MEL MARIA
CATHOLIC PRIMARY SCHOOL

UNITY IS STRENGTH

Application for Enrolment

Name of Applicant: _____

Year level to be enrolled: _____

Year of admission: _____

Campus:

☐ Early Childhood Campus - Pre-Kindergarten - Year Two
25 Evershed Street, MYAREE 6154

☐ Primary Campus - Year Three - Year Six
33 Davidson Road, ATTADALE 6156

Telephone: 6330 0522

Email: enrolments@melmaria.wa.edu.au

Website: www.melmaria.wa.edu.au

MEL MARIA
CATHOLIC PRIMARY SCHOOL

Dear Parent/Guardian

On behalf of the Mel Maria Catholic Primary School Community, I would like to sincerely thank you for your interest in Mel Maria Catholic Primary School, Myaree and Attadale.

Enclosed in this package are relevant documents and information relating to enrolling your child at Mel Maria Catholic Primary School. Our Enrolment Policy is available on our School Website and our Administration Staff are available to answer questions relating to this process.

Please ensure that **all relevant forms have been FULLY completed, and any relevant certificates have been attached** as any pending documentation will delay the enrolment process.

In order for an application to be lodged, the following documents/checklist must be submitted:

Application Checklist:

- Student Enrolment Application Form
- Registration Fee $55.00 (non-refundable per application
- Birth Certificate (copy)
- Baptism Certificate (copy)
- Immunisation records (copy)
- Parish Priest Reference Form
- Medicare Card Details
- Passport/Visa (If applicable)
- Custodial Court Orders (If applicable)

We look forward to the return of your enrolment application and thank you for your interest in Mel Maria Catholic Primary School.

Kind regards

Paul Hille
Principal

MEL MARIA
CATHOLIC PRIMARY SCHOOL

Procedure for Application

- Application forms must be submitted for all children seeking enrolment in Mel Maria Catholic Primary school. These forms are available from the school office or the school website www.melmaria.wa.edu.au.
- A copy of each child's Baptismal Certificate, Birth Certificate and Immunisation details must be attached to the application form when it is submitted.
- Kindergarten is the initial enrolling year for the school.
- For students to be eligible for Kindergarten they must turn four (4) before 30 June.
- It is understood that enrolment in Kindergarten guarantees enrolment for Pre-Primary to Year Six.
- Applicants will be invited to attend an interview. Usually the year preceding enrolment.
- In the event that an applicant is advised they will be placed on a waitlist their position on the list will be maintained for 12 months. Written notification needs to be submitted annually in order to maintain the status of the application.
- The Application Fee of $55 (inc GST) is non-refundable and is no guarantee that the student will be enrolled at Mel Maria Catholic Primary School.

Interview Process

- Catholic students from the Pater Noster or Saint Joseph Pignatelli Parish with a Parish Priest reference.
- Interviews are required for all children prior to confirmation of enrolment at Mel Maria Catholic Primary School.
- Parents will be notified of interview times by letter or phone.
- We invite the student being enrolled into the school to attend the interview.
- Letter from the Principal offering placement asking families to accept or reject offer.
- Parents/Caregivers are required to complete and sign the Mel Maria Catholic Primary School Enrolment Agreement.

Selection Criteria

When enrolling students, consideration is given to the following in priority:

- Catholic students from the Parish with a Parish Priest reference.
- Catholic students from outside the Parish with a Parish Priest reference.
- Other Catholic students.
- Siblings of non-Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.

The Principal in conjunction with the Parish Priest has discretion for the enrolment of special cases.

No enrolment application is refused on the basis of financial hardship.

Important Information

Completion of a Mel Maria Catholic Primary School Enrolment Form and acceptance of the application by the school does not guarantee a place at the school nor does it guarantee an enrolment interview. Enrolment at Mel Maria Catholic Primary School is not a guarantee of enrolment in any other Catholic school. If a parent or guardian has knowingly withheld information relevant to the application/enrolment process the Principal reserves the right to refuse or terminate enrolment on that ground; Special attention to the "AGREEMENT" section of the Mel Maria Catholic Primary School Enrolment Form must be noted and signed.

