St Peter’s Anglican Primary School

Enrolment Policy and Form

2014
ENROLMENT POLICY & FORM

VERSION CONTROL/CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Change</th>
<th>Author</th>
<th>Date</th>
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Next to be reviewed: April 2014

The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration of the school.
SPECIFIC AIMS

At St Peter's all children are encouraged to:

- Develop an understanding of the Gospel message and the importance of serving God in their lives;
- Develop fully their intellectual, social and physical abilities;
- Think critically and creatively;
- Develop enthusiasm and respect for learning;
- Show respect and courtesy towards others;
- Learn the value of working together for a common good and appreciate the importance of service to others;
- Show initiative and develop qualities of leadership within the School and wider community;
- Care for the physical environment;
- Develop a global perspective and the ability to adapt to change;
- Appreciate the joy of living in a spirit of thankfulness to God.

ENROLMENT POLICY

TERMS OF ENROLMENT

It must be noted that the terms and conditions set out in this document, in the Prospectus and on the Application Form and all associated papers or information sheets, may be amended from time to time by the Head of School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the School.

AVAILABLE REBATES

In cases where two or more children of the same family are attending at the same time, the following fee rebate applies:

Oldest student - full fees; second student - 10% rebate; third student - 50% rebate; fourth student - 75% rebate and fifth student - 100% rebate. The rebate applies only to tuition fees.

TERM DATES

Term dates are published a year in advance. It is expected that only in exceptional circumstances, which are to be addressed to the Head of School in writing, would a student be absent on vacation or travel at times other than the official vacations.

INSURANCE

It is the responsibility of the parent(s) or guardian(s) of each student to provide appropriate insurance cover should a student be injured or taken ill at school. While the School carries comprehensive insurance policies, the responsibility for individual insurance rests with the parent(s) or guardian(s) of each student who attends the School. Insurance of personal property is the responsibility of the parent(s) or guardian(s). The School does not accept responsibility for personal property brought to School.

DISCIPLINE OF PUPILS

The continued enrolment of a student is dependent upon his/her behaviour being in accord with the School Standards and Expectations as amended from time to time. Parents shall withdraw a student upon request of the Head of School. A positive approach to discipline applies in the School, with a series of detentions available to staff for misdemeanours by students. We pride ourselves on the few externally imposed discipline measures required in the School. Our students know the standards required and the School's expectations of them. The wearing of the full School uniform appropriate to a given activity is expected of all students.
GENERAL

(a) Except when the express permission in writing of the Head of School is given, students are not permitted to leave the School at the end of a term until the recognised closing date.

(b) A note to the class teacher signed by a parent or guardian is required to excuse a student for lateness or absence, or for not preparing work.

(c) Attendance at School Services and Presentation Evenings are compulsory. Non-attendance must be satisfactorily explained in writing to the Head of School.

(d) When a student is absent the reason for absence must be outlined in writing by the parent or guardian upon the student's return to the School. Please note:

(i) students shall attend School functions as and when required;

(ii) all students, unless excused by the Head of School, are required to attend annual Year Camps.

THE CONDITIONS OF ENROLMENT

The conditions of enrolment are as follows:

1. Registration of a student's name is subject to the payment of a non-refundable Registration Fee for each student. Payment of this fee allows the student's name to be placed in the registration file in the nominated year, pending the outcome of the interview, the offer of a place at the School and the payment of the Enrolment Fee confirming the intention to take up this place (see condition 4 below).

2. Once a student is in attendance at the School, at least one term's notice in writing of withdrawal must be given to the Head of School. In default of such notice, a term's fees will normally be charged.

3. 

a. If the Head of School, or any person deputising for the Head of School, considers that a student is guilty of a serious breach of the rules of the School or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Head of School may exclude the student permanently or temporarily at their absolute discretion.

b. If the Head of School believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on the relationship, then the Head of School may require the parent to remove the student from the School.

No remission of fees will apply in either case.

