OFFICE USE ONLY

Application Fee _____

Date Paid _____

Receipt No _____

Entry Grade/Year _____

PETER CARNLEY
ANGLICAN COMMUNITY SCHOOL

Application for Enrolment and Enrolment Contract

STUDENT INFORMATION

Surname Previous surname if applicable: (Please attach legal name change documentation)	Date of Birth
First Name	Birth Certificate Gender Male Female
Second Name	Country of Birth
Preferred Name	Town/City of Birth
Address State: Postcode: Home Phone	Nationality First Language Date of Entry to Australia ..... / ..... / ..... Citizen
Is the student of Aboriginal or Torres Strait Island origin? No Yes Aboriginal Yes Torres Strait Islander	Permanent Resident Temporary Resident Visa Code ..... Visa Expiry Date ..... / ..... / ..... **Please provide copies of visa and passport.**

Proposed entry to Peter Carnley Anglican Community School

Academic Year of Entry e.g. Year 5 ..... Calendar Year of Entry e.g. 2018 ..... Term of Entry e.g. Term 1 .....

Current school attended

Have you previously attended Peter Carnley Anglican Community School (Please circle) Yes No

Have you previously applied for a position at Peter Carnley Anglican Community School (Please circle) Yes No

School Curriculum and Standards Authority Registration number (if applicable)	Unique Student Identifier number (Year 10 -12 only)

Proficiency in English

Please complete **only if English is not your child's first language**.

Language(s) spoken

Language of teaching at their Junior School

Language of teaching at their Senior School

Date of Australian Education Assessment Services test Day/Month/Year

_____/_____/_____

Please attach the Australian Education Assessment Services test report.

Cultural interests	Sporting interests

Does your child have any special talents? Yes ☐ No ☐

Please list:

CONFIDENTIAL PRIMARY FAMILY INFORMATION

The pastoral care of students is one of our School's greatest priorities. Additional family and personal details will assist the School in caring for your child.

Please tick who your child lives with:		Are there any restrictions regarding the passing of information to a biological parent or access to the child? ☐ ☐
Both parents	☐	**Copies of any restrictions or Court Orders must be attached in order for the School to comply.**
Mother only	☐	
Father only	☐	Please state shared care arrangements if applicable below i.e. Days spent with each family.
Mother & Guardian	☐	
Father & Guardian	☐	
Grandmother or Grandfather	☐	
Shared care Mother/Father	☐	
Other (please specify)	☐	

Mother/Legal Guardian/Carer (please circle)	**Father/Legal Guardian/Carer (please circle)**
Title	Title
First Name	First name
Surname	Surname
Occupation	Occupation
Nationality	Nationality
Country of Birth	Country of Birth
Languages spoken	Languages spoken
Employer	Employer
Religion	Religion
Business Phone	Business Phone
Mobile Phone	Mobile Phone
Email	Email
Are you a former PCACS student?	Are you a former PCACS student?
Home Address Suburb Postcode Home Phone	
Billing Email	
Billing Address Suburb Postcode Billing Contact Number	

CONFIDENTIAL SECOND FAMILY INFORMATION

If your child is part of a shared care arrangement, please provide details of the second family that may be involved in the care of this child.

Mother/Legal Guardian/Carer (please circle) Carer Title	**Father/Legal Guardian/Carer (please circle)** Father Title
First Name	First name
Surname	Surname
Occupation	Occupation
Nationality	Nationality
Country of Birth	Country of Birth
Languages spoken	Languages spoken
Employer	Employer
Religion	Religion
Business Phone	Business Phone
Mobile Phone	Mobile Phone
Email	Email
Home Address Suburb Postcode	Home Address Suburb Postcode
Home Phone	Home Phone
Are you a former PCACS student?	Are you a former PCACS student?
What correspondence does this family receive?	Academic ☐ General ☐ Either ☐

Brothers or sisters being enrolled or already enrolled at this school.

Please list siblings below and note: A separate application form must be submitted for each child.