APPLICATION FOR ENROLMENT

Student Information

SURNAME			
FIRST NAME		MIDDLE NAME	
PREFERRED NAME		GENDER	MALE / FEMALE
MEDICARE NUMBER		REFERENCE NUMBER	
RESIDENTIAL ADDRESS	House No:	Street Name:	
	Suburb:	State:	Postcode:
DATE OF BIRTH		BIRTH PLACE	
COUNTRY OF BIRTH		NATIONALITY	
RESIDENT STATUS		VISA CODE	Copy attached ☐
ARRIVAL DATE		VISA EXPIRY	
LANGUAGE SPOKEN AT HOME		ABORIGINAL/TORRES STRAIT ISLANDER	YES / NO

Religion

RELIGIOUS DENOMINATION		PARISH PRIEST		
PARISH		SUBURB		
SACRAMENTS (Date Received)	BAPTISM	RECONCILIATION	EUCHARIST	CONFIRMATION
PARISH PRIEST REFERENCE			YES	NO

Medical Alert Information

MEDICAL CONDITION	
ADDITIONAL INFORMATION	
REPORTS	*Please supply a copy of any medical reports – Pediatric, Psychology, Speech, Hearing etc.*
MEDICAL ACTION PLAN	Copy attached ☐
MEDICATION	

Date Application Received: _____

Application Fee of $_____ *Paid: Yes No*

EFT: BSB 086006 ACC: 81376 2758

Payment may be made by EFT, cash or CC.

Birth Certificate		
Baptism Certificate		
Parish Priest Reference		
Passport & Visa (if on Visa)		
Parenting Orders (if applicable)		
Immunisation History Statement		

Family Information

MOTHER OR FEMALE GUARDIAN:

TITLE	Mrs / Miss /Ms /Other:	MEDICARE REFERENCE NUMBER	
SURNAME			
FIRST NAME			
RESIDENTIAL ADDRESS	House No:	Street Name:	
	Suburb:	State:	Postcode:
HOME PHONE NUMBER		MOBILE NUMBER	
COUNTRY OF BIRTH			
NATIONALITY			
LANGUAGE SPOKEN AT HOME			
RELIGIOUS DENOMINATION		PARISH PRIEST	
PARISH		SUBURB	
EMPLOYER		WORK PHONE NUMBER	
OCCUPATION			
EMAIL ADDRESS			
MARITAL STATUS			

FATHER OR MALE GUARDIAN:

TITLE	Mr / Other:	MEDICARE REFERENCE NUMBER	
SURNAME			
FIRST NAME			
RESIDENTIAL ADDRESS	House No:	Street Name:	
	Suburb:	State:	Postcode:
HOME PHONE NUMBER		MOBILE NUMBER	
COUNTRY OF BIRTH			
NATIONALITY			
LANGUAGE SPOKEN AT HOME			
RELIGIOUS DENOMINATION		PARISH PRIEST	
PARISH		SUBURB	
EMPLOYER		WORK PHONE NUMBER	
OCCUPATION			
EMAIL ADDRESS			
MARITAL STATUS			

Emergency Contact Details (Other than Parent/Guardian)

Name of Contact Person One			
Relationship to Student			
Contact Numbers	Home:	Mobile:	Work:
Name of Contact Person Two			
Relationship to Student			
Contact Numbers	Home:	Mobile:	Work:

Student's Present School (If Applicable)

Name of School	Year Level

Siblings Currently Attending Mel Maria School

Name of Child	Year Level

Other Siblings Currently Attending Other Schools

Name of Child	Year Level	School Currently Attending

Student's Individual Needs

The School Education Act 1999 requires the provision of "details of any condition of the enrolee that may call for special steps to be taken for the benefit or protection of the enrolee 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)	
Behavioural of Safety	
Diagnosed Specific Learning Need (eg Autism / ADHD)	
Communication	
Allergies	
If medication or medical/health care services are required during school hour please provide full details, name, contact numbers & signed authorisation by the relevant practitioner.	

Immunisation Records

Immunisation records are to be provided to the school no more than eight (8) weeks prior to the student commencing at Mel Maria School

A child's current (AIR) Australian Immunisation Record Statement can be accessed at any time by the parent through the following avenues:

- MyGov, by logging in to your Medicare online account
- Medicare Express Plus APP, by logging in to your Medicare account
- Visiting a Medicare or Centrelink office or
- Calling the AIR General Enquiries Line on 1800 653 809 for a Statement to be posted

Medical Information

Family Doctor / Medical Centre			
Address			
Contact Numbers			
Dentist / Dental Clinic			
Address			
Contact Numbers			
Medicare Number		***Blood Group***	(if known)
Private Health Fund			

Custody Information (If Applicable)

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 endorsed at Law?	