4. The Rules and Regulatios of the School shall be duly observed by a student and parents or guardians.

5. The School provides a supervised Sick Bay where students who are taken ill at school or are injured are accommodated while contact is made with parents or guardians as quickly as possible. In the event of injury or illness to the student necessitating urgent hospital and/or medical treatment including injections, blood transfusions, and the like, and if the parent or guardian is not readily available to authorise such treatment, a responsible person on the School staff is hereby empowered to give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent or guardian in so doing. The parents or guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

6. All school fees and charges are due and payable within 30 days of the statement issue date.

7. Families are encouraged to use the fortnightly direct debit payment option.
ST. PETER’S
ANGLICAN PRIMARY SCHOOL

A $100 administration fee for late payment is charged. The late payment fee is charged every 30 days on
outstanding balances over $100.

If there are concerns or difficulties parents should contact the Schools Council Business Office in the first
instance.

8. Where fees are still outstanding at the end of that term, and satisfactory arrangements for the payment of
such fees have not been made, then the student will not be accepted back into the School the following
term.

9. Absence from the School during the whole or any part of the term does not remove the obligation to pay
that term’s fees.

10. The parent(s) will actively support the aims of the School whenever and wherever possible.

11. Attendance of students at Christian Scripture lessons, Chapel and Grade or School Worship Services and
activities conducted at or by the School is a compulsory requirement of enrolment at the School.

12. It is an expectation of the School that parents will attend School Services, Junior or Senior Presentation
Evenings and other important School functions.

PROCEDURES FOR ENROLMENT

(a) Application for Admission

The application must include the following documents:

- Student’s Birth Certificate for Prep (Pre-Kindergarten) and Kindergarten applications
- Latest Pre-School/School Report
- NAPLAN results for applications from Years 4 to 6
- Any applicable legal papers or court orders
- Any additional educational, developmental or medical assessment reports which are relevant to your
  child’s educational needs (where applicable)
- Immunisation Certificate (where applicable)
- Entrance Questionnaire (supplied by the School)
- Medical Information Form (supplied by the School)

(b) Upon receipt of the above, and if these are deemed satisfactory, an acknowledgement of the Application
Form and Registration Fee receipt will be provided. We will advise as soon as practicable as to availability
of the classes sought. Our main intake point is Prep (Pre-Kindergarten) and Kindergarten, and other
classes if and when vacancies occur.

(c) Registrations are generally processed in order of receipt of the Registration Fee. Please note enrolment
is subject to the outcome of the interview process that may include a visit to the School (and a
determination made in regard to developmental readiness for Prep or Kindergarten). Priority for enrolment
is given to siblings of current St Peter’s children, children of staff and clergy and children of families who
attend St Peter’s Church each week. An offer of placement is then generally communicated to parents
according to how long an application has been lodged at the School.

(d) It is absolutely essential that the School be notified of any change of contact details including residential
address and phone number. Failure to do so may result in loss of contact and subsequent lapse of an
offer of enrolment.

The School reserves the right to amend the Conditions at any time.

St Peter’s Anglican Primary School Enrolment Policy & Form
ENROLMENT FORM

PLEASE ENSURE YOU RETURN THE FOLLOWING WITH THIS
ENROLMENT FORM

- Enrolment Form fully completed. Thank you for your co-operation in completing this form. We value having accurate up-to-date information on our students.

- Your non-refundable Enrolment Fee.

- Photocopies of each of the following, if they have not already been sent to the School:
  - ✓ Student's Birth Certificate for Prep and Kindergarten applications;
  - ✓ Latest Pre-School/School Report;
  - ✓ NAPLAN for applications from Years 4 to 6;
  - ✓ Any applicable legal papers or court orders;
  - ✓ Any additional educational, developmental or medical assessment reports which are relevant to your child’s educational needs (where applicable); and
  - ✓ Immunisation Certificate (where applicable).

- Medical Information Form (supplied by the School).

- Entrance Questionnaire (supplied by the School).

Optional:
- You may include a reference relating to you, the parents, from a Minister of Religion attesting to your affiliation with a local Church.

