

**Standard Collection Notice**

1. St Joseph's Catholic Primary School Pinjarra (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. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004..
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
- 6a. In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the School Education Act 1999 and Children and Community Services Act 2004.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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.
10. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.
11. We may include your contact details in a class list and School directory
12. 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 the information to third parties.

Checklist—Please ensure you have attached copies of :your child's			
Birth Certificate		Medical Reports (if applicable)	
Immunisation record		Baptism Certificate (if applicable)	
Custodial Paperwork (if applicable)			



**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL PINJARRA**

**Application for Enrolment—3 Year Old Kindergarten**

St Joseph's Catholic Primary School Pinjarra www.stjoespinjarra.wa.edu.au · email: admin@stjoespinjarra.wa.edu.au ·

Tel: (08) 9530 5500 · Fax (08) 9531 2480 Address: PO Box 30, Pinjarra WA 6208

**PLEASE NOTE: THIS IS AN APPLICATION FOR 3 YEAR OLD KINDERGARTEN ONLY. IT DOES NOT GRANT ENROLMENT AT ST JOSEPH'S CATHOLIC PRIMARY SCHOOL PINJARRA FOR A PRIMARY SCHOOL EDUCATION. APPLICATION TO ATTEND THE PRIMARY SCHOOL (YEARS 4 YEAR OLD KINDERGARTEN TO YEAR 6) IS A SEPARATE APPLICATION AND WILL BE SUBJECT TO THE PRIMARY SCHOOL ENROLMENT PROCESS.**

STUDENT INFORMATION				
Surname:	First Name:	Middle Name:	Male / Female	
Address: Street	Suburb	State	Post Code	
Date of Birth: / /20	Birthplace:	Aboriginal/Torres Strait Islander Yes / No (please circle)		
If born outside of Australia:				
Nationality	Language Spoken at home	Date of Arrival in Australia / /		
Country of Citizenship	Australian Permanent Resident Yes / No (please circle)	If No: Visa Class		
Religious Denomination	Parish (if applicable)	Suburb		
Baptism Certificate (if applicable) YES/NO	Date Sacrament Received	Name of Church		
CUSTODY/GUARDIANSHIP				
Name of person(s) with legal guardianship of the student:				
If applicable, attach a copy of any Parenting of Restraint Order				
Any other conditions enforced at law?				

Office Use Only			
Enrolment Date: _____	Interview _____		
Acceptance Letter Sent _____	Reply Date _____		
Accepted _____	YES / NO	Waiting List _____	YES / NO
Permanent Resident _____	YES / NO	Visa Code if Applicable _____	

## PARENT INFORMATION

MOTHER/GUARDIAN	FATHER/GUARDIAN
Title	Title
Surname	Surname
Given Names	Given Names
Address	Address
Occupation	Occupation
Phone Home	Phone Home
Phone Work	Phone Work
Phone Mobile	Phone Mobile
Email	Email
Religion	Religion
Parish (if applicable)	Parish (if applicable)
Country of Citizenship	Country of Citizenship
Language spoken at home	Language spoken at home

## STUDENTS 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 person 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 (including Occupational Therapy)
Orthoses/Prosthesis
Psychological/Cognitive
Sensory (eg. Vision/Hearing)
Behavioural or Safety
Allergies
If medication or medical/health care services are required during school hours please provide full details, name, contact number and signed authorisation by the relevant practitioner.

## EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency, which may affect educational arrangements? Yes / No
If so please detail name of Service Provider and Contact Number

## MEDICAL INFORMATION

Medicare No.	Private Health Fund	Blood Group (if known)	
Immunisation - As well as completing below, please provide a copy of Immunisation Record			
F - Fully Immunised	N - Not immunised	I - Incomplete Immunisation	P - Personal Objections
Measles	Mumps	Rubella	Diphtheria
Tetanus	Hepatitis B	Pertussis (Whooping Cough)	Polio (OPV)

## EMERGENCY CONTACT DETAILS

Name & Address	Relationship to Student	Home Phone No.	Mobile Phone No.
Doctor/Medical Clinic			Phone No.
Address			
Dentist/ Dental Clinic			Phone No.
Address			

## MEDICAL EMERGENCY AUTHORISATION

I authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. I further authorise the school that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommend treatment by an accredited medical practitioner on my behalf.

Signature Female Parent/Guardian	Date:
Signature Male Parent/Guardian	Date

## AGREEMENT

- I/we understand this application is for 3 Year Old Kindergarten only, and does not presume enrolment at St Joseph's Catholic Primary School Pinjarra. A separate application needs to be completed for Primary School Enrolment.
- 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. 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 individual needs, medical conditions, health care requirements and/or 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 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 fully understand that non payment of fees will result in exclusion from the 3 Year Old Kindergarten program.

Signature Female Parent/Guardian	Date:
Signature Male Parent/Guardian	Date