



Leschenault Catholic Primary School

ENROLMENT FORM K-6 (Confidential)

Please complete this enrolment form and forward along with appropriate documents to the LCPS Office.

STUDENT DETAILS - PROFILE

WASN Number (Office Use Only): _____

Surname: _____ First Name: _____
(name must be as appears on birth certificate)

Middle Name: _____ Preferred Name: _____

Academic year of enrolment (circle appropriate class): K PP 1 2 3 4 5 6

Year of enrolment: 20 _____

Date of Birth: ____/____/____ Male Female

Residential Address: _____

Postcode: _____

Current School (if applicable)

Current School: _____ Year Level: _____

School Address: _____ Postcode: _____

Religious Denomination

Religion: _____ Non-Religious: _____

Parish or Place of Worship _____

Sacrament Dates: (if applicable)

Baptism: ____/____/____ Reconciliation: ____/____/____ First Holy Communion: ____/____/____

Student lives with

- Both Parents Parent 2 Other
- Parent 1 Between Parent 1 & Parent 2

Custody/Guardianship

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

Any other condition or Order enforced at law? _____

A copy of any Order MUST be attached.

Siblings currently attending Leschenault Catholic Primary School

Name: _____ Year: _____

Name: _____ Year: _____

Name: _____ Year: _____

Emergency Contacts- must be local to the area and **must not be Parent 1 or Parent 2**

Name	Contact No	Relationship to Student
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

STUDENT DETAILS - DEMOGRAPHICS

Student born in Australia : Yes No Ethnicity: _____
 If "No" please complete Citizenship/Visa Section below

Student's Main Language: _____ Student's Second Language: _____

- Indigenous Status: Aboriginal but not Torres Strait Islander Origin
 Torres Strait Islander but not Aboriginal Origin
 Both Torres Strait and Aboriginal Origin
 Neither Aboriginal or Torres Strait Origin

Citizenship/Visa (if applicable)

Citizenship Status: _____ Citizenship Number: _____

Visa Sub-Class: _____ Visa Date of Issue: _____ Visa Date of Expiry: _____

Visa Place Of Issue: _____ Date of Arrival in Australia: _____

A copy of the students Passport and Visa or Citizenship documents MUST be provided for this enrolment to proceed

STUDENT DETAILS – IMMUNISATION STATUS

Attached is a copy of my child's Australian Immunisation Register (AIR) Immunisation Statement

- **AIR History Statements** must be printed within 2 months of submitting your Enrolment Application.
- For **Pre-Kindy and Kindy** this must be showing up to date or on an approved catch-up schedule OR an Immunisation Certificate declared by the Chief Health Officer.
- **International Immunisations:** must be transferred to AIR (if applicable)

CAREGIVER DETAILS - PROFILE**Parent 1 Details**

Title: _____ First Name: _____ Surname: _____

Gender: _____ Email Address: _____

Contact Numbers: (H): _____ (W): _____ (M): _____

Postal Address: (if different from student residential address) _____

State: _____ Postcode: _____ Medicare Number : _____

Demographics

All schools are required to collect the following information for the Federal Government as part of the funding agreement – see attached Data Collection Letter for further information.

Main Language: _____ Second Language: _____

What is the highest year of primary or secondary School you have completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the highest qualification you have completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non school qualification

What is your Occupation Group: _____ Please enter Group 1,2,3 or 4 from the List of Parental Occupation Groups- Page 7

Occupation: _____ Employer: _____

Country of Birth: _____ Ethnicity: _____

Religion: _____ Parish: _____

Parent 2 Details

Title: _____ First Name: _____ Surname: _____

Gender: _____ Email Address: _____

Contact Numbers: (H): _____ (W): _____ (M): _____

Postal Address: (if different from student residential address) _____

State: _____ Postcode: _____ Medicare Number: _____

Demographics

Main Language: _____ Second Language: _____

What is the highest year of primary or secondary School you have completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the highest qualification you have completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non school qualification

What is your Occupation Group: _____ Please enter Group 1,2,3 or 4 from the List of Parental Occupation Groups attached on page 7

Occupation/Employer: _____

Country of Birth: _____ Ethnicity: _____

Religion: _____ Parish: _____

PARENT AGREEMENT AND COMMITMENT

- PAYMENT OF FEES:** As the person/s responsible for payment of fees, I/We acknowledge that I/We have read and understand the schools' Fee Schedule (updated annually), and I/we accept the conditions as described. I/We understand that although the majority of financial funding comes from the State and Federal governments, school fees raise necessary funds enabling the delivery of the school curriculum. I/We commit to paying the required school fees and will contact the Principal if I/We am/are having difficulty in making these payments. I/We have read and understand Catholic Education's School Fee Policy <https://policy.cewa.edu.au/executive-directive/school-fees/> Catholic Education's Health Care Card

Discount Scheme, provides an automatic fee concession to the holders of eligible means-tested family concession cards (Health Care Card or Pensioner Concession Card). This discount applies to all K-12 students. Upon Acceptance of an Offer, Parents/Fee Payers will complete the legally binding Enrolment Acceptance signed by the Parents/Fee Payers and the Principal.

