



# DIVINE MERCY COLLEGE

326 Yangebup Rd, Yangebup WA 6164

Tel: 9417 3267, Email: admin@divinemercycollege.wa.edu.au

## APPLICATION FOR ENROLMENT

### STUDENT INFORMATION

Surname: \_\_\_\_\_ Middle Name \_\_\_\_\_ Given Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: [ ] Male [ ] Female, Place of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Born outside of Australia: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_ Parish: \_\_\_\_\_

Aboriginal/Torres Strait Islander: [ ] Yes [ ] No Australian Permanent Resident: [ ] Yes [ ] No

Number of Years in Australia: \_\_\_\_\_ Language Spoken at Home: \_\_\_\_\_

Enrolment Level: \_\_\_\_\_ Year to Commence: \_\_\_\_\_

Present School: \_\_\_\_\_ Location: \_\_\_\_\_ Year Level: \_\_\_\_\_

### FAMILY INFORMATION

#### FATHER OR GUARDIAN

Father Name: \_\_\_\_\_ Religion Denomination: \_\_\_\_\_

Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

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

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

Contact Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

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

#### MOTHER OR GUARDIAN

Mother Name: \_\_\_\_\_ Religion Denomination: \_\_\_\_\_

Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

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

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

Contact Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

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

**SIBLINGS CURRENTLY ATTENDING DIVINE MERCY COLLEGE**

Name	Year Level
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS**

Name	Year Level	School
_____	_____	_____
_____	_____	_____

**STUDENT’S INDIVIDUAL NEEDS**

The School Education Act 1999 requires the provision of: “details of any condition of the enrollee that may cause for special steps to be taken for the benefits or protection of the enrollee 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.

Is your child eligible for the education support centre?       Yes /  No

If yes, please give details of disability and supply current psychologist / paediatric report)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Condition		Special Instructions	Special Emergency Action
Asthma	YES/NO		
Psychological/Cognitive i.	YES/NO		
Sensory (e.g.Vision/Hearing)	YES/NO		
Behavioural or Safety	YES/NO		
Communication	YES/NO		

Allergies	YES/NO		
Epilepsy	YES/NO		
IMMUNIZATION	YES/NO		
Last Date DTP	YES/NO		
Last Date OPV	YES/NO		
Last Date 2 <sup>nd</sup> MMR	YES/NO		
OTHER medical information i.e. serious illness			

Please note any other additional requirements your child may need to assist in school life

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**EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN) (2 required)**

Name : \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name : \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**MEDICAL INFORMATION**

Family Doctor/ Medical Clinic: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_

Dentist/Dental Clinic: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Contact Number: \_\_\_\_\_

Medicare Number: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_

**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 and I am unable to be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my behalf.

Signature of Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_  
Father/Guardian

\_\_\_\_\_ Date \_\_\_\_\_  
Mother/Guardian

**DISCLOSURE**

Do you agree that the information supplied on the Student Information and Family Information sections can be provided to the relevant Parish Priest \_\_\_\_\_ [ ] Yes, [ ] No

**PRIVACY ACT COLLECTION NOTICE**

1. Divine Mercy College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student’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 and Child Protection laws.
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 the medical reports about students from time to time.
5. 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, your local diocese and parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. 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.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School.

Students may also seek to 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 student, or where students have provided information in confidence.

9. As you may know the School from time to time may engages in fundraising activities. Information received from you may be used to make 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.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. 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.
12. **If you do not wish for photographs of your child/children to be published through our various media points for school related purposes, please opt out using this form. (If you are the parent/guardian of more than one student, you must fill out a separate form for each).**  
 **Possible uses of photos include the school newsletter, school website, year-book and the local newspapers;**  
 **Photos of my child/children may NOT be published.**

## **ENROLMENT POLICIES**

1. Enrolment is open to all who follow the Catholic faith with priority being given to children of those parents belonging to the Master Christi Parish Community, and of those, priority will be given to applicants with children already attending the school.
2. In the case of Catholics every effort will be made to accept subsequent members of a family once a child has been accepted but no guarantee can be made at this point.
3. Application for enrolment from members of other faiths expressing an interest in religious values and who desire the acquisition of these values for their children will be considered. Acceptance and enrolments of a particular child does not necessarily mean other siblings will accepted.
4. The minimum age for enrolment of a child in Kindergarten will be four years old prior to 30 June of the enrolment year.
5. The Principal alone is responsible for the implementation of the Enrolment Policy and all applications should be direct to the Principal.

