



ST PETER'S PRIMARY SCHOOL

103 Wood Street INGLEWOOD WA 6052

PO Box 656 INGLEWOOD WA 6932

ABN 19380984604

P: 9338 9900 **E:** stpeters@cewa.edu.au **W:** www.stpeters.wa.edu.au

Dear Parent/Guardian

On behalf of the St Peter's School Community, thank you for your interest in enrolling your child at St Peter's Primary School, Inglewood.

Enclosed in this package are relevant documents and information relating to the enrolment process. Our Enrolment Policy is available on our School Website and our Enrolment Officer (Liz Cunningham) can be contacted on 9338 9904 to answer questions relating to this process.

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

Application Checklist:

- Student Enrolment Application Form
- Parent Code of Conduct
- Non-refundable Application Fee \$55 (per application)
- Birth Certificate
- Baptism Certificate
- Immunisation Certificate (from MyGov website)
- Parish Priest Reference Form
- National Data Collection Form
- Visa and Passport (if both parents and/or student born out of Australia)
- Custodial Orders (if applicable)
- Any other information relating to this application (ie, past school reports, etc)

Completed applications are to be submitted:

IN PERSON 103 Wood Street, Inglewood WA 6052

EMAIL stpeters@cewa.edu.au

MAIL PO Box 656, Inglewood WA 6932

We look forward to the return of your enrolment application and thank you again for your interest in St Peter's Primary School.

Yours sincerely

Pina Hutcheson
PRINCIPAL



ST PETER'S PRIMARY SCHOOL ENROLMENT PROCEDURE

Rationale

St Peter's Primary School is located at 103 Wood Street, Inglewood, approximately 10 kilometres north of the CBD. It is a triple streamed, co-educational school with a current enrolment of approximately 740 students from Pre Kindy to Year 6. St Peter's Primary School follows the guidelines and policies set down by the Catholic Education Commission of Western Australian. The enrolment policy 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

- An application form must be lodged for a child seeking enrolment at St Peter's Primary School. This form is available from the School office or website at www.stpeters.wa.edu.au
 - A copy of the child's original Birth Certificate, Baptism Certificate and Immunisation History Statement (from MyGov website) must be attached to the application form when it is submitted.
 - Kindergarten is the initial enrolling year for the school. (A Pre Kindy program is offered, however, acceptance into this program does not guarantee acceptance into K-Y6. The child must be 3 years old prior to commencement).
 - For a child to be eligible for Kindergarten, he/she must turn 4 years old before 30 June of commencement year.
 - Enrolment in Kindergarten guarantees enrolment for Pre Primary to Year 6.
 - The applicant and family will be invited to attend an interview, usually in the year preceding enrolment.
 - In the event that an applicant is placed on a waitlist, this application will be maintained for 12 months. Written notification needs to be submitted annually in order to maintain the status of the application.
 - The \$55 Application Fee (incl. GST) is non-refundable and is no guarantee of enrolment.
-

Interview Process

- Interviews are required for all children prior to confirmation of enrolment at St Peter's Primary School.
 - Parents will be notified of interview times by email, letter or telephone and the applicant must attend the interview.
 - Correspondence from the Principal either offering placement asking family to accept or decline offer, or advising waitlist.
 - Parent/Caregiver will be asked to complete and sign the Enrolment Agreement and complete a Student History Form.
 - A \$100 Enrolment Deposit will need to be paid to secure the position. This will be deducted from school fees the following year, however, is non-refundable should an application be withdrawn.
-

Selection Criteria

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

- Siblings of students currently attending St Peter's Primary School
- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the Parish with a Parish Priest reference
- Other Catholic Students
- Children of families with historical links to the school.
- 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 application is refused on the basis of financial hardship.

Enrolment at St Peter's Primary School does not guarantee automatic entry to Catholic Secondary Schools.

Important Information

Completion and acceptance of an application form at St Peter's Primary School does not guarantee an enrolment interview or enrolment. Enrolment at St Peter's Primary School does not guarantee 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 this Application Form must be noted and signed.



ST PETER'S PRIMARY SCHOOL STUDENT ENROLMENT APPLICATION

103 Wood Street, INGLEWOOD WA 6052 P: 9338 9900

www.stpeters.wa.edu.au

stpeters@cewa.edu.au



OFFICE USE ONLY	Academic Year _____	Calendar Year _____	<input type="checkbox"/> \$55 Application Fee (non-refundable)
	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Baptism Certificate	<input type="checkbox"/> Immunisation Certificate <input type="checkbox"/> Visa/Cert (if applicable)

Would you like your child to be considered for the 3-year old Pre-Kindy program? YES NO
(Please note that acceptance into 3-year old Pre-Kindy program does not guarantee a place in Kindergarten the following year.)

