



LEAD US, GUIDE US

Star of the Sea

CATHOLIC PRIMARY SCHOOL

APPLICATION TO ENROL



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APPLICATION TO ENROL STAR OF THE SEA CATHOLIC PRIMARY SCHOOL

CONDITIONS FOR ADMISSION

The conditions for admission are that the student abides by the School rules, participate in School activities and embrace the educational program offered by Star of the Sea Catholic School including the Religious Education Program.

APPLICATIONS

Applications may be lodged at any time but making an early application increases the likelihood of securing a place.

ENROLMENT CRITERIA

The School is often not able to accept all students for whom application is made, and the following criteria are used to select those students to whom an Offer is made:

- Catholic students from Catholic Schools
- Catholic students from non-Catholic Schools
- Catholic siblings from Catholic Schools
- Non-Catholic siblings from Catholic Schools
- Non-Catholic students from Catholic Schools
- Non-Catholic students from Non-Catholic Schools

Please note that a lodgement of an 'Application to Enrol' does not guarantee an enrolment interview.

REGISTRATION FEE

A \$35 Registration Fee is to accompany this Application for Enrolment Form. This fee is **not refundable**.

ENTRY PROCEDURE

A prospective student will be put on the School waiting list upon completion and return of this Enrolment Form, along with the Registration Fee and photocopies of the prospective Student's Birth, Baptism Certificate, Medicare copy of Immunisation Record and previous School Record. **If the prospective Student was not born in Australia, please provide proof of their Australian Citizenship, Residency or Visa details.**

Should a vacancy become available, in accordance with the enrolment criteria, you will be contacted by the School to make arrangements for an interview. Following satisfactory interview, an Offer of Enrolment will be sent. The return of a signed Offer with the Enrolment Deposit of \$50 each student, the Enrolment Form and Medical Form represents acceptance of a place.



ID Number/Code
(Office use only)

1. STUDENT'S DETAILS

Academic Year for Enrolment: _____

Calendar Year for Enrolment: _____

Student Surname: _____

Date of Birth: _____

Given Name: _____

Preferred Name: _____

Address: _____

Post Code: _____

Country of Birth: _____

Sex: _____ Male / Female

Nationality: _____

Australian Citizen: YES / NO

Does the Student hold a Permanent or Temporary Visa: YES / NO Visa No: _____

(If born outside of Australia please attach copy of Citizenship or Visa)

Current School: _____

Current Year Level: _____

Student's Religion: _____

Parish: _____

Does the student identify as an Aboriginal or Torres Strait islander: Yes / No

ADF (Australian Defence Family) _____

Yes / No

2. MOTHER / GUARDIAN'S DETAILS (please circle as appropriate)

Title: _____

Given Name: _____

Surname: _____

Address: _____

Post Code: _____

Religion: _____

Country of Birth: _____

Country of Citizenship (Nationality): _____

Telephone (H): _____

Telephone (W): _____

Mobile: _____

Email: _____

Occupation: _____

Employer: _____

3. FATHER / GUARDIAN'S DETAILS (please circle as appropriate)

Title: _____

Given Name: _____

Surname: _____

Address: _____

Post Code: _____

Religion: _____

Country of Birth: _____

Country of Citizenship (Nationality): _____

Telephone (H): _____

Telephone (W): _____

Mobile: _____

Email: _____

Occupation: _____

Employer: _____



4. CUSTODY/GUARDIANSHIP (if applicable)

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

If applicable a copy of any Parenting or Restraining Order is attached: YES / NO
Any other conditions enforced by law?

5. EMERGENCY CONTACT DETAILS (OTHER THAN PARENT/GUARDIAN)

Contact 1	Name	Relationship	Contact Number
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Contact 2	Name	Relationship	Contact Number
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Contact 3	Name	Relationship	Contact Number
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6. SIBLINGS CURRENTLY ATTENDING STAR OF THE SEA

Name/s of CURRENT Student	Academic Year	Faction
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7. STUDENT'S RELIGIOUS DETAILS (Please provide copies of all certificates)

Baptism Date _____ Church & Location _____

Reconciliation _____ Church & Location _____

Eucharist _____ Church & Location _____

Confirmation _____ Church & Location _____

8. MEDICAL INFORMATION

Family Doctor/ Medical Clinic: _____

Address: _____

Medicare Number: _____ Health Fund Provider _____ Number _____

IMMUNISATION STATUS Complete YES/NO

IMMUNISATION RECORD (Immunisation History Statement from Medicare **MUST** be provided)

Has Ambulance Cover Yes/No

MEDICAL EMERGENCY AUTHORISATION

I authorise the school to seek medical /dental attention, call an ambulance or to hospitalize my son/daughter when considered necessary. I further authorize the school that if an emergency occurs requiring surgery, anesthetic, 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/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

9. PARENT'S APPLICATION CHECKLIST

- Completed Enrolment Form
- Photocopy of Full Birth Certificate / Baptism / Medicare copy of Immunisation Record
- If prospective student is born overseas photocopy of Visa or Australian Citizenship
- If prospective both student's **parents** are born overseas photocopy of Visa or Australian Citizenship
- Medical Reports
- Previous School Reports
- Data Collection Form
- Signed Contracts attached to enrolment application
- Payment of Registration Fee

I/We confirm that I/We have to the best of my/our knowledge fully and truthfully completed the Application to Enrol..

