SANTA MARIA
COLLEGE

Dear Parent/Guardian

Thank for your interest in a place for your daughter at Santa Maria College.

Please complete the application form for your daughter and return it with the application fee payment of $120 and a photocopy of your daughter's birth and baptismal certificates and the completed Parish Priest reference form. Written confirmation acknowledging receipt of your application and payment will be mailed to you. Please photocopy your completed application form to retain for your records.

While many of the frequently asked questions regarding enrolment are answered on our website, I urge you to contact me at any time for further clarification. From previous experience the following communication procedures need highlighting:

- Change of address or contact details
- Change of application to an earlier year.

Our prime concern is that your daughter's experiences at Santa Maria College are happy, stimulating and rewarding and that she takes advantage of the opportunities the College offers. There are opportunities for your daughter to participate in spiritual, sporting, cultural, service, leadership and personal development programs and it is these experiences, combined with the academic curriculum that make Santa Maria College an outstanding school.

Please contact me if I can be of further assistance in the planning of your daughter's education. I recommend taking part in the morning or twilight tours that are offered each term.

Yours sincerely

Lesley Nowotny
Enrolment Officer

T: +61 8 6330 0373
E: nowotny.lesley@santamaria.wa.edu.au

Santa Maria College

A Ministry of Mercy Education Ltd

Established in 1938 by the Sisters of Mercy Perth, Western Australia

ABN 69 154 531 870

A Catholic Day and Boarding College for Girls

APPLICATION FOR ADMISSION

Hospitality, Compassion, Justice, Service, Excellence

OFFICE USE ONLY

Applic Rcd ..... Receipt No ..... Student Key .....

Sibling ..... Mother OGA .....

STUDENT DETAILS

Name .....
(CHRISTIAN/GIVEN NAMES) (PREFERRED NAME) (FAMILY NAME)

Residential Address ..... Postcode .....

Date of Birth ...../...../..... Country of Birth ..... Visa Category .....
(IF APPLICABLE)

I would like my daughter to enter Year _____ in 20__ __ as a Day Girl/Boarder (Please circle one)

Present Academic Year ..... Present School .....

Religious Denomination ..... Parish .....

Parish Priest/Minister ..... Date of Baptism ...../...../.....

Nationality ..... Language(s) Spoken at Home .....

MOTHER/FEMALE GUARDIAN

Title ..... Name .....
(CHRISTIAN/GIVEN NAMES) (FAMILY NAME)

Residential Address ..... Postcode .....

Postal Address ..... Postcode .....

Contact Numbers Home ( ) ..... Mobile .....

Business ( ) ..... Email .....

Occupation ..... Business Name .....

Old Girl of the College ☐ Yes ☐ No Years attended ..... Class of ..... Maiden Name .....

Religious Denomination .....

Nationality ..... Country of Birth .....

Australian Permanent Resident ☐ Yes ☐ No

FATHER/MALE GUARDIAN

Title ..... Name .....
(CHRISTIAN/GIVEN NAMES) (FAMILY NAME)

Residential Address ..... Postcode .....

Postal Address ..... Postcode .....

Contact Numbers Home ( ) ..... Mobile .....

Business ( ) ..... Email .....

Occupation ..... Business Name .....

Religious Denomination .....

Nationality ..... Country of Birth .....

Australian Permanent Resident ☐ Yes ☐ No

CUSTODY/GUARDIANSHIP

Parent/Guardian with whom student lives ☐ Both parents ☐ Mother Only ☐ Father Only

Name of person(s) with legal custody/guardianship of the student .....

Are there any custody conditions enforced by law? ☐ Yes ☐ No

If applicable, attach a copy of any parenting, protection or restraining orders. I agree to provide updated copies of any of these documents as appropriate.

SIBLINGS CURRENTLY ATTENDING OTHER SCHOOLS

..... (Name) ..... (Year Level) ..... (School)

..... (Name) ..... (Year Level) ..... (School)

..... (Name) ..... (Year Level) ..... (School)

ASSOCIATION WITH SANTA MARIA COLLEGE

Names of other children at present attending/enrolled to attend or who are Old Girls of the College

..... (Name) ..... (Year Level) ..... (House)

..... (Name) ..... (Year Level) ..... (House)

Relatives who are Old Girls of Santa Maria College .....