<table>
<thead>
<tr>
<th>Application for Enrolment</th>
<th>Interviews:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Head of School</td>
</tr>
<tr>
<td>Birth Certificate</td>
<td>Director Junior Primary</td>
</tr>
<tr>
<td>Previous school report (if applicable)</td>
<td>Commencement Year/Date</td>
</tr>
<tr>
<td>NAPLAN (if applicable)</td>
<td>Additional Tests</td>
</tr>
<tr>
<td>Legal/Court papers</td>
<td>School Visit</td>
</tr>
<tr>
<td>Assessment Reports (if applicable)</td>
<td>Offer Made</td>
</tr>
<tr>
<td>Immunisation</td>
<td>Enrolment Acceptance Form</td>
</tr>
<tr>
<td>Medical Form</td>
<td>Enrolment Fee: Date paid Paid in full</td>
</tr>
<tr>
<td>Reference (optional)</td>
<td>Enrolment signatures included</td>
</tr>
<tr>
<td>Entrance Questionnaire</td>
<td></td>
</tr>
<tr>
<td>Special Notation:</td>
<td></td>
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</tbody>
</table>

PHOTO

Please provide a Passport Size Photo
(If not already included as part of the Application Form Checklist)
ST. PETER'S
ANGELCAN PRIMARY SCHOOL

STUDENT'S DETAILS

Surname:  
Given Name/s:  
(These will occur on all official documentation)

Preferred Given Name:  

Commencement Year (e.g. 2015):  
Grade:  
(Prep – Year 6)

Date of Birth:  

Religion:  

Student’s Residential Address:  

Postcode:  

Student’s Present School:  
(if applicable)

Year:  

Number of Children in Family:  

Family Pattern (e.g. B, B, G, B):  

Student’s Position in Pattern (e.g. first girl):  

Please list brothers/sisters who are attending or have attended St Peter’s:

Please list brothers/sisters who may enter in future years and years of entry:

Marital Status of Parents:  

Married  
Separated  
Divorced  
One Deceased

Other Family Arrangements:  

Please describe (e.g. lives with grandparents, parents deceased)

Student’s Citizenship/Residency  

Australian Citizen  
Permanent Resident of Australia  
Overseas Student

Please detail any further information about your child’s educational history/progress, i.e. has your child participated in additional learning programs in the form of extension activities or learning support; has he/she repeated a grade.
ST. PETER'S
ANGELIC PRIMARY SCHOOL

MOTHER/PARENT/GUARDIAN 1

Relationship to student: 
Surname: 
Given name/s: 
Preferred given name: 
Residential address: 


Postal address: 


Telephone: 
Home: Business: 
Mobile: Facsimile: 
Email address: 
Occupation: 


FATHER/PARENT/GUARDIAN 2

Relationship to student: 
Surname: 
Given name/s: 
Preferred given name: 
Residential address: 


Postal address: 


Telephone: 
Home: Business: 
Mobile: Facsimile: 
Email address: 
Occupation: 

St Peter's Anglican Primary School Enrolment Policy & Form
ENROLMENT ACCEPTANCE

Dear Head of School

I/we have read and, where necessary, clarified the Conditions of Application, Enrolment, Admission and the Privacy Legislation outlined in the Enrolment Policy document. I/we agree to be bound by the School's policies and accept the position as offered and agree to meet the obligations arising from the enrolment of:

__________________________________________  ________________________________
Student's given names                           Student's last name

I/we declare that the information we have provided is true and correct and that we have provided all relevant information requested.

I/we understand that the non-refundable Enrolment Fee must be paid in full to secure this position.

Signature of Parent 1:  ______________________________________________________

Signature of Parent 2:  ______________________________________________________

Date:  ______________________________________________________

PERSONS LEGALLY RESPONSIBLE FOR PAYMENT OF FEES

(Note: both to sign if jointly responsible)

Full name/s:  (please print)  ______________________________________________________

Address:  ______________________________________________________

__________________________________________
Postcode

Telephone:  (home)  ______________________________________________________

Mobile:  ______________________________________________________

Signature/s:  ______________________________________________________

__________________________________________  ________________________________
Parent 1  Parent 2

Date:  ______________________________________________________

Only one signature on this form makes the signatory 100% responsible for the payment of all school fees billed. For existing families, any difference in signatories between children may result in split billing for families. I understand that by providing only my signature on this form that it makes me 100% responsible for the school fees of my child. I am willing to go ahead with this arrangement.

__________________________________________  ________________________________
Parent signature and Date  Witness (Office staff) and Date

St Peter's Anglican Primary School Enrolment Policy & Form
 PRIVACY POLICY

The Privacy Policy below is a summary of the School Policy.

