



# ST PAUL'S PRIMARY SCHOOL KARRATHA

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## APPLICATION FOR ADMISSION

I hereby make application for the admission of my son/daughter

### STUDENT INFORMATION

Full Name of Student: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Male / Female Birthplace: \_\_\_\_\_  
Birth Certificate Attached: Yes / No Aboriginal/Torres Strait Islander: Yes / No  
Nationality: \_\_\_\_\_ Australian Permanent Resident: Yes / No  
Born outside of Australia: Yes / No  
Date of arrival in Australia: \_\_\_\_\_ Visa Category Number: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ English Spoken at Home by Student: Yes / No  
Language Other Than English spoken at home by student \_\_\_\_\_ (please specify)  
Religious Denomination: \_\_\_\_\_ Parish Priest: \_\_\_\_\_  
Parish: \_\_\_\_\_ Suburb: \_\_\_\_\_  
Reference from Parish Priest attached: Yes / No

### SACRAMENT RECEIVED:

Baptism - Place: \_\_\_\_\_ Date: \_\_\_\_\_ Certificate Attached: Yes/No  
Communion - Place: \_\_\_\_\_ Date: \_\_\_\_\_ Certificate Attached: Yes/No  
Confirmation -Place: \_\_\_\_\_ Date: \_\_\_\_\_ Certificate Attached: Yes/No

Present School: \_\_\_\_\_ Location: \_\_\_\_\_ Year level: \_\_\_\_\_

### FAMILY INFORMATION

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Religious Denomination: \_\_\_\_\_ Religious Denomination: \_\_\_\_\_  
Parish: \_\_\_\_\_ Parish: \_\_\_\_\_  
Employer: \_\_\_\_\_ Employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Phone: (Work) \_\_\_\_\_ Phone: (Work) \_\_\_\_\_  
Mobile: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Marital Status \_\_\_\_\_ Marital Status \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

**CUSTODY/GUARDIANSHIP**

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? \_\_\_\_\_

**SIBLINGS CURRENTLY ATTENDING ST PAUL'S PRIMARY**

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

**SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS**

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

**EMERGENCY CONTACT DETAILS (Other than a Parent/Guardian) (Local Contact Preferred)**

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

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

Contact Numbers (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

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

Contact Numbers (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

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

Female Parent or Guardian

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

Male Parent or Guardian

**DISCLOSURE**

Do you agree that the information supplied in 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 School 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 need, 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 St Paul's Primary School and the Catholic Education Commission of Western Australia as they are enacted from time to time.

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

Female Parent or Guardian

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

Male Parent or Guardian

## COLLECTION, USE AND DISCLOSURE OF INFORMATION

### **I/WE understand and agree that the following items will apply in regards to the collection, use and disclosure of information:**

The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a students' enrolment at the School. As the school is a member of Catholic Education Western Australia (CEWA), it collects the information on behalf of CEWA. Collection may be in writing or in the course of conversation. The primary purpose of collecting this information is for the School and CEWA to support and administer student's safe participation in the educational programme of the school according to law, which will enable students to participate in School and CEWA activities. Some of the information we collect is to satisfy the School and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.

Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include the School Education Act; the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal governments.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.

The School may disclose personal and sensitive information for educational, administrative and support purposes. This includes to other schools and teachers at those schools; government departments; the Catholic Education Office, the Catholic Education Commission, the local Diocese and Parish and other related church agencies/entities; medical practitioners; people providing educational, support and health services to the School and CEWA, including specialist visiting teachers, sports and other coaches; volunteers, counsellors and providers of learning and assessment tools; assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA); people providing administrative and financial services to the School and CEWA; anyone you authorise the School to disclose information to; and anyone to whom the School or CEWA is required or authorised to disclose the information to by law, including child protection laws. Any Psychological reports compiled regarding your son/daughter (with your prior consent) cannot be forwarded or divulged without consent of the author.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and similar news is published in student and CEWA newsletters and magazines; on our intranet and the school or CEWA's website. This may include photographs and videos of student activities such as sporting events; school camps and school excursions. The School will obtain permissions (annually) from the students' parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet.

The School or CEWA may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these services providers to enable them to authenticate users that access their services. This personal information about the School or CEWA's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.

The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds on behalf of CEWA. However, access may be refused in certain circumstances such as where access should 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. Any refusal will be notified in writing with reasons if appropriate. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

The School may engage 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. We may however, include students' and students' parents' contact details in a class list and School directory.

If you provide the School or CEWA 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.

Occasionally, and from time to time your son/daughter may be photographed (this will be by digital camera or video camera) during a School activity. Such photographs may be used as part of a classroom/school presentation, included in the school newsletter, published in the local newspaper, or the parish diocesan magazine. Your child's name and class may accompany the photograph. Occasional media coverage of events will also take place via the local Television networks and your child may be included in an item prepared for local television.

**I/WE agree to provide St Paul's Primary School with information relevant to my/our son's/daughter's enrolment and schooling and I/WE understand that in order to provide schooling to our son/daughter, the School will collect, use and disclose information in the manner outlined above and I/WE consent to this.**

Yes/No

\_\_\_\_\_

Male Parent / Guardian

\_\_\_\_\_

Date

Yes/No

\_\_\_\_\_

Female Parent/Guardian

\_\_\_\_\_

Date

**I/WE give permission for images of my/our child to be published, on occasion, in the manner outlined above.**

Yes/No

\_\_\_\_\_

Male Parent / Guardian

\_\_\_\_\_

Date

Yes/No

\_\_\_\_\_

Female Parent/Guardian

\_\_\_\_\_

Date