



OUR LADY'S ASSUMPTION
SCHOOL

Dear Parent/Guardian

On behalf of the Our Lady's Assumption School Community, I would like to sincerely thank you for your interest in Our Lady's Assumption Primary School, Dianella.

Enclosed in this package are relevant documents and information relating to enrolling your child at Our Lady's Assumption School. Our Enrolment Policy is available on our School Website and our Administration Staff are available to answer questions relating to this process.

Please ensure that **all relevant forms have been FULLY completed and any relevant certificates have been attached** as any pending documentation will delay the enrolment process.

In order for an application to be lodged, the following documents/checklist must be submitted:

Application Checklist:

- Student Enrolment Application Form
- Registration Fee \$55.00 (non-refundable per application)
- Birth Certificate (copy)
- Baptism Certificate (copy)
- Immunisation records (copy)
- Parish Priest Reference Form
- Medicare Card Details
- Passport/Visa (If applicable)
- Custodial Court Orders (If applicable)

We look forward to the return of your enrolment application and thank you for your interest in Our Lady's Assumption Primary School.

Yours sincerely

Greg Martin
Principal





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OUR LADY'S ASSUMPTION ENROLMENT PROCEDURE

RATIONALE

Our Lady's Assumption Primary School is a two-stream coeducational school catering for students from Pre-Kindy to Year 6. The School has a long history in the community, with the Our Lady's Assumption Parish established in 1965, and soon after the School in 1967.

Our Lady's Assumption Primary School follows the guidelines and policies set down by the Catholic Education Commission of Western Australia. The Enrolment Policy of Our Lady's Assumption is based on the Catholic Education Commission principle of striving to make Catholic schooling available to children whose parents wish for them to be educated in an environment which has the Gospel, including its values, and a Catholic ethos as its basis.

PROCEDURE FOR APPLICATION

- Application forms must be submitted for all children seeking enrolment in Our Lady's Assumption school. These forms are available from the school office or the school website www.ola.wa.edu.au
 - A copy of each child's Baptismal Certificate, Birth Certificate and Immunisation details must be attached to the application form when it is submitted.
 - Kindergarten is the initial enrolling year for the school.
 - For students to be eligible for Kindergarten they must turn four (4) before 30 June.
 - It is understood that enrolment in Kindergarten guarantees enrolment for Pre-Primary to Year Six.
 - Applicants will be invited to attend an interview. Usually the year preceding enrolment.
 - In the event that an applicant is advised they will be placed on a waitlist their position on the list will be maintained for 12 months. Written notification needs to be submitted annually in order to maintain the status of the application.
 - The Application Fee of \$55 (inc GST) is non-refundable and is no guarantee that the student will be enrolled at Our Lady's Assumption School Dianella.
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INTERVIEW PROCESS

- Interviews are required for all children prior to confirmation of enrolment at Our Lady's Assumption School.
 - Parents will be notified of interview times by letter or phone.
 - We invite the student being enrolled into the school to attend the interview.
 - Letter from the Principal offering placement asking families to accept or reject offer.
 - Parents/Caregivers are required to complete and sign the Our Lady's Assumption School Enrolment Agreement.
 - A \$200 deposit will need to be paid to secure the position offered of which will be deducted from the child's fees the following term. *This deposit is non-refundable should an application be withdrawn.*
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SELECTION CRITERIA

When enrolling students, consideration is given to the following in priority:

- Catholic students from the Dianella Parish with a Parish Priest reference.
- Catholic students from outside the Parish with a Parish Priest reference.
- Other Catholic students.
- Siblings of non-Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.

The Principal in conjunction with the Parish Priest has discretion for the enrolment of special cases.

No enrolment application is refused on the basis of financial hardship.

Parents are advised that enrolment at Our Lady's Assumption does not guarantee automatic entry to Catholic Secondary Schools.