1 The School collects personal information, including sensitive information about a pupil's parents or guardians, before and during the pupil's enrolment at the School. The purpose of collecting this information is to enable the School to provide schooling for your child.

2 Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3 Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.

4 We are required by law to release information to the New South Wales Government. If you do not agree to this you must advise the Head of School in writing now.

5 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.

6 The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, MCEETYA, medical practitioners and people providing services to the School, including specialist visiting teachers.

7 If we do not obtain information referred to above we may not be able to enrol or continue the enrolment of your child.

8 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. Photographs of students, staff and parents involved in School related activities may form part of such publications. The School may also give permission to publicise the activities in which St Peter’s students participate. If you do not agree to this, you must advise the Head of School in writing now.

9 Each year we publish ‘Petros’, the School magazine, which is produced for the School community and extended families. This magazine will contain photographs and personal information relating to your child, with class photographs and student work being published. By signing our Enrolment Conditions you are giving permission for your child to be included in 'Petros'.

10 Parents may seek access to personal information collected about their child by contacting the School. 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 School's Duty of Care to the pupil, or where pupils have provided information in confidence.

11 As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the School's fundraising activities solely for that purpose; for example, St Peter’s Anglican Primary School Parents & Friends' Association and St Peter's Anglican Primary School Foundation.

12 We may include your contact details in a year group, team or activity list. If you do not agree with this you must advise the Head of School in writing now.

13 If you provide the School 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 School and why. Inform them that they can access that information if they wish, and that the School does not usually disclose the information to third parties.
NATIONAL GOALS FOR SCHOOLING – DATA COLLECTION FORM

As part of the National Goals for Schooling in the Twenty-First Century all Australian schools are required to ask questions related to the gender, country of birth, language spoken at home and indigenous status of each child as well as the educational qualifications, occupations and main language spoken by parents. This information, along with all other information contained in this form will remain confidential subject to the School’s Privacy Policy. For further information related to National Goals for Schooling in the Twenty-First Century, go to www.mceetva.edu.au.

Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes.)

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

In which country was the student born?

☐ Australia

☐ New Zealand

☐ England

☐ China

☐ Lebanon

☐ Greece

☐ Hong Kong

☐ India

☐ Italy

☐ South Korea

☐ Other, please specify: .........................................................

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.)

<table>
<thead>
<tr>
<th>Language</th>
<th>Student</th>
<th>Mother/parent 1/ Guardian 1</th>
<th>Father/parent 2/ Guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, English only</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Italian</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Cantonese</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Arabic (incl Lebanese)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Vietnamese</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Greek</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Yes, Mandarin</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

St Peter’s Anglican Primary School Enrolment Policy & Form
Yes, Japanese □ □ □
Yes, Spanish □ □ □
Yes, Korean □ □ □
Yes, Other *(please specify)* □ □ □

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’)*

Mark one box only in each column

<table>
<thead>
<tr>
<th></th>
<th>Mother/parent 1/ guardian 1</th>
<th>Father/parent 2/ guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 or equivalent</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

What is the level of the highest qualification the parents/guardians have completed?  
Mark one box only in each column

<table>
<thead>
<tr>
<th></th>
<th>Mother/parent 1/ guardian 1</th>
<th>Father/parent 2/ guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree or above</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Advanced diploma/Diploma</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Certificate I to IV (including trade certificate)</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>No school qualification</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

In answering the next two questions, please select the appropriate parental occupation group from the list which appears on the following page.

- 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 below.

What is the occupation group of the mother/parent1/guardian1?

What is the occupation group of the father/parent2/guardian2?
# PARENTAL OCCUPATIONAL GROUPS

## GROUP 1: Senior management in large business organisations, government administration, 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
- Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport (aircraft/ship’s captain/office/pilot, flight officer, flying instructor, air traffic controller)

## GROUP 2: Other business managers, arts/media/sportspersons and associate professionals
- 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/service 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
- 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/filling 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 adjustor, market researcher)
- Service (aged/disabled/refuge/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, kitchen hand, 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/aid (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 hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor) below senior NCO not included in previous groups
- 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)