



St. Bernadette's Catholic Primary School

Grand Ocean Boulevard, Port Kennedy, W.A., 6172
P.O. Box 8151 Warnbro WA 6169
Phone: 9593 4066 Fax: 9593 6596
Email: admin@stbernadettes.wa.edu.au

Principal: Miss Maureen Barrett

Dear Sir/Madam

On behalf of the St Bernadette's School Community, I would like to sincerely thank you for your interest in enrolling your child at St Bernadette's Catholic Primary School, Port Kennedy.

Saint Bernadette's was established in 1994 and prides itself in the strong sense of community and the link with the Catholic Parish of St Bernadette's.

Attached are the relevant documents and information relating to enrolling your child at St Bernadette's. Please contact the school should you have any questions relating to this process.

Please ensure that all relevant forms have been completed and any relevant certificates have been attached. Any pending documentation will delay the enrolment process. In order for an application to be lodged, the following documents/checklist must be submitted. **Applications cannot be accepted unless all forms/certificates have been lodged.**

Please return the application form to the Administration Staff together with the non refundable \$40.00 application fee. An appointment with the Principal will be made in due course and at the interview, the Principal will advise you on the availability of a position. On the availability of a position, you will receive notification requesting the \$60.00 enrolment fee which is non refundable.

Application Checklist:

- **Application Form**
- **Registration Fee \$40-00 (per application)**
- **Birth Certificate**
- **Baptism Certificate**
- **Immunisation Certificate**
- **Parish Priest Reference Form**
- **National Data Collection Form**
- **If born outside of Australia current passport and visa or alternatively a copy of their Australian Citizenship Certificate.**
- **Two recent school reports from previous school.**

We look forward to the return of your enrolment application and thank you for your interest in St Bernadette's CPS.

Kind regards,

Maureen Barrett
Principal



St. Bernadette's Catholic Primary School

Grand Ocean Boulevard, Port Kennedy, W.A., 6172

P.O. Box 8151 Warnbro WA 6169

Phone: 9593 4066 Fax: 9593 6596

Email: admin@stbernadettes.wa.edu.au

Principal: Miss Maureen Barrett

St Bernadette's Catholic Primary School Collection of Notice

- 1) The School (the Diocese both independently and through its Schools) 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School. 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.
- 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.
- 4) 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.
- 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, 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.
- 6) 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.
- 7) The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
- 8) Personal information collected from pupils is regularly disclosed to their parents or guardians.
- 9) 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.

- 10) The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
- 11) 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.
- 12) On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.
- 13) We may include your contact details in a class list and School directory.
- 14) 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.
- 15) On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School 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 School directory.

APPLICATION FOR ADMISSION

STUDENT INFORMATION

Surname. _____ Male Female Name _____ D.O.B _____

Place of Birth _____ Lives with: _____ if a current Court Order is in force please attach a copy.

Birth Certificate Attached (Compulsory Legal Requirement) YES / NO

Aboriginal / Torres Strait Islander: YES / NO Group of origin if Applicable: _____

Country of Birth: _____ Nationality: _____

Australian Citizen : YES / NO If No visa No: _____ (A copy of your visa is required)

DATE SACRAMENTS RECEIVED

Religious Denomination _____

Baptism: _____ Certificate attached YES/NO: Reconciliation: _____

First Communion _____ Confirmation _____

FAMILY INFORMATION

FEMALE PARENT / GUARDIAN

Title: _____ Surname: _____ First name: _____

Address _____

Contact No's: (H) _____ (W) _____ (M) _____

Email Address: _____ @ _____

Occupation: _____ Employer: _____

Religious Denomination: _____

Country of Birth: _____ Nationality: _____

MALE PARENT / GUARDIAN

Title: _____ Surname: _____ First name: _____

Address _____

Contact No's: (H) _____ (W) _____ (M) _____

Email Address: _____ @ _____

Occupation: _____ Employer: _____

Religious Denomination: _____

Country of Birth: _____ Nationality: _____

APPLICATION FOR ADMISSION

EMERGENCY CONTACT DETAILS OTHER THEN PARENT/GUARDIAN

Name: _____ Relationship to Student _____

Contact No's: (H) _____ (W) _____ (M) _____

MEDICAL EMERGENCY AUTHORISATION

I authorize 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, 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.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

IMMUNIZATION CERTIFICATE ATTACHED YES/ NO

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 (eg Vision/Hearing) _____

Behavioral 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 authorization by the relevant practitioner.

APPLICATION FOR ADMISSION

EXTERNAL SERVICE PROVISION

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

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 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 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.