## CONDITIONS FOR ADMISSION

1. An interview attended by both parents and child is a condition for admission, in order that parents may be fully briefed on the principles underlying the Enrolment Policy and on the application of these principles in practice.
2. Being a Catholic School, it is important that applicants accept the values underlying the Catholic philosophy of education, and that the student undertakes to participate fully as committed members of the school community.
3. Parents undertake to support the policies, procedures and activities of the school, the Parents and Friends Association, participating fully as committed members of the school community.
4. Parents undertake each term to settle promptly the school fees accounts set by the School Board each year.

## AGREEMENT

I/We understand and accept that the completion of this 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 the attendance of an interview does not guarantee an enrolment offer being made.

I/We have completed this application 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 agree to abide by the policies and directions of the school as they are enacted from time to time.

I/We understand the importance of full disclosure to any medical diagnosis or additional needs our child may have and understand that failing to disclose any information may result in our enrolment being cancelled.

I/We agree have attached all relevant documents with this application and I/WE understand that we will not be given an interview time unless all documentation has been given to the school.

- **Birth Certificate.**
- **Passport.**
- **Visa or Citizenship Certificate.**
- **Immunization Statement Record (not older than two months).**
- **Student Enrolment – Additional Details Form.**
- **Medicare Card.**
- **School reports.**
- **Proof of Current Address (Utility Bills, Drivers Licence or Rates Notice).**
- Baptism Certificate.
- Reward certificates if have.
- School Medical Advice Form.
- Reports of any medical diagnosis.
- Disclosure additional needs that will assist us in catering for your child.

I/We understand and agree to comply with the terms of acceptable use and expected standards of behaviour including the Student and Parent code of conduct as set out within the handbook and understand the consequences if they are not followed. I/We also understand if any property is broken on an excursion by my child, I am responsible for the cost of this breakage (fix or replacement).

I/We understand that unless I OPT out, my photographs of my child could be published through our various media points for school related purposes, possible uses of photos include the school newsletter, school website, year-book and local news-papers

Signature of Parent(s)/Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_  
Father or Guardian

\_\_\_\_\_ Date \_\_\_\_\_  
Mother or Guardian

**PLEASE NOTE**

If your enrolment is accepted you will be required to pay a deposit to secure your placement. Please note enrolment won't be accepted unless all documentation has been received.

<b>OFFICE USE ONLY:</b>		
<input type="checkbox"/>	Profile characteristic of EALD students required	Completed YES / NO
<input type="checkbox"/>	Learning Support forms required	Completed YES / NO
<input type="checkbox"/>	No additional needs – no additional forms required	



## STUDENT ENROLMENT - ADDITIONAL DETAILS FORM

Please complete the *Student Enrolment - Additional Details Form* and return it to the school to enable your child's enrolment records to be updated.

### Information to be provided

You are being asked to provide information about:

- the sex of your child
- the Indigenous status of your child
- the main language spoken at home by your child and yourself
- your child's country of birth
- your educational qualifications (in very broad terms)
- your occupation (in very broad terms)

### Why the information is needed

**All** schools in Australia are required to collect some additional background information on students as part of national reporting arrangements aimed at providing a fairer education system for all children, regardless of background. This information is collected by schools in a uniform way across the country.

The information collected will not be used to identify individual students, it will be used to better understand how background factors may affect student educational levels, and help in developing policies to better assist those children not meeting expected standards.

While it is not a legal requirement to provide all of the details requested in this form, the information is sought to enable the Department to:

- Collect necessary statistical information and undertake analysis of the composition and performance of the student population;
- Construct socio-economic profiles of schools; and
- Meet State and National reporting requirements.

### Security and confidentiality

The information provided for enrolment records is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

### Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school.



