ST JOHN BOSCO COLLEGE

JOY IN LEARNING

Enrolment Package

web.stjohnbosco.wa.edu.au

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MOTTO

"JOY IN LEARNING"

The College motto "JOY IN LEARNING" is strongly exemplified in the person, life and teachings of our patron,
St John Bosco.

OUR MISSION

Nurturing our students to become successful learners who can contribute positively to society.

OUR VISION

Our vision for this new Pre-Kindergarten-Year 12 College is to create a flourishing environment in which every student can experience the joy in learning and thrive in a Catholic learning community; where development of the whole person is of utmost importance.

ST JOHN BOSCO COLLEGE
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Application Process

Application Process: This will guide you through the enrolment process for students wishing to attend St John Bosco College. The six stages for enrolment and entry to the College are:

01 Registration
Submit "Application for Enrolment Form", supporting documents and Application Fee of $35.

02 Parish Priest Reference Form
Only applicable to baptised Catholic students.

03 Enrolment Interview/Waitlist

04 Submit Student Information Form

05 Offer of Enrolment Position

06 Payment of Enrolment Deposit
Enrolment Deposit of $200.

Please note that lodging an application does not automatically result in enrolment. Class sizes are limited and children may have to be placed on waiting lists.

Further Explanation of Our Application Process

1. Registration

To register your child/ren's name on the St John Bosco College waitlist, please complete all sections in the "Application for Enrolment Form" and submit with a $35 / per child Application Fee and supporting documents to

"The Principal, Mr Kevin Sheehy St John Bosco College, PO Box 4110, HARRISDALE WA 6112.

Application Fee

A non-refundable application fee of $35 must be paid by Cash/EFTPOS/Money Order.

Supporting Documents

Please attach the following documents to your application form.

- Birth Certificate
- Bishop's Religious Literacy Assessments (if applicable)
- Catholic Baptism Certificate (if baptised Catholic)
- Most recent School Report
- NAPLAN
- Passport / Visa / Citzenship Certificate (if born outside Australia) - including date of entry stamp
- Parenting, Restraint or Custodial Order (if applicable)
- Parents Citizenship or Visa documents if both parents were born overseas. (if applicable)

Importantly, please contact us should you change contact details or address.

2. Parish Priest Reference Form

It is only applicable if the students are baptised Catholic.

Arrange for your Parish Priest to complete the "Parish Priest Reference Form" and attach to the "Application for Enrolment Form".

3. Enrolment Interview / Waitlist

If your application is successful, you will be contacted and invited to attend an interview with the College Principal / Dean of Students before a confirmed place at the College is offered.

At the enrolment interview, you will be asked a series of questions about what attracted you to the College and how you might contribute to the College's development via the Friends of St John Bosco or membership of the College Advisory Council.

Your child or children are expected to attend the interview which will be held at St John Bosco College, 170 Monticello Parkway, PIARA WATERS WA 6112.

Kindergarten Entry

For Kindergarten entry, enrolment interviews will normally take place in the year prior to the enrolment.

All prospective parents will be invited to a Kindergarten Presentation and Tour in March.

Year 7 Entry

For Year 7 entry, enrolment interviews will normally take place in Term 1 in Year 5. Parents / carers and guardians will be contacted to arrange an enrolment interview. Not everyone will be contacted at the same time.

4. Submit Student Information Form

You will need to complete and submit a "Student Information Form" with other supporting documentation (including Immunisation History Statement) at or prior to the interview.

5. Notification of Acceptance

When the Principal / Dean of Students offers you the Enrolment Letter of Offer for your child/ren during the enrolment interview, you know you have been offered a position. This must be accepted within two weeks of the interview by returning the completed enrolment documentation and Enrolment Deposit of $200.

The Enrolment deposit secures your child's enrolment and will be deducted from your first term fees.

The enrolment position is confirmed once the enrolment documents have been signed and returned to the College, and the enrolment deposit of $200 has been paid.

Terms of Payment

1. Application Fee (includes GST)

$35. This is a non-refundable processing fee that is to be paid with the initial application for enrolment. The fee does not guarantee an enrolment interview or offer of a place but simply includes the student's name on a waiting list with other students in that year of entry.

2. Enrolment Deposit

$200 non-refundable bond per student. Where an offer of a place is made parents/carers/guardians will be required to sign a Letter of Acceptance and Enrolment Agreement Forms and to pay a deposit to secure the place.

