



**ALL SAINTS GRAMMAR**  
A GREEK ORTHODOX SCHOOL FOR BOYS & GIRLS

# APPLICATION FOR ENROLMENT

## TO LODGE THIS APPLICATION

Please attach a copy of the following documents:-

- Birth Certificate
- Baptism Certificate
- Immunisation History Statement

Return the Application to the School with the Application Fee of \$100.

Please ensure both parents (or as applicable) have signed and dated the Application form **and** the School copy of the Rules and Regulations before lodging.

Retain the Parent copy of the Rules and Regulations for your records.

# ALL SAINTS GRAMMAR APPLICATION FOR ENROLMENT

Class for which enrolment is sought \_\_\_\_\_ Proposed Year of entry \_\_\_\_\_

Pre-Kindergarten Options:  2 Day  3 Day  5 Day (please indicate preferred option)

## ABOUT YOUR CHILD

Surname: \_\_\_\_\_ Christian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  M  F Position in Family: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Australian Citizen:  Yes  No If not born in Australia, date of arrival: \_\_\_\_\_

Aboriginal:  Yes  No Torres Strait Islander:  Yes  No

Religion: \_\_\_\_\_ Date & Church where Baptised: \_\_\_\_\_

Languages spoken at home (other than English): \_\_\_\_\_ Main language spoken at home: \_\_\_\_\_

Present Class and School (if applicable): \_\_\_\_\_ (Please attach latest school reports (2))

Names/classes of siblings currently or previously attending All Saints Grammar: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ (Name) \_\_\_\_\_ (Number) \_\_\_\_\_ (Relationship)

Medical information (illness, allergies, disabilities etc): \_\_\_\_\_

(Please attach documentation)

Family Situation: \_\_\_\_\_

Student Resides with:  Both Parents  Mother  Father  Other – Please specify: \_\_\_\_\_

## MOTHER'S DETAILS:

Surname: \_\_\_\_\_ Christian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)

Email address: \_\_\_\_\_ Occupation: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Religion: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Australian Citizen:  Yes  No

Languages spoken at home (other than English): \_\_\_\_\_ Main language spoken at home: \_\_\_\_\_

### Educational Qualifications:

What is the highest year of primary or secondary school you have completed?

Year 12  Year 11  Year 10  Year 9 or below

What is the level of the *highest* qualification you have completed? (mark one box only – see attached list)

Bachelor Degree or above  \_\_\_\_\_  
Advanced Diploma  \_\_\_\_\_  
Certificate I to IV (including trade certificate)  \_\_\_\_\_  
No non-school qualifications

Please indicate appropriate occupational group: (see attached list)

Senior Management, Government Administration and Defence, Qualified Professionals   
Business Managers, Arts/media/sportspersons, Associate Professionals   
Tradesmen/women, Clerks & skilled office, Sales & Service staff   
Machine operators, Hospitality staff, Assistants, Labourers and related workers   
Not in paid work in last 12 months   
Not stated or unknown

**FATHER'S DETAILS:**

Surname: \_\_\_\_\_ Christian Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)  
Email address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Current Employer: \_\_\_\_\_ Religion: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Australian Citizen:  Yes  No  
Languages spoken at home (other than English): \_\_\_\_\_ Main language spoken at home: \_\_\_\_\_

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What is the highest year of primary or secondary school you have completed?

Year 12  Year 11  Year 10  Year 9 or below

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Machine operators, Hospitality staff, Assistants, Labourers and related workers   
Not in paid work in last 12 months   
Not stated or unknown

Why are you choosing All Saints Grammar for your child's education? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We, the undersigned, apply to have the abovementioned pupil considered for enrolment at All Saints Grammar and agree to accept and be bound by the rules and regulations governing the School as outlined on the accompanying pages of this Application, and I/We agree to the financial responsibilities associated with enrolment at the School as set out by the School's Board of Governors.

