



ST JAMES'
ANGLICAN SCHOOL

APPLICATION FOR ADMISSION

CHILD'S NAME: _____

INTENDED ENTRY YEAR: _____ **PROPOSED INTAKE YEAR:** _____
(i.e. Pre-Primary) *(i.e. 2020)*

1. PRIVACY STATEMENT

The Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 requires that the following be brought to your attention before completing this form. Please read this information. Completion and lodgment of this form is taken as your acknowledgement and acceptance of the information provided.

- a) St James' Anglican School collects personal information, including sensitive information about students and parents or guardians, before and during a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- b) 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.
- c) Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- d) The School, from time to time, discloses personal and sensitive information to others, in respect to students attending the School, for administrative and educational purposes. This may include to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers and sports coaches.

2. DISCRIMINATION & DISABILITY STATEMENT

- a) St James' Anglican Schools enrolment process complies with Australian discrimination laws.
- b) St James' Anglican School complies with the enrolment requirements of the *Disability Standards in Education 2005*.



STUDENT INFORMATION

Surname: **Gender:** *(Please Circle)* MALE / FEMALE
Student First Name: **Preferred Name:**
Date of Birth: **Religious Affiliation:**
Country of Birth: **Nationality:**
Current School: **Current Year Group:** *(i.e. Year 1)*

If your child was not born in Australia, please complete the following:

(The school is not registered to accept students who do not have permanent residency or an appropriate visa status)

Permanent Resident/Resident? Yes () No () **Date entered Australia:** ____/____/____
Visa sub-class: _____ **Visa Expiry Date:** ____/____/____

Is the Child of Aboriginal or Torres Strait Islander origin? *(Please tick)*

Aboriginal **Torres Strait Islander** **No**

OTHER CHILDREN IN THE FAMILY

Note: A separate Application form must be completed for each child.

1. Full Name: **Date of Birth:**
Current School: **Current Year/Grade:**
2. Full Name: **Date of Birth:**
Current School: **Current Year/Grade:**

HOW DID YOU HERE ABOUT US

Website **Word of Mouth**
 Facebook **Other**
 Google/Internet **If other please advise further information**

Office Use Only		Application Date:	Receipt #	\$	Cash/Chq/Cr
Payment Rec'd/Processed	Acknowledged	Testimonial Provided	Application Status	MAZE	



CONFIDENTIAL INFORMATION

FAMILY ACCESS INFORMATION

Family Access Information: Yes [] No []

(If yes please provide details and copies of Court Orders)

Relevant family information (i.e. living arrangements/legal guardianship)

.....
.....

MEDICAL INFORMATION

.....
.....

FURTHER DETAILS

Are there any medical/physical needs that your child requires to operate effectively in the school?

Yes [] No [] (If yes please provide details & attach any relevant documents)

.....
.....

Are there any individual needs that your child requires to operate effectively in the school?

Yes [] No [] (If yes please provide details & attach any relevant documents)

.....
.....

Has your child ever been referred for Educational Support?

Yes [] No [] (If yes please provide details & attach any relevant documents)

.....
.....

Are there any social/emotional needs that your child requires to operate effectively in the school?

Yes [] No [] (If yes please provide details & attach any relevant documents)

.....
.....

Has your child ever received Guidance or Counselling from a qualified professional?

Yes [] No [] (If yes please provide details & attach any relevant documents)

.....
.....

***The school reserves the right to determine its ability to meet the needs of students with special needs.**



PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN

Title: Surname: Given Name:

Relationship to Student: Religious Affiliation:

Address: Post Code:

Occupation: Employer:

Mobile Number: Work Number:

Home Number: Email:

Country of Birth: Nationality:

Language(s) spoken at home:

PARENT/GUARDIAN

Title: Surname: Given Name:

Relationship to Student: Religious Affiliation:

Address: Post Code:

Occupation: Employer:

Mobile Number: Work Number:

Home Number: Email:

Country of Birth: Nationality:

Language(s) spoken at home:

Student lives with: Both parents Father only Mother only Guardian

Shared arrangement _____ % with Mother/Legal Guardian _____ % with Father/Legal Guardian

If only one parent/legal guardian is completing this form or signing the declaration below, and no court order is in place, a statement describing the parenting and fee responsibility of each parent, in relation to the student's enrolment at the School, must be attached to this application.

Split billing – Both parents are jointly and severally responsible for the payment of all the school fees.



DECLARATION

I/We hereby apply to have our child enrolled at St James' Anglican School.

I/We agree to the Terms and Conditions of the Student Enrolment Contract including:

- The Application Fee of \$100.00 (including GST) is non-refundable.
- On receipt of an offer of a place in the School from the Principal, a non-refundable Acceptance Fee is payable. First child \$750, second child \$300 and \$200 for the third child enrolled from the same family, to a maximum of \$1250.
- If, prior to commencement at the School, the student's enrolment is cancelled after the Principal's offer of a place has been accepted and confirmed through payment of the non-refundable Confirmation Fee, written notice of enrolment withdrawal must be received by the Principal at least 10 weeks prior to the proposed date of commencement at the School by the student.
- If, prior to commencement at the School and after acceptance of offer of place and confirmation through payment of the non-refundable Confirmation Fee, enrolment deferral is sought, a written Request of Deferral must be received by the Principal at least 10 weeks prior to the proposed date of commencement at the School by the student.
- After commencement at the School, **one full term's written notice of withdrawal** is required prior to the student's final day at the School. This notice must be submitted in writing to the Principal.
- Full fees for the ensuing term will be charged if Notice of Withdrawal, deferral or non-commencement is not provided as described above.
- In extenuating circumstances, the Principal, in consultation with the School Council, reserves the right to over-ride the policy in respect to the period of notice.