The place will not be held until the deposit has been received by the College. This amount will be deducted from the family fee account in the year the student commences at the College. Please note this is a non-refundable deposit should the application be withdrawn.

3. College Advisory Council Payment Schedule for College Fees

Fee accounts are issued once a year in February. Fees are payable in three equal installments.

4. Variations to Terms of Payment

Variations to the College Advisory Council's terms of payment can only be made by contacting the College Administration to arrange a payment plan. The staff may ask you to make an appointment with the Principal, depending on the circumstances.

5. Health Care & Pensioner Concession Card Holders

Please contact the College Administration within two weeks of commencement of Term 1 to check your eligibility for the Catholic Education Western Australia Ltd's HCC/PCC Discount Scheme. This scheme assists all families that hold a current Family Health Care Card or selected Pensioner.

6. Notice of Leaving

Please be advised that if you intend leaving St John Bosco College, the Principal **MUST** be notified in writing as soon as possible. Payment of one term's fees is required when less than one term's written notification of withdrawal from the College is not given. Any outstanding fees must be paid in full prior to departure.

7. Payment Methods

Paying in Person

To the College Administration between the hours of 8.30am - 3.30pm. The College accepts Cheque, Money Order, Cash or various Debit and Credit cards for in person EFTPOS payments. Please note, we do not accept American Express.

Pay by Phone Call

Credit card payments (Visa and Mastercard) are accepted over the phone.

Catholic Education Western Australia LTD Privacy Collection Notice

1. Catholic Education Western Australia Limited ('We') collect personal information, including sensitive information about you. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting your information is to support the design and safe delivery of the educational programme to each student in their CEWA community of faith.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable the Principal and CEWA to discharge their duty of care.

3. The law also requires us to collect, use and disclose certain information. These include and are not limited to the School Education Act (WA) 1999, the Children and Community Services Act (WA) 2004, and common law.

4. Health information about students is sensitive information within the terms of the Privacy Act 1988. We may collect such information about students from time to time.

5. A student's enrolment may be delayed or prevented and their education adversely affected if CEWA cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

CEWA may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other CEWA and government schools and teachers at those schools;
- staff and governing bodies of order accountable schools who are CEWA members;
- government departments (including for policy and funding purposes);
- The Catholic Education Office, the parish and the Archdiocese or Dioceses, other related church agencies/entities;
- medical practitioners;
- people providing educational, support and health services to CEWA, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
- people participating in, ancillary or incidental to, digital communication such as Teams video and chats
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education and research purposes;
- people providing administrative and financial services to CEWA;
- anyone you authorise CEWA to disclose information to; and
- anyone to whom 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. If you make an enrolment application to another CEWA or government school, personal information provided during the application stage may be used in this process. This personal information may include health information and is used for the purpose of considering and administering the enrolment.

8. CEWA uses centralised information management and storage systems ('Systems'). These Systems are provided by CEWA and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to CEWA.

9. CEWA may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging, online 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 CEWA's use of on online or 'cloud' service providers is contained in CEWA's Statutory Privacy Policy.

10. CEWA's Statutory Privacy Policy, accessible on CEWA's website, sets out how you may seek access and correct your personal information. However, access may be refused in certain circumstances such as where access would have an unreasonable effect on the privacy of others, where access may result in a breach of CEWA's duty of care to the student, where students have provided information in confidence or where CEWA is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

11. CEWA's Statutory Privacy Policy also sets out how you can make a complaint about a Privacy breach and how the complaint will be handled.

12. CEWA may engage in fundraising activities. Your information may be used to make an appeal to you. It may also be disclosed to organisations that assist CEWA'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.

13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, and on our website, or otherwise shared with the CEWA community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. CEWA will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotions or otherwise make this material available to the public such as on the internet.

14. If you provide CEWA with others' personal information, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

15. As with all decisions concerning children, the best interests of the student are a primary and overriding consideration in the management of information. A student's right to safety prevails above all other considerations, including theirs and others' right to privacy.