Agreement

I/We agree that the information supplied in the Student Information and Family Information sections can be provided to the relevant Parish Priest.

I/We authorise Mel Maria Catholic Primary School, while my/our child is in the custody of the school, to seek medical/dental 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, anesthetic oxygen, blood transfusion, medication and I/we are unable to be contacted within a reasonable time, the school has the authority to agree to medically recommend treatment by an accredited medical/dental practitioner on my/our behalf and to provide the medical/dental practitioner any relevant medical information detailed in this form.

I/We understand and accept that the completion of this application for enrolment form and acceptance by the school does not guarantee an enrolment interview. Successful applications 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 completion of this 'Application for Enrolment Form' and acceptance in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld material information relevant to the application for 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 by the Principal on this ground.

I/We have read and fully understand and agree that enrolment in a Catholic school means that I/we and my/our child will participate fully in all required aspects and activities of the educational program of the school including the Religious Education program of the school, school camps, swimming lessons, incursions, and excursions.

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 that the school may transfer copies of the student's educational records, and any other relevant reports or medical information given to the present school to any receiving school to which the student may transfer in the future.

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.

I/We consent to our child taking part in school excursions and travelling by bus or any other vehicle authorised by the Principal.

I/We agree that photos of our child may be taken and used for purposes authorised by the Principal eg. Newsletter, School Website, Promotional Material, Facebook, and Instagram.

I/We agree to abide by the Mel Maria Catholic Primary School Code of Conduct.

I/We have completed this application form fully and truthfully to the best of my/our knowledge.

Signature of Parent(s) / Guardian(s): ..... Date: ...../...../.....
(Mother or Female Guardian)

..... Date: ...../...../.....
(Father or Male Guardian)

Signature of School Principal: ..... Date: ...../...../.....
(Mr Paul Hille)

CATHOLIC
EDUCATION
WESTERN AUSTRALIA

CATHOLIC EDUCATION WESTERN AUSTRALIA LTD PRIVACY COLLECTION NOTICE

1. Catholic Education Western Australia Limited ('We') collect personal information, including sensitive information about you. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting your information is to support the design and safe delivery of the educational programme to each student in their CEWA community of faith.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable the Principal and CEWA to discharge their duty of care.

3. The law also requires us to collect, use and disclose certain information. These include and are not limited to the School Education Act (WA) 1999, the Children and Community Services Act (WA) 2004, and common law.

4. Health information about students is sensitive information within the terms of the Privacy Act 1988. We may collect such information about students from time to time.

5. A student's enrolment may be delayed or prevented and their education adversely affected if CEWA cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

CEWA may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- staff and governing bodies of Catholic, government and non-government schools
- staff and governing bodies of order accountable schools who are CEWA members;
- government departments (including for policy and funding purposes);
- The Catholic Education Office, the parish and the Archdiocese or Dioceses, other related church agencies/entities;
- medical practitioners;
- people providing educational, support and health services to CEWA, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
- people participating in, ancillary or incidental to, digital communication such as Teams video and chats
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education and research purposes;
- people providing administrative and financial services to CEWA;
- anyone you authorise CEWA to disclose information to; and
- anyone to whom CEWA is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. If you make an enrolment application to another CEWA or government school, personal information provided during the application stage may be used in this process. This personal information may include health information and is used for the purpose of considering and administering the enrolment.

8. CEWA uses centralised information management and storage systems ('Systems'). These Systems are provided by CEWA and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to CEWA.

9. CEWA may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging, online education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about CEWA's use of on online or 'cloud' service providers is contained in CEWA's Statutory Privacy Policy.

10. CEWA's Statutory Privacy Policy, accessible on CEWA's website, sets out how you may seek access and correct your personal information. However, access may be refused in certain circumstances such as where access would have an unreasonable effect on the privacy of others, where access may result in a breach of CEWA's duty of care to the student, where students have provided information in confidence or where CEWA is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

11. CEWA's Statutory Privacy Policy also sets out how you can make a complaint about a Privacy breach and how the complaint will be handled.

12. CEWA may engage in fundraising activities. Your information may be used to make an appeal to you. It may also be disclosed to organisations that assist CEWA'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.

13. 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, or otherwise shared with the CEWA community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. CEWA will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotions or otherwise make this material available to the public such as on the internet.

14. If you provide CEWA with others' personal information, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

15. As with all decisions concerning children, the best interests of the student are a primary and overriding consideration in the management of information. A student's right to safety prevails above all other considerations, including theirs and others' right to privacy.