



# All Saints Grammar

Application for Enrolment

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PK-12



### TO LODGE THIS APPLICATION

Please ensure both parents (or as applicable) have signed and dated the Application form **and** the Rules and Regulations before lodging with payment of the application fee.

Please attach a copy of the following documents to your application:-

#### Kindergarten

- Birth certificate
- Baptism certificate
- Immunisation History Statement

#### Years 1 to 3

- Birth and Baptism certificates
- Immunisation History Statement
- Last two (2) school reports

#### Years 4 to 12

- Birth and Baptism certificates
- Immunisation History Statement
- Last two (2) school reports
- Most recent Naplan results

#### International Students

- Birth certificate
- Passport
- Visa
- OSHC
- Last two (2) school reports with translation



PK-12

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:	Given Name(s):	
Address:	Postcode:	
Date of Birth:	Gender:	Position in Family: <i>eg 1<sup>st</sup>, eldest, only child</i>
___/___/___	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Country of Birth:	Australian Citizen:	If not born in Australia, date of arrival:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	___/___/___
Aboriginal:	Torres Strait Islander:	NESA No: (if applicable Yrs 10 - 12)
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Religion:	Date of Baptism:	Church Baptised:
	___/___/___	
Main Language spoken at home:	Language(s) spoken at home: (other than English)	
Current School:	Year Group:	Siblings and Year Group:
Name and year group of siblings currently or previously attending All Saints Grammar		



PK-12

Medical Information (illness, allergies, disabilities etc) Please attach reports or other documentation.

Does your child have any additional needs?

Yes     No

If yes, please indicate below whether your child has received or is currently receiving:

- Early intervention support
- Counsellor support
- Disability provisions
- Learning support within a classroom
- Learning support outside a classroom
- Speech, OT or physio support
- Extension or acceleration support
- Other \_\_\_\_\_

(please provide details)

Student resides with:

Both Parents     Mother     Father     Other – Please specify: \_\_\_\_\_

Family Situation:

Married     Divorced     Separated

Emergency Contact Details: (other than parent/s or guardian)

_____	_____	_____
Name	Contact Number	Relationship to Student

Emergency Contact Details (continued): (other than parent/s or guardian)

_____	_____	_____
Name	Contact Number	Relationship to Student



PK-12

Mother's Details		
Surname:	Given Name(s):	
Address: (if different from student home address)	Postcode:	
Contact Numbers:		
_____	_____	_____
Mobile	Home	Work
Email Address:		
Occupation:	Employer:	
Country of Birth:	Australian Citizen:	If not born in Australia, date of arrival:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	___/___/___
Main Language spoken at home:	Language(s) spoken at home: (other than English)	
Religion:		
What is the highest year of school education completed		
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or below		
What is the highest qualification you have completed? (mark one box only – see attached list)		
Bachelor Degree or above	<input type="checkbox"/>	_____ (description)
Advanced Diploma	<input type="checkbox"/>	_____ (description)
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	_____ (description)
No non-school qualifications	<input type="checkbox"/>	
Please indicate appropriate occupational group: (mark one box only – see attached list)		
Senior Management, Government Administration and Defence, Qualified Professionals	<input type="checkbox"/>	
Business Managers, Arts/media/sportspersons, Associate Professionals	<input type="checkbox"/>	
Tradesmen/women, Clerks & skilled office, Sales & Service staff	<input type="checkbox"/>	
Machine operators, Hospitality staff, Assistants, Labourers and related workers	<input type="checkbox"/>	
Not in paid work in last 12 months	<input type="checkbox"/>	
Not stated or unknown	<input type="checkbox"/>	



PK-12

Father's Details		
Surname:	Given Name(s):	
Address: (if different from student home address)	Postcode:	
Contact Numbers:		
_____	_____	_____
Mobile	Home	Work
Email Address:		
Occupation:	Employer:	
Country of Birth:	Australian Citizen:	If not born in Australia, date of arrival:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	___/___/___
Main Language spoken at home:	Language(s) spoken at home: (other than English)	
Religion:		
What is the highest year of school education completed		
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or below		
What is the highest qualification you have completed? (mark one box only – see attached list)		
Bachelor Degree or above	<input type="checkbox"/>	_____ (description)
Advanced Diploma	<input type="checkbox"/>	_____ (description)
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	_____ (description)
No non-school qualifications	<input type="checkbox"/>	
Please indicate appropriate occupational group: (mark one box only – see attached list)		
Senior Management, Government Administration and Defence, Qualified Professionals	<input type="checkbox"/>	
Business Managers, Arts/media/sportspersons, Associate Professionals	<input type="checkbox"/>	
Tradesmen/women, Clerks & skilled office, Sales & Service staff	<input type="checkbox"/>	
Machine operators, Hospitality staff, Assistants, Labourers and related workers	<input type="checkbox"/>	
Not in paid work in last 12 months	<input type="checkbox"/>	
Not stated or unknown	<input type="checkbox"/>	