ST JOHN BOSCO COLLEGE
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APPLICATION FOR ENROLMENT FORM

A. STUDENT INFORMATION

Surname		First Name	
Preferred Name		Gender	◯ Male ◯ Female
Address			
State		Postcode	
Date of Birth		Birth Place	
Birth Certificate Attached	☐ Yes ☐ No	Aboriginal/Torres Strait Islander	◯ Yes ◯ No
If yes to Aboriginal/Torres Strait Islander, then Group of Origin			
Nationality (This Field is Mandatory)		Australian Permanent Resident	◯ Yes ◯ No
Date of Arrival in Australia (This Field is Mandatory if born outside Australia)		Visa Category Number	
Country of Citizenship		Language Spoken at Home (This Field is Mandatory)	
Present School		Year Level	
Location		Entry Year to St John Bosco College	
Religious Denomination			

Only applicable if the student is baptised Catholic.

Parish		Suburb	
Parish Priest		Baptism Certificate Attached	☐ Yes ☐ No

Date of Reception of Sacraments:

Baptism		Reconciliation		First Communion	Confirmation

FOR ADMINISTRATION USE ONLY

Entry Year		Year Level	
Date Received		Application Fee Paid by	

Supporting Documents

- ☐ Birth Certificate
- ☐ Baptism Certificate
- ☐ BRLA Assessments
- ☐ Current Court Order/Custody Order
- ☐ Immunisation History Statement
- ☐ Parish Priest Reference
- ☐ Most Recent School Report
- ☐ NAPLAN
- ☐ Passport / Visa

Acknowledgement ☐
AOS ☐
Electronic Filing ☐

Interview

Date _____
Time _____
Interviewer _____

B. FEMALE PARENT / CARER / GUARDIAN

Title		Surname		First Name	
Address					
State			Postcode		
Religious Denomination			Parish Priest		
Contact Address (if different from above)					
State			Postcode		
Telephone	(H)		(W)		(M)
Email					
Country of Citizenship					

C. MALE PARENT / CARER / GUARDIAN

Title		Surname		First Name	
Address					
State			Postcode		
Religious Denomination			Parish Priest		
Contact Address (if different from above)					
State			Postcode		
Telephone	(H)		(W)		(M)
Email					
Country of Citizenship					

D. CUSTODY/GUARDIANSHIP

Name of person(s) with legal guardianship of the student		
If applicable a copy of any Parenting or Restraint Order is attached.	☐ Yes	☐ No
Any other conditions enforced at law?		

E. SIBLINGS CURRENTLY ATTENDING ST JOHN BOSCO COLLEGE

(OR OTHERS ALSO APPLYING)

Name		Year Level	
Name		Year Level	
Name		Year Level	
Name		Year Level	

F. SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

Name		Year Level		School	
Name		Year Level		School	
Name		Year Level		School	
Name		Year Level		School	

G. EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/CARER/GUARDIAN)

Title		Surname		First Name	
Address					
Postcode		Relation to Student			
Contact Number	(H)	(W)		(M)	

Title		Surname		First Name	
Address					
Postcode		Relation to Student			
Contact Numbers	(H)	(W)		(M)	

H. 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 ☐

I. ACCOUNT INFORMATION

Female Parent/ Carer/ Guardian	☐	Male Parent/ Carer/ Guardian	☐	Both	☐
Billing Address					
State		Postcode			

J. ENROLMENT AGREEMENT

It is essential both parents / carers / guardians and students read and sign the following agreements prior to submitting this application for consideration.

*	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.
*	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 College means that we and our child will participate fully in all required aspects of the educational program of the College including the Religious Education program of the College.
*	I/we have read and fully understand and agree to the terms and conditions set out in the College fee collection policy.
*	I/we agree to abide by the policies and directions of the College and the Catholic Education Commission of Western Australia as they are enacted from time to time.
*	**I/we have enclosed the non-refundable Application fee of $35 and understand if an enrolment place is offered, a deposit of $200 needs to be paid with the return of the signed acceptance form in order to secure a place for your child.**

Signature of Female Parent / Carer/ Guardian		Date of Signature		/		/
			MM		*DD*	*YY*
Signature of Male Parent / Carer/ Guardian		Date of Signature		/		/
			MM		*DD*	*YY*

A copy of your child's Birth Certificate, Baptism Certificate, Parish Priest Reference, Immunisation Records, most recent School Report, Bishops' Religious Literacy Assessments (once available), NAPLAN (once available) Passport, Visa and Custodial Court Orders are to accompany the Application for Enrolment form. Originals of these documents should be presented at the enrolment interview.

