

Application & Enrolment Form



St Peter's Anglican College

A.B.N. 61199827547

Prep (Pre Kindergarten)

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.. Child's Date of Birth: _____ Religion: _____

4. Nationality: _____ Indigenous: (Aboriginal/Torres Strait Islander) _____

5. Pre-Kindergarten:

The cost will be \$30.00 per day. Please circle applicable days:

MON

TUE

WED

THUR

FRI

6. In what calendar year do you wish your child to start at the College? _____

7a. Father's Name: _____

7b. Father's Address: _____

8a. Mother's Name: _____

8b. Mother's Address: _____

9. Child's Residential Address: _____

10. Ph No: _____ Mobile Ph No/s: (Father) _____ (Mother) _____

11. Email: (Father) _____ (Mother) _____

12. Child's Postal Address: _____

13. Father's Occupation: _____ Work Ph No: _____

14. Mother's Occupation: _____ Work Ph No: _____

15. Please complete list of dependents, **including child to be enrolled:**

Name	Age	Gender	Year	Name of Current School

Application Form



16. Please state why you want to enrol your child/ren at St Peter's Anglican College: _____

17. How did you hear about St Peter's?: _____

18. Does the child have any connection with St Peter's? (eg. sibling of existing student, related to staff member)

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 one 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. List any chronic illnesses (eg. Asthma, Epilepsy or other medical concerns):

[Details will be requested during interview] _____

4. Does your child have any allergies? _____

5. Is your child immunised? **YES** **NO** Date of most recent immunisation _____

6. Is your child on regulation medication? **YES** **NO** (Please attach a copy of medical documentation)

If yes please provide details _____

7. **Additional Needs:** It is important that we are informed of any special need the student has such as cognitive, physical or medical conditions that may require specialised educational support or other attention:

8. Please supply the following information in case of accident:

Name and Phone N°. of Friend/Relative: _____ Phone: _____

(Relationship to Student): _____

Name and Phone N°. of Doctor: _____ Phone: _____

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)

Registration Fee Paid (\$25.00): _____ 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. Children **must be turning 4 years old before 31 July and starting Kindergarten** in the following year.
3. Children must be toilet trained and able to use the bathroom independently.
4. Acceptance of students for enrolment at the College will be solely at the discretion of the Principal.
5. 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.
6. Any health or educational difficulties must be declared.
7. A birth certificate and proof of immunisation must accompany the enrolment application form.
8. Parents will agree to allow the student to participate in the College's religious studies.
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 agree to pay all College fees 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.
14. 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.

Please provide the following:

- A copy of the child's birth certificate;
- Evidence of up to date immunisation certificate; and
- Registration fee of \$25.00. For credit card payments please fill in details below:

Please charge the Registration fee to credit card number: _____

Card type: _____ Expiry Date: ___/___/___ CVV: _____

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: _____

Please return completed enrolment form and relevant documents and payment to:

The Registrar, St Peter's Anglican College

61 Train Street BROULEE NSW 2537