ENROLMENT APPLICATION
PRE-KINDERGARTEN

St Brigid's Primary School – Middle Swan

20 TOODYAY ROAD, MIDDLE SWAN WA 6056
PO BOX 1396, MIDLAND WA 6936

Tel: (08) 6216 3800
Email: enrolments@stbrigidsms.wa.edu.au
Website: www.stbrigidsms.wa.edu.au

Student Name: _____ **Date of Birth:** ____/____/____

Year Level: **Pre-Kindergarten** **Commencing Year:** _____

For Office Use Only			Application Fee Paid Date: / /	
Supporting Documents				
BIRTH CERTIFICATE	IMMUNISATION RECORD	SACRAMENTAL CERTIFICATES / PRIEST REF	AGREEMENT/CEWA PRIVACY COLLECTION	PASSPORT/VISA/ CITIZENSHIP DOCUMENTS

APPLICATION FEE

A non-refundable application fee of $40.00 is to be paid upon application being submitted.
PLEASE NOTE: This can be paid in person at the School Reception or over the phone.

SECTION I: Student Information

Given Name:_____ Middle Name:_____

Surname:_____ Preferred Name:_____

Date of Birth:_____ Gender: _____ Nationality:_____

First Nations: YES NO Torres Strait Islander: YES NO Language Spoken at Home:_____

If born outside of Australia: Please attach Birth Certificate and/or Citizenship/Visa Documents or Passport

Country of Birth:_____ Date of Arrival:_____

Residency Status:_____Country of Citizenship:_____

Visa Number:_____

SECTION II: Religion

Religious Denomination:_____ Parish Priest:_____

Parish:_____ Suburb:_____

Dates of Reception of Sacraments: Baptism:_____ Reconciliation:_____

First Communion:_____ Confirmation: _____

Sacrament Certificates Attached: YES NO

SECTION III: Education Details

Current Daycare:_____ Suburb: _____

SIBLINGS CURRENTLY ATTENDING ST BRIGID'S PRIMARY SCHOOL

Name: _____ Year Level: _____

Name: _____ Year Level: _____

Name: _____ Year Level: _____

SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

Name: _____ Year Level: _____

School Name: _____

Name: _____ Year Level: _____

School Name: _____

SECTION IV: Family Information

CAREGIVER 1 (PRIMARY CONTACT)

Title:_____ Given Name(s):_____ Surname:_____

Relationship to Student (e.g; Mother, Step-Parent) _____

Family Type: FULL SPLIT Family Status: MARRIED / DEFACTO / SEPERATED / SINGLE

Residential Address:_____

Suburb: _____ State: _____ Postcode: _____

Postal Address: _____ State: _____ Postcode:_____

Religious Denomination:_____ Parish Priest:_____

Parish:_____ Suburb:_____

Occupation:_____ Employer: _____

Contact Details: (Hm)_____ (Wk) _____ (Mob) _____

Email Address: _____

If born outside of Australia: Please attach Birth Certificate and/or Citizenship/Visa Documents or Passport

Country of Birth:_____ Language Spoken at Home:_____

Date of Arrival:_____ Australian Permanent Resident: YES NO

Country of Citizenship:_____ Visa Number:_____

CAREGIVER 2

Title:_____ Given Name(s):_____ Surname:_____

Relationship to Student (e.g; Mother, Step-Parent) _____

Family Type: FULL SPLIT Family Status: MARRIED / DEFACTO / SEPERATED / SINGLE

Residential Address:_____

Suburb: _____ State: _____ Postcode: _____

Postal Address: _____ State: _____ Postcode:_____

Religious Denomination:_____ Parish Priest:_____

Parish:_____ Suburb:_____

Occupation:_____ Employer: _____

Contact Details: (Hm)_____ (Wk) _____ (Mob) _____

Email Address: _____

If born outside of Australia: Please attach Birth Certificate and/or Citizenship/Visa Documents or Passport

Country of Birth:_____ Language Spoken at Home:_____

Date of Arrival:_____ Australian Permanent Resident: YES NO

Country of Citizenship:_____ Visa Number:_____

SECTION V: Custody Information

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

Relationship Status of Caregivers (e.g; Married, Separated, Widowed) _____

If applicable, a copy of any Family Court or Restraint Order is attached: YES NO

Any other conditions enforced at Law? _____

SECTION VI: Emergency Contacts (Other than a caregiver)

Emergency Contact 1

Title:_____ Given Name(s):_____ Surname:_____

Address: _____

Relationship to Student (e.g; Grandparent, Step-Parent) _____

Authorised to Collect: YES NO Contact Number: _____

Emergency Contact 2

Title:_____ Given Name(s):_____ Surname:_____

Address: _____

Relationship to Student (e.g; Grandparent, Step-Parent) _____

Authorised to Collect: YES NO Contact Number: _____

SECTION VII: CEWA Privacy Collection Notice

1. Catholic Education Western Australia Limited collects 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 CEWA, government and no-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 engages 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.

Disclosure

I/we have read and understand the Catholic Education Western Australia Ltd Privacy Collection Notice.

Signature of Caregiver:_____ Date:_____

Signature of Caregiver:_____ Date:_____

SECTION VIII: Agreements

I/we agree that the information supplied on the Student Information and Family Information sections, can be provided to the relevant Parish Priest

I/we agree to pay the Application Fee of $40.00 upon submission of this enrolment application.

I/we understand and accept that the completion of this enrolment application 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 for enrolment form fully and truthfully to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld material information relevant to the enrolment process, especially in relation to this student's 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 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 CEWA as they are enacted from time to time.

Signature of Caregiver_____ Date:_____

Signature of Caregiver_____ Date:_____

PARENT CHECKLIST (Documents required to accompany Enrolment Form)	**Please Tick**
1. **Copy of child's Birth Certificate**	
2. **Baptism Certificate (if relevant)**	
3. **Immunisation Statement**	
4. **Copy of Passport (if relevant)**	
5. **Visa or Citizenship Documents (if relevant)**	
6. **Parenting Orders (if relevant)**	

QUESTIONNAIRE	**Please Tick**
How did you hear about St Brigid's Primary School – Middle Swan?	
Family/Friends	
Advertising	
Website/Internet	
Other (Please State)	