K. CHECKLIST

☐	Birth Certificate	☐	NAPLAN
☐	Bishop's Religious Literacy Assessments (if applicable)	☐	Passport / Visa / Citzenship Certificate (if born outside Australia) - including date of entry stamp
☐	Catholic Baptism Certificate (if Baptised Catholic)	☐	Parenting, Restraint or Custodial Order (if applicable)
☐	Immunisation Records (Australian Immunisation Register (AIR) History Statement)	☐	Parents Citizenship or Visa documents if both parents were born overseas. (if applicable)
☐	Most recent School Report	☐	Read and Sign Enrolment Agreement

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PARISH PRIEST REFERENCE FORM

The Catholic Education Commission of WA Policy statement on student enrolment requires the enrolling Principal to consult with the Parish Priest.

As part of the enrolment process for St John Bosco College, you are required to arrange an appointment with the Parish Priest and together complete the attached form.

During the meeting, the discussion will focus on matters such as your reasons for seeking enrolment for your child in a Catholic College, your previous experience of or connections with the Catholic Church.

Parents/Guardians are asked to complete the following before the meeting:

Name of student/s: _____

Applying for Year/s _____**in 20**___

Address: _____

Phone No: _____

Name of Mother/Carer/Guardian_____

Name of Father/Carer/Guardian_____

Current School: _____

If a Government school, has your child attended school scripture classes? YES / NO

PARISH PRIEST'S COMMENTS:

_____

_____

_____

_____

_____

_____

Signed: _____

Priest's Name: _____

Parish: _____

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INTERVIEW
STUDENT INFORMATION FORM

Please complete and submit student information form with other supporting documentation at or prior to the interview.

The identification of additional support needs will not affect the enrolment decision. However, a full discussion is encouraged to enhance the College's ability to plan and support your child.

A. STUDENT DETAILS

Surname		First Name	
Preferred Name		Gender	◯ Male ◯ Female
Address			
State		Postcode	

The School Education Act 1999 requires the provision of:
16. Information required when applying to enrol
G… " details of any condition of the enrolee that may call for special steps to be taken for the benefit or protection of the enrolee or other persons in the school" (16G)
The Disability Standards for Education 2005 https://www.education.gov.au/disability-standards-education-2005
4.2 Enrolment standards (1) The education provider must take reasonable steps to ensure that the prospective student is able to seek admission to, apply for enrolment in, the institution on the same basis as a prospective student without a disability, and without experiencing discrimination.

B. INDIVIDUAL NEEDS

To assist the College to respond to individual requirements please detail any additional needs your child has in the following area(s) that may affect his/her learning, participation, or welfare during College hours.

Medical/Health Care	
Medical Details If medication or medical/health care services are required during College hours please provide full details, name, contact number and signed authorisation by the relevant practitioner.	
Communication Needs	☐
Learning	☐
Physical	☐
Self-Care	☐
Sensory Needs (e.g. Vision/Hearing)	☐
Socio-emotional	☐

C. EXTERNAL SERVICE PROVISION

Does your child receive any services from an external agency?	☐ Yes	☐ No	
If yes, please provide more details:			
Name of service provider		Contact Number	

D. IMMUNISATION RECORD (Application to an imminent enrolment commencement)

F- Fully immunised | N- Not immunised | I- Incomplete immunisation | P- Personal Objections

Measles	P-F	Mumps	P-F	Rubella	P-F	Diphtheria	P-F
Hepatitis B	P-F	Pertussis (Whooping Cough)	P-F	Polio (OPV)	P-F	Tetanus	P-F
Immunisation Record Attached				☐ Yes	☐ No		

E. MEDICAL INFORMATION (Application to an imminent enrolment commencement)

Family Doctor/ Medical Clinic		Contact Numbers:	
Address			
Dentist/Dental Clinic		Contact Numbers:	
Address			
Medicare Number (This Field is Mandatory)		Blood Group: (If known)	
Private Health Fund		Private Health Fund Number	

F. MEDICAL EMERGENCY AUTHORISATION (Application to an imminent enrolment commencement)

I authorise the College to seek medical/dental attention, call an ambulance or to hospitalise my son/daughter when considered necessary. If an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication and I/we are unable to be contacted within a reasonable time, I/we authorise the College to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf.

Signature of Female Parent / Carer / Guardian		Date of Signature	/ / *MM DD YY*
Signature of Male Parent/ Carer / Guardian		Date of Signature	/ / *MM DD YY*

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170 MONTICELLO PARKWAY
PIARA WATERS WA 6112

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Email: admin@stjohnbosco.wa.edu.au

web.stjohnbosco.wa.edu.au

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