



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) – this can be paid over the telephone
- Birth Certificate
- Baptism Certificate
- Immunisation Certificate (from MyGov website)
- Parish Priest Reference Form
- National Data Collection Form
- Australian Passport/Citizen Cert/Visa (if both parents and/or student not born in 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 stream, co-educational school with a current enrolment of over 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.
- For a child to be eligible for Pre Primary, he/she must turn 5 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 child must attend the interview. Parent will be sent a Pre-Interview Form, which needs to be completed and submitted prior to attending interview.
- Correspondence sent from the Principal offering placement, 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.

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 students and parents/guardians prior to, and during, the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/ daughter.
- ❖ 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 students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about your son/daughter 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.
- ❖ On occasion, information such as academic and sporting achievements, student/classroom activities and other news is published in our Newsletter (on website), Facebook and Twitter (with no student names). Please advise the school in writing to stpeters@cewa.edu.au if you do not want your child's image used on the online platforms (this does not impact SeeSaw as it is an inhouse class platform only, or the Year Book, as that is not online).
- ❖ 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 to stpeters@cewa.edu.au 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)

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 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/Citizen Cert/Passport (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 OR 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/ AUSTRALIAN CITIZENSHIP CERTIFICATE/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 _____ If Applicable: Parish: _____ Suburb: _____ Parish Priest: _____	Date and Place of Sacraments Received (if applicable) Baptism ___/___/___ Parish _____ Reconciliation ___/___/___ Parish _____ First Holy Communion ___/___/___ Parish _____ Confirmation ___/___/___ Parish _____
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AGREEMENT

- I/we will 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 will ensure that my child wears the full St Peter's Primary School uniform.
- I/we will take an active interest in school activities, eg parent/teacher opportunities, P & F Association and the School Advisory Council.
- I/we understand that the completion of this application form does not guarantee an enrolment interview, nor an enrolment offer being made. Successful applicants will be determined in accordance with the School's enrolment criteria.
- I/we understand that enrolment in one Catholic School does not guarantee enrolment in another 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 provided the necessary documentation that the School may require to confirm Australian residency status.
- I/we have viewed, fully understood and agree to the terms and conditions set out in CEWA's School Fees Policy [School Fees](#)
- I/we agree to pay all fees within the relevant timeframe or make suitable alternative arrangements with the School.
- I/we understand and agree that my/our obligation to pay all outstanding fees and charges is not varied despite any changes in the nature of my/our relationship, nor by any Court Order binding on me/us relating to fee payment, nor by rulings of the Child support Agency, nor agreement not co-signed by the School Principal.
- I/we understand and agree that my/our agreement to pay all outstanding fees and charges can only be varied in writing, signed by all parties to this Agreement.
- I/we understand and agree to address and resolve any dispute between us about fee payments with each other and not involve the School.
- I/we understand and agree that any arrangement by the Principal to separately invoice me/us does not amount to a variation of this Agreement made by me/us to pay all fees.
- 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 we are responsible for payment of breakages or damage to School's property incurred by my/our child (including IT equipment).
- 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 my/our child's details, individual needs, medical conditions, health care requirements and/or Parenting and Restraint Orders), this enrolment may be refused or terminated.
- I/we have read and fully understand, agree to 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 curriculum of the school, including the Religious Education.
- I/we give permission for St Peter's Primary School to exchange information regarding my child with other agencies (for example, previous schools, medical and/or specialist services, therapists – speech, OT, audiologist, psychologist, paediatricians).
- I/we have received and read the Privacy Collection Notice (attached).
- I/we have received and read the Parent Code of Conduct (attached).
- I/we have provided a copy of any Parenting or Restraint Order (if applicable).
- I/we have fully and truthfully completed this Enrolment Application.

Caregiver 1 _____
Full Name
Signature
Date

Caregiver 2 _____
Full Name
Signature
Date



ST PETER'S PRIMARY SCHOOL, INGLEWOOD

NATIONAL 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.)

First name of Student	Last name of Student	Date of Birth (dd/mm/yyyy)

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

1 Student's gender

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

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

		<i>(office use only)</i>
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?

		<i>(office use only)</i>
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		

Name of Caregiver 1 _____

Name of Caregiver 2 _____

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.)

		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's 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? (see attached) **

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

***Please select the appropriate occupation group from the list on the attached sheets.*

- *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/ 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

The Catholic Education Commission of WA Policy Statement on Student Enrolment may require the enrolling Principal to consult the Parish Priest and completion of this document forms part of the enrolment process at St Peter's Primary School.

Please complete the top part of this document and present it to your Parish Priest for completion and return to 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: _____

Name of Student: _____ Date of Birth ___/___/___

Address: _____

Mobile: _____ Email: _____

Caregiver 1: _____ 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?

TO BE COMPLETED BY YOUR PARISH PRIEST OR DELEGATE

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

Q1. Is the family actively involved in the life of the Church? _____

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 of in the decision about this student's enrolment in our school?

Q4. Any other comments?

Parish: _____ Signed: _____

Please email completed form to stpeters@cewa.edu.au