Have you lodged an application at another Catholic Primary School YES NO (If Yes, state School _____)

**STUDENT'S FULL NAME MUST APPEAR AS PER HIS/HER
AUSTRALIAN BIRTH CERTIFICATE OR IMMIGRATION VISA DOCUMENTS**

Surname		First Name	
Other Names		Preferred Name	
		Male or Female	
Aboriginal/Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please state Group of Origin	
Address		Suburb	Post Code
Date of Birth	Country of Birth	Place of Birth	
Language Most Spoken at Home			
Current School (if applicable)		Location	Year Level

**IF STUDENT AND/OR BOTH PARENTS WERE BORN OUTSIDE AUSTRALIA, COPY OF AUSTRALIAN PASSPORT/
CITIZENSHIP/VISA MUST BE ATTACHED.**

Citizenship Status	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Temporary Entry Permit
	<input type="checkbox"/> Other Overseas	<input type="checkbox"/> Permanent Humanitarian Visa	<input type="checkbox"/> Not Provided	
If born outside Australia	Date of Arrival	Visa Category Number	Visa Expiry Date	
Student resides with	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Shared Arrangement
	<input type="checkbox"/> Other (please provide detail)			

Custody/Guardianship (only if applicable)

Name of Person(s) with legal guardianship of the student _____

If applicable, a copy of any Parenting or Restraint Order attached Yes No

Under the provision 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.

Student Religious Denomination _____	Date and Place of Sacraments Received (if applicable)
If Applicable:	
Parish: _____	Baptism ___/___/___ Parish _____
Suburb: _____	Reconciliation ___/___/___ Parish _____
Parish Priest: _____	First Holy Communion ___/___/___ Parish _____
	Confirmation ___/___/___ Parish _____

FAMILY INFORMATION

CAREGIVER 1 Relationship to Student Mother Father Other (please specify)
 Marital Status Married Single Divorced De Facto Widow/Widower

Title First Name Surname

Home Address

Telephone Home Mobile Work

Email Address Fee Account to this Address Yes No

Country of Birth Country of Citizenship Language

Occupation Employer Full-Time Part-Time Casual

Religious Denomination Parish (if applicable)

CAREGIVER 2 Relationship to Student Mother Father Other (please specify)
 Marital Status Married Single Divorced De Facto Widow/Widower

Title First Name Surname

Home Address

Telephone Home Mobile Work

Email Address

Country of Birth Country of Citizenship Language

Occupation Employer Full-Time Part-Time Casual

Religious Denomination Parish (if applicable)

SIBLINGS

Name School Year

Name School Year

Name School Year

EMERGENCY CONTACT DETAILS (other than Caregiver)

Name Relationship to Student

Home Address

Mobile Home Work

Name Relationship to Student

Home Address

Mobile Home Work

MEDICAL INFORMATION

Family Doctor/Medical Clinic

Address Telephone

Medicare No: Expiry Private Health Fund

IMMUNISATION RECORD (Please provide current Immunisation Record [Immunisation Statement](#))

F – Fully Immunised N – Not Immunised I – Incomplete Immunisation P – Personal Objection

STUDENT'S INDIVIDUAL NEEDS

The School Education Act 1999 requires the provision of:

....."details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other 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.

1. Medical/Health Care _____
2. Medication _____
3. Physical Needs _____
4. Learning Needs _____
5. Psychological/socio-emotional Needs _____
6. Sensory Needs (eg, Vision/Hearing) _____
7. Behavioural or Safety Needs _____
8. Communication Needs _____
9. Self-Care Needs _____
10. Allergies _____

If medication or medical/health care services are required during school hours, please provide full details, name, contact number and signed authorisation by the relevant practitioner

Does your child receive Respite Care on a regular basis? If Yes, please provide details.

MEDICAL EMERGENCY AUTHORISATION

I/we authorise St Peter's Primary School to seek medical/dental attention, call an ambulance or hospitalise my son/daughter when considered necessary. I/we further authorise the school that, if an emergency occurs requiring surgery, anesthetic, oxygen, blood transfusion, medication, and I/we am/are unable to be contacted within a reasonable timeframe, the school has the authority 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.