SIBLINGS CURRENTLY ATTENDING SCHOOL

Name _____ year Level _____

Name _____ year Level _____

Name _____ year Level _____

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

FEMALE PARENT OR GUARDIAN

_____ Date: _____

MALE PARENT OR GUARDIAN

_____ Date: _____

PRINCIPAL SIGNATURE

APPLICATION FOR ADMISSION

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

As part of the school's publicity activities there may, on occasion, arise the situation whereby the School, Parish, Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEO documents, training videos and/or the school/CEO website.

I give permission for the use of my son's/daughter's photo/video image in school publicity activities. Yes / No

Signature _____
Female Parent or Guardian

Date _____

Signature _____
Male Parent or Guardian

Date _____

Document Checklist Please Enclose

Birth Certificate

Immunisation Certificate

Parish Priest Reference

Baptism Certificate

Please also supply two recent school reports from your child's previous school for enrolling in Pre Primary to Year Six.

If you child was born outside of Australia we also require a copy of his/hers current passport and visa or alternatively a copy of their Australian Citizenship Certificate.

PARISH PRIEST REFERENCE FORM

The Catholic Education Commission of WA Policy Statement on Student Enrolment requires the enrolling Principal to consult the parish priest.

Completion of the form and presentation to the parish priest forms part of the enrolment process for **St Bernadette's Catholic Primary School**. Please contact 9593 4670 to arrange an appointment with Fr Francis Nguyen.

To be completed by parent/guardian

To the Parish Priest at:

Name of Student:

Address:

Phone Number:

Name of Mother/Guardian:

Name of Father/Guardian:

Current School:.....

If Government school, does child attend school scripture classes in the Parish? **YES / NO**

In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?

.....
.....

To be completed by Parish Priest.

Please complete the information below in reference to the family information above.

Q1. Is the family actively involved in the life of the Church?

Q2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?

.....
.....

Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

.....
Q4. Any other comments by the priest

.....
.....

Signed.



ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

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
(Schools to add contact name and phone number for school)

Name of student:

First name	Last name	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home address of student:

(No. and street name)	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Sex

- Male
- Female

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

- | | | |
|---|--------------------------|---------------------|
| No | <input type="checkbox"/> | (office use only) 4 |
| Yes, Aboriginal | <input type="checkbox"/> | 1 |
| Yes, Torres Strait Islander | <input type="checkbox"/> | 2 |
| Yes, both Aboriginal and Torres Strait Islander | <input type="checkbox"/> | 3 |

3 In which country was the student born?

- | | | |
|--------------------------|--------------------------|------------------------|
| Australia | <input type="checkbox"/> | (office use only) 1101 |
| England | <input type="checkbox"/> | 2102 |
| South Africa | <input type="checkbox"/> | 9225 |
| New Zealand | <input type="checkbox"/> | 1201 |
| Singapore | <input type="checkbox"/> | 5205 |
| Malaysia | <input type="checkbox"/> | 5203 |
| Scotland | <input type="checkbox"/> | 2105 |
| Indonesia | <input type="checkbox"/> | 5202 |
| United States of America | <input type="checkbox"/> | 8104 |
| India | <input type="checkbox"/> | 7103 |
| Other – please specify | <input type="text"/> | |

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	<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	<input type="text"/>			

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	office use only
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	office use only
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 with you application form.

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/refuge/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.

ST BERNADETTE'S CPS CONSENT FORM

At St Bernadette's CPS we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation/use/access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect.

Name of Student:		Year:	
-------------------------	--	--------------	--

PHOTO PERMISSION

Are you happy for your child's photograph to be taken when participating in school activities?

- Yes, I give consent to my child having his / her photograph taken at school.
- No, I do not give consent . **(Please go to Internet Access Consent)**

MEDIA CONSENT

Children's image and/or their work may be published and may appear in CEOWA, local newspapers, on the internet, in the school newsletter, or on film or video. Parents will be contacted for added consent if names are to be published with photos.

- Yes, I give consent to my child to have his/her image and /or work published as described above.
- I understand images will be used in subsequent years unless revoked in writing.
- No, I do not give consent.

INTERNET ACCESS CONSENT

Student access to the internet is provided in accordance with the School Policy **(available from the office or school website)**.

- Yes, my child has permission to access the internet in accordance with School Policy.
- No, I do not give consent.

VIEWING CONSENT

Children often watch videos/DVDs/television documentaries as part of their learning. Almost always these are G rated and don't require consent. Very occasionally something with a PG rating is appropriate for which we need parental permission.

- Yes, my child has permission to view items with a PG rating if deemed suitable by the teacher and school administration.
- No, I do not give consent.

This form will stay in effect for the time that the student is enrolled at St Bernadette's CPS unless reversed in writing and delivered to the school office. If at any time you wish to change this form, please ask for one in the office.

SIGNED: _____ **DATE:** _____