ST ANTHONY'S SCHOOL

96 Innamincka Road, GREENMOUNT Phone: 9294 5500
PO Box 4057, SWAN VIEW 6056 Email: admin@stanthonysgreen.wa.edu.au
Website: www.stanthonysgreen.wa.edu.au

APPLICATION PROCEDURES

The Principal welcomes applications from families who wish to share in the mission and vision of the St. Anthony's School community.

- Application must be made on the official St. Anthony's Enrolment form.
- One form per child.
- Please complete **ALL** details ~ if not applicable please write N/A.
- The application form is submitted to the School office with photocopies (not the originals) of the child's Baptism Certificate, Birth Certificate and Immunisation Record from MyGov (*dated not more than 8 weeks old*).
- Please note that this is only an application for a position at St Anthony's School - it does not guarantee a place. You will be advised of the status of your application in due course..
- Prior to the proposed date of entry, parents will be required to attend an interview with the Principal. Please note that an interview does not guarantee a position at the school.
- On acceptance of a place at St Anthony's School a ***non-refundable $50 acceptance fee is charged***. This fee will be deducted from the school fees account.
- The Principal is responsible for the implementation of the Enrolment policy and process. All applications should be directed to the Principal in writing through the school office.

THREE YEAR OLD KINDY PROGRAM ENROLMENT APPLICATION FORM

Office Use
Enrolment Application #
Student #:

Family Name: _____

Child's Christian Names: _____

Please note that any enquiries relating to this application or on any other issue should be made in writing and addressed to the Principal.

STUDENT INFORMATION

Student Surname: _____

First Name: _____ Preferred Name: _____

Address: _____

_____ State: _____ Postcode: _____

Date of Birth: _____ Birthplace: _____ Birth Certificate Attached: Yes/No

Gender: Male/Female Aboriginal: 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: _____ Visa Category Number: _____

Country of Citizenship: _____ Language Spoken at Home: _____

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 ☐

MOTHER / FEMALE GUARDIAN / CAREGIVER 1: Relationship to Student: _____

Title: _____ Surname: _____ First Name: _____

Address: _____

_____ State: _____ Postcode: _____

Occupation: _____ Employer: _____

Contact Numbers: Hm _____ Wk _____ Mobile _____

Email Address: _____

Religious Denomination: _____ Parish: _____

Country of Citizenship: _____

Lives with Student: Yes ☐ No ☐ Living Arrangements: Always ☐ Balanced ☐ Never ☐

FATHER / MALE GUARDIAN / CAREGIVER 2: Relationship to Student: _____

Title: _____ Surname: _____ First Name: _____

Address: _____

_____ State: _____ Postcode: _____

Occupation: _____ Employer: _____

Contact Numbers: Hm _____ Wk _____ Mobile _____

Email Address: _____

Religious Denomination: _____ Parish: _____

Country of Citizenship: _____

Lives with Student: Yes ☐ No ☐ Living Arrangements: Always ☐ Balanced ☐ Never ☐

PERSON(S) RESPONSIBLE FOR THE PAYMENT OF FEES (in the case of split billing please state percentage):

Name: _____ Percentage: _____% Signature: _____

Name: _____ Percentage: _____% Signature: _____

CUSTODY / GUARDIANSHIP (if applicable)

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? _____

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

1. Name: _____ Relationship to Student: _____

   Address: _____

   Contact Numbers: Mobile: _____ Home: _____

2. Name: _____ Relationship to Student: _____

   Address: _____

   Contact Numbers: Mobile: _____ Home: _____

STUDENT'S PRESENT SCHOOL / 3 YEAR OLD KINDERGARTEN

_____ Location: _____ Year Level: _____

SIBLINGS CURRENTLY ATTENDING ST ANTHONY'S SCHOOL

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

OTHER SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

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

STUDENT MEDICAL INFORMATION ☐

IMMUNISATION RECORD

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

Measles ☐ Mumps ☐ Rubella ☐ Diptheria ☐ Tetanus ☐

Hepatitis B ☐ Pertussis (Whooping Cough) ☐ Polio (OPV) ☐

AIR Immunisation History Statement from MyGov Attached (Dated not more than 8 weeks old) Yes / No

Family Doctor: _____ Contact Number: _____

Medical Clinic: _____

Address: _____

Dentist / Dental Clinic: _____ Contact Number: _____

Address: _____

Medicare Number: _____ Medicare Ref #: _____ Medicare Expiry Date: _____

Do you have Private Health Insurance: Yes / No *(If Yes, please complete details below)*

Private Health Fund: _____ Private Health Membership #: _____

Do you have Ambulance Cover: Yes / No Blood Group: _____

(If known)

MEDICAL EMERGENCY AUTHORISATION

I authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school 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.

