



SOUTHERN HIGHLANDS CHRISTIAN SCHOOL

APPLICATION FOR ENROLMENT

Thank you for your application for enrolment.
Please complete all relevant sections.

To activate your application, this form must be posted or delivered to:

**The Enrolment Registrar
Southern Highlands Christian School
PO Box 639, Bowral NSW 2576**

together with the non-refundable Administration Fee

FAMILY NAME:

HOME ADDRESS:

POSTAL ADDRESS:

HOME PHONE: **APPLICATION DATE:**

How did you find out about Southern Highlands Christian School?

Why do you desire your child/ren to be educated in a Christian School?

Please use this checklist to ensure all the necessary information is attached:-

- **Administration Fee:** \$220.00 enclosed with this application (non-refundable)
- **NAPLAN Test Results:** Copies of most recent (Years 3-12 applications)
- **School Reports:** Copies of last two school reports (Years 1-12 applications)
- **Work Samples** for literacy and numeracy for all K-6 enrolments to be brought to the interview with the Principal
- **Birth Certificate:** Copy
- **Medical and other pertinent reports:** Copies
- **Immunisation Record:** Copy (Kindergarten applications)
- **IF STUDENT BORN OVERSEAS - Details of residency status (visa/passport):** Copies

SECTION 1: FAMILY INFORMATION

NAME(S) OF PERSON(S) MAKING THE APPLICATION FOR ENROLMENT:

Note: The person(s) indicated here will be held liable for school fees.

Name of **Father / Guardian**: _____ Mobile Ph: _____

Occupation of Father / Guardian: _____ Email: _____

Is the **Father / Guardian** responsible for school fees?: YES NO

Employer: _____ Work Ph: _____

Name of **Mother / Guardian**: _____ Mobile Ph: _____

Occupation of Mother / Guardian: _____ Email: _____

Is the **Mother / Guardian** responsible for school fees?: YES NO

Employer: _____ Work Ph: _____

Other person, party to the application for enrolment:

Name and relationship: _____ Mobile Ph: _____

Occupation: _____

Employer: _____ Work Ph: _____

Is the **Other person (who is party to the application for enrolment)** responsible for school fees?: YES NO

Are both natural parents still alive? YES NO

Are the natural parents married to each other? YES NO

If divorced, is the custodial parent remarried? YES NO

If yes, is the second spouse party to the enrolment contract and therefore liable for any school fees? YES NO

Are both natural parents parties to the enrolment contract? YES NO

Do both natural parents have access to the child/ren? YES NO

If your relationship structure involves shared custody/residency of the child/ren for whom this application is made, please outline the Family Court arrangement:

(Should this application be successful, you will be required to supply any approved parenting plans and other relevant court orders such as AVOs or mediated agreements.)

SECTION 1: FAMILY INFORMATION *Continued*

EMERGENCY CONTACTS

Note: Parents will be the **FIRST** contacted in the case of emergency. The people you nominate here will be contacted if parents cannot be reached.

1. Name: _____ Daytime phone: _____ (Work or Home?)

Relationship to student: _____ Mobile Phone: _____

2. Name: _____ Daytime phone: _____ (Work or Home?)

Relationship to student: _____ Mobile Phone: _____

Family Doctor: _____ Phone: _____

Medicare Number: _____ Health Fund & Number: _____
(if applicable)

Do you attend Church regularly?

YES

NO

Denominational preference: _____

Church currently attending: _____ Length of attendance: _____

Minister/Pastor's Name: _____

*If you regularly attend church, please find enclosed a **Reference Form** that you may like to ask your Minister or Pastor to complete in support of your Enrolment Application.*

Are you aware and supportive of the Christian basis
of the education at Southern Highlands Christian School?

YES

NO

To gain an understanding of the Christian ethos of our education, parents and guardians may be invited to attend an "Understanding God" course.

SECTION 2: STUDENT 1 INFORMATION

(Please complete Section 2 page for **each** student)

Full Name of Student 1: _____ Male Female
(As per birth certificate)

Proposed Date or Year of Entry: _____ Proposed School Grade on Entry: _____

Date of Birth: _____ Country of birth: _____ Nationality: _____

Is the student of Aboriginal or Torres Strait Islander Descent? YES NO

If 'Yes', does the student wish to be identified as such? N/A YES NO

Medical Conditions / Medications / Allergies etc: (Please note that it is the responsibility of the parent/guardian to provide relevant medical information upon enrolment and in the future. All medications requiring administration during school hours must be lodged, stored and administered in the School Office)

Is Medical Assistance permitted? YES NO

Does the student have Special Educational Needs? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Does the student have any physical or psychological limitations that require special resources or facilities? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Please nominate two people from whom a verbal or written reference of the student may be obtained if required.

