



St Columba Anglican School

Application for Enrolment



NEW STUDENT ENROLMENT

This form is also available as an electronic version. Please visit the 'Enrolment' section on the School website www.scas.nsw.edu.au should you prefer to complete your application online.

WELCOME TO SCAS

...a world of opportunities

“It’s the vibe of the thing, your Honour.” - *The Castle*

Whenever I am asked what makes our school different to others, I am tempted to repeat the famous quote from the film *The Castle*.

To be honest, I can talk about our growing strength in sport, our excellent academic results our powerhouse Performing Arts groups or our well-maintained and well resourced campus, but in the end its all about the feel of the school. It is the one thing that most of our new students commented upon in their early days as students of St Columba: The friendliness, the sense of acceptance and the feeling that they belonged. This is “the vibe” that resonates with our students.

It is hard to explain where this comes from. Is it the nature of the students, the positive expectations that come from the staff or the sense that doing well at this school is something to be proud of? All I can say, in all honesty, is that there is something about this school that makes it the most friendly and positive one that I have ever experienced. That makes it the “right” school for me. My hope is that, if you join us here, you feel the same way.

Choosing a school for your child is a significant decision. We trust our application process is straightforward and will help you in taking this important step. Please contact us if you need any assistance with this process.



Terry Muldoon, Principal



Complete all sections and submit to:

The Enrolments Officer
St Columba Anglican School
3 Iona Avenue, Port Macquarie NSW 2444

- Please use one form per student.
- An Enrolment Application Fee and supporting documents are to be included.
- Required documents are listed at the end of this form.

Year Level of Admission

Year of Enrolment

Date of Commencement (if not start of year)

Primary

Indicate year level for which enrolment is sought

K 1 2 3 4 5 6

(Tick)

Secondary

Indicate year level for which enrolment is sought

7 8 9 10 11 12

(Tick)



Personal Information

Legal Surname

Legal Given Name(s) First: Second:

Preferred Name

Date of Birth DD/MM/YYYY Sex Male Female

Current School School Name

Include Early Learning Centre for Kindergarten enrolments Suburb/Town

Current Year Group

Student's Religion/Denomination If none, write "No Religion"

Is the student of Aboriginal or Torres Strait Islander origin? (Tick one only) No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal & Torres Strait Islander

In which country was the student born? Australia Other (specify) Year of arrival

Does the student speak a language other than English at home? No, English only Yes, other (please specify)

Prime Residential Address No. or RMB Property Name

This is the student's principal place of residence during term. Street

Suburb/Town State

Postcode Telephone Silent? (Y/N)

Family email

Student lives with (tick all that apply):

Both Parents Mother Father Step Parent Grandparent(s) Legal Guardian Caregiver

If student does not live with both parents, please indicate family situation:

Parents separated Parents divorced Mother/Father deceased Single

Other (please specify)



Academic Information

With regard to the student's academic progress, please detail strengths (e.g. subjects/skills/talents)

Please detail known areas that require assistance (e.g. subjects/skills/delays/conditions)

Does the student have any specific needs which may impact on their education and/or participation in the programs and opportunities provided by the school?

Yes

No

If yes, does their current school receive additional funding?

Yes

No

Please describe the special education needs, including Psychological Tests results (please supply all relevant documentation)

Diagnosed Conditions

Medical, physical, psychological information relevant to the school (e.g. medical conditions, medications, food and environmental allergies etc.)

Condition 1

Treatment/Assistance 1

Condition 2

Treatment/Assistance 2

Condition 3

Treatment/Assistance 3

Medicare Number

Date of last tetanus injection

Have all relevant school-entry immunisations been completed?

Yes

No

ATTACHMENT REMINDER: Please attach current immunisation records.

Sibling(s) not attending St Columba Anglican School

Enter details of student's siblings who are **not** attending SCAS.

Name

Date of Birth

Name

Date of Birth

For more siblings please attach separate details.

Name

Date of Birth

Sibling(s) and other relatives attending, or who have attended, St Columba Anglican School

Enter details of student's siblings and other relatives attending SCAS.

Name

Relationship

Year Level or Alumni Year

Name

Relationship

Year Level or Alumni Year

For more siblings or relatives please attach separate details.

