & Overseas Passports Provided:</i>	Yes / No
Main Language Spoken:	

Male Parent / Carer 2 / Guardian 2	
Title:	Mr / Mrs / Ms / Miss / Other:
Surname:	
First Name:	
Relationship to Student:	
Address:	
Suburb / State / Post Code:	
Religious Denomination:	
Parish Priest:	
Name of Parish:	
Location / Suburb:	
Occupation:	
Name of Employer / Company:	
Address:	
Home Telephone Number:	
Work Telephone Number:	
Mobile Number:	
Email Address:	
Birthplace & Country of Birth:	
Australian Citizen:	Yes / No
Australian Permanent Resident:	Yes / No
<i>If Born Outside of Australia</i>	
Date of Arrival in Australia:	
Visa Sub-class (Category) Number:	
Visa Expiry Date:	
Country of Citizenship:	
Number of Years in Australia:	
<i>Australian Citizenship Certificate / Australian Passport Provided:</i>	Yes / No
<i>Visa Grant Notices & Overseas Passports Provided:</i>	Yes / No
Main Language Spoken:	

Family Situation	
<input type="checkbox"/> Two Parent Home	<input type="checkbox"/> Single Parent Home (Widowed)
<input type="checkbox"/> Single Parent Home (Separated / Divorced)	<input type="checkbox"/> Student Lives With: Father OR Mother
<input type="checkbox"/> Other : _____	

Custody / Guardianship	
Name(s) of Person(s) with Legal Guardianship of the Student:	
If applicable, a Copy of any Parenting or Restraining Orders are attached:	Yes / No
Are Other Conditions Enforced at Law?	Yes / No
If Yes, please provide information	
<i>Parenting / Restraining Orders Provided:</i>	<i>Yes / No</i>
<i>Other Information Attached:</i>	<i>Yes / No</i>

Siblings Currently Attending This School	
Name:	Year Level:
Name:	Year Level:
Name	Year Level:
Siblings Currently Attending Other Schools	
Name:	Year Level:
Name of School & Location:	
Name:	Year Level:
Name of School & Location:	
Name:	Year Level:
Name of School & Location:	

EMERGENCY CONTACT DETAILS (Other than Parents / Carers / Guardians)		
Emergency Contact 1		
Title:	Mr / Mrs / Ms / Miss / Other:	
Surname:		
First Name:		
Address:		
Home No.	Work No,	Mobile
Relationship to Student:		
Emergency Contact 2		
Title:	Mr / Mrs / Ms / Miss / Other:	
Surname:		
First Name:		
Address:		
Home No.	Work No,	Mobile
Relationship to Student:		

Other Persons Authorised to Pick Up or Drop Off			
Other Contact 1			
Title:	Mr / Mrs / Ms / Miss / Other:		
Surname:			
First Name:			
Address:			
Home No.	Work No,	Mobile	
Relationship to Student:			
Days & Times:			
Would you like this person listed as an Emergency Contact, also?	Yes / No		
Other Contact 2			
Title:	Mr / Mrs / Ms / Miss / Other:		
Surname:			
First Name:			
Address:			
Home No.	Work No,	Mobile	
Relationship to Student:			
Days & Times:			
Would you like this person listed as an Emergency Contact, also?	Yes / No		

My Child Attends Childcare / Daycare					
Name of Childcare / Daycare:					
Address:					
Contact Numbers:					
Name(s) of Person(s) Authorised to Pick Up / Drop Off + Contact Numbers:					
1.					
2.					
3.					
Days & Times to be Picked Up or Dropped Off by Childcare / Daycare:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Times					
Times					
Any Other Details:					
<p>Please ensure you advise the school office via admin@santaclara.wa.edu.au with regards to any other persons picking up your child(ren) who are not listed as an Emergency Contact or Authorised Person to Pick Up / Drop Off or Childcare / Daycare staff member.</p>					

DISCLOSURE

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

Yes No

SCHOOL FEES: BILLING**Name(s) and Email of Person(s) to be Contacted**

Title: Mr / Mrs / Ms / Miss / Other:

Title: Mr / Mrs / Ms / Miss / Other:

Surname:

Surname:

First Name:

First Name:

Email:

HEALTH CARE CARD

Do you have a: Family Health Care Card Pensioner Concession Card

Card Number:

Expiry Date:

Copy of Health Care Card / Pensioner Concession Card Provided:

Yes / No

A copy of your child's Birth Certificate, Baptism Certificate, AIR Immunisation History Statement, Passport, Visa and Custodial Court Orders are to accompany the Application for Enrolment Form. Originals of these documents should be presented at the enrolment interview.

