



Sapphire Coast
ANGLICAN COLLEGE

Application fee paid: _____ Acceptance fee paid: _____

Student no: _____ Student house: _____

Enrolment status: _____

Application for Enrolment

STUDENT DETAILS

Please complete a separate student application for each child you are applying for

Child's given names: _____ Preferred name: _____

Child's surname: _____

Gender: _____ Child's date of birth: _____ Country of birth: _____

Nationality: _____ Language spoken at home: _____

Australian citizen? Yes ☐ No ☐ Passport or proof of Australian Citizenship (Birth certificate)

Permanent resident? Yes ☐ No ☐ Please provide Visa at interview

Aboriginal or Torres Strait Islander: Yes ☐ No ☐

Details of siblings:

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

How did you hear about Sapphire Coast Anglican College:

ENROLMENT DETAILS

Are you enrolling for Pre-Kinder? Yes ☐ No ☐

If yes, please indicate day/s Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐

Proposed grade level: _____ When would you like to join the College? Year: _____ Term: _____ Date: _____

Current school and current year level: (please provide latest school report)

NESA Number: (Year 10 and above)

ACADEMIC AND PERSONAL DETAILS

Provide information about your child:

What does your child love about school?

ACADEMIC AND PERSONAL DETAILS

Least favourite aspect of school:

Hobbies and interests:

Emotional and physical wellbeing:

FAMILY DETAILS

Parent/Guardian 1: First name: Surname:

Email address: Phone:

Home address:

Mailing address:

Occupation: Organisation:

Church (if attending) Language spoken at home:

Parent/Guardian 2: First name: Surname:

Email address: Phone:

Home address:

Mailing address:

Occupation: Organisation:

Church (if attending) Language spoken at home:

Child's home address:

Mailing address:

Are there any court orders relating to the child: Yes ☐ No ☐

If yes, please provide details:

Tell us why you want to enrol your child/ren at Sapphire Coast Anglican College?

Are you a past student of Sapphire Coast Anglican College? If so give details:

If applicable, reason for withdrawing your child/ren from their current school?

EMERGENCY CONTACTS

Name:

Home address:

Address:

Phone:

Relationship:

Name of Doctor and Practice:

Phone number:

Do you have Private Medical Insurance?

Yes

☐

No

☐

Ambulance cover:

Yes

☐

No

☐

COMMUNICATION

Does your child live at home with both parents/guardians?

Yes

☐

No

☐

If no, to whom are College Accounts to be sent?

If no, to whom are the College Notices to be sent? This can be more than one address:

PERSONAL HISTORY OF CHILD

List any special circumstances the school should be aware of eg. adoption, step-child, legal custody.
(N.B. If these are confidential you need not write them down but you should inform the Principal at the interview)

Does your child have or has the child had any difficulties in any of the following areas? This will assist the College in assessing the needs of your child.

☐ Reading

☐ Hearing

☐ Cognitive challenges

☐ Spelling

☐ Vision

☐ Requires regular medication

☐ Understanding instructions

☐ Physical co-ordination

☐ Other

☐ Speech/language

☐ Allergies

☐ Other

Has your child been seen by a psychologist/paediatrician?

Yes

☐

No

☐

If so, please give details and reports during enrolment interview:

CHURCH INVOLVEMENT

Do you attend church?

Yes

☐

No

☐

If so, which Church do you attend:

PARENT/GUARDIAN CONSENT

1. We are applying to have each of our children that are included in the Application enrolled at Sapphire Coast Anglican College
2. Acceptance of students for enrolment at the College will be solely at the discretion of the Principal.
3. We understand that students must attend and participate in the College's Christian Education program including Chapel.
4. We declare that the information provided on this application is full and correct to the best of our knowledge. We understand to inform the College of any changes to the details provided in this form. If a parent withholds information relevant to this application and enrolment process, then the college will reserve the right to refuse or terminate the enrolment on these grounds.
5. We have provided the last two school reports (if applicable) and all other relevant medical or specialist reports.
6. We enclose the application fee of \$50 (per child), which we understand is non-refundable.
7. We enclose evidence of our child's date of birth (Birth Certificate, Passport and Immunisation Record).
8. We undertake to act according to the College Code of Conduct made by the college upon offer of an enrolment place. The College may terminate the enrolment for failure to comply with code of conduct or if serious breaches of the College's rules and regulations.
9. We undertake to support the College's dress code and ensure that students will be sent to the College dressed neat and appropriate in their uniform.
10. We acknowledge that once a letter of acceptance has been submitted to you a \$400 non-refundable acceptance fee is then payable
10. We acknowledge that acceptance into Pre-Kindy or Kindergarten is subject to the child being ready for school and independently toilet trained.
11. We understand that being offered a place for Pre-Kindy is an agreement to continue on to Kindergarten at Sapphire Coast Anglican College.
12. We agree to pay all College fees and levies as they become due.
13. Please be aware of your obligation to honour our fee policy. Should you have to withdraw your child then one term's written notice is required prior to withdrawing a student from the College. Should this not be the case then parents will be charged for early withdrawal.

Signature by both parents or guardians.

