EMMANUEL
CATHOLIC COLLEGE

APPLICATION FOR ENROLMENT

PLEASE NOTE:

This Application will not be processed unless all sections are completed fully and the following documents are included:

- ☐ Copy of your child's Birth Certificate (if born outside Australia a copy of your Visa or Citizenship Certificate is required as well)
- ☐ Copy of your child's Baptism, Reconciliation, Eucharist & Confirmation Certificate (if applicable)
- ☐ Copy of Immunisaton Record
- ☐ Parish Priest Reference handed to Parish Priest (if applicable)
- ☐ Copy of your child's two most recent School Semester reports (Year 4 or above)
- ☐ Copy of your child's National Assessment Program in Literacy & Numeracy (NAPLAN) reports
- ☐ $50 Non–refundable Application Fee (inc GST)

FOR OFFICE USE ONLY

Student Code	Year	School	Religion
EFT - CASH - CHEQUE	Date Received	Entered by	Date

Calendar Year of Entry: 20____ Year Level of Admission: [7] [8] [9] [10] [11] [12]

Student Information

Surname:.....First Name:.....Middle Name:.....Preferred Name:.....

Date of Birth: ..... Birth Place: ..... (City & Country) Birth Certificate attached: ☐YES ☐NO

Gender: ☐Male ☐Female Nationality: ..... Australian Permanent Resident: ☐YES ☐NO

Language Spoken at Home: ..... Aboriginal: ☐ YES ☐NO Torres Strait Islander: ☐YES ☐NO

If Born outside Australia: Country of Citizenship: .....

Date of Arrival in Australia: ..... Number of Years in Australia: .....

Type of Visa: ..... Copy attached: ☐ YES ☐NO

Present School: ..... Location: ..... Year Level: .....

Religious Denomination: ..... Parish Priest: .....

Parish: ..... Suburb: .....

Date Sacraments Received: Baptism: ...../...../..... Baptism Certificate attached: ☐ YES ☐ NO

Reconciliation: ...../...../..... Eucharist: ...../...../..... Confirmation: ...../...../.....

Family Information

Are you a Healthcare Card Holder? ☐YES ☐NO

Parent or Guardian 1

Is this the main residence for the student ? ☐YES ☐NO

Name: Title: ..... Surname: ..... First Name:.....

Address: ..... State: ..... Post Code: .....

Birth Place: ..... (Country) Country of Citizenship: ..... Language Spoken at Home: .....

Occupation: ..... Employer: .....

Home Phone: ..... Work Phone: ..... Mobile: .....

Email: ..... (Please Print) Are you an Emmanuel Alumni? Class of .....

Religious Denomination: ..... Parish Priest: .....

Parish: ..... Suburb: .....

Parent or Guardian 2

Is this the main residence for the student ? ☐YES ☐NO

Name: Title: ..... Surname: ..... First Name:.....

Address: ..... State: ..... Post Code: .....

Birth Place: ..... (Country) Country of Citizenship: ..... Language Spoken at Home: .....

Occupation: ..... Employer: .....

Home Phone: ..... Work Phone: ..... Mobile: .....

Email: ..... (Please Print) Are you an Emmanuel Alumni? Class of .....

Religious Denomination: ..... Parish Priest: .....

Parish: ..... Suburb: .....

Custody/Guardianship

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

Parents must provide to the Principal, copies of any Family Law Court Orders, Parenting Orders or Restraint Orders at time of enrolment, or as they come into force.

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.

Emergency Contact Details (other than Parent/Guardian)

Name: ..... Relationship to Student: .....

Home Phone: ..... Work Phone: ..... Mobile: .....

Siblings Currently Attending Emmanuel Catholic College

Name: ..... Year: ..... House: .....

Name: ..... Year: ..... House: .....

Name: ..... Year: ..... House: .....

Siblings Currently Attending Other Schools *(PLEASE NOTE: A separate application will need to be lodged for each child)*

Name: ..... Date of Birth:..... School: ..... Year .....

Name: ..... Date of Birth:..... School: ..... Year .....

Student's Well-being

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 areas that affect his/her learning, participation or welfare during school hours. Non-disclosure of any medical/learning support conditions may affect the status of the enrolment at a later stage.

Medical/Health Care Condition: ☐YES ☐NO

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Medication: .....

Has your child received services from:

Psychological/Psychiatric Services: ☐YES ☐NO
Learning Support: ☐YES ☐NO

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Does your child have any needs in the following areas:

Sensory (eg. Vision/Hearing): ☐ YES ☐ NO

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Behavioural or Safety: ☐ YES ☐ NO

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Communication (eg. Speech Therapy): ☐ YES ☐ NO

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Doctors Name: .....

Practice ..... Phone No .....

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

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Is your child fully immunised? (Certificate Attached) ☐ YES ☐NO

Does your child receive any services from an external agency, which may affect educational arrangements? ☐ YES ☐NO

Does your child wear a Medical Alert Bracelet? ☐ YES ☐NO

PRIVATE HEALTH FUND: .....

MEDICARE No: .....

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 for Enrolment Form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the College's enrolment criteria.

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

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 the student's individual needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on the grounds of withholding information.

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

FEES

The **APPLICATION FEE** of $50.00 together with Birth Certificate and Baptism Certificate (if born outside Australia copy of Visa or Citizenship Certificate) is required to accompany this application. Payment can be made online on our website, by eftpos, credit card, cash or cheque, which should be made payable to Emmanuel Catholic College. The application fee is non refundable and non transferable.

We/I are/am jointly and severally liable and agree to pay the College fees and charges in accordance with the College published fee schedule and the conditions contained therein.

We/I agree to abide by the Parent/Guardian undertaking on the Confirmation of Enrolment Form, should the enrolment be successful.

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

Parent or Guardian 1	Parent or Guardian 2	Date

EMMANUEL CATHOLIC COLLEGE NOTICE

(Issued in accordance with the Privacy Act 1988 (Australian Privacy Principles (APPs), 2014)

1. Emmanuel Catholic College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter and to enable them to take part in all the activities of the College. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
2. 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.
3. 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. This information is requested in order to take appropriate action in various situations. If we do not obtain the information referred to we may not be able to enrol or continue the enrolment of your son/daughter.
4. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, Government departments, statutory boards, Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, and/or Colleges within other 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 College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
5. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
6. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
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 similar news is published, in both hard and digital copy, in the College newsletters, magazines, on our website, on our digital signage and in social media. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazine and on our intranet. This information may include names and photographs. The College will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and College directory. If you object to any personal information about your child being disclosed in any College publication or on our website, please inform the College in writing.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College 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 College'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.
11. We may include your contact details in class lists and College directories or include you to receive mail outs. Newsletters and other information from the College and its associated bodies, (Parents & Friends' Association and College Board). If you do not wish for this to occur, please inform the College in writing.
12. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
13. It is the obligation of the parent to provide the College with current and updated information.

Please return your completed form with all documentation requested and Application Fee to:

Registrar - Emmanuel Catholic College | 122 Hammond Rd, Success WA 6164 | enrolments@emmanuel.wa.edu.au