This application must be completed as much as possible and signed by both Parents / Carers / Guardians.

DOCUMENTS TO BE INCLUDED WITH APPLICATION FOR ENROLMENT (Where Applicable)

Birth Certificate

Sacramental Certificates:

Baptism Reconciliation First Holy Communion Confirmation

AIR Immunisation History Statement (*Must Be Up to Date & Dated within 2 months of Enrolment*)

If Child/Parent(s) are Australian Citizens:

Australian Citizenship Certificate or Australian Passport - For Child

Australian Citizenship Certificate or Australian Passport - For Either / Both Parent(s)

For Families who are Permanent or Temporary Residents:

Visa Grant Notices stating Residency Status, Sub-class & Expiry Date for both Parents and Child

Overseas Passports for both Parents and Child

Completion of Visa Entitlement Verification Online Consent Form

Medicare Card

Health Care Card / Pensioner Concession Card

Data Collection Form

Parish Priest Reference Form

Academic Reports (Most Recent Semester Reports, NAPLAN)

Any Court Orders, Parenting Orders, Custody Arrangements, Restraining Orders etc

ENROLMENT AGREEMENT 1

- I / We understand and accept that the completion of this Application For Enrolment Form does not guarantee an enrolment interview or 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 have completed this Application Form fully and truthfully and to the best of my / our knowledge.
- Further, I / we acknowledge and accept that if it can be demonstrated that I / we have knowingly withheld material 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 provided any Parenting or Restraining Orders applicable to my / our child.
- I / We have provided the necessary documentation requested by the school to confirm my / our child's Australian Residency Status.
- 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 will abide by the School's Code of Conduct.
- I / We agree to abide by the procedures and directives of the school and the Catholic Education Commission of Western Australia as they are enacted from time to time.
- I / We give permission for copies of school authored documents related to my child to be forwarded to the next school at which they are enrolled.

Signature of Female Parent / Carer 1 / Guardian 1: _____ **Date:** _____

Signature of Male Parent / Carer 2 / Guardian 2: _____ **Date:** _____

ENROLMENT AGREEMENT 2

NOTE: It is essential that Parent(s) / Carer(s) / Guardian(s) read and sign the following agreement prior to submitting this application for consideration.

In order to uphold the traditions and reputation of the school and for the mutual benefit of all students, their families and members of the community, the expectations of their Parent(s) / Carer(s) / Guardian(s) are set out below.

PARENT(S) / CARER(S) / GUARDIAN(S) UNDERTAKING

As Parent(s) / Carer(s) / Guardian(s) of a student attending Santa Clara School, I / we jointly and severally:

1. Agree to abide by the School's procedures and other regulations which may be made from time to time.
2. Will endeavour to help in the various School support activities eg canteen, camp, excursions and other official School committees.

3. Agree to pay promptly all tuition and other fees and charges as determined by the School Advisory Council (School Board) (unless other arrangements have been made on a confidential basis).
4. Agree that a full term's notice in writing must be given to the Principal before the removal of a student from the School. Failure to give such notice will involve the payment of the fee for the term notice period, irrespective of the date the student leaves the School. Should the student be required to leave the School for any reason, the fee for the notice period will be charged.
5. Understand that if fees are not paid, the debt shall be transferred to a collection agency. I / We further understand that I / we will be responsible for all fees incurred in the collection of the fees payable to the collection agency.

