



# St Francis Xavier Primary School

5 Maitland Street, Geraldton WA 6530 / Postal Address: PO BOX 131, Geraldton WA 6531

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## APPLICATION FOR ENROLMENT

| Student Details   |   |  |
|---|---|--|
| SURNAME   | GIVEN NAME/S  | PREFERRED NAME   |
| DATE OF BIRTH   | PLACE OF BIRTH  | GENDER   |
| COUNTRY OF BIRTH  | IS YOUR CHILD AN AUSTRALIAN CITIZEN<br><input type="checkbox"/> Yes <input type="checkbox"/> No | COUNTRY OF CITIZENSHIP                                   |
| RESIDENCY/VISA STATUS<br><input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <b><i>If your child is NOT an Australian citizen please provide a copy of their VISA documents</i></b> |   |  |
| I would like my child to enter Year _____ in 20_____  |   |  |
| RELIGION  | DATE OF BAPTISM   | PLACE OF BAPTISM   |
| SACRAMENTS (please tick if done)<br><input type="checkbox"/> Reconciliation ___/___/____ <input type="checkbox"/> First Communion ___/___/____ <input type="checkbox"/> Confirmation ___/___/____     |   |  |
| Parish  | Parish Reference  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is your child of Aboriginal or Torres Islander origin?<br><input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander                   |   | If yes, Group of Origin                                  |
| Does your child speak a language at home other than English?<br><input type="checkbox"/> No, English only <input type="checkbox"/> Yes – please specify   |   |  |
| Current School  | Year Level  |  |
| Name of siblings currently attending St Francis Xavier Primary School   |   |  |
| Name  | Year Group  | House  |
| Name  | Year Group  | House  |
| Name  | Year Group  | House  |
| Name of siblings currently attending other schools  |   |  |
| Name  | Year Group  | School   |
| Name  | Year Group  | School   |
| Name  | Year Group  | School   |

| Family Information   |  |   |
|--|--|---|
| <b>Female Parent/Guardian</b><br>Title: Dr / Miss / Mrs / Ms   | First Name   | Surname   |
| Home Phone   | Mobile   | Business Phone  |
| Email  |  |   |
| Residential Address  |  |   |
| Postal Address   |  |   |
| Main Language  |  | Second Language   |
| School Education Level   | <input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 10 or equivalent                     | <input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below  |
| Post School Qualification  | <input type="checkbox"/> Certificate I to IV (including trade)<br><input type="checkbox"/> Bachelor degree and above | <input type="checkbox"/> Advanced Diploma/Diploma<br><input type="checkbox"/> No non-school qualification |
| Country of birth   | Country of Citizenship   | Ethnicity   |
| Religion   | Parish   |   |
| Occupation   | Employer   |   |
| Occupation Group <i>(Please tick)</i>  |  |   |
| <input type="checkbox"/> Senior management in a large business organisation, government administrations, defence, qualified professionals.<br><input type="checkbox"/> Other business managers, arts/media/sportspersons and associate professionals.<br><input type="checkbox"/> Tradesperson, clerks and skilled office, sales and service staff<br><input type="checkbox"/> Machine operators, hospitality staff, assistants, labourers and related workers<br><input type="checkbox"/> Out of employed work for 12 months or more  |  |   |
| Student Lives With   | <input type="checkbox"/> Permanently   | <input type="checkbox"/> Occasionally   |
|  | <input type="checkbox"/> Balanced  | <input type="checkbox"/> Never  |
| Please tick if Mother is to receive correspondence from the school <input type="checkbox"/> Absentee Notifications <input type="checkbox"/> School Report  |  |   |
| Are there any custody conditions enforced by law? <input type="checkbox"/> No <input type="checkbox"/> Yes<br><i>If applicable, attach a copy of any parenting, protection or restraining orders. I agree to provide updated copies of any of these documents as appropriate.</i>  |  |   |
| <b>Male Parent/Guardian</b><br>Title: Dr / Mr  | First Name   | Surname   |
| Home Phone   | Mobile   | Business Phone  |
| Email  |  |   |
| Residential Address  |  |   |
| Postal Address   |  |   |
| Main Language  |  | Second Language   |
| School Education Level   | <input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 10 or equivalent                     | <input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below  |
| Post School Qualification  | <input type="checkbox"/> Certificate 1 to 1V (including trade)<br><input type="checkbox"/> Bachelor degree and above | <input type="checkbox"/> Advanced Diploma/Diploma<br><input type="checkbox"/> No non-School qualification |
| Country of birth   | Country of Citizenship   | Ethnicity   |
| Religion   | Parish   |   |
| Occupation   | Employer   |   |
| Occupation Group <i>(Please tick)</i>  |  |   |
| <input type="checkbox"/> Senior Management in a large business organisation, government administration, defence, qualified professionals.<br><input type="checkbox"/> Other business managers, arts/media/sportspersons and associate professionals.<br><input type="checkbox"/> Tradesperson, clerks and skilled office, sales and service staff.<br><input type="checkbox"/> Machine operators, hospitality staff, assistants, labourers and related workers.<br><input type="checkbox"/> Out of employed work for 12 months or more |  |   |
| Student Lives With   | <input type="checkbox"/> Permanently   | <input type="checkbox"/> Occasionally   |
|  | <input type="checkbox"/> Balanced  | <input type="checkbox"/> Never  |
| Please tick if Father is to receive correspondence from the school <input type="checkbox"/> Absentee Notifications <input type="checkbox"/> School Report  |  |   |