I/We undertake to support the ethos of the School and its existing policies, regulations and work programs, plus changes which may be introduced in the future.

I/We understand that the initial and continuing enrolment of the student named herein is dependent upon open and honest disclosure of information relating to the health and wellbeing of the student. I/We accept that the Principal reserves the right to cancel the student's enrolment at the School, for breach of the rules and regulations or for non-payment of fees.

I/We understand that I am/we are responsible for payment of fees unless alternative arrangements have been made with the School.

I/We have read and agree to the following policies;

- Privacy Policy Fees & Charges Schedule Fee Payment Policy Social Media Policy
- Parent Code of Conduct Student Code of Conduct School Uniform Policy

****All policies can be found on our website***



PARENT/GUARDIAN

I/We hereby apply for my child to be enrolled at St James' Anglican School. (Both parents/guardians must sign unless one parent has sole guardianship of child, in this case, documentation proving this must be provided).

All adults responsible for the PARENTING and PAYMENT OF FEES of the student are required to sign here:

..... Parent 1/Legal Guardian Signature Date
..... Parent 2/Legal Guardian Signature Date
..... Stepfather/Relative/Legal Guardian Signature Date
..... Stepmother/Relative/Legal Guardian Signature Date

If person/s responsible for the PAYMENT OF FEES are different to above, please complete the following:

Name	Name
Postal Address	Postal Address
Email Address	Email Address
Relationship to student	Relationship to student
Signature	Signature
Date	Date

APPLICATION PAYMENT OPTIONS

To register a student for enrolment, an Application for Admission Form must be completed and a fee of \$100 (inc GST) paid. This fee is non-refundable and is designed to cover administration costs associated with the enrolment process. Please note that the payment of this fee does not guarantee enrolment.

Cash (\$100) Cheque (\$100)

Credit Card: Visa (\$101) MasterCard (\$101 - Includes 1% surcharge)

Cardholder's name: Card number:

Expiry Date: _____/_____ Cardholder's Signature:



APPLICATION CHECKLIST

Please ensure the following are all attached with your application form;

- Completed Application Form (*one per child*) returned to:
- Copy of your child's birth certificate
- Copy of your child's current & up-to-date Medicare immunisation history statement
NB: please provide a doctor's note if unable to provide up-to-date immunisation records.
- Completed Testimonial Form (If applicable) [Available on St. James' Website]
- Application Processing Fee of \$100 (Non-refundable)
- Copies of your child's previous two school reports (If applicable)
- Copy of your child's latest NAPLAN results
- Statement of your child's Medical or Education needs (If applicable)
- Copy of Visa or Proof of Residency Status i.e. Citizenship Certificate (If applicable)

MCEETYA Data Collection
Government Requirement
Information required for assessment and reporting

- 1 **Gender** Male.....
 Female

2 **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.....

3 **In which country was the student born?**

.....

4 **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 the most often)

- | | | | |
|-------------------|-----------------------------|------------------------------|----------------------|
| Student/guardian: | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Other Language:..... |
| Mother/guardian: | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Other Language:..... |
| Father/guardian: | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Other Language:..... |



5 What is the highest year of primary or secondary school the parents/guardians have completed

	Mother/guardian	Father/guardian
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

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

	Mother/guardian	Father/guardian
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

7 What is the occupation group of the mother/guardian?.....

8 What is the occupation group of the father/guardian?.....

Group 1 – Senior Management in large organization, government administration and defence and qualified professionals.

- **Senior Executive/manager/department head** in industry, commerce, media or other large organisations.
- **Public service manager** (Section head or above), regional director, health/education/police/fire services administrator.
- **Other Administrators** School principal, faculty head, dean, library, museum, gallery director, research facility director.
- **Defense Forces** Commissioned Officer.
- **Professionals** generally have degree or higher qualification and experience in applying 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/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller.

Group 2 – Other business managers, arts/media/sportsperson and associate professional

- **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/loan officer
- **Retail sales/service manager** shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.
- **Arts/media/sports** musical, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/women, 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.
- **Defense 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, customs agent, customer services clerk, administration clerk.
- **Skilled office, sales and service staff**
- **Sales** company sales representative, auctioneer, insurance agent/assessor/loss adjuster, 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 machines and other machine operators**
- **Hospitality staff** hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.
- **Office assistants, sales assistants and other assistants.**
- **Labourers and related workers.**

Group 8 – Not been in paid work for the last 12 months



TESTIMONIAL FORM

The School's Admission Policy allows preference to be given to children of families who can demonstrate an active, ongoing attendance at a Christian church. The Admission Policy gives initial preference to families who attend an Anglican Church.

Part A

Surname:

Student First Name:

Denomination:

Date of Birth:

Date of Birth:

Religious Affiliation:

Church membership status: (Please tick) Baptised Welcomed to Holy Communion Confirmed

Other: (Please specify)

Church/Congregation attended (Name and postal address):

.....

Part B (to be completed by the Priest or Minister in cases where a Church affiliation applies)

<i>The above student's family:</i>	<i>Please Circle</i>		
A. is known personally to me	Yes / No		
B. participates in worship?	Frequently	Occasionally	Not at all
C. participates in Church related activities	Yes / No		
<i>The above student concerned:</i>	<i>Please Circle</i>		
A. is known personally to me	Yes / No		
B. participates in worship?	Frequently	Occasionally	Not at all
C. participates in Church related activities	Yes / No		

.....
Name of Priest/Minister

.....
Signature

.....
Date