Mother's Signature: \_\_\_\_\_ Father's Signature: \_\_\_\_\_  
Date of Application: \_\_\_\_\_

**Office Use Only**

Date of First Interview: \_\_\_\_\_ Interviewed by: \_\_\_\_\_  
Assessment Results/Information (for Applicants other than Kindergarten): \_\_\_\_\_

**On School's Acceptance of Application:**

Date of Acceptance: \_\_\_\_\_ Accepted on behalf of the School by: \_\_\_\_\_  
Admission Number: \_\_\_\_\_ Class/Year of Admission: \_\_\_\_\_ Assigned House: \_\_\_\_\_  
Medicare Number: \_\_\_\_\_ Family Doctor's Name and Number: \_\_\_\_\_  
Immunisation Complete:  Yes  No Date Completed: \_\_\_\_\_  
Application Fee Receipt: \_\_\_\_\_ Amount: \_\_\_\_\_ Dated: \_\_\_\_\_ Accepted by: \_\_\_\_\_  
Enrolment Fee Receipt: \_\_\_\_\_ Amount: \_\_\_\_\_ Dated: \_\_\_\_\_ Accepted by: \_\_\_\_\_  
Student Key: \_\_\_\_\_ Family Key: \_\_\_\_\_ Biller Group: \_\_\_\_\_  
Accounts to:  Both Parents  Mother  Father  Other – Please specify: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

# RULES REGULATIONS & CONDITIONS

## School Copy

Compliance with the following regulations of the School is understood to be a condition of the Applicant's admission to the School.  
Please read the following carefully and seek explanations where necessary prior to your signing the Application Form.

- I. ADMISSION**
  - i. The School reserves the right to determine the commencement year on an individual basis. Used as a guide only, students commencing Kindergarten must be five years of age by the end of May in the year of admission.
  - ii. Application for enrolment must be made on the attached form only.
  - iii. A preliminary interview with the parents and student (if necessary) is required prior to enrolment.
  - iv. The Application form must be lodged with a copy of your child's birth and baptism certificates.
  - v. All applicants applying for admission to the school from Year 1 onwards must also provide a copy of their child's latest two (2) school reports.
  - vi. All applicants, except students commencing Pre-Kindergarten will be required to undergo an informal (observational day) assessment.
  - vii. Criteria for selection may include: the time of the original application, previous school reports, the enrolments of other siblings at the School, willingness of parents to become an active part in the education of their child.
  - viii. A Non-refundable Application Fee will be paid with each Application for Enrolment. This payment does not guarantee a placement.
  - ix. Once an offer is made the position is secured by payment of the Non-refundable Enrolment Fee in accordance with the Enrolment Fee Guidelines. This fee is a one-off payment that is in addition to tuition fees.
  - x. All Fees must be paid according to the rules relating to Fees (Section 15). Failure to do so will jeopardise enrolment.
  - xi. Parents wishing to change the date of entry of a student to the School must give notice to the Head of School at least one term prior to the originally accepted date otherwise the Enrolment Fee will be forfeited. This change may only occur if a vacancy for the altered date exists.
  - xii. The Board retains the right to refuse enrolment and its decision in this respect shall be final.
  - xiii. It is the duty of the parents to advise the School of any change of particulars shown on the original Application for Enrolment Form.
- 2. CURRICULUM**
  - i. The School reserves the right to amend its academic and other programmes at any time. This may include the discontinuation of teaching subjects or set activities.
  - ii. The School reserves the right to make final decisions on courses and level of studies.
  - iii. Students must participate in the academic, religious, sporting, cultural and other programmes determined by the School.
  - iv. Greek language lessons are compulsory for all students up to and including Year 10.
  - v. All school based excursion/camps are compulsory K - 12.
- 3. CONDUCT**
  - i. Students are required to abide by rules and regulations of behaviour and discipline as well as special rules as specified by the Head of School from time to time.
  - ii. Respect for Clergy, teachers, parents, visitors and fellow-pupils is an important requirement of all students.
  - iii. Students must act in accordance with direction issued by School staff during lessons or related activities.
  - iv. Unlawful and/or immoral activities including gambling, smoking, consumption or distribution of drugs or alcohol will not be tolerated.
- 4. DISCIPLINE**
  - i. Disciplinary measures will be taken for misconduct or breach of rules.
  - ii. Breaches of discipline within the classroom may be met with appropriate action by the teacher or Head of School as outlined in the School's Fair Discipline Policy and Procedures.
  - iii. Detention (either lunch or afternoon) and other means for discipline may be set by the class teacher or by the Head of School.
  - iv. The School expressly prohibits the use of corporal punishment as a form of discipline within the school and does not sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at school.
- 5. HOMEWORK**
  - i. All students are expected to complete homework set by the class teacher.
  - ii. If circumstances prevent a student from completing homework, written explanation must be provided to the teacher from the parent.
- 6. ATTENDANCE**
  - i. Students are to attend the School on all designated school days and compulsory school events.
  - ii. A medical certificate will be required for absences exceeding three days, unless approved leave has been granted by the Head of School. The School is not responsible for a student's failure to attend school. Parents must forward a written explanation on the student's return.
  - iii. Special leave may be granted only if a written request is approved by the Head of School in advance.
  - iv. Students will not be permitted to leave school prior to the final day of each term except in exceptional circumstances.
  - v. An early break-up for holiday travel will not normally be acceptable.
  - vi. All School fees are valid regardless of extended holiday breaks taken by the student.
- 7. ARRIVAL AND SUPERVISION**
  - i. All students must arrive punctually in the morning *at least 10 minutes prior* to the first bell.
  - ii. Morning supervision will commence 30 minutes prior to the commencement of Period 1. No adequate supervision is available prior to this time. Students should not arrive any earlier and no responsibility can be taken by the School at these times for any mishaps.
  - iii. Students must be collected or leave the School's premises within 30 minutes of the dismissal bell, unless attending recognised after-school activities.

