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MATER CHRISTI CATHOLIC PRIMARY

APPLICATION FOR ENROLMENT

FOR OFFICE USE ONLY

Student Name	Roll Group	ELC	Faction	Religion	Sibling
	Date Received	EFTPOS	CASH	Entered by	Date

STUDENT DETAILS:

Enrolment Level: (Kindy, Pre, Yr) _____ Year to Commence: _____ Interested in 3 Yr Old Kindy: _____

Family Name: _____ Given Name shown on Birth Certificate: _____ Preferred Name: _____

Residential Address: _____ Postcode: _____

Date of Birth: _____ Birthplace: _____ Gender: ☐ Male ☐ FemaleNationality: _____ Language Spoken at Home: _____ Australian Citizen: ☐ Yes ☐ NoAboriginal: ☐ Yes ☐ No Torres Strait Islander: ☐ Yes ☐ No**If born outside of Australia:**

Visa Category Number: _____ Expiry Date of Visa: _____

Arrival Date in Australia: _____ Copy of Visa attached: ☐ Yes ☐ No

Current School: _____ Year Level: _____

PARENT/GUARDIAN 1		PARENT/GUARDIAN 2	
Marital Status:		Marital Status:	
Title:	Family Name:	Title:	Family Name:
Given Name:		Given Name:	
Relationship to Student:		Relationship to Student:	
Religion:		Religion:	
Nationality:		Nationality:	
Address:		Address:	
Mobile:		Mobile:	
Telephone (Home):		Telephone (Home):	
Telephone (Work):		Telephone (Work):	
E-mail Address (Please print):		E-mail Address (Please print):	
Employer:		Employer:	
Occupation:		Occupation:	

STUDENT'S RELIGION DETAILS – <i>This form is to be accompanied by copies of student's certificates</i>		
Student's Religion:		Parish Location:
Baptism:	Yes No	Date of Sacrament: Name of Church:
Reconciliation:	Yes No	Date of Sacrament: Name of Church:
Eucharist:	Yes No	Date of Sacrament: Name of Church:
Confirmation:	Yes No	Date of Sacrament: Name of Church:

SIBLINGS CURRENTLY ATTENDING MATER CHRISTI PRIMARY SCHOOL		
Name	Year Level	Faction

SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS:		
Name	Year Level	School

EMERGENCY CONTACT DETAILS: (other than parent/guardian)

Name: _____ Relationship to Student: _____

Phone (Home): _____ Phone (Work): _____ Phone (Mobile): _____

Name: _____ Relationship to Student: _____

Phone (Home): _____ Phone (Work): _____ Phone (Mobile): _____

MEDICAL INFORMATION:

Immunisation Record:

If the student is not immunised, it is a requirement to supply the school with supporting medical documentation e.g exemption or health plan.

F – Fully Immunised ☐ Yes ☐ No N – Not Immunised ☐ Yes ☐ No

Doctors Name: _____ Practice _____ Phone No _____

Medicare Information:
We collect this information for regulatory purpose:

Medicare No: _____ Ref: _____ Expiry: _____

Private Health Fund: _____ Member Number: _____ Ambulance Cover: _____

MEDICAL EMERGENCY AUTHORISATION:

I/we authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary.

Signature of Parent/Guardian 1: _____ Date: _____

Signature of Parent/Guardian 2: _____ Date: _____

CUSTODY / GUARDIANSHIP:

Name of person(s) with legal guardianship of the student, if not the parent/guardian named above.

If applicable, a copy of any Parent Custody or Restraining Order is attached (Please indicate one) Yes No N/A

BILLING ACCOUNT:

Are you a Healthcare / Pensioner Card Holder?

Parent/Guardian 1 ☐ Yes ☐ No Parent/Guardian 2 ☐ Yes ☐ No

The School Administration System requires one contact to be identified as the person to RECEIVE the billing accounts. Please select who should receive the accounts.

Parent/Guardian 1: _____ Parent/Guardian 2: _____ Other: _____

If you have selected OTHER, please complete the following:

Name: _____ Relationship to Student: _____

Mobile Number: _____ Email Address: _____

AGREEMENT: *Enrolment and Payment of Fees*

- 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'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 I/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.
- The Parents/Guardians – Fee payer are liable jointly and severally to pay, and agree to pay, to the school, for all fees and charges incurred in respect of the student, regardless of –
 - Any change in their personal relationship with another Fee payer
 - Any pre-arranged or subsequent private agreement to share or apportion payment responsibility
 - Any Court Order or statutory direction that may apply to any signatory or the Fee Payer
 - Any decision by CEWA to apply a discount to another Fee Payer
- This joint and several liability includes all costs that may be incurred by the school in the recovery of fees and charges including legal action, if necessary.
- 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, this would include but is not limited to attendance, behaviour, uniform, hair and the wearing of jewellery.
- I/We agree to abide by the Parent Code of Conduct.
- I/We consent to the use of visual images, videos, recordings, and work created by your child/ren for the purpose of promoting the school and/or Catholic Education WA (CEWA) via the newsletter, school website, school's social media platforms and educational publications.

DATA COLLECTION:

This information is being collected to enable nationally comparable reporting of student's 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 completing this form, please telephone the school office on 08 6173 900.