Signature of Female Parent / Carer 1 / Guardian 1: _____ **Date:** _____

Signature of Male Parent / Carer 2 / Guardian 2: _____ **Date:** _____

SANTA CLARA SCHOOL – PRIVACY COLLECTION NOTICE

1. The School 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. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to support the design and safe delivery of the educational programme to each student in their School community of faith.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of school 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 the School 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.

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

- Staff and governing bodies of Catholic, government and non-government schools
- Staff and governing bodies of order accountable schools who are School 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 the School, including specialist visiting teachers, tutors, coaches, volunteers and counsellors
- People participating in, ancillary or incidental to, digital communication such as Teams video and chats
- Assessment and educational authorities, including The Australian Curriculum, Assessment & 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 the School
- Anyone you authorise the School to disclose information to and
- Anyone to whom the School 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. The School uses centralised information management and storage systems ('Systems'). These Systems are provided by the School and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to the School.
9. The School 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 the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
10. The School's Privacy Policy, accessible on the School'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 the School's duty of care to the student, where students have provided information in confidence or where the School 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. The School's Privacy Policy also sets out how you can make a complaint about a Privacy breach and how the complaint will be handled.
12. The School may engage in fundraising activities. Your information may be used to make an appeal to you. It may also be disclosed to organisations that assist 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.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website, or otherwise shared with the School community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The School 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 the School 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.

I have read, understand and accept the above conditions.

Name of Female Parent / Carer 1 / Guardian 1: _____

Signature of Female Parent / Carer 1 / Guardian 1: _____ **Date:** _____

Name of Male Parent / Carer 2 / Guardian 2: _____

Signature of Male Parent / Carer 2 / Guardian 2: _____ **Date:** _____



CATHOLIC EDUCATION
WESTERN AUSTRALIA

50 Years Together
1971-2021

TO PARENTS AND GUARDIANS OF STUDENTS IN SANTA CLARA SCHOOL

Dear Parent or Guardian,

Santa Clara School, along with other Catholic, Independent and Government schools in Australia, collects Student Background Data (SBD) on behalf of the Australian Curriculum and Reporting Authority (ACARA). Data collected are for calculating the Index of Socio Educational Advantage (SEA) model that determines schools that qualify for special assistance. Collected student background data include the following:

- The sex of your child;
- The country of birth of your child;
- Aboriginality, or other ethnicities;
- Your occupation and educational qualifications (in very broad terms); and,
- The main languages/dialect spoken at home by yourself and your child.

This information may have been provided by parents and guardians when the child first enrolled at Santa Clara School. If there were changes to your situation or the data is not accurate, please complete the attached form and return it to the school as soon as possible.

Collected information will be confidential and used for its intended purpose only. All data is used anonymously, and no individual person or school will be identifiable and linked with the results.

Capturing languages and dialects spoken at home is important for recognising and celebrating the richness and diversity of culture of students at Santa Clara School and to provide them with relevant support (if required) and to ensure a culturally and linguistic responsive environment and resources. It is important for our school to identify:

- Students who speak another language or dialect as well as parents/guardians who speak another language or dialect at home, as this indicates that the student has a Language Background Other Than English (LBOTE). Dialects include dialects of English such as Pakistani English, Singaporean English, Ugandan English, etc.
- Students who speak Aboriginal English. Aboriginal English is the name given to the various kinds of English spoken by the majority of Aboriginal students from urban, rural and remote areas of Australia and is a powerful vehicle for the expression of Aboriginal connection and identity.

We appreciate your support and cooperation to achieving this outcome through our data collection.

If you have any questions regarding the data requested, please feel free to contact the school office on 92510400 or admin@santaclara.wa.edu.au. For more information regarding the data collection, you may refer to the following link: <https://www.acara.edu.au/reporting/data-standards-manual-student-background-characteristics>.

Clinton Payne
Principal



SANTA CLARA SCHOOL 2023 Data Collection Form

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.

Note: If you need help with this form, please contact the school office on 9251 0400.

Name of Student:

First Name	Last Name	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Address of Student:

No. and Street Name	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 What is the Student's Sex?