Surname	First Name	Date of Birth	Year Level

RELIGION (optional)

Student's religion (if 'none' please state)	Family Parish	Date of Baptism
Date of First Communion	Date of Confirmation	

MEDICAL/HEALTH/WELLBEING

Student Medicare ☐☐☐☐ ☐☐☐☐☐ ☐ Expiry Date	Private Health Fund No.
Ambulance Cover? Yes ☐ No ☐	Doctor's name
Medical Practice Address Phone	Please list any allergies/reactions with relevant controlling procedures. Attach any medical action plans and submit with this application.
Does your child have any social, emotional or intellectual difficulties or specific medical or learning needs or disabilities? Yes ☐ No ☐ Please list:	Has your child ever received professional guidance or counselling? If yes, please provide copies of any assessments. Yes ☐ No ☐ **In the past three years, has your child received or is she/he currently receiving support from any of the following professional services? If yes, please provide supporting documents.** Speech Therapist ☐ Pediatrician ☐ Psychologist ☐ Physiotherapist ☐ Occupational Therapist ☐
Please tick if your child suffers from or has had: Anaphlaxis (diagnosed) ☐ Asthma (diagnosed) ☐ Autism Spectrum disorder (please specify) ☐ ..... Blood disorder ☐ Chronic Fatigue ☐ Diabetes Type I ☐ Type II ☐ Eating disorder ☐ Epilepsy ☐ Behavioural/Mental Health ☐ **If you ticked any of the above, please attach supporting documents with this application i.e. letters of diagnosis, action plans.**	Glandular Fever ☐ HIV ☐ Hearing impairment ☐ Heart condition ☐ Hepatitis B or C ☐ Migraine ☐ Pneumonia ☐ Speech impairment ☐ Visual impairment ☐ Other (please specify) ☐ Does your child have any medical, physical or educational requirements to help them operate effectively at school? Please specify and attach any relevant documentation (e.g. Medical Action Plan or Individual Education Plan).

In line with the *AngliSchools Enrolment and Attendance Policy and Procedures* and *Western Australian Immunisation Requirements* (AIR) an AIR History Statement is required for this student.
This must be dated no later than two (2) months from the date of commencement/enrolment.
For further information re obtaining records please refer to:
https://healthywa.wa.gov.au/Articles/F_I/How-do-I-access-my-vaccination-record .
Please attach a copy of the **AIR History Statement** to this application.

Failure to disclose an educational need may lead to the cancellation of this Application for Enrolment and/or enrolment.

EMERGENCY CONTACT DETAILS

Please specify the emergency contact people for this child **(including parents)** in the order in which they should be contacted. Please also supply details of any Child Care facility that is used.

Please note: It is vitally important this information is kept up to date. Change of Details forms are available at Reception.

The School will use the mobile number listed as the preferred contact unless advised otherwise.

FIRST CONTACT	SECOND CONTACT
Name	Name
Relationship to student	Relationship to student
Address	Address
Mobile Phone	Mobile Phone
Home Phone	Home Phone
Business Phone	Business Phone

THIRD CONTACT	FOURTH CONTACT
Name	Name
Relationship to student	Relationship to student
Address	Address
Mobile Phone	Mobile Phone
Home Phone	Home Phone
Business Phone	Business Phone

MCEETYA REPORTING REQUIREMENTS

PLEASE NOTE: the Commonwealth of Education, Science and Training (DEST) requires the completion of the following data. This is for Australian Government data collection only and not for School use.

If the Student or their mother/guardian or their father/guardian speak a language other than English at home, please specify the language that is spoken most often.

Student	Mother/Guardian	Father/Guardian

What is the highest year of primary or secondary school attended?

	Mother/Guardian	Father/Guardian
Year 9 equivalent or below (1)		
Year 10 equivalent or below (2)		
Year 11 equivalent or below (3)		
Year 12 equivalent or below (4)		

What is the level of the highest qualification the parents/guardians have completed? Please tick one box only.

	Mother/Guardian	Father/Guardian
Cert I to IV (including Trade Cert) (5)		
Advanced Diploma / Diploma (6)		
Bachelor Degree or above (7)		
No non-school qualification (8)		

Please tick the appropriate parent/guardian occupation group after checking the categories listed on the next page.

- If the person is not currently in paid work but has held a job or retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, tick the 'Group 8' box.

	Mother/Guardian	Father/Guardian
Group 1		
Group 2		
Group 3		
Group 4		
Group 8		

MCEETYA GROUPS

Group 1 - Senior management in large business organisation, government administration and defence and qualified professionals

Senior Executive/Manager/Department head in industry, commerce, media or other large organisation.
Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator.
Other Administrators School Principal, faculty head/dean, library/museum/gallery director, research facility director.
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualification and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.
Business Management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer.
Air/Sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.

