

## APPLICATIONS TO CAPS COOLGARDIE

We are excited that you have student/s that wish to attend CAPS Coolgardie. Thank you for wanting an application and considering their education with us.

With the application there is a process we need to follow, and as a part of this process we are required to collect various information. This should help you; place a "X" in the box provided below.

- Fill out enrolment form
- You to sign "Parents/Guardians Commitment"
- Student to sign "Student Commitment"
- You and student to sign Bus "Parent and Student Commitment"
- Copy of Health Care Card
- Copy of Medicare Card
- Copy of Immunization record  
*You can get this though [www.humanservices.gov.au](http://www.humanservices.gov.au)*
- Copy of school reports *(Most recent)*
- Copy of Birth Certificate
- Abstudy approval  
*(If student is boarding with us)*


Once we receive the application and supporting documents, we conduct an interview with the student and the Principal. We will notify you the outcome of this in writing.

If you have any further queries pertaining to this, please do not hesitate to contact us.

Yours in Christ

**COOLGARDIE CAPS**  
PO Box 28  
COOLGARDIE WA 6429  
PH: 08 90266 115  
FX: 08 90266 339



I respectfully acknowledge the Indigenous and Torres Strait Islander people as the Traditional Owners of this country throughout Australia, and their connection to land and community. I pay my respect to them and their cultures, and to the Elders both past and present.

**"A School that builds Character for life"**



PO Box 28  
Coolgardie WA 6429  
Fax: (08) 9093 8020  
Phone: (08) 9093 8000  
Email: [admin@caps.wa.edu.au](mailto:admin@caps.wa.edu.au)  
Web: [www.caps.wa.edu.au](http://www.caps.wa.edu.au)

Please  
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Photo

## **APPLICATION FOR ENROLMENT**

- This is an application form only and should not be taken to mean that enrolment will automatically follow.
- **THIS FORM MUST BE COMPLETE IN FULL BEFORE WE CAN CONSIDER YOU'RE APPLICATION**
- Where required Abstudy forms must be completed before this application will be processed.
- Please enclose previous school reports and other information that may be helpful to teachers in working with your child.
- On acceptance of enrolment, student tuition fees boarding fees will be for each academic term. They are non-refundable once the student commence at CAPS Coolgardie.

### **Student Details**

Surname:	Middle Name:	First Name:
Address:		
Town:		Post Code:
Home Phone:	Mobile	
Health Care Card No:	DOB:	
Gender: Male ( ) Female ( )	Year Level:	
Curriculum Council No:	Aboriginal or Torres Strait Islander: Yes ( ) No ( )	
Email Address:		

### **Parent/Guardian Details**

Student Lives with: Mother ( ) Father ( ) Both Parents ( ) Neither Parent ( )
Access restrictions: Yes ( ) No ( ) If Yes please attach, eg Family court documents.

**Mother/Guardian details** - If not mother please indicate relationship e.g. Aunty, guardian, \_\_\_\_\_

<b>Father / Stepfather / Guardian</b>	<b>Mother / Stepmother / Guardian</b>
Surname	Surname
Given name(s)	Given name(s)
Title (e.g. Mr, Mrs, Ms, Dr)	Title (e.g. Mr, Mrs, Ms, Dr)
Name of workplace for contact in school hours.	Name of workplace for contact in school hours.
Work Telephone Mobile telephone at work	Work Telephone Mobile telephone at work
Country of birth	Country of birth
Nationality	Nationality
Do you speak a language other than English at home? <input type="checkbox"/> If more than one language, indicate the one that is spoken most often. No, English only Yes, other – Please specify	Do you speak a language other than English at home? <input type="checkbox"/> If more than one language, indicate the one that is spoken most often. No, English only Yes, other – Please specify



**Group 1:**

**Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager /department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces Commissioned Officer**

**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, Education, Law, Social Welfare, Engineering, Science, Computing professional**

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/pilot, flight officer, flying instructor, air traffic controller]

**Group 2:**

**Other business manager, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/service manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional**

