



# St Columba Anglican School

3 Iona Ave (off Major Innes Rd)  
PO Box 5358, Port Macquarie 2444  
Telephone: (02) 6581 4188 Fax: (02) 6581 4190

## APPLICATION FOR ENROLMENT - STUDENT

**Name of Student (Full Name):** .....  
(Legal Surname) (Preferred First Name)  
.....  
(Legal First Name) (Legal Second Name)

Enrolment to start: ..... /...../20..... into Academic Year: K 1 2 3 4 5 6 7 8 9 10 11 12

Male  Female  
*Please tick*

**Date of Birth:** ...../...../.....

Religion/Denomination: .....

### Citizenship:

Is the student: an Australian Citizen?  Yes  No  
of Aboriginal or Torres Strait Islander Descent?:  Yes  No

If not an Australian Citizen, please state country of citizenship .....

Language: What is the student's first language? .....  
Other languages (spoken at home):.....

### Health:

Medical Conditions: .....  
.....

Medications: .....

Allergies: .....

Last Tetanus Injection: .....

Name of Birth Mother (Full Name): .....  
(Legal Surname) (First Name)

Name of Birth Father (Full Name): .....  
(Legal Surname) (First Name)

Child lives with: .....  
(M=Mother, F=Father, S=Stepmother, T=Stepfather, G=Guardian)

### F. Academic Details

1. Current/Previous School/Preschool: .....
2. Year: ..... Class: .....
3. Has this student ever been asked to leave a school, suspended, or refused enrolment elsewhere?  Yes  No  
If yes, please attach details stating the reason:

4. Has this student any diagnosed special education needs?  Yes  No

If yes, does their current school receive additional funding?  Yes  No

Please describe the Special Education Needs (including Psychological Test Results):

.....  
.....

(Please supply ALL relevant documentation.)

5. With regard to this child's academic progress, do you believe your child has any strengths or weaknesses?  Yes  No

a) Description of strengths (e.g. subjects/skills/talents):

.....  
.....  
.....

b) Description of areas that need assistance (e.g. subjects/skills/delays/conditions):

.....  
.....  
.....

**Attachments:**

- |  |
|--|
| <ol style="list-style-type: none"><li>1) The <b>Original Birth Certificate</b> or certified copy must accompany this application.</li><li>2) Copies of <b>two recent school reports, Basic Skills Test results, ELLA or LANNA or NAPLAN Test results</b> (if available), and</li><li>3) Copy of <b>School Entry/4 Year Old Immunisation Records.</b></li></ol> |
|--|

**Enrolment Interview**

A student will need to be offered a place before enrolment can be confirmed.

**Withdrawal of a Student**

Attention is directed to the requirement to give a term's notice, in writing to the Principal, of the intended withdrawal of a student from the school. In the absence of such notice one term's fee is payable.

**Dismissal of a Student**

The School reserves the right to suspend or expel a student at any time and without notice if the Principal or School Council in his or its discretion considers such action advisable. No fees or levies shall be refundable in respect of the period of such suspension or for the remainder of the term in which the student's enrolment was terminated.

**Absence through Illness or Injury**

It should be understood that no remission of fees, either in part or whole will be made should the student be absent from School through illness or injury. However for absences in excess of 5 weeks duration, a review of fees may be granted at the discretion of the Principal.

**Damage to Property**

Students will be liable for any loss or damage to books and or equipment on loan to them. Where damage to School property occurs through a student's carelessness or misbehaviour, then the student through the family fee account will be charged for the cost of the repair.

**Uniforms**

Parents are required to provide their child with the correct uniform and ensure that it is worn at School and for all School functions.

**Participation**

It is expected that the parents encourage their child to participate fully in all aspects of the life and programmes of the School. We also expect that parents recognise the necessity for close co-operation with the teachers and the importance of parental involvement in all aspects of the School's activities.

**Equity**

The School is proud of its open enrolment policy, which means that there is no entrance examination in order to gain admission. This approach enables us to build a School community which benefits from the interactions of a group with varying interests and abilities as represented in the wider community.