IMPORTANT INFORMATION

Completion of an Our Lady's Assumption Enrolment Form and acceptance of the application by the school does not guarantee a place at the school nor does it guarantee an enrolment interview. Enrolment at Our Lady's Assumption School is not a guarantee of enrolment in any other Catholic school. If a parent or guardian has knowingly withheld information relevant to the application/enrolment process the Principal reserves the right to refuse, or terminate enrolment on that ground; Special attention to the "AGREEMENT" section of the Our Lady's Assumption Enrolment Form must be noted and signed.





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Office Use Only	
\$55 Application Fee Rcvd by:	_____
Date Paid:	_____
Year Level Checked By:	_____
Accepted/Declined:	_____
Parish Priest Ref Rcvd:	_____
Date Accepted/Declined:	_____
\$200 Enrolment Fee Rcvd by:	_____
Date Paid:	_____
Processed By/Date:	_____ / _____

OUR LADY'S ASSUMPTION SCHOOL
ENROLMENT APPLICATION FORM

If applying for the 3 Yr Old Pre-Kindy Program, do you want your child to be considered for K-6? **Yes/No**

Please note that acceptance into the 3 Yr Old Pre-Kindy program does not guarantee a place in Kindergarten the following year.

STUDENT INFORMATION

Date of Admission Required: _____ Academic year level: _____

Student Surname: _____ First Name: _____

Preferred name: _____

Address: _____ State: _____ Postcode: _____

Date of Birth _____ Birthplace: _____ Birth Certificate Attached: Yes/No

Aboriginal or Torres Strait Islander: Yes/No

If yes to Aboriginal/Torres Strait Islander, then Group of Origin: _____

Sex: Male / Female / Other

Nationality: _____ Australian Permanent Resident Yes / No

If born outside of Australia:

Date of arrival in Australia: _____ Visa Category Number: _____

Country of Citizenship: _____ Main language spoken at home: _____

Sibling currently @ OLA.? _____





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Religious Denomination: _____ Parish Priest: _____
Parish: _____ Suburb: _____
Date of Reception of Sacraments _____ Baptism Certificate Attached _____ Yes/No
Baptism _____ Reconciliation _____ First Communion _____ Confirmation _____
Present School _____ Location: _____ Year Level: _____

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** (Please circle)

FAMILY INFORMATION

PARENT/GUARDIAN 1

Title: _____ Surname: _____ First Name: _____
Address: _____ Post Code: _____
Email address: _____ Occupation: _____ Country of Citizenship: _____
Contact Numbers: (H) _____ (W) _____ (MOB) _____
Religious Denomination: _____ Parish: _____ Suburb: _____

PARENT/GUARDIAN

Title: _____ Surname: _____ First Name: _____
Address: _____ Post Code: _____
Email address: _____ Occupation: _____ Country of Citizenship: _____
Contact Numbers: (H) _____ (W) _____ (MOB) _____
Religious Denomination: _____ Parish: _____ Suburb: _____

SIBLINGS

Name	DOB/Age	Year Level	School Currently Attending
_____	_____	_____	_____
_____	_____	_____	_____

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? _____

Under the provisions of the Family Law Reform Act 1995 biological parents are regarded as having full parental responsibility unless a Parenting Plan or Court Order is presented stating otherwise.





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EMERGENCY CONTACT DETAILS (OTHER THAN PARENT/GUARDIAN)

Name: _____ Relation to Student: _____

Address: _____

Contact Numbers: _____

Name: _____ Relation to Student: _____

Address: _____

Contact Numbers: _____

HEALTHCARE/PENSIONER CONCESSION CARD

Do you hold a current Family Health Care or Pensioner Concession Card? Yes/No

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 _____

MEDICAL INFORMATION/IMMUNISATION RECORD

F – fully immunised N – not immunised I – incomplete immunisation P – personal objections

Measles Mumps Rubella Diphtheria Tetanus

Hepatitis B Pertussis Polio (OPV) Meningitis
(Whooping Cough)

Immunisation Record Attached Yes/No

Medicare Number: _____ **Reference Number on Card:** _____

Family Doctor/Medical Clinic: _____

Address: _____

Contact Numbers: _____

ASTHMA

Does your child suffer from Asthma Yes/No (Please circle) If yes, an Action Plan together with a photo of your child must be supplied to the School Office when your child commences school.

