

# **ST MARY'S PRIMARY SCHOOL KALGOORLIE**



## **KINDERGARTEN ENROLMENT FORM**

# STANDARD COLLECTION NOTICE

- St Mary's Primary 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. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- 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.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]\* laws.
- Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]\* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers.
- If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
- Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
- As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
- If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

\* If appropriate

- From time to time the School has requests from the media to take video or photos of students participating in a School event. Also, the School Newsletter promotes student activities and photos of students may be used to highlight these activities. If you give permission for your child's photo or video footage to be used for these purposes please sign below.

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NAME

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SIGNATURE

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NAME

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SIGNATURE



# St Mary's Primary School Kalgoorlie

## Kindergarten Enrolment Information Form

### STUDENT INFORMATION

Student Surname: \_\_\_\_\_ Year Level \_\_\_\_\_ Year \_\_\_\_\_

Given Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_ Gender: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_ 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

Born outside of Australia. Yes/No Date of arrival: \_\_\_\_\_ Number of years in Australia: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Language Spoken at Home: \_\_\_\_\_

Type of Visa: \_\_\_\_\_ Copy Attached: Yes/No

Religious Denomination: \_\_\_\_\_ Parish Priest: \_\_\_\_\_

Parish: \_\_\_\_\_ Suburb: \_\_\_\_\_

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

Baptism \_\_\_\_\_ Reconciliation \_\_\_\_\_ First Communion \_\_\_\_\_ Confirmation \_\_\_\_\_

Present School \_\_\_\_\_ Location: \_\_\_\_\_ Year level: \_\_\_\_\_

### FAMILY INFORMATION

**MARITAL STATUS: MARRIED, DIVORCED, SEPARATED, SINGLE, DEFACTO**

#### FEMALE PARENT OR GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_ Parish Priest: \_\_\_\_\_

Parish: \_\_\_\_\_ Suburb: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (MOB) \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Email address \_\_\_\_\_

#### MALE PARENT OR GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_ Parish Priest: \_\_\_\_\_

Parish: \_\_\_\_\_ Suburb: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Numbers: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (MOB) \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Email Address \_\_\_\_\_

### 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? \_\_\_\_\_

*Under the provisions of the Family Law Reform Act 1995 biological parents are regarded as having full parental responsibility unless a Parenting Plan or Court Order is presented stating otherwise.*

**SIBLINGS CURRENTLY ATTENDING ST MARY'S PRIMARY SCHOOL**

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

**SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS**

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

**STUDENT'S INDIVIDUAL NEEDS**

The school *Education Act 1999* requires the provision of:  
"details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school" (16G)  
To assist the school to respond to individual requirements please detail any special needs your child has in the following area(s) that may affect his/her learning, participation or welfare during school hours.

Medical/Health Care \_\_\_\_\_  
\_\_\_\_\_

Medication \_\_\_\_\_  
\_\_\_\_\_

Physical \_\_\_\_\_

Mobility Access Issues \_\_\_\_\_

Orthoses/Prostheses \_\_\_\_\_  
\_\_\_\_\_

Psychological/Cognitive \_\_\_\_\_

Sensory (eg Vision/Hearing) \_\_\_\_\_  
\_\_\_\_\_

Behavioural or Safety \_\_\_\_\_  
\_\_\_\_\_

Communication \_\_\_\_\_  
\_\_\_\_\_

Allergies \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**EXTERNAL SERVICE PROVISION**

Does your child receive any services from an external agency, which may affect educational arrangements?

If so please detail name of Service Provider and Contact No. Yes/No

Please detail \_\_\_\_\_

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

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

**EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN)**

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

**MEDICAL INFORMATION**

**IMMUNISATION RECORD**

F- fully immunised      N - not immunised      I - incomplete immunisation      P - personal objections

Measles       Mumps       Rubella       Diphtheria       Tetanus

Hepatitis B       Pertussis       Polio (OPV)       Meningitis

**Immunisation record attached Yes/No**

Family Doctor/Medical Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Dentist/Central Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Medicare Number: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_ Blood Group: \_\_\_\_\_

*(If known)*

**MEDICAL EMERGENCY AUTHORISATION**

*I authorise the school/college to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school/college that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf and to provide to the medical practitioner any relevant medical information detailed in this form.*

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

FEMALE PARENT OR GUARDIAN

\_\_\_\_\_  
MALE PARENT OR GUARDIAN

Date: \_\_\_\_\_

**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

**ACKNOWLEDGEMENT**

I/we understand and accept that the completion of this application/enrolment 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 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.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_

FEMALE PARENT OR GUARDIAN

\_\_\_\_\_  
MALE PARENT OR GUARDIAN

Date: \_\_\_\_\_

INTERVIEW HELD: \_\_\_\_\_

## OFFICE USE

Name Of Student: \_\_\_\_\_ Category: \_\_\_\_\_

Comment / Notes: \_\_\_\_\_  
\_\_\_\_\_

Appropriated Records Been Sighted:	Birth Certificate	Yes / No
	Baptism	Yes / No
	Immunisation	Yes / No

Comment: \_\_\_\_\_  
\_\_\_\_\_

Admitted: Yes / No Year Level / Class Placed \_\_\_\_\_

Date Of Admission: \_\_\_\_\_ Faction: \_\_\_\_\_

Placed On Waiting List: Yes / No

Comment: \_\_\_\_\_  
\_\_\_\_\_

Signed: Principal \_\_\_\_\_

Date: \_\_\_\_\_