Male	<input type="checkbox"/>	
Female	<input type="checkbox"/>	

2 Is the Student of Aboriginal or Torres Strait Islander Origin?

		<i>(office use only)</i>
No	<input type="checkbox"/>	4
Yes, Aboriginal	<input type="checkbox"/>	1
Yes, Torres Strait Islander	<input type="checkbox"/>	2
Yes, both Aboriginal and Torres Strait Islander	<input type="checkbox"/>	3

3 In Which Country was the Student Born?

		<i>(office use only)</i>			<i>(office use only)</i>
Australia	<input type="checkbox"/>	1101	New Zealand	<input type="checkbox"/>	1201
England	<input type="checkbox"/>	2102	Philippines	<input type="checkbox"/>	5204
India	<input type="checkbox"/>	7103	Singapore	<input type="checkbox"/>	5205
Indonesia	<input type="checkbox"/>	5202	South Africa	<input type="checkbox"/>	9225
Ireland	<input type="checkbox"/>	2201	United States of America	<input type="checkbox"/>	8104
Italy	<input type="checkbox"/>	3104	Vietnam	<input type="checkbox"/>	5105
Malayasia	<input type="checkbox"/>	5203	Other – Please Specify		

For Admin Purposes Only

Name of Parent 1/Guardian 1/Carer 1:	
Main Language of Parent 1/Guardian 1/Carer 1:	
Address of Parent 1/Guardian 1/Carer 1:	
Occupation of Parent 1/Guardian 1/Carer 1:	
Employer of Parent 1/Guardian 1/Carer 1:	
Name of Parent 2/Guardian 2/Carer 2:	
Main Language of Parent 2/Guardian 2/Carer 2:	
Address of Parent 2/Guardian 2/Carer 2:	
Occupation of Parent 2/Guardian 2/Carer 2:	
Employer of Parent 2/Guardian 2/Carer 2:	

4 What is the **Main Language** that the Student Speaks? _____

5 Does the Student or Their Parents/Guardians/Carers Speak a Language Other Than English at Home?

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

		Student	Parent 1/ Guardian 1/ Carer 1	Parent 2/ Guardian 2/ Carer 2	<i>(office use only)</i>
No,	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes,	Aboriginal English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8998
Yes,	Aboriginal language Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes,	Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes,	Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes,	Burmese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6101
Yes,	Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes,	Croatian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3503
Yes,	Dinka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9216
Yes,	Filipino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6512
Yes,	French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2101
Yes,	Gaelic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1101
Yes,	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5203
Yes,	Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes,	Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes,	Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7201
Yes,	Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes,	Malayalam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5102
Yes,	Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes,	Polish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3602
Yes,	Shona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9207
Yes,	Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2302
Yes,	Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5207
Yes,	Sinhalese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5211
Yes,	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes,	Tagalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6511
Yes,	Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5103
Yes,	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes,	Other - Please Specify				

6 (a) What is the **Highest** Year of Primary or Secondary School the Parents/Guardians/Carers have Completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

	Mark one box only in each column		<i>office use only</i>
	Parent 1/ Guardian 1/ Carer 1	Parent 2/ Guardian 2/ Carer 2	
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or Equivalent or Below	<input type="checkbox"/>	<input type="checkbox"/>	1

6 (b) What is the level of the **Highest** Qualification the Parents/Guardians/Carers have Completed?

	Mark one box only in each column		<i>office use only</i>
	Parent 1/ Guardian 1/ Carer 1	Parent 2/ Guardian 2/ Carer 2	
Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (Including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No Non-School Qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

7 (a) What is the Occupation Group of Parent 1/Guardian 1/Carer 1?

7 (b) What is the Occupation Group of Parent 2/Guardian 2/Carer 2?

Please select the appropriate parental occupation group from the list on pages 4 - 5.

- 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.*

Thank you for your time.

Please return this form to the school office with your Enrolment or via email to admin@santaclara.wa.edu.au.

List of Parental Occupation Groups (For Question 6)

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proofreader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security officer)



Santa Clara School

Parish Priest Reference Form

The Catholic Education Commission of WA Policy Statement on Student Enrolment requires the enrolling Principal to consult the Parish Priest.