## Media Consent

At certain times throughout the year, our students may have the opportunity to be photographed/filmed for our school publications, such as the school's newsletter or external school websites and social media sites, or to promote the school in newspapers and other media. Catholic Education Western Australia and the diocese may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

I give permission for my child's photo, work samples and name to be published without remuneration in: *(please tick)*

Social Media  Newsletter  School Website  Printed Media *(ie: newspaper)*  No Permission

I/we understand and agree that if I wish to withdraw any consent provided above, it is my responsibility to notify St Francis Xavier PS in writing

## Billing Details – Person/s responsible for payment of school fees

### Mother/Guardian/Other

#### Main Billing Contact

#### Responsible for % of fees

Yes  No  Split

%

RELATIONSHIP

TITLE

SURNAME

GIVEN NAME

Dr / Mrs / Miss / Ms

BILLING ADDRESS

HOME PHONE

MOBILE

BILLING EMAIL

### Father/Guardian/Other

#### Main Billing Contact

#### Responsible for % of fees

Yes  No  Split

%

RELATIONSHIP

TITLE

SURNAME

GIVEN NAME

Dr/Mr

BILLING ADDRESS

HOME PHONE

MOBILE

BILLING EMAIL

## Declaration

I/We declare responsibility for full payment of St Francis Xavier School fees.

Guardian 1 Signature

Guardian 1 Signature

## Emergency Contact Details

**PLEASE NOTE: The school will always endeavour to make contact with a Parent/Guardian in the first instance. Please nominate 2 alternate contacts should you not be available**

Relationship to child

Title

First Name *(in full)*

Surname

Dr/Mr/Miss/Mrs/Ms

Home Phone

Mobile

Business Phone

Email

Residential Address

Relationship to child

Title

First Name *(in full)*

Surname

Dr/Mr/Miss/Mrs/Ms

Home Phone

Mobile

Business Phone

Email

Residential Address

Relationship to child

Title

First Name *(in full)*

Surname

Dr/Mr/Miss/Mrs/Ms

Home Phone

Mobile

Business Phone

Email

Residential Address

## Standard Collection Notice

1. The 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. 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.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection]\* laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, the School's local diocese and the parish, Schools within other Dioceses/other Dioceses]\* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.\*\*
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. 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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines [and on our website]. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for and published in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the pupils' parents or guardians if we wish to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. [12. We may include pupils' and pupils' parents' contact details in a class list and School directory.]†
- 12/13. 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 this information to third parties.

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 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 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 have read and fully understand and agree to the terms and conditions set out in the school fee collection policy.

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.

**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

**Agreement**

I/we understand and accept that the completion of this application/enrolment form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the school's enrolment criteria.

Signature of Parent(s)/Guardian(s): \_\_\_\_\_ Date: \_\_\_\_\_  
PARENT, CARER OR GUARDIAN

\_\_\_\_\_ Date: \_\_\_\_\_  
PARENT, CARER OR GUARDIAN

A copy of your child's:

- Birth Certificate
- Baptism Certificate
- Immunisation Statement (myGov website <https://my.gov.au/LoginServices/main/login?execution=e2s1>)
- Passport
- VISA
- Custodial Court Orders

Are to accompany the Application for Enrolment form. Originals of these documents should be presented at the enrolment interview.

Other

How did you hear about St Francis Xavier Primary School?

Facebook

Radio

Referral (*please provide name*) \_\_\_\_\_

Other (*Please state*) \_\_\_\_\_

Please feel free to add any further comments about the enrolment process

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