Name

Relationship

Year Level or Alumni Year



Mother/Legal Guardian A Details

Mother/Legal Guardian A
(Parent or female with parental responsibility)

Title Given Name(s)

Family Name

Preferred correspondence address

Postcode

Residential address, if different from above

Postcode

Email

Home Phone Business Phone

Mobile Country of Birth

Note: If the Mother/Legal Guardian's partner is not the Father or Legal Guardian, please complete details for them in Caregiver/Step Parent 1

Does the Mother/Legal Guardian A speak a language other than English at home?
 No, English only
 Yes, other (please specify)

Mother/Legal Guardian A's religion If none, write "No Religion"

Employment Details

Employer

Occupation

Category/Classification

The following employment and education details are required for Australian Government MCEECDYA 'National Reporting on Student Outcomes'. Refer to separate form for more information.

1 Senior management in large business organisation, government administration and defence, and qualified professional
2 Other business manager, arts/media/sportsperson and associate professional
3 Tradesperson, clerk and skilled office, sales and service staff
4 Machine operator, hospitality staff, assistant, labourer and related worker
8 Not in paid work in the last 12 months Not stated or unknown

Education Details

What is the highest year of schooling the Mother/Guardian A has completed? (Tick one only)
For persons who have never attended school, tick Year 9 or equivalent, or below

Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent, or below

What is the level of the highest qualification the Mother/Guardian A has completed? (Tick one only)

Bachelor degree or above Advanced Diploma/Diploma
 Certificate I to IV (including trade certificate) No non-school qualification



Father/Legal Guardian B Details

Father/Legal Guardian B
(Parent or male with
parental responsibility)

Title Given Name(s)

Family Name

Preferred correspondence address

Postcode

Residential address, if different from above

Postcode

Email

Home Phone Business Phone

Mobile Country of Birth

Note: If the Father/Legal Guardian's partner is not the Mother or Legal Guardian, please complete details for them in Caregiver/Step Parent 2

Does the Father/Legal Guardian B speak a language other than English at home?

No, English only

Yes, other (please specify)

Father/Legal Guardian B's religion

If none, write "No Religion"

Employment Details

Employer

Occupation

Category/Classification

The following employment and education details are required for Australian Government MCEECDYA 'National Reporting on Student Outcomes'. Refer to separate form for more information.

- 1 Senior management in large business organisation, government administration and defence, and qualified professional
- 2 Other business manager, arts/media/sportsperson and associate professional
- 3 Tradesperson, clerk and skilled office, sales and service staff
- 4 Machine operator, hospitality staff, assistant, labourer and related worker
- 8 Not in paid work in the last 12 months Not stated or unknown

Education Details

What is the highest year of schooling the Father/Guardian B has completed? (Tick one only)

For persons who have never attended school, tick *Year 9 or equivalent, or below*

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent, or below

What is the level of the highest qualification the Father/Guardian B has completed? (Tick one only)

Bachelor degree or above

Advanced Diploma/Diploma

Certificate I to IV (including trade certificate)

No non-school qualification



Other Caregiver/Step Parent Details 1

Details of other adult Caregiver who regularly provides care for the student, including:

- Caregiver who provides separate residential support, or
- Caregiver who lives with Mother/Legal Guardian A

Caregiver/
Step Parent 1

Title Given Name(s)

Family Name

Address

Postcode

Phone Mobile

Email

Country of Birth

Other Caregiver/Step Parent Details 2

Details of other adult Caregiver who regularly provides care for the student, including:

- Caregiver who provides separate residential support, or
- Caregiver who lives with Father/Legal Guardian B

Caregiver/
Step Parent 2

Title Given Name(s)

Family Name

Address

Postcode

Phone Mobile

Email

Country of Birth

Employment Details

Employer

Occupation

Employment Details

Employer

Occupation

ATTACHMENT REMINDER: If applicable, please attach copies of any family law, Personal Protection Order or other relevant court orders which restrict access to the student.





Billing Address

Complete this section if billing email address is different from correspondence/residential email address

Name

Email

Relationship to Student

Emergency Contacts

Emergency Contact 1

Please nominate a person other than parent/guardian/caregiver who may be contacted in the event of an emergency.