- 8. SCHOOL UNIFORM AND GENERAL APPEARANCE**
- i. All students are required to wear the School uniform as prescribed by the School.
  - ii. Each item of the uniform must be kept clean, pressed and in good repair.
  - iii. Full School uniform must be worn at times to and from the School and at all sporting functions, unless otherwise stated.
  - iv. At all swimming and athletics sporting events the approved school tracksuit or swimming costume must be worn.
  - v. The wearing of jewellery, except items specified by the Head of School is not permitted.
- 9. GENERAL PROGRESS**
- i. Promotion to the next class will be determined at the end of each year and will be dependant upon suitable progress (academic, social and behavioural) having been made.
  - ii. Parents are encouraged to discuss their child's progress regularly by contacting the teacher/s responsible for their child.
  - iii. Subsequent to discussions with the class or subject teacher, parents may arrange to meet with the Head of Campus or the Head of School in relation to their child's progress.
  - iv. If custody situations arise, the school will not be responsible to either party and must not be involved by either party for their personal gain regarding custody issues. The school will remain impartial with its priority being the welfare of the student in its care. The school will only be bound via documented court orders.
- 10. SPORT**
- i. All students are required to participate in sport unless a medical certificate is produced justifying exemption.
  - ii. Parental consent may be required when participating in certain contact sports.
  - iii. Although all care is taken, no responsibility is accepted by the School for accidents during sport.
  - iv. Although School Insurance cover exists, parents are advised to insure students appropriately.
- 11. SUSPENSION AND EXPULSION**
- i. Serious offences will be dealt with by suspension or expulsion from the School as deemed appropriate by the Head of School.
  - ii. Grounds for suspension or expulsion include, but are not limited to, persistent disobedience, violence, immoral conduct or serious breaches of the rules of conduct.
  - iii. The School will apply the principles of procedural fairness when dealing with all situations involving such offences.
  - iv. Similar measures may be taken when the presence of a student becomes prejudicial to the health or moral welfare of other students or when a student becomes a danger to him/herself or to other students.
  - v. Students whose parents do not comply with the conditions set by the School may jeopardise their child's enrolment.
  - vi. The Board may discontinue enrolment and its decision in this respect shall be final.
- 12. ILLNESS AND INJURY**
- i. In the event of an acute illness or injury to a student during school hours, the School will attempt to contact the parents, or nominated person by phone.
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- 13. CONTAGIOUS DISEASES**
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- 14. TRAFFIC**
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  - ii. The School reserves the right to vary these rules from time to time as it deems necessary.
  - iii. Parents acknowledge and accept that the School may, for advertising and/or marketing purposes reproduce photographs and/or audiovisuals of the students involved in school-based activities for the purposes of promoting the School.

Signed: \_\_\_\_\_  
 \_\_\_\_\_

Dated: \_\_\_\_\_

# RULES REGULATIONS & CONDITIONS

## Parent Copy

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  - ii. The School reserves the right to vary these rules from time to time as it deems necessary.
  - iii. Parents acknowledge and accept that the School may, for advertising and/or marketing purposes reproduce photographs and/or audiovisuals of the students involved in school-based activities for the purposes of promoting the School.



# List of Parental Occupation Groups

## 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. AU tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PC 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, 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/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]