Completion of this form and presentation to the Parish Priest forms part of the enrolment process for Santa Clara School. Contact should be made with the parish secretary to find out the process for that parish.

To Be Completed by Parent

To the Parish Priest at: _____

Name of Student: _____

Address: _____

Contact Telephone Nos.: _____

Name of Mother/Guardian: _____

Name of Father/Guardian: _____

Current School: _____

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

In a Catholic school, the parish and 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 Parish Priest

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

Q1. Is the family actively involved in the life of the Church? _____

Q2. 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?

Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

Q4. Any other comments by the Priest

Parish Priest's Signature: _____ Date: _____

**To the Parish Priest: Please email this completed form to Santa Clara School
admin@santaclara.wa.edu.au at your earliest convenience.**



Santa Clara School

VEVO Information

(Visa Entitlement Verification Online)

To assist the school in establishing the visa status of a child, the Department of Home Affairs have established a website indicating current visa information about families. This website is called Visa Entitlement Verification Online (VEVO).

In complying with the conditions of VEVO registration, the school is required to obtain written consent from the family prior to accessing VEVO information about them.

**All of the information below is required in order to access visa information.
Please print clearly.**

Name of Student: _____ **Year Level:** _____

**Mother's / Female Guardian's
Full Name:**

Date of Birth:

Passport / ImmiCard Number:

Country of Passport / ImmiCard:

**Father's / Male Guardian's
Full Name:**

Date of Birth:

Passport / ImmiCard Number:

Country of Passport / ImmiCard:

The school will maintain confidential records regarding this visa information and use the information solely for the purpose of enrolment, educational statistics and Government census requirements.

I hereby give consent for information regarding my visa status to be accessed via VEVO.

Mother's / Female Guardian's Signature: _____ **Date:** _____

Father's / Male Guardian's Signature: _____ **Date:** _____

SANTA CLARA SCHOOL SCHEDULE OF FEES & CHARGES FOR 2023

Standard - Annual Fees Per Student

	KINDY	PRE-PRIMARY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
TUITION FEES								
First Child	813.00	1,356.00	1,356.00	1,356.00	1,356.00	1,356.00	1,356.00	1,356.00
Second Child (-20%)	650.40	1,084.80	1,084.80	1,084.80	1,084.80	1,084.80	1,084.80	1,084.80
Third Child (-40%)	487.80	813.60	813.60	813.60	813.60	813.60	813.60	813.60
Fourth + Child (-100%)	-	-	-	-	-	-	-	-

ADDITIONAL STUDENT CHARGES (Charged to Each Student)								
Combined Amenities Fee	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00
Year 4 "1 to 1" Program						293.00		
Year 5 "1 to 1" Program							282.00	
Year 6 "1 to 1" Program								300.00
Year 6 Camp								300.00
Swimming Lessons		105.00	105.00	105.00	105.00	105.00	105.00	105.00
Booklist Levy	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00
TOTAL	355.00	460.00	460.00	460.00	460.00	753.00	742.00	1,060.00

ADDITIONAL FAMILY CHARGES (Charged to First Child Only)								
P & F Levy	76.00	76.00	76.00	76.00	76.00	76.00	76.00	76.00
Building Fund Levy	271.00	271.00	271.00	271.00	271.00	271.00	271.00	271.00
TOTAL	347.00	347.00	347.00	347.00	347.00	347.00	347.00	347.00

TOTAL PER STUDENT PER YEAR								
First Child	1,515.00	2,163.00	2,163.00	2,163.00	2,163.00	2,456.00	2,445.00	2,763.00
Second Child	1,005.40	1,544.80	1,544.80	1,544.80	1,544.80	1,837.80	1,826.80	2,144.80
Third Child	842.80	1,273.60	1,273.60	1,273.60	1,273.60	1,566.60	1,555.60	1,873.60
Fourth + Child	355.00	460.00	460.00	460.00	460.00	753.00	742.00	1,060.00