- STUDENT INFORMATION FORM (ADDITIONAL NEEDS):** Prior to your enrolment interview, you will be required to complete a Student Information Form to provide the school information about the individual additional needs of your child. The identification of additional needs will not affect the enrolment decision but will be discussed to support the school's ability to plan for and support the student. I/We declare that we will provide this information fully and truthfully.
- MEDICAL EMERGENCY:** I/We authorise the school to seek medical attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I/We further authorise the school that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I/We am/are unable to be contacted within a reasonable time, the school has the authority to agree to the medically recommended treatment by an accredited medical practitioner on my behalf.
- ENROLMENT APPLICATION:** I/We understand that the completion of this Enrolment Application does not guarantee an enrolment interview, or an enrolment offer being made. I/We also understand that enrolment in this Catholic school is not a guarantee of enrolment into any other Catholic school. I/We understand that if I/We have knowingly withheld material information relevant to the enrolment process, then the Principal reserves the right to refuse or terminate the enrolment on that ground. I/We acknowledge the school's right to determine the continued enrolment status of students who do not co-operate and support the aims and programmes of LCPS.
- EXPECTATIONS OF PARENTS AND CAREGIVERS:** I/We agree to abide by the policies and direction of the Catholic Education Commission of Western Australia and of Leschenault Catholic Primary School (e.g. student behaviour, Code of Conduct, school uniforms, homework, attendance etc). Additionally, I/We will support and participate in school activities and events including:

- Parent information evenings and/or Parent Teacher nights.
- Concerts and assemblies
- Parents and Friends (P&F) activities and meetings.
- Community meetings – School Advisory Council and P&F (AGM).

CATHOLIC SCHOOLS: I/We understand that LCPS is a Catholic school and I/We commit to supporting the religious life and religious education program of the school.

PRIVACY NOTICE: I/We have read and understand the Privacy Collection Notice that can be accessed: <https://policy.cewa.edu.au/cewa-policy/community-policy/>

Signature of Parents/Caregivers:

_____ **Date** ____/____/____
Parent 1

_____ **Date** ____/____/____
Parent 2

LCPS's Enrolment Procedure adheres and complies with Catholic Education WA Executive Directorate:

- Information Stewardship. <https://policy.cewa.edu.au/executive-directive/information-stewardship/>
- Enrolment: <https://policy.cewa.edu.au/executive-directive/enrolment/>

DOCUMENTATION REQUIRED

Please attach a copy of the following documents to this application:

- Full Birth Certificate
- Immunisation Statement (Australian Immunisation Register)
- Pre-Enrolment Interview Request for Information- provided prior to the interview

If Applicable:

- Baptism Certificate
- Visa or Citizenship Documents
- Health Care Plan
- Latest School Report
- Health Care/Government Pension Card
- Relevant Court Orders

OFFICE USE ONLY

Students Documentation Attached

- Full Birth Certificate
- Medicare Immunisation Statement

If Applicable:

- Baptism Certificate
- Visa or Citizenship Documents
- Health Care Plan
- Latest School Report
- Health Care/Government Pension Card
- Relevant Court Orders

Forms Returned

- Parent Agreement & Commitment
- Digital Images and Social Media Guidelines (Parental Permission)
- General Excursions and Transportation (Parental Permission)
- Pre-Enrolment Interview Request for Information
- Relevant Court Orders

Interview date/time: _____

Approved by Principal: _____

Entered in AOS by: _____ on (date) ____/____/____

Transfer Note requested on (date): ____/____/____

Data Collection Letter- Department of Education, Employment and Workplace Relations



Dear Parent and Carers

Leschenault Catholic Primary School, 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.

We are required to collect this information on behalf of the Department of Education, Employment and Workplace Relations as part of the *National Goals for Schooling in the 21st Century* National Assessment Program. The background information collected will be linked with the results of the Literacy and Numeracy Benchmark Testing held in Years 3, 5, 7 and 9.

The results will assist the Australian government develop policies to make available an education system which is fair for all Australian students and also provide targeted funding to those areas most in need.

Parents and guardians will already have provided some of this information when your child enrolled. 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, individual school or system will be identifiable in the analysis.

Parents and guardians can discuss issues relating to the collection of this information with the school. Parents and guardians can access additional information on the National Assessment Program and the *National Goals for Schooling in the 21st Century* on the Ministerial Council on Education, Employment, Training and Youth Affairs website: www.mceetya.edu.au/mceetya/

Yours sincerely

Daniel Graves

Principal

List of Parental Occupation Groups

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/refugee/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.