

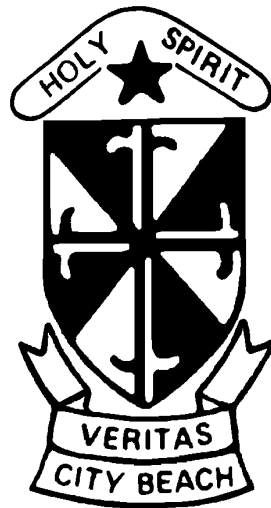
# Holy Spirit Catholic School

Brompton Road, City Beach WA 6015

(PO Box 10, Floreat Forum, Floreat WA 6014)

Telephone: (08) 9341 2551 (08) 9245 4840 Fax: (08) 9341 4335

e-mail: [admin@holyspirit.wa.edu.au](mailto:admin@holyspirit.wa.edu.au)



## VISION STATEMENT

Holy Spirit Catholic Primary School is committed to the pursuit of Christian Truth and Excellence.

All members of the school community are encouraged to develop their potential and special qualities in an environment centred on Christ.

# Application for Enrolment

When submitting this Application Form please include:

- a) A Copy of Baptismal Cert/s & Birth Cert/s
- b) Parish Priest Reference Form/s [Completed By Parish Priest]
- c) A Copy of Immunisation Card/s
- d) Copies of last School Report (Yrs 2 – 6)
- e) A Service Application Fee of \$35 per child (GST Incl).

This "Service Application Fee" is Non –refundable and does not guarantee enrolment.

A Further \$120 Acceptance of Enrolment fee is required upon acceptance of an offer [non refundable]

### STUDENT INFORMATION

Student Surname: \_\_\_\_\_ Gender:  Female  Male  
First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Birth Certificate Attached: Yes/No  
Aboriginal: Yes/No Torres Strait Islander: Yes/No Both Aboriginal & Torres Strait Islander: Yes/No  
Nationality: \_\_\_\_\_ Australian Permanent Resident: Yes/No  
Born outside of Australia: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_ Number of Years in Australia: \_\_\_\_\_  
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: \_\_\_\_\_  
Calendar Year for which enrolment is sought: \_\_\_\_\_  
Child's name on waiting lists at other schools: Yes  No   
Class level for which enrolment is sought    **K**    **PP**    **1**    **2**    **3**    **4**    **5**    **6**

**PLEASE NOTE ALL SECTIONS MUST BE COMPLETED**

### FAMILY INFORMATION

FEMALE PARENT or GUARDIAN

Name: \_\_\_\_\_

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

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

Phone/Fax {H} \_\_\_\_\_ {Mob} \_\_\_\_\_

Religious Denomination: \_\_\_\_\_

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

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

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

Work Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Nationality: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Marital Status: \_\_\_\_\_

MALE PARENT or GUARDIAN

Name: \_\_\_\_\_

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

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

Phone/Fax {H} \_\_\_\_\_ {Mob} \_\_\_\_\_

Religious Denomination: \_\_\_\_\_

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

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

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

Work Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Nationality: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**CHILD'S POSITION IN FAMILY:** \_\_\_\_\_

## CUSTODY/GUARDIANSHIP

Name of person(s) with legal guardianship of the student:

\_\_\_\_\_

If applicable a copy of any Parenting or Restraining Order is attached:

Yes  No

Any other conditions enforced at law?

\_\_\_\_\_

Person responsible for settlement of school fees \_\_\_\_\_

Billing address [if different from above] \_\_\_\_\_

**One (1) terms notice is required, in writing, prior to the withdrawal of a student from Holy Spirit.**

**Failure of insufficient written notice will incur a full terms tuition fee.**

## SIBLINGS

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

## STUDENTS 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: \_\_\_\_\_

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

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

Sensory {e.g. 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 effect educational arrangements?

Yes  No

If so please detail name of Service Provider and Contact 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: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Contact Numbers: HM: \_\_\_\_\_ WK: \_\_\_\_\_ MOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Contact Numbers: HM: \_\_\_\_\_ WK: \_\_\_\_\_ MOB: \_\_\_\_\_

## 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)        
(Whooping cough)

**Immunisation Record Attached**     

### Family Doctor/Medical Clinic:

\_\_\_\_\_

Address:

\_\_\_\_\_

Contact Numbers:

\_\_\_\_\_

### Dentist/Dental Clinic:

\_\_\_\_\_

Address:

\_\_\_\_\_

Contact Numbers:

\_\_\_\_\_

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

## 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.*

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

FEMALE PARENT OR GUARDIAN

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

MALE PARENT OR GUARDIAN

**DISCLOSURE PARISH INFORMATION**

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 applications 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 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.

To the best of our knowledge we have:

- ✓ disclosed any special educational needs of the prospective student
- ✓ disclosed any particular medical, social and/or emotional conditions as well as health care requirements of the prospective student
- ✓ provided a copy of any Parenting or Restraint Order that applies to the prospective student
- ✓ provided the necessary visa documentation relating to an overseas student enrolment
- ✓ fully understood and agree they accept that their child will participate in all required parts of the education program of the school including the Religious Education Program
- ✓ fully understood and agree to the terms and conditions set out in the school fee collection policy available on the School's website (which is consistent with CEWA policy statement 2C-12 School Fees: Setting and Collection) and
- ✓ fully and truthfully completed the Application for Enrolment form

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

\_\_\_\_\_

FEMALE PARENT OR GUARDIAN

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

\_\_\_\_\_

MALE PARENT OR GUARDIAN

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

## **PRIVACY ACT 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. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health {and Child Protection} laws.
4. 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.
5. 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.
6. 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.
7. 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}.
8. 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.
- {9. 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 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.
- {10. 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}.
11. 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.
12. If your child has already commenced at Holy Spirit, **a full term's notice of withdrawal** is required. This notice must be in writing and addressed to the Principal. Failure to do so incurs a penalty of one term's fees.

\* If appropriate.

**BIRTH CERTIFICATE, BAPTISM CERTIFICATE, PARISH PRIEST REFERENCE  
FORM, IMMUNISATION RECORD & APPLICATION FEE MUST  
ACCOMPANY THIS FORM.**