Previous Principal Previous School Counsellor Minister/Pastor Other

| | Name | Position | Daytime Phone |
|----|-------|----------|---------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |

If applicable:

Previous School: _____

Has this student ever been asked to leave a school, suspended, or refused enrolment elsewhere? YES NO

(If yes, please attach details stating the reason)

Please give details of any other information you would like the school to know about your child:

SECTION 2: STUDENT 2 INFORMATION

(Please complete Section 2 page for **each** student)

Full Name of Student 2: _____ Male Female

(As per birth certificate)

Proposed Date or Year of Entry: _____ Proposed School Grade on Entry: _____

Date of Birth: _____ Country of birth: _____ Nationality: _____

Is the student of Aboriginal or Torres Strait Islander Descent? YES NO

If 'Yes', does the student wish to be identified as such? N/A YES NO

Medical Conditions / Medications / Allergies etc: (Please note that it is the responsibility of the parent/guardian to provide relevant medical information upon enrolment and in the future. All medications requiring administration during school hours must be lodged, stored and administered in the School Office)

Is Medical Assistance permitted? YES NO

Does the student have Special Educational Needs? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Does the student have any physical or psychological limitations that require special resources or facilities? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Please nominate two people from whom a verbal or written reference of the student may be obtained if required.

Previous Principal Previous School Counsellor Minister/Pastor Other

Name

Position

Daytime Phone

1. _____

2. _____

If applicable:

Previous School: _____

Has this student ever been asked to leave a school, suspended, or refused enrolment elsewhere? YES NO

(If yes, please attach details stating the reason)

Please give details of any other information you would like the school to know about your child:

SECTION 2: STUDENT 3 INFORMATION

(Please complete Section 2 page for **each** student)

Full Name of Student 3: _____ Male Female

(As per birth certificate)

Proposed Date or Year of Entry: _____ Proposed School Grade on Entry: _____

Date of Birth: _____ Country of birth: _____ Nationality: _____

Is the student of Aboriginal or Torres Strait Islander Descent? YES NO

If 'Yes', does the student wish to be identified as such? N/A YES NO

Medical Conditions / Medications / Allergies etc: (Please note that it is the responsibility of the parent/guardian to provide relevant medical information upon enrolment and in the future. All medications requiring administration during school hours must be lodged, stored and administered in the School Office)

Is Medical Assistance permitted? YES NO

Does the student have Special Educational Needs? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Does the student have any physical or psychological limitations that require special resources or facilities? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Please nominate two people from whom a verbal or written reference of the student may be obtained if required.

Previous Principal Previous School Counsellor Minister/Pastor Other

Name

Position

Daytime Phone

1. _____

2. _____

If applicable:

Previous School: _____

Has this student ever been asked to leave a school, suspended, or refused enrolment elsewhere? YES NO

(If yes, please attach details stating the reason)

Please give details of any other information you would like the school to know about your child:

SECTION 2: STUDENT 4 INFORMATION

(Please complete Section 2 page for **each** student)

Full Name of Student 4: _____ Male Female

(As per birth certificate)

Proposed Date or Year of Entry: _____ Proposed School Grade on Entry: _____

Date of Birth: _____ Country of birth: _____ Nationality: _____

Is the student of Aboriginal or Torres Strait Islander Descent? YES NO

If 'Yes', does the student wish to be identified as such? N/A YES NO

Medical Conditions / Medications / Allergies etc: (Please note that it is the responsibility of the parent/guardian to provide relevant medical information upon enrolment and in the future. All medications requiring administration during school hours must be lodged, stored and administered in the School Office)

Is Medical Assistance permitted? YES NO

Does the student have Special Educational Needs? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Does the student have any physical or psychological limitations that require special resources or facilities? YES NO

(If 'Yes', all relevant documentation must be supplied) _____

Please nominate two people from whom a verbal or written reference of the student may be obtained if required.

Previous Principal Previous School Counsellor Minister/Pastor Other

Name

Position

Daytime Phone

1. _____

2. _____

If applicable:

Previous School: _____

Has this student ever been asked to leave a school, suspended, or refused enrolment elsewhere? YES NO

(If yes, please attach details stating the reason)

Please give details of any other information you would like the school to know about your child:

SECTION 3: COLLECTION OF INFORMATION ON STUDENT BACKGROUND CHARACTERISTICS

It has become compulsory for schools to collect biographical and descriptive information from all student households. The School is also required to obtain specific details on socio-economic and language backgrounds. In compliance with the Privacy Act, the information you provide will remain confidential and when the data collected is being utilised, no individual student be identifiable.

1. Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

| | | Student | Mother/Guardian | Father/Guardian |
|-----|------------------------|---------|-----------------|-----------------|
| No | English only | | | |
| Yes | Other, please specify: | | | |

2. 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'.)

| <i>Tick one box only in each column</i> | | |
|---|-----------------|-----------------|
| | Mother/Guardian | Father/Guardian |
| Year 12 or equivalent | | |
| Year 11 or equivalent | | |
| Year 10 or equivalent | | |
| Year 9 or equivalent or below | | |

3. What is the level of the highest qualification the parents/guardians have completed?

| <i>Tick one box only in each column</i> | | |
|---|-----------------|-----------------|
| | Mother/Guardian | Father/Guardian |
| Bachelor degree or above | | |
| Advanced Diploma/Diploma | | |
| Certificate I to IV (including Trade Certificate) | | |
| No non-school qualification | | |

4. What is the occupation group of the Mother/Guardian?

5. What is the occupation group of the Father/Guardian?

- Please select the appropriate parental occupation group from the following list.
- 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.

SECTION 3: COLLECTION OF INFORMATION ON STUDENT BACKGROUND CHARACTERISTICS *Continued*

LIST OF PARENTAL OCCUPATION GROUPS

(for reference in Question 4. and 5. previously)

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/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, 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/services 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]

Defence Forces senior Non-Commissioned Officer

Group 3: 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 adjuster, market researcher]

Service [aged/disabled/refugee/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]

SECTION 4: TERMS AND CONDITIONS

Enrolment at Southern Highlands Christian School is subject to the following terms and conditions:

The Enrolment Process

1. That all information given in the process of the interview or written on application forms is accurate and true, with full disclosure of any conditions likely to affect the school's ability to accurately assess the enrolment. **In the case of siblings accepted for enrolment in advance, the school must be informed with relevant documentation supplied of any physical or psychological limitations or special needs that have arisen in the time between completion of the enrolment form and the formal offer of place.** Should the School become aware of failure to disclose, termination of enrolment may be exercised at the School's discretion.
2. That all information in relation to previous enrolments and any suspensions or expulsions is disclosed.
3. That by completing this form consent is given to the release to the School of information regarding the student/(s) by relevant professionals who may have had previous contact with the student.
4. The School will be provided with all applicable Family Court orders and/or other legal documents relating to the student/(s), and any subsequent variations to these orders or documents.
5. That following approval of an application for enrolment, a Family Enrolment Bond is payable to secure an offered place in class. This bond is fully refundable at the conclusion of the education of the last student in the family provided that all outstanding liabilities and debts have been met. If after payment of the bond the family fails to take up the place secured, the bond will not be refundable. Students will not be permitted to commence at the school until the bond has been paid.
6. That if a student withdraws from SHCS prior to attaining 15 years of age, the person/s responsible for the student will supply details of the transferring school.

Policies

1. That all policies of Southern Highlands Christian School are accepted and supported including any authorised variations that occur in the life of the school.
2. That Southern Highlands Christian School has the right to discontinue the enrolment of any student if in the opinion of the Principal or their delegate a student's actions or behaviour contravenes School policy or other standards of behaviour.
3. That if parents cannot be contacted in time of accident or serious illness, permission is given to the Principal or their delegate to seek such medical attention as may be required by your child during school or at associated events.

Attendance

1. That the student attends school at all designated times, including camps, excursions, and carnivals.
2. That suitable information from their parent / guardian or medical practitioner is provided to explain an absence or pattern of absences.
3. That the student complies with the routines and policies in relation to attendance.
4. That the student does not place the school in any situation where responsibility for their whereabouts cannot be undertaken because they are out of bounds or ignoring an instruction.

Community

1. That the parents actively support the student to share fully in the life and programs of the school.
2. That when linked to the school through an activity or uniform, a student's behaviour does not bring the school into disrepute.
3. That parents/guardians provide information for relevant administrative purposes or emergency contact as requested.
4. That parents participate in the life of the school as outlined in the School Service Policy.

Discipline

1. That parents accept that after any process of investigation by a member of the School Executive, the school will reserve the right to use any of the consequences outlined in its Discipline and Pastoral Care policies, including out of hours detentions, isolation, suspension and expulsion.
2. That parents accept that in certain circumstances the actions of a student outside of school can impact the welfare of students at school, and as such can become a matter for school pastoral and/or disciplinary action.
3. That upon external suspension, students may not enter the school grounds without express permission from the Principal.