Caregiver 1 _____
Full Name Signature Date

Caregiver 2 _____
Full Name Signature Date

AGREEMENT

- I/we promise to support the Catholic philosophy, policies, rules and regulations of St Peter's Primary School, and endeavour to ensure that my child will co-operate with the expectations of the school in this regard.
- I/we promise to ensure that my child wears the full St Peter's Primary School uniform.
- I/we promise to take an active interest in school activities, eg Parent/Teacher opportunities, P& F Association and the School Board.
- I/we understand and accept that the completion of this application form does not guarantee an enrolment interview, nor a place at the School. Successful applicants will be determined in accordance with the school's enrolment criteria.
- I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.
- I/we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.
- I/we agree to abide by the policies and directions of the School and Catholic Education Western Australia (CEWA) as they are enacted from time to time.
- I/we agree to give a full term's notice (in writing) before removal of a student, or a term's fees may be payable.
- I/we have viewed, fully understood and agree to the terms and conditions set out in the school's fee collection policy.
- I/we have provided the necessary documentation that the School may request to confirm the student's Australian residency status.
- I/we agree to pay all fees within the relevant time or make a suitable alternative arrangement with St Peter's Primary School.
- I/we shall pay any expenses, costs or disbursements incurred by St Peter's Primary School in recovering any outstanding monies, including debt collection agency fees and solicitors' costs
- I/we agree that, as parents, we are responsible for payment of breakages or damage to school's property incurred by my/our child.
- I/we have completed this application form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that, if I/we have knowingly withheld information or included false information (especially in relation to this student's details, individual needs, medical conditions, health care requirements and/or Parenting and Restraint Orders), this enrolment may be refused or terminated on this ground.
- I/we have read and fully understand and agree and accept that enrolment in a Catholic school means that I/we and my/our child will participate fully in all required parts of the education program of the school, including the Religious Education program of the school.
- I/we give permission for St Peter's Primary School to exchange information regarding this student with other agencies (for example, previous schools, medical and/or specialist services, therapists – speech, OT, audiologist, psychologist, pediatricians).
- I/we have received a Privacy Collection Notice (attached).
- I/we have received a Parent Code of Conduct (attached).
- I/we have provided a copy of any Parenting or Restraint Order that applies to the prospective school (if applicable).
- I/we have fully and truthfully completed this Enrolment Application.

Caregiver 1 _____

Full Name

Signature

Date

Caregiver 2 _____

Full Name

Signature

Date

DISCLOSURE

Personal information collected and stored by the school is subject to the Privacy Act and the CEWA Privacy Policy Statement. A copy of the CEWA Privacy Policy Statement can be obtained from the school, Catholic Education Western Australia or the CEWA website <https://www.cewa.edu.au/>.

PRIVACY COLLECTION POLICY

- ❖ The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/ daughter.
- ❖ 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.
- ❖ Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health laws.
- ❖ Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- ❖ From time to time, the School discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
- ❖ 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.
- ❖ Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, Year Book and on our website. Please advise the School in writing (email) if you do not want your son/daughter/s photograph used.
- ❖ Your name and email address only will be provided to your P&F Class Rep each year. The role of the P&F Class Rep is to attend monthly P&F Meetings to represent the views of class parents, communicate meeting outcomes back to class parents, welcome new families to the school and help organise and promote social and fundraising events for the wider school, year group or classroom. Please advise the School in writing (email) if you do not want your email address provided to your P&F Class Rep.
- ❖ Parents may seek access to personal information collected about them and their son/ daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
- ❖ As you may know, the School engages in fundraising activities from time to time. Information received from you may be used to make an 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.
- ❖ 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 the School can access that information if they wish, and that the School does not usually disclose the information to third parties.



Code of Conduct (Parents)

Originally Written:	2016
Reviewed:	
Date of next review:	

1. Rationale

To comply with the System Agreement with the Minister for Education Clause 6(3) stating *all schools in the system will be required to adhere to a "Code of Conduct" on child safety in accordance with the standard determined by the Minister under section 159(1)(l) of the Act.*

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

2. Scope

The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

3. Principles

- 3.1 You act safely and competently.
- 3.2 You give priority to students' safety and well-being in all your behaviour and decision making.
- 3.3 You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
- 3.4 You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
- 3.5 You respect the dignity, culture, values and beliefs of each member of the school community.
- 3.6 You treat personal information about members of the school community as private and confidential.
- 3.7 You give impartial, honest and accurate information about the education, safety and well-being of students.
- 3.8 You support all members of the school community in making informed decisions about students.
- 3.9 You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
- 3.10 You maintain and build on the community's trust and confidence in Catholic schools and the Church.
- 3.11 You act reflectively and ethically.
- 3.12 You allow students to have a voice in their education, safety and well-being.