<b>INTERNATIONAL STUDENTS ONLY</b>		
This section should only be completed if the student is not an Australian citizen or a permanent resident in Australia		
Passport Number of Student:	Country of Issue:	Expiry Date: ____/____/____
Is the student currently in Australia on a Visa?	Visa Type and Expiry Date: _____ ____/____/____	Visa Number:
Name of Overseas Student Health Cover Provider:  <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership No:	Expiry Date: ____/____/____
Student's Email Address:		Student's Mobile No:
With whom will the student reside while in Australia  <input type="checkbox"/> Parent <input type="checkbox"/> Appointed Guardian <input type="checkbox"/> Homestay		
Do you require the school to make homestay arrangements for the student  <input type="checkbox"/> Yes <input type="checkbox"/> No		

An appointed guardian must be:

- Appointed by the parent(s) of the student or the person who has custody of the student
- Be over 21 years of age and be of good character (must produce a National Police Clearance and have a Working with Children clearance)
- Be able to communicate with the school in English and willing to communicate with the student's parent(s) on behalf of the school
- Be able to care for the student at home if the student is in ill health; and
- Be willing to be the first point of contact with the school

<b>Appointed Guardian Details:</b> (if applicable) <i>The Department of Home Affairs defines a suitable relative as a person who is a grandparent, sibling, aunt or uncle, niece or nephew, step-grandparent, step-sibling, step-aunt/uncle, step-niece/nephew</i>		
Name:	Relationship to the student	
Residential Address:	Email Address:	
Contact Numbers:		
_____ Mobile	_____ Work	_____ Home



PK-12

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.

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: \_\_\_\_\_

Student Key: \_\_\_\_\_ Family Key: \_\_\_\_\_ Biller Group: \_\_\_\_\_

Accounts to:  Both Parents  Mother  Father  Other - Please specify: \_\_\_\_\_

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

Application Fee Receipt: \_\_\_\_\_ Amount: \_\_\_\_\_ Dated: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Enrolment Fee Receipt: \_\_\_\_\_ Amount: \_\_\_\_\_ Dated: \_\_\_\_\_ Accepted by: \_\_\_\_\_





## Rules Regulations & Conditions

*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.*

### 1. **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**
- 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.
  - Parents are encouraged to discuss their child's progress regularly by contacting the teacher/s responsible for their child.
  - 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.
  - 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**
- All students are required to participate in sport unless a medical certificate is produced justifying exemption.
  - Parental consent may be required when participating in certain contact sports.
  - Although all care is taken, no responsibility is accepted by the School for accidents during sport.
  - Although School Insurance cover exists, parents are advised to insure students appropriately.
- 11. SUSPENSION AND EXPULSION**
- Serious offences will be dealt with by suspension or expulsion from the School as deemed appropriate by the Head of School.
  - Grounds for suspension or expulsion include, but are not limited to, persistent disobedience, violence, immoral conduct or serious breaches of the rules of conduct.
  - The School will apply the principles of procedural fairness when dealing with all situations involving such offences.
  - 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.
  - Students whose parents do not comply with the conditions set by the School may jeopardise their child's enrolment.
  - The Board may discontinue enrolment and its decision in this respect shall be final.
- 12. ILLNESS AND INJURY**
- 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.
  - Students at School, will, under no circumstances, be allowed to leave during school hours to go to an unattended home.
  - If no contact can be made with the student's parents (or guardian) then the School will immediately arrange for medical treatment.
  - The School takes no responsibility for payment of medical, hospital, transport or any other fees and expenses that may be incurred.
- 13. CONTAGIOUS DISEASES**
- The Head of School will require any student suffering from an infectious or contagious disease to remain at home until recovered.
  - The student may be re-admitted upon recovery accompanied by a medical certificate.
- 14. TRAFFIC**
- Parents are expected to obey the State Traffic Laws and specified directions issued by the School in relation to traffic in the vicinity of the School.
  - Students driving themselves to school must park further than 200m from the School, so as not to disturb the normal flow of traffic.
  - Students driving themselves must have written parental permission, and the Head of School's approval, and will not be permitted to travel with a student-driver without prior consent from the Head of School and both parties' parents.
- 15. FEES**
- Each payment of Fees are payable in advance.
  - In addition to School Fees, there may be a necessity for other fees being charged for books, stationery etc.
  - Permission to commence a new term may be refused until outstanding fees have been paid to date. An administration fee may be charged for late payments.
  - No reduction will be made in respect of a student's absence from school for extended holidays.
  - Withdrawal of a student from the school requires a minimum of one (1) terms notice to be given in writing, except for Year 6 which requires a minimum of two (2) terms notice to be given in writing. Notice must be sent to the Head of School. Failure to do so will result in one term's tuition fees being invoiced.
  - Students withdrawing from the School will be refunded tuition fees paid in advance provided that at least one terms notice is given in writing to the Head of School.
  - First Payment of Term 1 Fees for new students must be paid by the end of the previous school year, or prior to the child commencing.
  - For new students commencing during the course of the year, relevant term fees must be paid upon approval of enrolment.
  - School Fees are set by the Board and are subject to variation without notice.
- 16. GENERAL**
- Reference to the decision of the Board of the School in these Rules, Regulations and Conditions is a reference to the decision making bodies of the School, primary of which is the Board and the authority given to the Head of School to act on the Board's behalf when required.
  - The School reserves the right to vary these rules from time to time as it deems necessary.
  - 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. If you do not consent to your child's image being used for this purpose, please opt out by ticking this box .

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

Name: \_\_\_\_\_

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



### 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]