ADDITIONAL INFORMATION

Please list below any health or education circumstances of which the College needs to be aware in order to provide maximum support to the student (eg medical, physical, learning or special needs). Please provide copies of relevant documents, including medical reports, therapy information, details of past school performance etc .....

.....

BILLING INSTRUCTIONS - PERSON/S RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

IS SPLIT BILLING REQUIRED ☐ **YES** ☐ **NO** If so, please fill in both names & addresses below. If not, fill in only one.

1. Name (as above if accounts are posted to parents jointly) .....

Address ..... State ..... Postcode .....

Telephone (.....) ..... Mobile: ..... Fax (.....) .....

2. Name (as above if accounts are posted to parents jointly) .....

Address ..... State ..... Postcode .....

Telephone (.....) ..... Mobile: ..... Fax (.....) .....

COMMENTS

Please state the reason you would like your daughter to attend Santa Maria College .....

.....

.....

.....

AGREEMENT

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

I/we apply for my/our child to be enrolled at Santa Maria College.

I/we understand and accept that the completion of this application/enrolment form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the College's Enrolment Policy.

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 and co-curricular program of the school.

I/we have read and understood the Santa Maria College Privacy Policy (published on the College website www.santamaria.wa.edu.au) in relation to the collection of student and parent information.

Should my/our daughter's educational or health circumstances change between the date of registration and entry to the College, I/we will inform the College.

I/we agree to abide by the policies and directions of Santa Maria College and Mercy Education Ltd as they are enacted from time to time.

..... (Father/Legal Guardian Signature)

Date ...../...../.....

..... (Mother/Legal Guardian Signature)

Date ...../...../.....

PARENT'S APPLICATION CHECKLIST

The following documents must accompany this application

- ☐ A copy of my/our daughter's birth certificate is attached
- ☐ A copy of my/our daughter's baptismal certificate is attached
- ☐ A non-refundable application fee of $120 per student is enclosed with this application
- ☐ Parish Priest reference attached

  OR
- ☐ Parish Priest reference being forwarded by Parish Priest

It is advisable applicants retain a photocopy of this application for their records.

OFFICE USE ONLY

Enrolment Confirmed _____ Date _____

☐ Cash ☐ Cheque ☐ EFTPOS ☐ Credit Card Receipt No _____

Santa Maria College
A Ministry of Mercy Education Ltd
Stoneham Road, Attadale 6156 | Locked Bag 1, Melville WA 6956
T: (+61) 8 6330 0200 | F: (+61) 8 9317 2838 | E: smc@santamaria.wa.edu.au | W: www.santamaria.wa.edu.au

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Recommendation from the Parish Priest or Minister of Religion

SECTION 1

Section 1 is to be completed by parents and the reference form then forwarded to the Parish Priest/Minister for completion.
To assist the Parish Priest/Minister please attach a stamped envelope addressed to: The Enrolments Officer, Santa Maria College, Locked Bag 1, Melville WA 6956

Student Surname	Calendar Year of Entry (eg 2016)
Student First Name	Circle Academic Year of Entry 5 6 7 8 9 10 11 12
Preferred Name	Date of Birth
Address	State Postcode
Religious Denomination	Parish Priest/Minister
Parish	Suburb
Date of Baptism Reconciliation	Holy Communion Confirmation
MOTHER/FEMALE GUARDIAN	
Title Surname	First Names
Religious Denomination	Parish Priest/Minister
Parish	Suburb
FATHER/MALE GUARDIAN	
Title Surname	First Names
Religious Denomination	Parish Priest/Minister
Parish	Suburb

SECTION 2

Section 2 is to be completed by the Parish Priest/Minister and the reference form then forwarded directly to the:
The Enrolments Officer, Santa Maria College, Locked Bag 1, Melville WA 6956

Q1.	How long have you known the family?
Q2.	Is the family actively involved in the life of the Church?
Q3.	What do you think is the reason the parents wish their daughter to attend our College?
Q4.	Are there any pastoral circumstances you consider need to be taken into account in the decision about this student's enrolment at our College?
Q5.	Do you believe that parental attitudes towards the values, beliefs and practices of the Christian Faith are such that the College and home would be able to work successfully in the areas of Faith education?
Q6.	Other comments?

Signature of Priest/Minister	Denomination
Please Print Name	Parish
Date	Suburb