



MATER CHRISTI Catholic Primary School

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 E admin@mcps.wa.edu.au
 E enrolments@mcps.wa.edu.au

APPLICATION FOR ENROLMENT

PLEASE NOTE:

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

	Data Collection Form
	Birth Certificate (if born outside of Australia a copy of your Visa or Citizenship Certificate)
	Baptism Certificate
	Parish Priest Reference
	Immunisation History Statement (From Medicare)
	School Reports
	Bishop's Religious Literacy Assessment (YR 3,5)
	Naplan (YR 3,5)
	\$50 Non-refundable Application Fee

FOR OFFICE USE ONLY

Enrolment Number	Roll Group	Faction	Religion	Sibling
Date Received	EFTPOS	CASH	Entered by	Date

Student Information:

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

Surname: _____ First Name: _____ Second Name: _____ Preferred Name: _____

Date of Birth: _____ Birthplace: _____ Gender: Male Female

Aboriginal: Yes No Torres Strait Islander: Yes No

Australian Citizen Yes No Nationally: _____ Language Spoken at Home: _____

If born outside of Australia:

Visa Category Number: _____ Expiry Date of Visa: _____

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

Present School: _____ Year Level: _____

Religious Denomination:	Parish Priest:
Parish:	Suburb:
Year (DD/MM/YY)	(eg. Mater Christi,)
Baptism:	
Reconciliation:	
First Communion:	
Confirmation:	

Female Parent or Guardian		Male Parent or Guardian	
Marital Status:		Marital Status:	
Title:	Surname:	Title:	Surname:
First Name:		First Name:	
Address:		Address:	
Telephone Home:		Telephone Home:	
E-mail Address:		E-mail Address:	
Mobile:		Mobile:	
Telephone Work:		Telephone Work:	
Employer:		Employer:	
Occupation:		Occupation:	
Country of Birth:		Country of Birth:	
Religion:		Religion:	

Is this the main residence for the student? Yes No Is this the main residence for the student? Yes No
 Are you a Healthcare Card Holder? Yes No Are you a Healthcare Card Holder? Yes No

Custody / Guardianship:

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

Parenting or Restraint Order: (If yes, please attach).

Yes No

Emergency Contact Details: (other than Parent/Guardian)

Name: _____ Phone (a): _____

Relationship to Student: _____ Phone (b): _____

Name: _____ Phone (a): _____

Relationship to Student: _____ Phone (b): _____

Siblings Currently Attending Mater Christi Primary School:

Name	Year Level	Faction

Siblings Currently Attending Other Schools:

Name	Year Level	School

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 area(s) that may affect his/her learning, participation or welfare during school hours.

Doctors Name: _____ Practice _____ Phone No _____

Medicare No: _____ Ref: _____ Expiry: _____

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

Is your child fully immunised? (Immunisation History Statement) Yes No

Does your child receive any services from an external agency, which may affect educational arrangements? Yes No

If so please detail name of Provider and contact number: _____

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.

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

Does your child have any needs in the following areas?

Sensory:(eg Vision/Hearing) _____

Allergies: _____

Behavioural or Safety: _____

Communication: (eg. Speech Therapy) _____

Medical/Health Care: _____

Physical: _____

Psychological/Cognitive: _____

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

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. If an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I/we are unable to be contacted within a reasonable time, I/we authorise the school to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf.

Publication of Images & Work:

The Catholic Education WA (CEWA) seeks parents' consent on behalf of Mater Christi Catholic Primary School for 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, educational publication and Catholic Education WA. In addition to this the promotion of events published on our school's Web Site may result in your child's image potentially being accessed worldwide through the Internet. Permission of parents/caregivers for the use of images is first sought at the time of enrolment, then ongoing.

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'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 the grounds of withholding information.

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 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.

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 by eftpos, credit card, cash, or cheque, which should be made payable to Mater Christi Catholic Primary School. The application fee is non-refundable and non-transferable. I/we have read and fully understand and agree to the terms and conditions set out in the school fee collection policy. I/we are responsible for payment of school fees and charges.

