

# Application for Enrolment



Student Name: \_\_\_\_\_

Academic Year of Entry (please tick):

KG  PP  1  2  3  4  5  6  7  8  9  10  11  12

Calendar Year of Entry: 20 \_\_\_\_\_

## STUDENT INFORMATION

Current School: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Second Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth:      /      /      Gender:       M       F

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Language Spoken at Home: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Aboriginal Descent       Torres Strait Islander Descent

Residency Status:       Citizen       Permanent Resident       Temporary Resident

Visa Class/No. (Please provide a copy of passport and visa): \_\_\_\_\_

Date of Arrival:      /      /      Passport Number: \_\_\_\_\_

Religion:       Catholic       Other Christian       Non-Christian       Other (specify)       Nil

Parish: \_\_\_\_\_ Parish Priest Name: \_\_\_\_\_

Baptism Date: \_\_\_\_\_ Reconciliation Date: \_\_\_\_\_

Holy Communion Date: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_

## OFFICE USE ONLY

Receipt: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Date: \_\_\_\_\_ Interview Time \_\_\_\_\_

Application: \_\_\_\_\_ Interviewer: \_\_\_\_\_

## BIOLOGICAL PARENT - MOTHER

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Language: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Residency Status:  Citizen  Permanent Resident  Temporary Resident

Visa Class/No. (Please provide a copy of passport and visa): \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Highest Year of Primary or Secondary Schooling:  Year 12  Year 11  Year 10  Year 9 or below

Highest Qualification Completed:  Bachelor Degree  Advanced/Diploma  Cert I to IV

Child lives with Biological Mother:  Always  Balanced  Other

## BIOLOGICAL PARENT - FATHER

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Language: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Residency Status:  Citizen  Permanent Resident  Temporary Resident

Visa Class/No. (Please provide a copy of passport and visa): \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Highest Year of Primary or Secondary Schooling:  Year 12  Year 11  Year 10  Year 9 or below

Highest Qualification Completed:  Bachelor Degree  Advanced/Diploma  Cert I to IV

Child lives with Biological Father:  Always  Balanced  Other

## GUARDIAN 1 – IF APPLICABLE

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Language: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Residency Status:  Citizen  Permanent Resident  Temporary Resident

Visa Class/No. (Please provide a copy of passport and visa): \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Highest Year of Primary or Secondary Schooling:  Year 12  Year 11  Year 10  Year 9 or below

Highest Qualification Completed:  Bachelor Degree  Advanced/Diploma  Cert I to IV

Child lives with Guardian 1:  Always  Balanced  Other

## GUARDIAN 2 – IF APPLICABLE

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Language: \_\_\_\_\_

Religion: \_\_\_\_\_ Parish: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Postal Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Residency Status:  Citizen  Permanent Resident  Temporary Resident

Visa Class/No. (Please provide a copy of passport and visa): \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Highest Year of Primary or Secondary Schooling:  Year 12  Year 11  Year 10  Year 9 or below

Highest Qualification Completed:  Bachelor Degree  Advanced/Diploma  Cert I to IV

Child lives with Guardian 2:  Always  Balanced  Other

## CUSTODY/GUARDIANSHIP

Are there any current Family Court Orders or current Restraining Orders that apply to the child:  Yes  No

Name of Person/s with legal guardianship of the student: \_\_\_\_\_

If applicable, please attach a copy outlining details of any special or restricted access arrangements. \_\_\_\_\_

## EMERGENCY CONTACT DETAILS – other than parents

Name (1) \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Suburb: \_\_\_\_\_ Telephone or Mobile: \_\_\_\_\_

Name (2) \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Suburb: \_\_\_\_\_ Telephone or Mobile: \_\_\_\_\_

## SIBLINGS

Name:	Age	Year Level (if applicable)	School:

## STUDENT INDIVIDUAL NEEDS

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 College to respond to individual requirements please provide documentation, including any diagnosis at the interview. This information will assist with planning for his/her learning and welfare during school hours.

**A further ‘Student Information Form’ will need to be completed upon your arrival at the interview.**

## POLICIES

The College Policies are located on the Holy Cross College website:

<https://www.holycross.wa.edu.au/families/policies/>

I/we agree to all the College Policies including the following:

- Student Enrolment Policy

<https://www.holycross.wa.edu.au/wp-content/uploads/2019/03/Student-Enrolment-Policy.pdf>

- Students Standards for Uniform and Grooming Policy

<https://www.holycross.wa.edu.au/wp-content/uploads/2019/05/Standards-for-Uniform-and-Grooming.pdf>

## ENROLMENT 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 College’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.

## ENROLMENT AGREEMENT (continued)

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.

I/we understand that an offer of a position is at the discretion of the Principal. No correspondence will be entered into regarding the reason for decisions regarding offers of places. The Principal will advise all applicants in writing of the success or otherwise of their application.

I/we understand that on accepting all offer/s of a place, the Letters of Acceptance and Enrolment Agreement forms are to be completed and returned to the College Office by the due dates as stipulated in the letters. A deposit of \$250 non-refundable is to be paid for each acceptance to secure the place/s. The deposit payment will be deducted from the first term fee account in the first year of enrolment.

I/we understand that the active presence of parents/guardian in many areas of school life is essential to the functional of the College as a community.

I/we undertake to commit myself/ourselves to active involvement in the College community through attendance at school events and committing to assistance with at least one school activity each year.