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Group3:**

**Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjustor, market researcher]

**Service** [aged/disabled/refuge /child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4:**

**Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Father / Stepfather / Guardian Cont'	Mother / Stepmother / Guardian Cont'
Resident Status	Resident Status
Citizen	Citizen
Permanent Resident	Permanent Resident
Temporary Resident	Temporary Resident
If you are a <b>temporary resident</b> complete details for Primary Visa Holder	If you are a <b>temporary resident</b> complete details for Primary Visa Holder
Name Visa Code	Name Visa Code
Contact Arrival Date	Contact Arrival Date
Email	Email
<p>What is the highest year of primary or secondary school the parent or guardian has completed?</p> <p><input type="checkbox"/> For persons who have never attended school, tick 'Year 9 or equivalent or below'</p> <p>Year 12 or equivalent <input type="checkbox"/></p> <p>Year 11 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent or below <input type="checkbox"/></p> <p>Year 12 or equivalent <input type="checkbox"/></p> <p>Year 11 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent or below <input type="checkbox"/></p>	<p>What is the highest year of primary or secondary school the parent or guardian has completed?</p> <p><input type="checkbox"/> For persons who have never attended school, tick 'Year 9 or equivalent or below'</p> <p>Year 12 or equivalent <input type="checkbox"/></p> <p>Year 11 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent or below <input type="checkbox"/></p> <p>Year 12 or equivalent <input type="checkbox"/></p> <p>Year 11 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent or below <input type="checkbox"/></p>
<p>What is the level of the highest qualification the parent or guardian has completed?.</p> <p>Mark one box only.</p> <p>Bachelor degree or above <input type="checkbox"/></p> <p>Advanced diploma / Diploma <input type="checkbox"/></p> <p>Certificate I to IV <input type="checkbox"/></p> <p>No non-school qualification <input type="checkbox"/></p>	<p>What is the level of the highest qualification the parent or guardian has completed?.</p> <p>Mark one box only.</p> <p>Bachelor degree or above <input type="checkbox"/></p> <p>Advanced diploma / Diploma <input type="checkbox"/></p> <p>Certificate I to IV <input type="checkbox"/></p> <p>No non-school qualification <input type="checkbox"/></p>
<p>What is the occupation group of the parent or guardian?</p> <p>Please select the appropriate parental occupation group from the list on the next page of this form and write the number in the box provided.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the person has not been in paid work in the last 12 months, enter '8' in the box provided.</li> </ul> <div style="text-align: right;"><input type="text"/></div>	<p>What is the occupation group of the parent or guardian?</p> <p>Please select the appropriate parental occupation group from the list on the next page of this form and write the number in the box provided.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the person has not been in paid work in the last 12 months, enter '8' in the box provided.</li> </ul> <div style="text-align: right;"><input type="text"/></div>

### Emergency Details

### ***First Contact***

Title:	Last Name:	First Name:
Address:		
Town:		Post Code:
Phone:	Work:	Mobile

### ***Second Contact***

Title:		Last Name:		First Name:	
Address:					
Town:			Post Code:		
Phone:		Work:		Mobile:	

### Third Contact

Title:				Last Name:				First Name:			
Address:											
Town:						Post Code:					
Phone:				Work:				Mobile			

### Additional information

Language spoken at home:		
Please attach or show a copy of the birth certificate, if one is available      Yes (   )      No (   )		
Name of previous School:		
Phone No:	Fax No:	
Reason for moving schools:		
Please attach a copy your child immunisation records:      Yes (   )      No (   )		
Have you ever been involved with the police/juvenile court system?      Yes (   )      No (   )		
If Yes, where and when did this occur?		
Any other agencies that your family is involved with / contact person (Please List)?		

**Reference:**

Name of person enrolling student:
Signature:
Name of person helping with enrolment:
Phone contact:
Name of agency:

## CAPS – COOLGARDIE MEDICAL RECORD

### Student Details

Student Surname:	Student Name:	Student Middle Name:
Address:		Post Code:
Town:	DOB:	
Medicare #:	Health Care #:	

### Next of Kin Details

Next of Kin Surname:	Next of Kin Name:	Relationship to the Student:
Address:		Post Code:
Phone #:	Mobile Phone #:	

### Family Doctor Details

Family Doctor Name:
Doctor Contact Number:

### Does your child suffer from any of the problems listed below?

Heart Problems		Allergies	
Respiratory Problems		▪ Food	
▪ Asthma		▪ Drugs	
▪ Other		▪ Ointments	
Sugar Diabetes		▪ Other	
Blood Pressure			
Epilepsy		Bed Wetting	
Phobias		Travel Sickness	

### Other Medical Details:


### Parental Consent:

I / WE hereby authorize CAPS Coolgardie to obtain medical attention as may be deemed necessary and I understand that I am responsible for any costs incurred. I further authorize CAPS to transport my child to be treated including administration of injections, anesthetic, the performance of surgical treatment and blood transfusion if and when necessary and I understand that they will contact me with details of the incident / medical treatment that occurred.