Group 2 - Other business managers, arts/media/sportsperson and associate professionals

Owner/Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
Specialist Manager finance/engineering/production/personnel/industrial relations/sales/marketing.
Financial Services Manager bank branch manager, finance/investment/insurance broker, credit/loan officer.
Retail Sales/Service Manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.
Arts/Media/Sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.
Associate Professionals generally have diploma/technical qualifications and suppport managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
Business/Administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager.
Defence Forces senior Non-Commissioner Officer.

Group 3 - Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry filing clerk, betting clerk, stores/inventory, customs agent, customer services clerk, admissions clerk.
Skilled office, sales and service staff.
Office secretary, personal assistant, desktop publishing operator, switchboard operator.
Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher.
Service aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector/postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.

Group 4 - Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machiner and machine operators.
Hospitality staff hotel service supervisor, receptionist, waiter, bar atttendant, kitchernhand, porter, housekeeper.
Office assistants, sales assistants and other assistants.
Office typist, word processing/data entry/business machine operator, receptionist, office assistant.
Sales 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.
Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.
Labourers and related workers.
Defence Forces ranks below senior NCO not included above.
Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryperson, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.
Other worker labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, cap park attendant, crossing supervisor.

Group 8 - Not been in paid work for the last 12 months

PRIVACY STATEMENT

The *Privacy Act 1988* as amended by the *Privacy Amendment (Private Sector) Act 2000* requires that the following be brought to your attention before completing this form please read this information.

Completion and lodgement of the form is taken as your acknowledgment and acceptance of the information provided.

- Peter Carnley Anglican Community School collects personal information, including sensitive information about students 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 the son/daughter.

- 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.

- Particular laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

- The School, from time to time, discloses personal and sensitive information to others, with respect to students attending the School, for administrative and educational purposes. This may include: to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers and sports coaches.

- Please refer to the *AngliSchools Privacy Policy* for further information.

FINANCIAL INFORMATION

The signatories to this contract will be deemed to be jointly and severally liable for the payment of fees for the student concerned.

Please refer to the *Tuition Fees, Charges and Business Schedule* for more information.

ENROLMENT POLICY

Application of admission is open to all families and children who agree to accept the School's rules and expectations. Preference in enrolment is in line with the *AngliSchools Enrolment and Attendance Policy and Procedures*.

A non-refundable Application Fee must accompany this form.

Acceptance of an *Application for Enrolment* by the School does not constitute an enrolment or an agreement to offer a place to a student. Offers of places will be made subject to an interview and the provision of such information as the School requires.

Upon acceptance of a position at this School and payment of the Enrolment Fee, this *Application for Enrolment* then takes the form of an *Enrolment Contract.*

The School Council reserves the right to alter fees, terms and conditions contained within this document, and any associated papers, at any time.

Please refer to the *AngliSchools Enrolment and Attendance Policy*, the School *Enrolment Policy* and the School *Attendance Policy*. The School enrolment process complies with Australian discrimination laws.

PARENT EXPECTATION

Parental assistance across a wide range of activities is essential to the proper functioning of Peter Carnley Anglican Community School. Assistance will be needed in a variety of areas including in the Canteen, the Library and the Uniform Shop. The skills of parents will be utilised, as far as possible, in whatever areas they are offered.

It is expected that all parents of the School will be prepared to offer their support by providing assistance when able.

It is expected parents will demonstrate our School values and attitudes at all times within the School, setting an example with their own behaviour and speech.

Parents are expected to abide by the *Parent Code of Conduct.*

By signing this application form/contract, you agree to the following:

- I/We hereby apply for the child named in this application to be enrolled at Peter Carnley Anglican Community School.

- I/We have read and retained a copy of the current *Tuition Fees, Charges and Business Schedule* and have agreed to support and cooperate with the School Authorities in all matters contained therein.

- I/We understand that all parents are required to pay in advance, at the time of making application for enrolment, a non-refundable Application Fee per student.

- Should I/we wish to confirm any offer of a position for the child named in this application, I/we agree to pay the non-refundable Enrolment Fee. (Please refer to our *Tuition Fees, Charges and Business Schedule*).

- I/We agree to be solely/jointly responsible for the payment of all fees and charges. I/We understand that enrolment may be suspended should fees become overdue without good reason acceptable to the School. The School may withhold a student's academic report or testimonial until all outstanding School fees are paid.

- If Peter Carnley Anglican Community School considers it relevant, I/we agree to the School obtaining a Commercial Credit Report from a Credit Reporting Agency for the individuals noted in the Primary family section of this Enrolment Application.