What is the <u>highest</u> 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.')		
Please tick or select one button only in each column	Parent 1/ Guardian 1	Parent / Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/guardians have completed? (Please select one button only)		
	Parent / Guardian 1	Parent / Guardian 2
Bachelor's degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (Including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

To complete this section, please refer to Appendix 1 on page 6 & 7	
What is the occupation group of the Parent / Guardian 1?	
What is the occupation group of the Parent / Guardian 2?	
<i>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.</i>	

PRIVACY AND COLLECTION NOTICE:

- The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your child.
- 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.
- Certain laws governing or relating to the operation of the school require that certain information is collected. These laws include Public Health and Child Protection laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We will ask you to provide medical reports about your child.
- 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 visiting teachers, sports coaches, and volunteers.
- If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
- 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 other news is published in School newsletters, magazines and on our website.
- Parents may seek access to personal information collected about them and their child by contacting the school. Students 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 student, or where students have provided information in confidence.
- We may include your contact details in a class list. If you do not agree to this, you must advise us.
- 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. The school does not usually disclose the information to third parties.

SIGNATURE OF PARENT(S)/GUARDIAN(S)

Parent / Guardian 1: _____ Date: _____

Parent / Guardian 2: _____ Date: _____

ENROLMENT INFORMATION:

An application form is to be completed in full and lodged together with a non-refundable application fee of \$50 per child.

The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.

The enrolment interview is an interview with the Principal or a member of the Leadership Team. One or both parents must attend the interview with the child/ren.

CHECK LIST:

Copies attached (Tick below to indicate which documents are attached to this Enrolment Application).

This Application will not be processed unless all sections are completed fully, and the following documents are included:	
	Birth Certificate
	Passport and Visa of child (if applicable)
	Passport and Visa of Parent (s) / Guardian (s) (if applicable)
	Custody or Court Orders (if applicable)
	Baptism Certificate (if applicable)
	Parish Priest Reference
	Sacramental Certificate/s (if applicable) – for students enrolling in Years Three to Six
	Immunisation History Statement – from the Australian Immunisation Register (This must not be more than two months old at the time of the interview – you may be asked to provide an updated copy prior to the interview)
	Medical Action Plans (Asthma, Anaphylaxis, etc)
	Last two School Reports for students enrolling in Pe-Primary to Year Six
	Naplan (YR 3, 5)
	\$50 Non-refundable Application Fee

If you have any questions, please call (08) 6173 9000.

Thankyou for your interest in Mater Christi Catholic Primary School.

List of Parental Occupation Groups (for DATA COLLECTION)**Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals****Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)**Senior executives/general managers/department heads in industry, commerce, media or other large organisation**

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals**Other business managers/professionals**

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

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

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)



MATER CHRISTI Catholic Primary School

PARISH PRIEST REFERENCE

The Catholic Education Commission of WA Policy Statement on Student Enrolment requires Principals to consult the Parish Priest when enrolling new students. Completion of this form and presentation to the Parish Priest forms part of the enrolment process at Mater Christi Catholic Primary School, Yangebup. Contact should be made with the Parish Secretary, please call 08 9417 4763

TO BE COMPLETED BY THE PARENT/GUARDIAN:

To the Parish Priest at:	Name of Priest:
Name of Student:	Date of Birth:
Address	
Phone Number	
Name of Parent/Guardian 1:	Religion:
Name of Parent/Guardian 2:	Religion:
Do you regularly attend Sunday Mass?	
If attending a Government School, does the child participate in the required Scripture Masses in the Parish?	
Yes No	
In a Catholic school, the Parish and school work in close collaboration with the parents in fostering the faith development of the students. How do you see yourself/yourself as parent/s fitting into the life of your Parish?	

TO BE COMPLETED BY THE PARISH PRIEST OR HIS DELEGATE:

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

Is the family actively involved in the life of the Church?	
Do you believe that the 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?	
Are there any pastoral circumstances you consider, need to be taken into account in the decision about this student's enrolment in our school?	
Any other comments?	
Signed	Dated

Please post or scan completed form to one of the below addresses.

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MATER CHRISTI Catholic Primary School

PARENT CODE OF CONDUCT

The purpose of the Mater Christi Catholic Primary School Code of Conduct is to provide minimum standards of conduct in all behaviour and decision making to ensure the safety and wellbeing of students.

The Code applies to all within our school community including staff, parents, students, volunteers and guardians as applicable.

The Code of Conduct and Guidelines are available on our website: www.mcps.wa.edu.au

Breaches of the Code must be notified to the Principal, Miss Toni Kalat.

THE TWELVE CONDUCT STATEMENTS ARE:

1. Act safely and competently.
2. Give priority to students' safety and wellbeing in all your behaviour and decision making.
3. Act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. Conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. Respect the dignity, culture, values and beliefs of each member of the school community.
6. Treat personal information about members of the school community as private and confidential.
7. Give impartial, honest and accurate information about the education, safety and wellbeing of students.
8. Support all members of the school community in making informed decisions about students.
9. Promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. Maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. Act reflectively and ethically.
12. Allow students to have a voice in their decision, safety and well-being.

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