Mater Christi Catholic Primary School Privacy Act Collection Notice

Mater Christi 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 for your son/daughter.

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 schools require that certain information is collected. These include Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

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, the parish, medical practitioners, and people providing services to the School, including specialist 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 son/daughter.

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 School newsletters, magazines and on our website.

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.

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. We may include your contact details in a class list and School directory. If you do not agree to this, you must advise us now.

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.

Female Parent or Guardian

Date

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

Male Parent or Guardian

Date

DATA COLLECTION FORM

Dear Parent or Guardian

Mater Christi, along with all Catholic, independent and government schools in Australia, is asking you to provide information on the following:

- the sex of your child;
- the country of birth of your child;
- the indigenous status of your child;
- your occupation and educational qualifications (in very broad terms); and
- the main languages spoken at home by yourself and your child.

Mater Christi is required to collect this information on behalf of the Australian Curriculum and Reporting Authority (ACARA). The student background information is incorporated into the Socio Educational Advantage (SEA) model which contributes to school funding.

Parents and guardians will already have provided this information when your child enrolled at Mater Christi. The original information and the extra background details now have to be collected across Australia in a uniform way against nationally consistent definitions.

All results will be reported in terms of the total number of students in various ranges and categories. No personal information will be reported and as a consequence no individual or individual school will be identifiable in the analysis.

Parents and guardians can discuss issues relating to the collection of this information with Front Office Administration. More information on the collection of student background data is available at: <https://www.acara.edu.au/reporting/data-standards-manual-student-background-characteristics>.

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 contact Mater Christi Catholic Primary School

Miss Toni Kalat
Principal
Mater Christi Catholic Primary School

Name of student:

First name

Last name

Date of Birth (dd/mm/yyyy)

Home address of student:

(No. and street name)

Suburb

Postcode

1 What is the student's sex?

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

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

		<i>(office use only)</i>
No	<input type="checkbox"/>	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?

		<i>(office use only)</i>
Australia	<input type="checkbox"/>	1101
England	<input type="checkbox"/>	2102
India	<input type="checkbox"/>	7103
Indonesia	<input type="checkbox"/>	5202
Ireland	<input type="checkbox"/>	2201
Italy	<input type="checkbox"/>	3104
Malaysia	<input type="checkbox"/>	5203
New Zealand	<input type="checkbox"/>	1201
Philippines	<input type="checkbox"/>	5204
Singapore	<input type="checkbox"/>	5205
South Africa	<input type="checkbox"/>	9225
United States of America	<input type="checkbox"/>	8104
Vietnam	<input type="checkbox"/>	5105
Other – please specify		

4 Does the student or their parent/guardian/carer speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

		Student	Female Parent 1 / Guardian 1 / Carer 1	Male Parent 2 / Guardian 2 / Carer 2	<i>(office use only)</i>
No,	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes,	Aboriginal English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8998
Yes,	Aboriginal language Specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes,	Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes,	Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes,	Burmese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6101
Yes,	Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes,	Croatian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3503
Yes,	Dinka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9216
Yes,	Filipino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6512
Yes,	French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2101
Yes,	Gaelic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1101
Yes,	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5203
Yes,	Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes,	Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes,	Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7201
Yes,	Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes,	Malayalam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5102
Yes,	Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes,	Polish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3602
Yes,	Shona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9207
Yes,	Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2302
Yes,	Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5207
Yes,	Sinhalese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5211
Yes,	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes,	Tagalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6511
Yes,	Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5103
Yes,	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
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 1 / Guardian 1 / Carer 1	Male Parent 2 / Guardian 2 / Carer 2		
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			<i>office use only</i>
	Female Parent 1 / Guardian 1 / Carer 1	Male Parent 2 / Guardian 2 / Carer 2		
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 list on page 4-5.

- 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.

List of Parental Occupation Groups (for Question 6)

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



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, students, volunteers, parents 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.

CODE OF CONDUCT

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.