- I/We agree to provide one school term notice in writing to the Principal for the withdrawal of a student. This is the only acceptable method of notifying the School of the withdrawal of a student. One full school term notice (excluding holiday time) must be given on, or before, the first day of the term prior to the withdrawal date. Should a student be withdrawn without providing sufficient notice, a full term of tuition fees will be charged in lieu. Verbal notification is not considered due notice.

- I/We agree to support the wearing of the School uniform and personal grooming by the child named in this application, in accordance with the rules set out in the School *Student Uniform Policy*.

- I/We agree that Peter Carnley Anglican Community School and AngliSchools may use images of, and work produced by, the child named in this application for internal/external communication and promotional purposes as follows: (please tick and initial)

  ☐ All internal/external media ☐ None at all

  * Newsletters are published on the website and may contain pictures of class incursions, excursions and events. These pictures are also often published in the School Yearbook.

- The School reserves the right to discipline, suspend or expel any student at any time if their breach of rules and guidelines is considered to be unacceptable by the Principal. All students are expected to abide by the *Student Code of Conduct* at all times.

- I/We agree to make good any damage to School property or equipment caused by the child named in this application.

- The School accepts no liability for personal property brought to school by any student.

- Absences during term time are disruptive to an individual's education. Absences of five days or more are to be applied for in writing to the Principal, prior to the event. Forms are available at Reception and via the website.

- I/We accept responsibility for advising and updating the School with any medical, behavioural, psychological and educational needs of the child, as well as any changes to court orders, family circumstances or contact details.

- All students are required to participate fully in all School events and programmes. This includes but is not limited to, year level compulsory camps, Founders' Day celebrations, sport carnivals, Presentation Afternoons/ Nights, involvement in Religious and Values Education and School Chapels. Exemptions are permitted only if the Principal has received relevant medical advice and/or doctor's certificate, or the Principal has given prior approval for an absence considered appropriate.

  Failure to attend these events without a reason acceptable to the Principal, or with prior approval for leave of absence granted by the Principal, may result in a review of the student's enrolment at the School.

- Students, including students over the age of 18, will abide by the student rules and policies of Peter Carnley Anglican Community School. This includes requirements in relation to parental permission, attendance and behaviour management.

- Should it be required, students will be included in the annual National Consistent Collection of Data Report.

- I/We agree to abide by the *Parent Code of Conduct*.

- To the best of my/our knowledge, the information contained within this application is complete and correct. I/We acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the School may refuse or terminate the enrolment of my/our child.

This form is required to be signed by both parents unless the child is in the sole custody of one parent, whereby custody documents are to be provided.

_____	____/____/_____	_____	____/____/_____
Signature of Mother/Legal Guardian/Carer	Date	Signature of Father/Legal Guardian/Carer	Date

It is strongly advised that applicants retain a photocopy of this document for their own records.

- PLEASE TURN OVER PAGE -

Before submitting this application haveyou:

Signed

☐ the Application Form (and have the correct Application Fee)

Attached

☐ Birth Certificate

☐ AIR Immunisation History Report

☐ Last two School Reports

☐ Last NAPLAN report

☐ Payment Advice Form

If required, attached

☐ Custody Court Order documents

☐ Passport and Visa Documents (if not a citizen)

☐ Medical/behavioural information and/or action plans with supporting Documentation

☐ Have you attended a Welcome Morning?

What prompted you to enrol your child atPeter Carnley Anglican Community School?

☐ Reputation of School ☐ Values ☐ Facilities

☐ Programmes ☐ Academic excellence ☐ Pastoral Care

☐ Location ☐ Other ……

How did you hear about Peter Carnley Anglican Community School?

☐ Word of Mouth ☐ Advertising ☐ Friend / Relative

☐ Open Day ☐ Local newspaper ☐ Live in area

☐ Website ☐ Sibling attends Peter Carnley Anglican Community School

☐ Other ……

PETER CARNLEY
ANGLICAN COMMUNITY SCHOOL

Peter Carnley Anglican Community School
Postal Address: PO Box 642, Kwinana WA 6966

WELLARD CAMPUS: 386 Wellard Road, Wellard WA 6170 (Year 2 – Year 12, Uniform Shop, Finance Office)
T: (08) 9439 3499 E: info@pcacs.wa.edu.au or enrolments@pcacs.wa.edu.au _

CALISTA CAMPUS: Cnr Gilmore Avenue and Summerton Road, Calista WA 6167 (Kindergarten – Year 1)
T: 6323 5400 E: info@pcacs.wa.edu.au or enrolments@pcacs.wa.edu.au
Part of AngliSchools