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

AGREEMENT

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 Parenting Orders, then the enrolment may be refused or terminated on this ground.

I/we have read and fully understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all required aspects of the educational program of the school including the Religious Education program of the school.

I/we have read and fully understand and agree to the terms and conditions set out in the school fee collection policy.

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

Signature of Parent(s)/Guardian(s): _____ Date: _____

MOTHER / FEMALE GUARDIAN / CARERGIVER 1

_____ Date: _____

FATHER / MALE GUARDIAN / CAREGIVER 2

St. Anthony's School Privacy Policy

1. The School collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
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. Some laws governing or relating to the operation of schools require that certain information is collected. These include Public Health.
4. Health information about students is sensitive information within the terms of the National Privacy Principle 10 under th e Privacy Act. We ask you to provide medical reports about pupils from time to time. On occasions Health Information may be disclosed to staff to enable the School to discharge its duty of care.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational pu rposes. This includes Catholic Education Office, Parish Priest, other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers.
6. Personal information collected from students may from time to time be disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, photos and other news is published in School newsletters, magazines, school and class websites.
7. Parents may seek access to personal information collected about them and their child by contacting the School. Students 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 student, or where students have provided information in confidence.
8. 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 organizations 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.
9. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us.
10. 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 wis h and that the School does not usually disclose the information to third parties.

OFFICE USE ONLY

Date of Interview _____ Time of Interview _____

Supporting Documents Birth Certificate YES / NO Immunisation YES / NO Baptism Certificate YES / NO

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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 schools Privacy Policy.

Note: If you need help with this form please telephone the school on 9294 5500.

Name of student:

First name | Last name | Date of Birth (dd/mm/yyyy)

Home address of student:

(No. and street name) | Suburb | Postcode

1 Sex

Male…..... ☐
Female… ..... ☐

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

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

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

3 In which country was the student born?

Australia……...	☐	1101
England……	☐	2102
New Zealand……...	☐	1201
South Africa……	☐	9225
Malaysia……...	☐	5203
Indonesia…….	☐	5202
Singapore……	☐	5205
Scotland……...	☐	2105
United States of America……..	☐	8104
India……..	☐	7103
Other – please specify…….		

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

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

		student	female parent/ guardian	male parent/ guardian	(office use only)
No,	English only	☐	☐	☐	1201
Yes,	Italian	☐	☐	☐	2401
Yes,	Cantonese	☐	☐	☐	7101
Yes,	Arabic (incl. Lebanese)	☐	☐	☐	4202
Yes,	Vietnamese	☐	☐	☐	6302
Yes,	Polish	☐	☐	☐	3602
Yes,	Indonesian	☐	☐	☐	6504
Yes,	Mandarin	☐	☐	☐	7104
Yes,	Spanish	☐	☐	☐	2303
Yes,	Macedonian	☐	☐	☐	3504
Yes,	Malay	☐	☐	☐	6505
Yes,	Other - please specify				

5(a) What is the highest year of primary or secondary school the parents/guardians have completed?

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

Mark one box only in each column

	female parent/ guardian	male parent/ guardian	
Year 12 or equivalent	☐	☐	4
Year 11 or equivalent	☐	☐	3
Year 10 or equivalent	☐	☐	2
Year 9 or equivalent or below	☐	☐	1

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

Mark one box only in each column

	female parent/ guardian	male parent/ guardian	
Bachelor degree or above	☐	☐	7
Advanced diploma/Diploma	☐	☐	6
Certificate I to IV (including trade certificate)	☐	☐	5
No non-school qualification	☐	☐	8

6(a) What is the occupation group of the female parent/guardian? ☐

6(b) What is the occupation group of the male parent/guardian? ☐

Please select the appropriate parental occupation group from the attached list.

- *If the person is not currently in <u>paid</u> 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 <u>paid</u> work in the last 12 months, enter '8' in the box above.*

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, proof reader)

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 office)