

# Application & Enrolment Form



## St Peter's Anglican College

A.B.N. 61199827547

### *Application for Enrolment*

**Postal Address:** 61 Train Street, Broulee NSW 2537  
**Phone:** 02 4471 5111, **Fax:** 02 4471 5444  
**Email:** admin@stpetersbroulee.nsw.edu.au  
**On the web:** www.stpetersbroulee.nsw.edu.au

1. Full Name of Child: \_\_\_\_\_
2. Known As: \_\_\_\_\_
3. Surname used by child if different from above: \_\_\_\_\_
4. Child's Date of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_
5. Nationality: \_\_\_\_\_ Indigenous: (Aboriginal/Torres Strait Islander) \_\_\_\_\_
6. Indicate if application is for: Junior School – (Grades K-6) or Senior School – (Years 7-12) \_\_\_\_\_
7. In what calendar year do you wish your child to start at the College? \_\_\_\_\_
8. In what grade/year do you wish your child to start at College? \_\_\_\_\_
- 9a. Father's Name: \_\_\_\_\_
- 9b. Father's Address: \_\_\_\_\_
- 10a. Mother's Name: \_\_\_\_\_
- 10b. Mother's Address: \_\_\_\_\_
11. Child's Residential Address: \_\_\_\_\_
12. Ph No: \_\_\_\_\_ Mobile Ph No/s: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_
13. Email: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_
14. Child's Postal Address: \_\_\_\_\_
15. Father's Occupation: \_\_\_\_\_ Work Ph No: \_\_\_\_\_
16. Mother's Occupation: \_\_\_\_\_ Work Ph No: \_\_\_\_\_
17. Please complete list of dependents, **including child to be enrolled:**

Name	Age	Gender	Year	Name of Current School

18. Previous schools attended, including current school if applicable: \_\_\_\_\_
19. Please state why you want to enrol your child/ren at this Anglican College: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
20. How did you hear about St Peter's?: \_\_\_\_\_
21. Does the child have any connection with St Peter's? (eg. sibling of existing student, related to staff member) \_\_\_\_\_  
\_\_\_\_\_

# Application Form



## Personal History of Child being Enrolled

1. Does the student live at home with both his/her parents ? Yes / No (please circle to indicate answer)

If No, where and with whom does the student live ? \_\_\_\_\_

If No, to whom are **College Accounts** to be sent ? \_\_\_\_\_

If No, to whom are **College Notices** to be sent ? (this can be more than 1 address) \_\_\_\_\_

2. 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 interview.): \_\_\_\_\_

3. Do you give permission for your child to meet with the College Chaplain re Pastoral Care concerns?

Yes / No (please circle to indicate answer)

4. Does the student have or has the student had any difficulties in any of the following areas?

(This will assist the College in assessing the needs of your child.)

reading

vision

spelling

physical co-ordination

understanding

instructions basic maths concepts

completing tasks/concentration

allergies

speech-language expression

other .....

hearing

requires regular medication

If so, please give details: \_\_\_\_\_

*For students enrolling in **Kindergarten** for the first time – go to Question 8.*

5. Has your child received any specific learning assistance or diagnosis? (eg. acceleration of grade, reading assistance, IQ testing) No / Yes (If Yes, please attach details and copies of relevant reports.) \_\_\_\_\_

6. Has the student ever been suspended or expelled from school ? No / Yes (if Yes, please give brief circumstances) \_\_\_\_\_

7. Has the student ever repeated any grade/year? No / Yes (which?) \_\_\_\_\_

8. Has the student ever been seen by a psychologist/psychiatrist/school counsellor for reasons related to school behaviour/performance ? No / Yes (If Yes, please attach details and copies of relevant reports.) \_\_\_\_\_

9. List any chronic illnesses (eg. Asthma, Epilepsy): [Details will be requested during interview] \_\_\_\_\_



## *Personal History of Child being Enrolled*

10. Please supply the following information, in case of accident:

Name and Phone N°. of Friend/Relative: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and Phone N°. of Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

11. **For Secondary School Students:** In certain circumstances academic credit (providing exemption from particular St Peter's course requirements) can be granted for previously completed studies. This particularly may apply to Vocational Competency-Based (VET) courses in Years 11 and 12. If seeking such Recognition of Prior Learning, please attach relevant documents verifying completion of relevant modules and certification of attainment of specific competencies. (These documents must be originals or certified copies.)