\_\_\_\_\_  
Parent / Guardian Signature

**INFORMATION FROM PREVIOUS SCHOOL**

Name of previous school: \_\_\_\_\_

Please supply the following education history for:

Student name: \_\_\_\_\_

Student date of birth: \_\_\_\_\_

NAPLAN Results: \_\_\_\_\_

Literacy level: \_\_\_\_\_

Numeracy level: \_\_\_\_\_

Curriculum Council Number: \_\_\_\_\_

Attendance: \_\_\_\_\_

**BEHAVIOURAL COMMENT**

Suspended ☐ Yes  
☐ No

Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does this student relate to authority and discipline?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments that may help us cater for student

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher ☐  
Principal ☐

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Best contact number: \_\_\_\_\_



### **CONDITIONS OF ENROLMENT:**

**Enrolment at CAPS Coolgardie is subject to acceptance of the following conditions and terms:**

- That parent/carers agree to the students fully sharing in the life and program of the school including Christian Education and Physical Education.
- That parent/carers support the aims of the school's attempt to order their own lives at home to allow students to discover God as part of their journey in life.
- That parent/carers provide their children with the correct uniform approved by the school and to ensure that children are sent to school neatly and modestly dressed in the acceptable uniform.
- That the Parent/carers agree to pay all fees and uniform costs as determined by the School Board. The fees are payable in advance by the end of the first full week of term and where payment is not made within seven days of receipt of an account, a late payment charge may be levied. (Note: In cases where this requirement would cause hardship, alternative arrangements may be discussed with the Principal)
- That Parent/carers direct ABSTUDY to be paid directly to CAPS Coolgardie for any tuition, clothing, boarding and books allowance which may be claimed. If your family is under the care of DCP please advise us of who your case worker is so all costs can be forwarded to the department.
- That Parent/carers will ensure that children attend school on a regular basis and that absences are notified to the school as soon as possible.
- That parent/carers accept the right of the school to employ discipline as is wise and expedient for the child and agree to uphold in every way possible the school's authority to administer discipline in accordance with the school policies.
- That parent/carers give permission for authorities at CAPS Coolgardie to supervise the health and hygiene of their child at school. This includes any ear, eye or health checks that the school nurse may carry out during school hours.
- That parent/carers agree to other term and conditions that may apply specifically to their child as discussed with the principle or his/her nominee.
- That the school may suspend or terminate a student's enrolment at its discretion for failure to comply with these conditions or for the other serious breaches of school policies and regulations.
- If any students are excluded from school during the term and the Board makes the decision that a student must return home, parent/carers must meet the full cost of the travel if Abstudy does not.
- That the parent(s) agree that the School may request a urine analysis (from a local doctor) at any time while the student is at Coolgardie CAPS.
- That smoking and the consumption of alcohol is not permitted during the duration of the student's enrolment at the school.
- That CAPS Coolgardie does not encourage boy-girl relationships while the students are at the School, and students may not have physical contact with the opposite sex.
- That students are not permitted to bring or get 18+ cards whilst at CAPS Coolgardie. 18+ cards that are brought to CAPS Coolgardie will be confiscated and returned on student's departure.
- As the parent / guardian I give the right for CAPS to disclose my Childs birth date for the sole purpose of participating in a sporting competition.
- As the parent / guardian I give permission for my child to be included in publications for the school.

I/We accept the conditions of enrolment at CAPS Coolgardie as set out above and hereby apply to have  
\_\_\_\_\_ enrolled at CAPS Coolgardie.

\_\_\_\_\_  
Signature: Father/Guardian

\_\_\_\_\_  
Signature: Mother/Guardian

\_\_\_\_\_  
Date:



## PARENTS'/GUARDIANS' COMMITMENT

We fully commit to CAPS Coolgardie by:

- a. Making sure our child arrives at CAPS every day by 8:20 a.m. but no earlier (Mon. - Fri.), or boards their bus at the scheduled time.
- b. Making arrangements for your child to come to CAPS tutoring programs or enrichment programs on selective days at 3:30 P.M. and remaining until 4:30 P.M.
- c. Ensuring that your child attends CAPS leadership camps.
- d. Always helping your child in the best way we know how and doing *whatever it takes* for him/her to learn. This also means that we will check our child's homework every night, let him/her contact the teacher the next day if there is a problem with the homework, and try to read with him/her every night.
- e. Parents to commit to ensuring students attend ODE camps and school performances.
- f. Parents to be committed to attending parent/meetings as requested.
- g. Making ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the school as soon as possible, and we will read carefully all the papers that the school sends home to us.
- h. Allowing our child to go on CAPS field trips.
- i. Making sure our child follows the CAPS dress code.
- j. Understanding that our child must follow the CAPS rules so as to protect the safety, interests, and rights of all individuals in the classroom.
- k. Understanding that CAPS has a zero tolerance policy for fighting and bullying.
- l. Attending Busy Bees or fundraising events.

