



St Andrew's
Anglican College
with Vision and Spirit

Application for Registration

DETAILS OF STUDENT APPLICANT		
Proposed Year Level of Entry:	Proposed Year of Entry:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Surname:	Given names:	
Is the Student Applicant known by any other name?		Date of Birth:
Student Applicant's Residential Address:		
Student Applicant's Postal Address:		
RESIDENCY STATUS		
Is the Student Applicant an Australian Citizen? Y / N	If the Student Applicant is not an Australian Citizen do they have Permanent Residency Status? Y / N	
If No, are they in Australia on a temporary Visa? Y / N	Visa type and subclass:	
If No, please specify Country of Passport:	* Please attach a copy of the Student Applicant's Birth Certificate, Permanent Residency Visa, Certificate of Australian Citizenship, other Visa	
CURRENT & PREVIOUS SCHOOLING / KINDERGARTEN / CHILD CARE CENTRE		
Name of school / kindergarten / child care centre the Student Applicant currently attends:		
Contact details for current school / kindergarten / child care centre?		
Has the Student Applicant attended any previous schools / kindergartens / child care centres? Y / N		
If Yes please provide details including attendance dates:		
Has the Student Applicant ever been suspended, asked to leave a current school or have you withdrawn the student Applicant's Enrolment following a disciplinary incident? Y / N		
If you have answered yes to any of the above please provide details below:		
Has the child ever repeated a year level? Yes <input type="checkbox"/> No <input type="checkbox"/>		
PARENT / GUARDIAN CONTACT INFORMATION		
Relationship to child:		Title:
Name in full:		
Residential address:		
Postal address:		
Home telephone:	Work telephone:	Mobile:
Email:		Occupation, workplace and industry:
PARENT / GUARDIAN DETAILS		
Relationship to child:		Title:
Name in full:		
Residential address:		

Postal address:		
Home telephone:	Work telephone:	Mobile:
Email:	Occupation, workplace and industry:	
Name of Stepfather / Stepmother / Legal Guardian (attach official documentation if applicable):		
Are there any Parenting Plans, Specific Issue Orders, Consent Orders (relating to residence / contact) or Care and Protections Orders in place that affect the Student Applicant? <input type="checkbox"/> Yes <u>If Yes please provide copy</u> <input type="checkbox"/> No		
For billing purposes please indicate to whom the College's account should be sent:		

ASSOCIATION WITH THE COLLEGE

Does the Student Applicant have siblings who currently attend the College? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Sibling:	Year Level:
Name of Sibling:	Year Level:
Name of Sibling:	Year Level:

STUDENT APPLICANT PROFILE

The information sought in this section will assist the College to make an informed decision with respect to its ability to meet the Student Applicant's educational needs, including the feasibility of any reasonable adjustments that may be required. Your responses to these questions will be treated in accordance with our confidentiality and privacy policy.

Does the Student Applicant speak a language other than English at home? Yes No

If YES, please provide details of the language/s spoken:

Can you please indicate your child's proficiency in English?

Fluent Good Satisfactory Poor

Please advise of any educational support which may be required for your child:

Does the Student Applicant have any identified special needs? Yes No If YES, please identify:

Intellectual (e.g. learning disorders, speech / language delays):

Behavioural (e.g. ADHD, Autism Spectrum Disorder):

Physical (Asthma, Diabetes, Epilepsy, Speech delays):

Social / Emotional:

Does the Student Applicant have a medical, congenital or developmental condition that could affect our duty of care? Yes No

If YES, please provide details below (e.g. Date of Diagnosis):

State whether the student is allergic to ANY substance:

Are there any special instructions in relation to College staff administering medical assistance or First Aid to the Student Applicant?

DATA COLLECTION

Attachment 1 to this enrolment form is a document titled Data Collection Form. It is a requirement that you complete this form and return with the Application for Enrolment. The information you provide in completing the Data Collection Form is asked and collected in accordance with the Education Council's Data Standards Manual: Student background Characteristics. the nationally comparable data collected is required to:

- monitor and report on progress towards the achievement of national goals and targets at various points of schooling; and
- to provide the evidence base to underpin future policy reforms and improvement.

The reporting of student outcomes data, disaggregated by the agreed student background characteristics, is a standard component of national performance reporting requirements and applies to all government and non-government schools.

The information collected in the Data Collection Form will be used for our required reporting purposes only and not for any other purpose. It will be used and stored in accordance with our Privacy Policy relating to personal information we collect from you. A copy of our Privacy Policy is Attachment 2 in this form.

CERTIFICATION

I/We as the parent / guardian of the Student Applicant certify that I/we are responsible for the payment of all School Fees. I/We certify that all information given in this enrolment form is correct and complete and that I/we will notify the College immediately of any changes.

Both parents must sign below

Parent / Guardian

Date:

Parent / Guardian

Date:

PAYMENT

We accept payment via credit card, direct deposit or cash via completion of this form; please note there is a 1% charge on credit cards.

Card Number _____

Expiry Date: / /

ENROLMENT PROCESS AND CONDITIONS OF ENTRY

Registration: To place your child on a waiting pool at the College, please submit this form with a non-refundable and non-transferrable registration fee of \$150. Registration also requires a copy of the Student Applicant's birth certificate and where applicable Australian Residency or Citizenship or current Visa, a copy of the Student Applicant's latest two semester school reports at a minimum and all NAPLAN results if schooled in Australia. Without the submission of all these documents a registration will not be considered. Comprehensive and full disclosure of special circumstances, including medical details, must be provided at Registration.

On receipt of the Registration the Student Applicant will be added to the specified waiting pool year. Only one waiting pool is possible at a time and applicants cannot be placed in multiple years of entry. Places are offered according to the College Enrolment Policy. Criteria for allocation include date of registration, school reports, outcome of an interview, current siblings and staff members' children at the College, and class gender balance. Completion of this registration does not guarantee an offer of a place. The Enrolment Policy may be varied at any time at the Principal's discretion. A placement at the College is ultimately at the Principal's discretion.

It is the parent / guardian's responsibility to advise the College of any change of address and to update the registration with school reports, NAPLAN results and any other relevant information as they arise. Failure to do so may result in cancellation of the child's registration.

Enrolment: Interviews for intake years (Prep and Year 7) are held 12-18 months prior to commencement. Following the interview, the College may make an offer of a place. Completion of the Enrolment forms, payment of the Enrolment fee and a confirmed letter of enrolment from the Principal will confirm a place at the College. Non-payment of the Enrolment fee will result in a place being forfeited.

In accordance with the systems and procedures of the College's Learning Support Department, any provision of learning support upon or after commencement of enrolment will be dependent upon review of the student's case file. Such review will take into consideration information from a range of sources including but not limited to school reports, external assessments (e.g. educational psychometric testing, speech pathology reports), standardised testing (e.g. NAPLAN) and any other information relevant to the student's case.

The College reserves the right to vary the timing of entry or to refuse entry at its discretion. Please note that we may decline to make an offer without providing a reason. The Enrolment fee is non-refundable, whether or not the student starts at the College. The Enrolment fee is not credited towards tuition fees. The College will retain all Registration documentation if a Registration is cancelled, unless instructed otherwise.