I/We acknowledge that misinformation/failure to give correct information may result in the termination of the student's enrolment.

Signed \_\_\_\_\_ (Father/Guardian) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Mother/Guardian) Date \_\_\_\_\_

- Please sign 'Conditions of Enrolment' on back page (see over)
- Please return completed application form, relevant documents (see over page) and payment to:

***The Registrar***  
***St Peter's Anglican College***  
***61 Train Street***  
***Broulee NSW 2537***

# 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 the individual not providing the information."

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. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
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.

### *(For Office Use only)*

Application Fee Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date Received: \_\_\_\_\_

Interview Dates: \_\_\_\_\_ (Principal or Delegate) \_\_\_\_\_ (Other) \_\_\_\_\_

Interview Decision: Offer / Waiting List / Not Offered Parents Advised Date: \_\_\_\_\_

Offer accepted Bond/Deposit Received \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date Received: \_\_\_\_\_

# Conditions of Enrolment



## Conditions of Enrolment

Enrolment at St Peter's 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's 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 or educational difficulties must be declared. The three most recent school reports and relevant records should be included with the application. All documents will be treated confidentially.
5. Children starting Kindergarten should be four years and nine months of age from January 1st of the year of enrolment.
6. A birth certificate and proof of immunisation should accompany the enrolment application form.
7. Parents will agree to allow the student to participate in the College's religious studies including devotions.
8. 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.
9. 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.
10. Parents undertake to support the College in requiring the completion of set homework as part of courses of study provided by the College.
11. Parents agree to pay all College fees and levies as they become due.
12. 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.
13. 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.

Please return the "Application Form" & "Conditions of Enrolment" together with:

- a copy of the child's birth certificate
  - evidence of immunisation certificate
  - the last three school reports
  - Application fee (see fee schedule) - for credit card payments fill in details below
- to The Registrar, St Peter's Anglican College, 61 Train St, Broulee, NSW 2537

Please charge the Application fee to credit card number: \_\_\_\_\_

Card type: \_\_\_\_\_ Expiry Date: \_\_\_/\_\_\_/\_\_\_

Name on credit card: \_\_\_\_\_

Signature of card holder: \_\_\_\_\_

I certify that I have read, accept and will abide by the **Conditions of Enrolment**, as outlined above.

Signed (Father/Guardian) \_\_\_\_\_

Signed (Mother/Guardian) \_\_\_\_\_

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

**(For Office Use Only)**

Copy of signed consent returned to parents \_\_\_\_\_ Date \_\_\_\_\_



## Conditions of Student Enrolment

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).

### 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.
- Payment will be made of a bond when enrolment is offered by the College. Payment of the bond is deemed to be acceptance of the offer of a place, and is a condition of a place being confirmed. The bond, or part thereof, will be refunded when the student leaves the College, as long as the fees account is in order. Should any balance remain unpaid the bond will be used to cover outstanding fees and charges attributable to the student, or associated with the withdrawal of a student if the conditions of withdrawal are not met. The level of the bond will be as prescribed from time to time by the College. While there shall be no additional bonds paid for siblings attending the College, the refund of the original bond will be delayed until the last sibling in the family leaves the College.
- 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. A forfeiture of the bond will also apply to students who have been enrolled and the bond paid, but the application subsequently withdrawn without the student attending the College.
- 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 Head of Campus. Other absences such as a 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 behavior, 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.
- If College sporting activities occur on weekends, students will be expected to participate in those sports.

*I/we the undersigned have read, understood and acknowledge the conditions of student enrolment, which I/we have initialed, as outlined above. I/we apply to have the above-named student enrolled at St Peter's 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.*

Signed \_\_\_\_\_ / \_\_\_\_\_ Date.....