By enrolling my son/daughter/guardian, I commit to making my best effort to do these things to provide my child with the opportunities he/she deserves.

**Please sign names here:**

X \_\_\_\_\_

## STUDENT'S COMMITMENT

I fully commit to CAPS Coolgardie by:

- a. Arriving at CAPS every day by 8:20 A.M. but no earlier than that (Mon. - Fri.), or boarding the CAPS bus at the correct time.
- b. Remaining at CAPS until 3:30 (Monday – Thursday) and 1:30 on Fridays.
- c. Attending the CAPS tutoring programs and enrichment programs on selective days at 3:30 P.M. and remaining until 4:30 P.M.
- d. Making myself available for leadership camps.
- e. Parents to commit to ensuring students attend ODE camps and school performances
- f. Always working, thinking, and behaving in the best way I know how and doing *whatever it takes* for me and my fellow students to learn. This also means that I will complete all my homework every night. I will ask my teachers if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- g. Always making myself available to parents, teachers, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- h. Always behaving so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my CAPS teammates and give everyone my respect.
- i. Understanding that there is a strict NO FIGHTING and bullying policy.
- j. Following the CAPS dress code.
- k. Being responsible for my own behavior and following the teachers' directions.

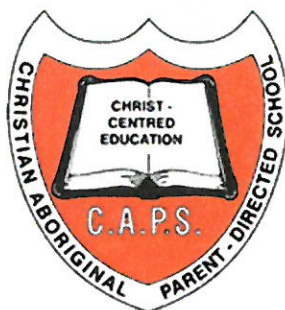
By enrolling my son/daughter/guardian, I commit to making my best effort to do these things to provide myself and my teammates with the opportunities we deserve.

**Please print names here:**

X \_\_\_\_\_



- 1<sup>st</sup> write-up: Warning  
Letter and Call home to parents  
School Detention
- 2<sup>nd</sup> write-up: Loss of bus riding privileges for 1 full day  
Letter and Call home to parents
- 3<sup>rd</sup> write-up: Loss of bus riding privileges for 2 full days  
Conference with parents
- 4<sup>th</sup> write-up: Loss of bus riding privileges for 3 full days  
Possible permanent loss of all bus riding privileges  
Conference with parents
- 5<sup>th</sup> write-up: Loss of bus riding privileges for remainder of the year.  
Conference with parents



Write-ups may come from the bus driver and/or any school staff member. Write up will be the result of 3 warning about inappropriate behavior.

Fighting on the bus will result in suspension. If fighting occurs for a second time, bus-riding privileges will be permanently lost.

In addition, any behavior that disturbs or distracts a bus driver, or causes a dangerous situation for a bus driver and/or students, or that disturbs the orderly operation of a bus, or that creates a dangerous situation for vehicles operating near a bus (including throwing things out of the window or using reflective devices to distract drivers, etc)

Students are expected to be ready on time for pick up. Students will have 3 minutes once the bus arrives to make their way on the bus. Students who are not on time are at risk of being left behind as the school is committed to getting all students at school on time.

### **Pick up**

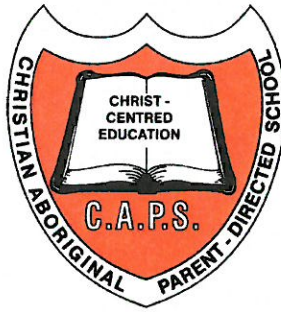
#### **Student pick up times:**

Monday to Friday from 7am

### **Drop of time**

#### **Student dropped off times:**

Mondays to Thursday approx. 4 to 4:30pm  
Fridays approx. 2 to 2:30pm



## PARENT and STUDENT COMMITMENT

In order to create a safe environment for our CAPS coolgardie students we place importance on a strong discipline policy. This policy must be upheld *at all times* –including on the school bus.

### I fully commit to CAPS Coolgardie by:-

- Being ready on time for pick up
- If I miss the bus I will make every effort to get to school
- If I miss the bus I will ring and inform the school of the reason
- Entering the bus quietly and remaining in my seat
- Sitting in my designated seating plan
- Not getting up for any reason, until the bus has arrived at a complete stop
- Keeping my comments, hands and feet to myself at all times
- Not consuming any food or drinks in the bus
- Not destroying or damaging bus property
- Maintaining conversations at a moderate tone
- No yelling or throwing any objects from windows
- Keeping all body parts (arms) inside the bus at all times
- No fighting on the bus
- Attend school meetings because of behavior
- No abusive language towards the bus driver

Please sign names here:

Parents

Student

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