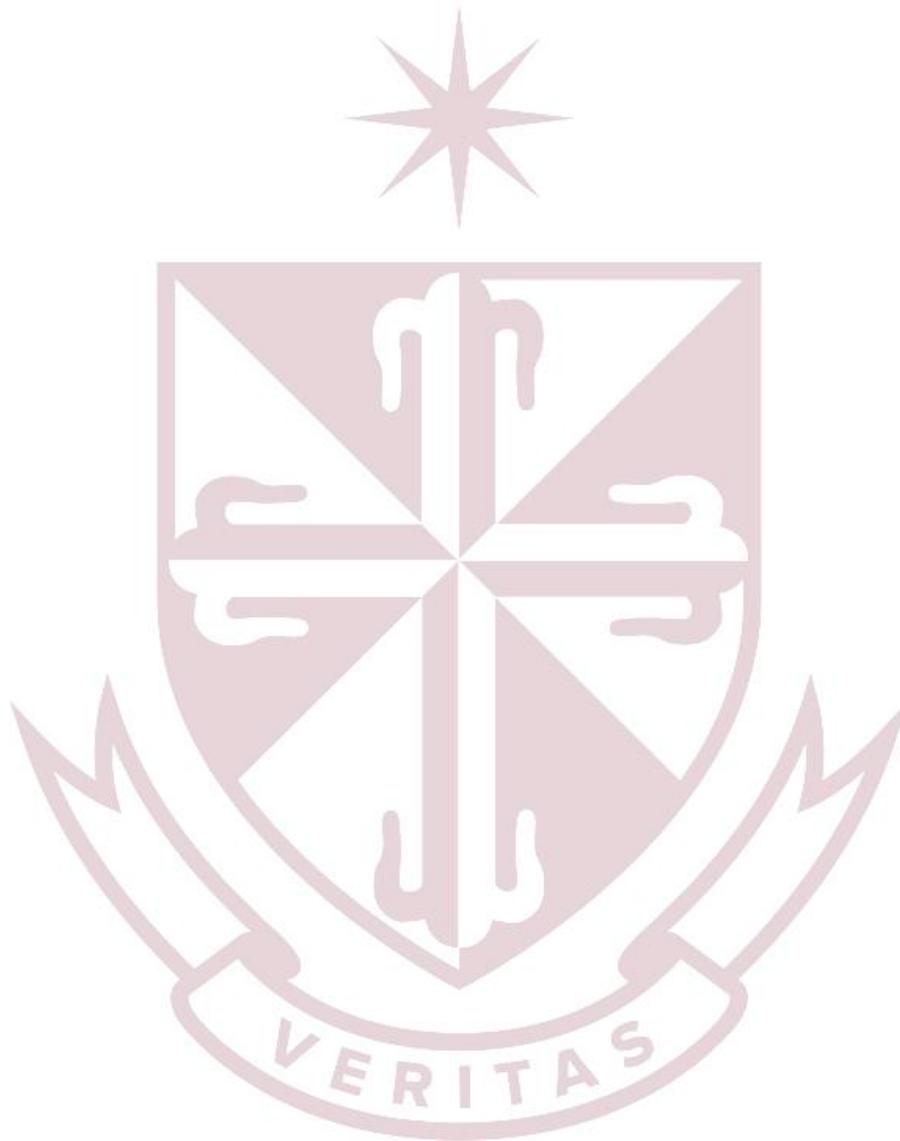


# ***Santa Clara School***

## ***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](mailto:admin@santaclara.wa.edu.au)

Website  
[web.santaclara.wa.edu.au](http://web.santaclara.wa.edu.au)

<b>ACADEMIC YEAR LEVEL:</b>	
<b>YEAR OF ENTRY:</b>	

<b>OFFICE USE ONLY</b>	
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>	<i>Yes / No</i>
<i>Australian Citizenship Certificate / Australian Passport Provided:</i>	<i>Yes / No</i>
<i>Visa Grant Notices &amp; Overseas Passports Provided:</i>	<i>Yes / No</i>
Name of Present School Attending:	
Address:	
Year Level:	
<i>Recent Academic Reports &amp; NAPLAN Provided:</i>	<i>Yes / No</i>
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>

<b>FAMILY INFORMATION</b>	
<b>Female Parent / Carer 1 / Guardian 1</b>	
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
Medicare Card No:	Expiry Date:
<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 &amp; Overseas Passports Provided:</i>	Yes / No
Main Language Spoken:	

<b>Male Parent / Carer 2 / Guardian 2</b>	
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
Medicare Card No.:	Expiry Date:
<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 &amp; Overseas Passports Provided:</i>	Yes / No
Main Language Spoken:	

<b>Family Situation</b>	
<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 : _____	

<b>Custody / Guardianship</b>	
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>

<b>Siblings Currently Attending This School</b>	
Name:	Year Level:
Name:	Year Level:
Name	Year Level:
<b>Siblings Currently Attending Other Schools</b>	
Name:	Year Level:
Name of School & Location:	
Name:	Year Level:
Name of School & Location:	
Name:	Year Level:
Name of School & Location:	

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

<b>Other Persons Authorised to Pick Up or Drop Off</b>			
<b>Other Contact 1</b>			
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
<b>Other Contact 2</b>			
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

<b>My Child Attends Childcare / Daycare</b>					
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><b>Please ensure you advise the school office via <a href="mailto:admin@santaclara.wa.edu.au">admin@santaclara.wa.edu.au</a> 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.</b></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:** \_\_\_\_\_