Father/Guardian's Signature: _____ Date: _____

Mother/Guardian's Signature: _____ Date: _____

10. REGISTRATION FEE

Please find enclosed my payment of **\$35.00**

Payment by Visa Mastercard Cheque Cash Card

Number:

Expiry Date / ccv

Card Holder's Name: _____

Signature: _____ Date: _____

All information collected by the School in relation to enrolments is done so under the Privacy Policy of the School. Copies of the policy are available upon request.

Office Use Only:

Amount: _____ **Receipt No:** _____ **Date:** _____



STAR OF THE SEA CATHOLIC PRIMARY SCHOOL

COLLECTION NOTICE POLICY

1. Star of the Sea Catholic Primary School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education office, the Catholic Education Commission, your local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
2. 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.
3. 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 both hard and digital copy, in School newsletters, local newspapers, our website and social media. Photographs of students may be taken for publication in School newsletters and magazines and on our website / portals. **If you do not wish to have your child's name or photograph published in these mediums, then this request needs to be put in writing to the Principal.**
4. 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.
5. 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 the P&F co-ordinators 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.
6. We may include your contact details in a class list and School directory. If you do not agree to this, you must advise.
7. 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.
8. Star of the Sea Catholic 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 to the student. 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.
9. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public health, School education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004.
10. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time. On occasions health information may be disclosed to staff to enable the School to discharge its duty of care.

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

I/We understand and accept that attendance at an interview does not guarantee an enrolment offer being made.

I/We understand and accept that attendance at an interview 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, W/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 deemed void or terminated.

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.

Female Parent Signature:

Date:

Male Parent Signature:

Date:



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 telephone 9553 9501.

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?

No

4

Yes, Aboriginal

1

Yes, Torres Strait Islander

2

Yes, both Aboriginal and Torres Strait Islander

3

(office use only)

3 In which country was the student born?

Australia

1101

England

2102

South Africa

9225

New Zealand

1201

Singapore

5205

Malaysia

5203

Scotland

2105

Indonesia

5202

United States of America

8104

India

7103

Other – please specify

(office use only)

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	<i>(office use only)</i>
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes, Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes, Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes, Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes, Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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		<i>(office use only)</i>
	female parent/guardian	male parent/guardian	
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

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	<i>(office use only)</i>
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

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 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 in the enclosed envelope.

List of Parental Occupation Groups (for question 6)

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

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, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

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

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].



Student ICT Contract

Before you access an App, go on the Internet or Post something...

THINK

T	Is it true?
H	Is it helpful?
I	Is it inspiring?
N	Is it necessary?
K	Is it kind?

Students at Star of the Sea wishing to use ICT, either the school's property or their own digital device (BYO) must agree to abide by the following rules and sign the following contract below. Parents must witness their child's signature and verify it with their own signature.

Please read the following rules for using digital devices and the Internet safely. Discuss the rules with your parents. Sign and return this form to your teacher.

- If using my own device I will ensure my device has sufficient charged for each school day (approx. 70% + charge).
- I will not use digital devices and associated hardware unless there is a teacher present in the room.
- I will follow teacher direction and use devices, applications and Internet only when instructed.
- I will access teacher directed sites only.
- I will not give out any of my PASSWORDS, USERNAMES or ID'S to anyone except my parents or teachers.
- I will not view, edit or delete other student's work.
- I will not use personal games and applications in school time.
- I will not access social media e.g. Facebook, Twitter, Instagram etc.
- I will not take, record, show or share any inappropriate or offensive material for example photos, screenshots, music, videos, artwork, sound recordings etc.

- I will not take photographs, screenshots or videos without teacher permission.
- I will treat my own device, school devices and other students' devices with respect at all times.
- I will only use my school email account at school and for school use at home e.g. homework use.
- I will act responsibly when emailing. I will not send, forward or share any emails, messages or communications to bully, frighten, annoy or upset anyone. I understand that the Class Teacher, ICT Co-ordinator, Assistant Principals and Principal can view and monitor my school communications, messages or emails (including emails I have deleted) at anytime.
- I will not open or respond to emails and communications from people I don't know. I will report the offending emails and communications to a teacher or parent, given they might not be from the person they say they are from. This also applies to social media.
- I will not arrange to meet someone I have met online.
- I will not supply my picture or personal details over the Internet to anyone I meet online.
- If I see anything offensive or upsetting on a digital device, I will close the lid (Chromebook) or press the home button (iPad) and immediately tell the teacher and not show this content to other students.
- I will not answer any questions about my family or myself online.
- I will not respond to any messages that make me feel uncomfortable in any way. I will immediately report this to my parents or teacher.
- I will obey all copyright laws and will acknowledge the source of all work copied or reproduced from the Internet.
- I will not place food or drinks at or near the digital devices and associated hardware.
- I will not add or remove any software without permission from the Information Technology Coordinator.
- I will treat the computer facilities and equipment with respect and care.
- I will immediately report any hardware malfunctions or problems to the class teacher.
- I will cover or lock away devices when not in use.
- I will not alter the configuration of the digital devices.
- I will ensure that my behaviour when using ICT reflects our Catholic school values.
- I will not use another student's device or allow another student to use my device.
- In the event of damage of my device as a result of others actions, I will not approach the other person or their family. I will report any incidents to the class teacher.

I understand that unacceptable use of ICT will result in a consequence following the school's Safe School Policy.
 I understand that my right to access digital devices will be removed for a period of time if I breach any of these rules.
 More serious incidents may result in the school involving the police.
 I understand that the school will take no responsibility for inappropriate use, Internet access and damage at home and outside of school hours.

Student's name

Signature

Date

Parent's/Guardian name

Signature

Date