I/we understand that the College has a responsibility to manage its financial resources. I/we have read the Fees and Charges Policy and undertake to pay the fees by the due date. If circumstances make this impossible I/we will make contact with the College to organise alternative arrangements. I/we have read the Fees and Charges Policy regarding withdrawal from the College and undertake to give sufficient notice as required.

Name of Parent/Guardian 1 \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Parent/Guardian 2 \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT AGREEMENT

### VISION

*Holy Cross College is a place of transformation in the Spirit of the Risen Christ.*

### LEARNING

*Holy Cross College is a Catholic school committed to challenging each student to achieve their personal best in an environment which values the respect and dignity of each person.*

I will:

- treat other students, staff and visitors to the College with respect
- participate in all aspects of the curriculum
- demonstrate commitment to my schoolwork and homework and consistently try to realise my potential
- attend school regularly

**INTER-RELATIONSHIPS**

*Nurturing a caring, compassionate, welcoming and connected community.*

I will:

- contribute to the fostering of a positive, safe and caring environment that promotes learning, personal growth and positive self-esteem
- respect difference and accept diversity in others and to give help to others where necessary
- adhere to College Policies and Procedures
- adhere to the College’s standard of behaviour
- maintain a high standard of dress in accordance with the College Standards for Uniform and Grooming Policy
- understand that the wearing of the College uniform should reflect both the pride I have as a member of the Holy Cross College Community and self-respect

**FAITH**

*Holy Cross College is a Catholic school committed to celebrating a hope-filled Christian faith which grows from reflection and leads to justice and service.*

I will take part fully and respectfully in:

- Religious Education lessons
- Masses, prayers, retreats
- Christian Service Learning Program
- any other religious activity organised by the College

**ENRICHMENT**

*Holy Cross College is a Catholic school committed to encouraging each person to receive the gifts of God with gratitude, cultivate them responsibly and share them lovingly with others.*

I will:

- strive to develop my interests, gifts and passions and to develop my leadership potential
- participate in the full life of the College
- participate in all events including Feast Day, House activities, sports carnivals, camps and excursions
- use College resources wisely and to participate in sustainability programs

**FUTURE FOCUS**

*Developing visionary young people who embrace their changing world with confident and optimism.*

I/we understand that:

- I will work with my teachers and learning advisors to be a reflective learner and to plan for growth
- parents/guardians play a key role in supporting their child on their Learning, Inter-relationships, Faith and Enrichment journey. This is a reflective process. I will participate in scheduled conversations with my parents and my teachers and learning advisors

**GOOD STANDING (Secondary School)**

I understand that as a Secondary School Student I am required to maintain Academic Good Standing by:

- adhering to all aspects of the LIFE Enrolment Agreement
- achieving a minimum C grade in all subjects
- adhering to the College Examination Policy
- making myself available to represent my House and/or College in sporting and cultural activities

Name of Student: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Signature on behalf of student (if applicable): \_\_\_\_\_

Name of Parent/Guardian 1 \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Parent/Guardian 2 \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ACCOUNT INFORMATION

Account to be paid by:  Mother  Father  Both  Other

Billing Address: \_\_\_\_\_

Name of Mother / Parent / Guardian (in full): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Father / Parent / Guardian (in full): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Split Billing required:  Yes  No

If yes, state percentage: \_\_\_\_\_

Name: \_\_\_\_\_ %

Billing Address: \_\_\_\_\_

Name: \_\_\_\_\_ %

Billing Address: \_\_\_\_\_

## PLEASE ENCLOSE THE FOLLOWING SUPPORTING DOCUMENTATION

Birth Certificate

Baptism Certificate (if Baptised Catholic)

Most recent school report

NAPLAN report (Year 3, Year 5, Year 7, Year 9)

Other relevant education or psychological assessments

Copy of Parenting, Restraint or Custodial Order (if applicable)

Copy of Passport, Visa or Travel Documents - including date of entry stamp (if born overseas)

Copy of parents Citizenship or Visa documents if both parents were born overseas

AIR Immunisation Statement (not more than 2 months old at time of Enrolment)

## APPLICATION FEE

Name of Student Applicant: \_\_\_\_\_

A non-refundable application fee of \$55.00 is to be paid with each application. This can be paid in person at the College or via Credit Card.

Visa  Mastercard

Card Number: \_\_\_\_\_ Expiry Date: / /

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: / /

## COLLECTION NOTICE (for the Privacy Act (1988))

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the college. As the College is a member of Catholic Education Western Australia (CEWA), it collects the information on behalf of CEWA. Collection may be in writing or in the course of conversations. The primary purpose of collecting this information is for the college and CEWA to support and administer students' safe participation in the educational program of the school according to law, which will enable students to participate in college and CEWA activities.
2. Some of the information we collect is to satisfy the College and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the School Education Act, the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal Governments.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other school and teachers at those schools
  - government departments
  - The Catholic Education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/entities
  - medical practitioners
  - people providing educational support and health services to the College and CEWA, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority
  - people providing administrative and financial services to the College and CEWA
  - anyone you authorise the College to disclose information to
  - anyone to whom the College or 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. The College or CEWA may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and 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 the College or CEWA's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the college has collected and holds on behalf of CEWA. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reason if appropriate.
9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. Information from you may be used to make an appeal to you. The College may also disclose to organisations that assist in the College'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. If you provide the College or CEWA 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 College and why.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College and CEWA newsletters and magazines, on the College or CEWA intranet website, Facebook, Twitter or other College approved social platforms. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.

**Unless parents/guardians instruct the College otherwise the College assumes permission to use the information provided in the ways outlined above. If you have any questions or concerns, please contact the College.**