ALLERGIES

Does your child suffer from any known allergies Yes/No (Please circle) If yes, an Action Plan together with a photo of your child must be supplied to the School Office when your child commences school.





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MEDICAL EMERGENCY AUTHORISATION

I authorise the school/co to seek medical/dental attention, call an ambulance or to hospitalise my child when considered necessary. I further authorise the school/college that if an emergency occurs requiring surgery, anaesthetic oxygen, blood transfusion, medication and I/we am unable to be contacted within a reasonable time, I/we authorise the school to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf and to provide to the medical practitioner any relevant medical information detailed in this form.

Signature of Parent(s)/Guardian(s): _____ Date: _____
(1) PARENT OR GUARDIAN

(2) PARENT OR GUARDIAN Date: _____

DISCLOSURE OF PERSONAL INFORMATION

Personal information collected and stored by the school is subject to the Privacy Act and the Commission of Western Australia or the Catholic Education Office of WA (CECWA) Privacy Policy Statement. A copy of the CECWA Privacy Policy Statement can be obtained from the school, the Catholic Education website.

AGREEMENT

I/we understand and accept that the completion of this application for enrolment form and acceptance by the school does not guarantee an enrolment interview or a place at the school. Successful applicants will be determined in accordance with the school's enrolment criteria.
I/we understand and accept Our Lady's Assumption School's Code of Conduct.
I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.
I/we understand that completion of this application for enrolment form and acceptance by the school does not guarantee the enrolment of that student in any other Catholic school.
I/we have completed this application form fully and truthfully to the best of my/our knowledge.
I/we acknowledge and accept that if it can be demonstrated that I/we have withheld material information relevant to the application for enrolment process, then the enrolment may be refused or terminated on this ground.
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 agree that upon enrolment into the school I/we agree and accept that our child/ren will participate in all required parts of the educational program of the school, including the religious education program.

**I/we agree that the Application Fee of \$55 (inc. GST) is non-refundable and is no guarantee that my child will be enrolled at Our Lady's Assumption School Dianella.
I/we agree that the Enrolment Fee of \$200, once paid, is non-refundable should I decide to withdraw the enrolment application for my child.**

Signature of Parent(s)/Guardian(s): _____ Date: _____
PARENT OR GUARDIAN 1

PARENT OR GUARDIAN 2 Date: _____



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COLLECTION NOTICE



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:

- staff and governing bodies of Catholic, government and non-government 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.





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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.





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TO BE COMPLETED & SUBMITTED TO THE SCHOOL BY PARISH PRIEST

PARISH PRIEST REFERENCE FORM

The Catholic Education Commission of WA Policy Statement on Student Enrolment requires the enrolling Principal to consult the parish priest. Completion of this form and presentation to the parish priest forms part of the enrolment process for Our Lady's Assumption School – Dianella. Contact should be made with the parish secretary to find out the process for that parish.

To the Parish Priest at: _____

Full name of Student: _____ **Year Level/Year** _____ / _____

Is the Student Baptised Catholic: **Yes/No** (Please Circle)

Phone No: _____

Address: _____

Name of Mother/Guardian : _____

Name of Father/Guardian: _____

Current School: _____ If Government School, does child attend out of school Scripture classes in the Parish? **Yes/No**

In a Catholic school, the parish and the school work in close collaboration with parents in fostering the faith development of the students. How do you see yourselves as parents fitting into the life of your parish?





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TO BE COMPLETED & SUBMITTED TO THE SCHOOL BY PARISH PRIEST

Please complete the information below in reference to the family information above.

Q1. Is the family actively involved in the life of the Church? Please Provide Details:

Q2. How regularly does the family attend Mass?

Regularly

Sometimes

Rarely

Never

(Please Circle)

Q2. Do you believe that parental attitudes towards the values, beliefs and practices of the Catholic Faith are such that the school and home would be able to work successfully in the areas of Faith Education?

Q3. Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

Q4. Any other comments:

Parish Priest Signature _____ **Parish Priest Name** _____

The Parish Priest will email/deliver the completed form to the school.