If this is not possible, please indicate the reason

Partner/Guardian 1: _____

Date: _____

Partner/Guardian 2: _____

Date: _____

CONDITIONS OF ENROLMENT

Finance

- > All fees and charges will be paid by the due date and late payments will attract a fee determined by the College from time to time. College fees will be paid in advance at the beginning of each College term, unless an alternative arrangement has been agreed in writing with the Business Manager. If a direct debit method of payment is agreed to by the Business Manager, payments will be made a fortnight in advance at all times. Unless fees and charges are fully paid for the previous term, the student may not be permitted to return to the College without the approval of the Principal.
 - > Should a student be withdrawn from the College, a full term's notice of withdrawal in writing to the Business Office shall be provided to the College, or the payment of a full term's fee in lieu of notice will be charged. For the avoidance of doubt this means that if you are intending to withdraw a student from the College, you must give written notice to the Business Office before the start of the term at the end of which you are intending to withdraw your child.
 - > The student is expected to attend the College throughout the period for which he or she is enrolled. Absence from the College for the whole or part of a term for medical or special reasons, does not by itself justify a remission of fees, in whole or part. The College may refund all or part of the fees in exceptional circumstances, as determined on a case by case basis by the Business Manager. Any future absence of a student must be requested in writing to the Principal. Other absences such as sickness must be notified promptly to the College office.
 - > The parent(s) or guardian(s) will cooperate with the College on matters of discipline. All students must wear school uniform as prescribed from time to time by the College. The Principal may suspend or terminate the attendance of any student from the College on the grounds of behaviour, discipline, academic progress or for non-payment of fees and charges after notifying the parent(s) or guardian(s). No remission of fees shall be given in such cases.
 - > The College may incur expenditure in respect of the student for emergency medical or dental treatment, for fares, books, stationery etc., as the College considers necessary, and such costs will be billed to the parent's or guardian's fees account.
 - > In the event of injury or illness to the student necessitating urgent medical, dental or hospital treatment, and when the parent(s) or guardian(s) cannot be contacted to authorise such treatment, the College reserves the right to do so without incurring any legal liability.
- I/we the undersigned have read, understood and acknowledge the conditions of student enrolment, which I/we have initialled, as outlined above, I/we apply to have the above-named student enrolled at Sapphire Coast Anglican College; I/we agree to provide information concerning the student's education and medical history; I/we agree to provide the names of referees from whom the College may seek advice if requested; and I/we agree to abide by the College's Conditions of Student Registration and Enrolment.
- I/we understand that all fees and other costs must be paid in accordance with the College's conditions of enrolment, and that if I withdraw my student from the College I/we further understand that a full term's notice of withdrawal is required in writing as specified above, and that I will otherwise incur a term's fees in lieu of notice.
- Parent/Guardian 1: _____ Date: _____
- Parent/Guardian 2: _____ Date: _____

CONDITIONS OF ENROLMENT

Student enrolment at Sapphire Coast Anglican College is subject to the following terms and conditions:

1. Upon receipt of a completed form, interviews with parents or guardians will be arranged.
2. Acceptance of students for enrolment at the College will be solely at the discretion of the Principal.
3. A Student enrolment will be effective from the date on which he/she commences at the College. All benefits, services, responsibilities and conditions of the College to be effective from that date.
4. Any health, behavioural or educational difficulties must be declared. The two most recent school reports and relevant records should be included with the application. All documents will be treated confidentially.
5. Children starting Pre-Kindergarten should be four years of age from _ July 31 of the year of enrolment
6. Children starting Kindergarten should be five years of age from July 31 of the year of enrolment.
7. A birth certificate and proof of immunisation should accompany the enrolment application form.
8. Parents will agree to allow the student to participate in the College's religious studies including devotions.
9. Parents undertake to provide the student with all necessary equipment of a personal nature, that may be required to enable the student to benefit from the education offered.
10. Parents undertake to provide the student with the correct uniform approved by the College, and to ensure that the student is always sent to the College neatly and appropriately dressed in the required uniform.
11. Parents undertake to support the College in requiring the completion of set homework as part of courses of study provided by the College.
12. Parents agree to pay all College fees and levies as they become due.
13. Parents accept the right of the College to employ such discipline as it deems wise for the student in accordance with the College's Discipline Policy and agree to uphold in every way possible the College's authority and right to administer such appropriate discipline in accordance with the policies of the College.
14. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College's rules and regulations.
15. Parents understand that the code of conduct relates to all members of our school community.
16. The rules and regulations of the College in force from time to time, ___ shall be binding on the student and parent(s) or guardian(s).

PRIVACY

Privacy Legislation

Following the implementation of national Privacy Principles in relation to Privacy legislation in Australia on 21 December 2001, all non-government schools have been advised of new requirements that they must observe in relation to the preservation of an individual's privacy. Part NPP1.3 of the National Privacy Principles states that:

"At or before the time (or, if not practicable after) an organisation collects personal information about an individual from the individual, the organisation must take reasonable steps to make the individual aware of:

- > the organisation's identity and contact details
- > the individual's access rights to the information
- > why the information is being collected
- > To whom the information is usually disclosed
- > any law that requires the collection of the information, and
- > the main consequences, if any, of individual not providing the information."

If you do NOT wish any details of any member of your family to be released under any circumstances to anyone, you need to contact us before the beginning of term. If you do not contact us, this means that you agree that the information as outlined may be released as appropriate.

Please be aware that by choosing the first option (i.e. non-release of information) this includes any mention of names in the weekly Newsletter, school assemblies, lists of academic/sporting/co-curricular achievements, etc. It is not our intention to disclose personal details except when it is necessary for administrative and educational purposes and for duty of care.

Privacy collection notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The college from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. 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.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the college. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.