



# St Matthew's School

9 Glyde Street  
(PO Box 456)  
Narrogin WA 6312  
Ph (08) 9853 9500  
Email: [admin@matthews.wa.edu.au](mailto:admin@matthews.wa.edu.au)  
Website: [www.matthews.wa.edu.au](http://www.matthews.wa.edu.au)

## APPLICATION FOR ENROLMENT

### STUDENT INFORMATION

Student Surname: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
\_\_\_\_\_ Birth certificate attached: Yes/No  
Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_ Aboriginal/Torres Strait Islander: Yes/No  
If yes, then Group of Origin: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Australian Permanent Resident: Yes/No  
Born outside Australia. Number of Years in Australia: \_\_\_\_\_  
Date of arrival in Australia: \_\_\_\_\_ Visa Category Number: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Language Spoken at Home: \_\_\_\_\_

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

Present School: (If applicable) \_\_\_\_\_ Location: \_\_\_\_\_ Year Level: \_\_\_\_\_

### FAMILY INFORMATION

#### FEMALE PARENT OR GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
\_\_\_\_\_ Religious Denomination: \_\_\_\_\_ Parish Priest: \_\_\_\_\_  
Parish: \_\_\_\_\_ Suburb: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_ Email: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_

#### MALE PARENT OR GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
\_\_\_\_\_ Religious Denomination: \_\_\_\_\_ Parish Priest: \_\_\_\_\_  
Parish: \_\_\_\_\_ Suburb: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_ Email: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_

**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? \_\_\_\_\_

**SIBLINGS CURRENTLY ATTENDING ST MATTHEW'S SCHOOL**

Name	Year Level	Name	Year Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SIBLINGS CURRENTLY ATTENDING ANOTHER SCHOOL**

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

**EMERGENCY CONTACT DETAILS (OTHER THAN A PARENT/GUARDIAN)**

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

**DISCLOSURE**

Do you agree that the information supplied on the *Student Information* and *Family Information* sections can be provided to the relevant Parish Priest?

Yes/No

## **AGREEMENT**

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 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 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 individual needs, medical conditions, health care requirements and/or 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 School means that we and our child will participate fully in all required aspects of the educational program of the school, including the Religious Education program of the school.

I/we have read and fully understand and agree to the terms and conditions set out in the school fee collection policy.

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.

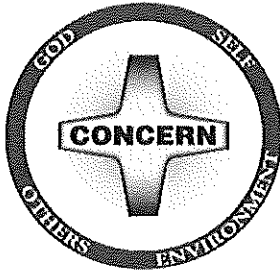
Signature of Parent(s) / Guardian (s): \_\_\_\_\_ Date: \_\_\_\_\_  
FEMALE PARENT OR GUARDIAN

Signature of Parent(s) / Guardian (s): \_\_\_\_\_ Date: \_\_\_\_\_  
MALE PARENT OR GUARDIAN

### **The following must accompany the Application for Enrolment Form.**

Originals of these documents should be presented at the enrolment interview:

- Your child's Birth Certificate
- Baptism Certificate *(if applicable)*
- Up-to-date Immunisation History Statement *(this is available through you MyGov account or Medicare)*
- Passport and Visa *(if applicable)*; and
- Custodial Court Orders



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## Student Interview Information Form

Please return this form at or prior to your interview

The identification of additional support needs will not affect the enrolment decision; however, a full discussion is encouraged to enhance the school's ability to plan and support their child.

Student Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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 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) The Disability Standards for Education 2005 <https://www.education.gov.au/disabilitystandards-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.*

To assist the school 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 school hours.

Medical/Health Care \_\_\_\_\_

Medication \_\_\_\_\_

Physical \_\_\_\_\_

Orthoses/Prosthesis \_\_\_\_\_

Psychological/Cognitive \_\_\_\_\_

Sensory (e.g. Vision/Hearing) \_\_\_\_\_

Behavioural or Safety \_\_\_\_\_

Communication \_\_\_\_\_

Allergies \_\_\_\_\_

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

\_\_\_\_\_

**EXTERNAL SERVICE PROVISION**

Does your child receive any services from an external agency, which may affect educational arrangements?  
Yes/No

If yes, please provide details:

Name of Service Provider \_\_\_\_\_

Contact No. \_\_\_\_\_

**MEDICAL INFORMATION**

Family Doctor/Medical Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Dentist/Dental Clinic: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Medicare Number: \_\_\_\_\_ Private health Fund: \_\_\_\_\_

Blood Group \_\_\_\_\_

**MEDICAL EMERGENCY AUTHORISATION**

*I authorise St Matthew's School 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 St Matthew's School to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf.*

Signature of Parent(s) / Guardian (s): \_\_\_\_\_ Date: \_\_\_\_\_

FEMALE PARENT OR GUARDIAN

Signature of Parent(s) / Guardian (s): \_\_\_\_\_ Date: \_\_\_\_\_

MALE PARENT OR GUARDIAN



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### 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 St Matthew's 9853 9500.

#### 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 sex?

- Male   
Female

#### 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   | <input type="text"/>     |      |

**4 Does the student or their parent/guardian/carer speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

Name Parent 1/ Guardian 1 / Carer 1:

Name Parent 2 / Guardian 2 / Carer 2:

(This name is for administration purposes only)

		<b>Student</b>	<b>Parent 1/Guardian 1/ Carer 1 (Female)</b>	<b>Parent 2/Guardian 2 /Carer 2 (Male)</b>	<i>(office use only)</i>
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"/>	
	<hr/>				
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 parents/guardians have completed?  
 (For persons who have never attended school, mark 'Year 9 or equivalent or below.')

	Mark one box only in each column		office use only
	Parent 1 / Guardian 1 / Carer 1 (Female)	Parent 2 / Guardian 2 / Carer 2 (Male)	
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 level of the **highest** qualification the parents/guardians have completed?

	Mark one box only in each column		office use only
	Parent 1 / Guardian 1 / Carer 1 (Female)	Parent 2 / Guardian 2 / Carer 2 (Male)	
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 Parent 1/Guardian 1/Carer 1 (Female)?

6 (b) What is the occupation group of the Parent 2/Guardian 2/Carer 2? (Male)

Please select the appropriate parental occupation group from the list on page 4-5.

- 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.

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



## List of Parental 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/child care/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, kitchen-hand, 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)