# STUDENT ENROLMENT – ADDITIONAL DETAILS FORM

## Student Details

Surname _____	Date of Birth ____/____/____
1 <sup>st</sup> Name _____	2 <sup>nd</sup> Name _____
Address _____	
Postcode _____	
Sex: [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	

## Additional Student Information

<b>Is the student of Aboriginal or Torres Strait Islander origin?</b> <i>(For students of both Aboriginal and Torres Strait Islander origin, mark both 'YES' boxes.)</i>	[ <input type="checkbox"/> ] NO [ <input type="checkbox"/> ] YES, Aboriginal [ <input type="checkbox"/> ] YES, Torres Strait Islander
<b>Does the student mainly speak English at home?</b>	[ <input type="checkbox"/> ] YES [ <input type="checkbox"/> ] NO
<b>Does the student speak a language other than English at home?</b> <i>(If more than one language, indicate the one that is spoken most often.)</i>	[ <input type="checkbox"/> ] NO, English only [ <input type="checkbox"/> ] YES Other - <i>please specify:</i> _____
<b>In which country was the student born?</b>	[ <input type="checkbox"/> ] Australia [ <input type="checkbox"/> ] Other – <i>please specify:</i> _____

If you have more than one child attending this school, please complete a separate update form for **each** child. However, if the Parent/Guardian/Carer information is the same for each child then complete those details only once and submit together with the Additional Student Information for all children. In that case, please write the names of brothers and sisters attending the school in the space provided below.

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

**Parent/Guardian/Carer 1****Additional Information**

Surname \_\_\_\_\_

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

Do you mainly speak English at home? [ ] Yes  
[ ] No

Do you speak a language other than English at home? [ ] No, English only  
[ ] Yes Other, please specify: \_\_\_\_\_  
(If more than one language, indicate the one that is spoken most often.)

What is the highest year of primary or secondary school you have completed? [ ] Year 12 or equivalent  
[ ] Year 11 or equivalent  
(If you did not attend school, mark 'Year 9 or equivalent or below') [ ] Year 10 or equivalent  
[ ] Year 9 or equivalent or below

What is the level of the highest qualification you have completed? [ ] Bachelor degree or above  
[ ] Advanced diploma/Diploma  
[ ] Certificate I to IV (including trade certificate)  
[ ] No non-school qualification

What is your occupation group?  (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

**Parent/Guardian/Carer 2****Additional Information**

Surname \_\_\_\_\_

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

Do you mainly speak English at home? [ ] Yes  
[ ] No

Do you speak a language other than English at home? [ ] No, English only  
[ ] Yes Other, please specify: \_\_\_\_\_  
(If more than one language, indicate the one that is spoken most often.)

What is the highest year of primary or secondary school you have completed? [ ] Year 12 or equivalent  
[ ] Year 11 or equivalent  
(If you did not attend school, mark 'Year 9 or equivalent or below') [ ] Year 10 or equivalent  
[ ] Year 9 or equivalent or below

What is the level of the highest qualification you have completed? [ ] Bachelor degree or above  
[ ] Advanced diploma/Diploma  
[ ] Certificate I to IV (including trade certificate)  
[ ] No non-school qualification

What is your occupation group?  (Write 1, 2, 3, 4 or 8)

Please select the appropriate parental occupation group from the list provided. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

## Parental Occupation Groups

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation, government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/manager/ department head</b> in industry, commerce, media or other large organisation</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/ claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p><b>Service</b> [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.

Please select the appropriate parental occupation group from the list above.

- If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation.
- If you have not been in paid work in the last 12 months, enter '8' instead.



## DIVINE MERCY COLLEGE

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Tel: 9417 3267  
Email: [admin@divinemercycollege.wa.edu.au](mailto:admin@divinemercycollege.wa.edu.au)

## Checklist of Support Documents

Please ensure you attach copies of the following support documents with the enrolment forms:

1. **Birth Certificate.**
2. **Passport.**
3. **Visa or Citizenship Certificate.**
4. **Immunization Statement Record (not older than two months).**
5. **Student Enrolment – Additional Details Form.**
6. **Medicare Card.**
7. **School reports.**
8. **Proof of Current Address (Utility Bills, Drivers Licence or Rates Notice).**
9. Baptism Certificate.
10. Reward certificates if have.
11. School Medical Advice Form.
12. Reports of any medical diagnosis.
13. Disclosure additional needs that will assist us in catering for your child.