ST PETER'S PRIMARY SCHOOL, INGLEWOOD

DATA COLLECTION FORM

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. This information is collected in accordance with the school's Privacy Policy.

Note: If you need help with this form, please contact Liz Cunningham on 9338 9904.

Name of student:

First name

Last name

Date of Birth (dd/mm/yyyy)

Home address of student: (No. and street name)

Suburb

Postcode

1 What is the student's gender?

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

2 Is the student of Aboriginal or Torres Strait Islander origin?

		(office use only)
No	<input type="checkbox"/>	4
Yes, Aboriginal	<input type="checkbox"/>	1
Yes, Torres Strait Islander	<input type="checkbox"/>	2
Yes, both Aboriginal and Torres Strait Islander	<input type="checkbox"/>	3

3 In which country was the student born?

		(office use only)
Australia	<input type="checkbox"/>	1101
England	<input type="checkbox"/>	2102
India	<input type="checkbox"/>	7103
Indonesia	<input type="checkbox"/>	5202
Ireland	<input type="checkbox"/>	2201
Italy	<input type="checkbox"/>	3104
Malaysia	<input type="checkbox"/>	5203
New Zealand	<input type="checkbox"/>	1201
Philippines	<input type="checkbox"/>	5204
Singapore	<input type="checkbox"/>	5205
South Africa	<input type="checkbox"/>	9225
United States of America	<input type="checkbox"/>	8104
Vietnam	<input type="checkbox"/>	5105
Other – please specify		

4 Does the student or caregiver(s) speak a language other than English at home? (If more than one language, indicate only the one that is spoken most often.)

Name Caregiver 1 _____

Name Caregiver 2 _____

		Student	Caregiver 1	Caregiver 2	(office use only)
No,	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes,	Aboriginal English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8998
Yes,	Aboriginal language Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Yes,	Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes,	Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes,	Burmese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6101
Yes,	Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes,	Croatian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3503
Yes,	Dinka	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9216
Yes,	Filipino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6512
Yes,	French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2101
Yes,	Gaelic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1101
Yes,	Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5203
Yes,	Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes,	Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes,	Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7201
Yes,	Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes,	Malayalam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5102
Yes,	Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes,	Polish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3602
Yes,	Shona	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9207
Yes,	Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2302
Yes,	Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5207
Yes,	Sinhalese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5211
Yes,	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes,	Tagalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6511
Yes,	Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5103
Yes,	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes,	Other - please specify				

5 (a) What is the highest year of primary or secondary school the Caregivers have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below.')

	Mark one box only in each column		
	Caregiver 1	Caregiver 2	<i>office use only</i>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	1

5 (b) What is the highest level of qualification the Caregivers have completed?

	Mark one box only in each column		
	Caregiver 1	Caregiver 2	<i>office use only</i>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

6 (a) What is the occupation group of Caregiver 1? **

6 (b) What is the occupation group of Caregiver 2? **

***Please select the appropriate occupation group from the list on pages 12 and 13.*

- If the person is not currently in paid work, but has had a job in the last 12 months or has 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, enter '8' in the box above.*

Date ___/___/20___

Thank you for your time.
Please return this form to the school with your application form.

List of Occupation Groups (for Question 6)

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)

- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)

- **Defence forces** (Commissioned Officer)

Qualified professionals 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

- **Health** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)

- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)

- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)

- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)

- **ICT** (computer systems manager, designer, software and applications programmers)

- **Science** (all scientists)

- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)

- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)

- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)

- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)

- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)

- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof-reader, graphic designer, web designer)

- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**

- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)

- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)

- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)

- **Defence Forces** (senior non-Commissioned Officers [NCO])

- **Other** (library assistant, museum/gallery technician, research assistant, proof-reader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/childcare/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

Other worker (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

PARISH PRIEST REFERENCE FORM

Catholic Education 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 St Peter's Primary School, Inglewood. Contact should be made with the Parish Secretary to find out the process for your Parish.

TO BE COMPLETED BY PARENT

To the Parish Priest at: _____	Parish _____
Name of Student: _____	DoB ____ / ____ / ____
Address: _____	
Telephone: _____	Email _____
Name Caregiver 1: _____	
Name Caregiver 2: _____	
Current School (if applicable): _____	
If Government school, does child attend 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? What is your involvement in Parish life at present?	

TO BE COMPLETED BY YOUR PARISH PRIEST OR HIS DELEGATE

Please complete the information below in reference to the family information above and send to St Peter's Primary School at stpeters@cewa.edu.au . Thank you.

Is the family actively involved in the life of the Church? YES NO
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? YES NO
Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment in our school?

Any other comments? _____

Name: _____ Signed _____