Uniform

1. That the student wears the uniform as listed in the Southern Highlands Christian School Uniform Policy, and in a manner deemed by the school to be in conformity with guidelines as determined by the policy and the School Executive.
2. That parents purchase relevant uniform items as listed from the Uniform Shop.

Family Relationship

1. If there are changes to the family relationship, the School will be contacted and a new enrolment form completed.

Excursions

Your signature on this Application for Enrolment gives your approval for your child/ren to attend all Excursions organised by the School. If you **do not** give your approval for your child/ren to attend a **particular** Excursion, please notify the School Office in writing, prior to the excursion. Detailed information regarding excursions will be sent home by email at least two weeks prior to an excursion.

(TERMS AND CONDITIONS CONTINUE ON THE FOLLOWING PAGE)

SECTION 4: TERMS AND CONDITIONS *Continued*

Finances

1. That at least one term's written notice of termination of enrolment shall be given, or payment of an equivalent amount in lieu - this amount being agreed as a genuine pre-estimate of the loss incurred by the school for the failure to give such notice.
2. That a \$500 Family Enrolment Bond be paid upon acceptance of enrolment. This bond is fully refundable at the conclusion of the education of the last student in the family provided that all outstanding liabilities and debts have been met.
3. That credit history may be obtained from any school at which students might previously have been enrolled.
4. That in accordance with the Fees Policy and the Credit Policy, payments will be made so that during the course of the school year the school fees will be paid in full.
5. That in accordance with the Fees Policy, all fees are paid in accordance with the terms detailed in the Credit Policy.
6. That in accordance with the Fees Policy, an administration fee will be charged for late payment of fees.
7. That in accordance with the Fees Policy, the collection process for any outstanding fees may involve placing the matter into the hands of a collection agency.
8. That if short term difficulty in the payment of school fees is experienced, the person/s responsible for the payments must meet with the Business manager to discuss the situation.
9. That in accordance with the Fees Policy, the school can terminate the enrolment of any student if fees are outstanding.
10. That the family of the student or the student, will be liable for the repair or replacement costs resulting from the wilful damage to the school or its associated property by the student.

Privacy

1. Southern Highlands Christian School adheres to the Privacy Legislation to ensure sensitive information is secure. Any information collected is only for use in administration and educational purposes, and to enable the school to discharge its duty of care. It will not be passed on to third parties.
2. There may be occasions when access is denied to student's personal information, such as: where access would have an unreasonable impact on the privacy of others; where access may result in a breach of the School's duty of care to the pupil; or where pupils have provided information in confidence.
3. On occasions information such as academic, sporting and other achievements, student activities and other news is published in the School Newsletter and magazine, on our website and in other newspapers, magazines and on TV. Your child may be photographed/filmed during normal classroom activities or at special off school grounds events such as Thanksgiving Services, excursions and sporting events and the resulting images may be published in the above mentioned media. We may also include your contact details in a School Directory. If this is not your desire please advise us now.

I/we **give** permission for a representative of SHCS to, on occasion, photograph and/or film, my child/ren and for the resulting images as well as their achievements, results and activities to be used by SHCS for publication, website and publicity purposes.

I/we **do not give** permission for a representative of SHCS to, on occasion, photograph and/or film, my child/ren and for the resulting images as well as their achievements, results and activities to be used by SHCS for publication, website and publicity purposes.

I/we **give** permission for my child/ren's images to be displayed, in a School context, on SHCS Facebook page.

I we **do not give** permission for my child/ren's images to be displayed, in a School context, on SHCS Facebook page.

I/we **give** permission for our contact details to be included in a School Directory.

I/we **do not give** permission for our contact details to be included in a School Directory.

If you wish to withdraw permission at any time you must contact the school in writing, otherwise the School may continue to use images and publish results for an indefinite period including after your child/ren are no longer enrolled at SHCS.

PLEASE TICK HERE

Lodgement of this application does not ensure enrolment. Enrolment will depend on a number of factors such as the outcome of the interviews, availability of places in the school, our ability to provide adequate resources and facilities, etc.

I/We have read the above conditions of enrolment at Southern Highlands Christian School, and agree to abide by them.

I/We agree that we are jointly and severally liable for the payment of all current and outstanding school fees.

I/We agree that if there are changes in the family relationship, the school will be contacted and a new Enrolment Form completed.

Signature of person/s party to the Application for Enrolment:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____