Name

Telephone Mobile

Business Phone Relationship to student

Emergency Contact 2

Please nominate a person other than parent/guardian/caregiver who may be contacted in the event of an emergency.

Name

Telephone Mobile

Business Phone Relationship to student

PLEASE NOTE: Parents will be the FIRST contact in the case of an emergency. The people you nominate here will only be contacted if neither parent/guardian/caregiver can be reached.

Safety and Welfare Information

PLEASE NOTE: The following information is required to assist the School in assessing and managing the enrolment of students who may pose a risk of harm to themselves, other students and/or staff.

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (Behaviour, residential circumstances, court orders etc.)

Yes

No

If yes, describe circumstances:

To your knowledge, is there anything in the student's history that might pose a risk of any type to the student, other students, staff or visitors?

Yes

No

If yes, describe circumstances:

Has the student ever been asked to leave a school, been suspended, or refused enrolment elsewhere?

Yes

No

If yes, describe circumstances:



Permissions

Medical Treatment

If a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent, guardian or caregiver after making reasonable efforts, I authorise the School to give authority for such treatment. I agree to reimburse the School for costs and expenses incurred by the School on behalf of my child, arising directly or indirectly out of such treatment.

Yes No*

* If no, please obtain a copy of the Limited Medical Consent form from the School.

Publishing Images

I give permission for the School to publish, exhibit, post or copy any image (whether still or moving), photograph, video or film of:

- my child;
- my child's performance;
- my child's work

for student educational purposes and for the promotional or marketing use of the School.

I acknowledge that such consent is given on the understanding that use by the School will be without any acknowledgement, payment, remuneration or compensation to me or my child.

The School undertakes that it will not use the material referred to above other than for the purposes specified and for the education of students.

If you wish to withdraw your consent at any time, then please contact the School via enrolments@scas.nsw.edu.au

Yes No

Mother/Legal Guardian A Signature

Father/Legal Guardian B Signature

Mother/Legal Guardian A Name (printed)

Father/Legal Guardian B Name (printed)

Enrolment Interview

You will be invited to discuss this application at an interview, at which time the school and families will have the opportunity to discuss specific behavioural, pastoral and/or welfare issues. Please assist the school manage your interview by informing the school's Enrolments Officer of any special interview requirements such as:

Access provisions (please specify)

Interpreter required (please specify)

Other (please specify)

Equity Statement

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.



Anglican Philosophy, Values and Aims

Application for enrolment of your child in an independent Anglican school means that you are choosing an Anglican education for your child. It requires your commitment to support the philosophy, values and aims of the school and a willingness to co-operate in their implementation. Specifically, it means:

- Christian Studies is a core subject including participation in prayer or quiet reflection.
- Anglican values such as faith, hope, love, courage, community and justice are emphasised.
- Academic excellence and the acquisition of skills are promoted within an Anglican framework.

Your child is expected to adhere to the School's standards for:

- behaviour, dress and discipline,
- application to course work and study,
- participation in school activities.

Your co-operation is essential to assist your child attain these goals. Parents are encouraged to participate in the total life of the school including: Parent/Teacher nights, school/community chapel services and activities of the Parents and Friends' Association.

Declarations Required for Enrolment and Acceptance of a Place

Each person signing below declares that:

1. I agree that an offer of a place is subject to satisfactory completion of enrolment procedures (including diagnosed conditions and academic details) and I acknowledge that false, misleading or incomplete information on any enrolment materials may entitle the School to cancel my child's enrolment.
2. I acknowledge that I have received, read and accept the School's Privacy Policy, Schedule of Fees and Charges and the current Prospectus of the School informing me of the aims of the School and detailing its activities, fees and charges. The scale of fees and monies payable is fixed by the St Columba Anglican School Council. Please be aware that the School Council, wherever possible, attempts to contain fees to minimise any unnecessary financial burden on our community.
3. An application fee is provided with this Application for Enrolment as listed in the current Schedule of Fees and Charges and I acknowledge that this fee is not refundable and is required for confirmation of enrolment application.
4. Tuition Fees will be invoiced prior to the start of each term. Fees are payable at the commencement of each term. A discount is available where fees are paid one (1) year in advance. Fees not paid by the due date will attract an administration charge. Please contact the Accounts Department if you anticipate any delay in payment. If it is necessary for the School to institute legal action for recovery of outstanding fees or additional expenses I agree that I will be liable for all costs so incurred by the School.
5. I agree to be jointly and severally responsible for the payment of all fees and charges incurred while my child is enrolled, including any expenses incurred by the School as a result of late or non-payment, or as determined by a relevant legal authority. When more than one child in a family is in attendance at the school, a reduction in the tuition fee for the second and subsequent children may apply, the reduction to be determined by Council from time to time. Each family is expected to contribute annually to the School Building and Library Funds.
6. I acknowledge that no remission of fees, either in part or whole will be made should my child be absent from school through illness or injury. Private insurance cover can be obtained to cover this type of misfortune. However, for absences in excess of five (5) weeks duration a review of fees may be granted at the discretion of the Principal. In general, fees are payable whilst a position at the School is held.
7. I agree to the responsibilities and expectations in the aforementioned "Anglican philosophy, values and aims" and apply for enrolment of my child subject to these conditions.
8. I will make every effort to ensure my child will always act in a way that upholds the School's Code of Conduct and good reputation within the broader community. Should my child behave in a manner that contravenes the Code of Conduct or which brings dishonour to them and the School, their enrolment may be placed in jeopardy. The School may suspend or terminate enrolment at its discretion for failure to comply with the School's policies or other serious breaches of the School's rules and regulations.
9. I agree to the following conditions regarding exclusion from the school:
 - a) If the Principal, or any other person deputising for the Principal, considers that a student is guilty of a serious breach of the school rules or has otherwise engaged in conduct which is prejudicial to the School, its students or staff, the Principal or Principal's delegate may exclude the student permanently or temporarily at their absolute discretion.
 - b) If the School Council or the Principal believes that a mutually beneficial relationship of trust and co-operation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the School, the School Council or the Principal may require the parent to remove the child from the School.
 - c) No remission of fees will apply in either case. The School will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents, guardians or caregivers of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond.
10. I accept the right of the School to employ such discipline as it deems necessary for my child and agree to uphold in every way possible the School's authority and right to administer appropriate disciplinary measures in accordance with the policies of the School and in compliance with NSW Board of Studies requirements for



Declarations Required for Enrolment and Acceptance of a Place continued

Registration and Accreditation. I undertake to bring any complaints regarding discipline directly to the School Principal or other person deputising for the Principal.

11. I agree to support the School’s outdoor education programme by ensuring my child’s attendance. I undertake to provide a medical certificate in explanation of absence from all school camps and mandatory excursions and assessments as appropriate.

12. I agree that my child is responsible for their personal belongings and the school will not be liable for any loss of these belongings. The School will take every effort to prevent loss or damage to the personal property of students, but the School’s insurance

cannot cover this contingency. Parents are advised to maintain their normal property insurance, having checked that property is covered irrespective of location. Ultimately, all valuables should remain at home.

13. I agree that I will be liable for any loss or damage to books and/or other equipment on loan to my child. Where damage to school property occurs through a student’s carelessness or misbehaviour I agree to pay the cost of any necessary repairs or replacement.

This Declaration must be signed by both parents, or caregivers if applicable.

Signature

Name

Relationship to Student

Date

Signature

Name

Relationship to Student

Date

Enrolment Checklist

Please provide copies of the following items with this application. Incomplete documentation will delay the enrolment process.

- Birth Certificate (original or certified copy will be required at interview)
- Copy of Australian residency/citizenship papers, visa or passport, if applicable (original required at interview)
- Copy of School Entry/4 year old Immunisation Records or Conscientious Objection Statement
- Copies of two recent school reports, ELLA, LANNA or NAPLAN test results (if available)
- Copies of personal Numeracy and Literacy Continuum from Dept of Education Schools
- Payment of Application Fee (see next page for Payment Options)
- Court orders (if applicable)
- Medical, Physical or Psychological Reports (if applicable)

Application Conditions

Receipt of this application by St Columba Anglican School does not guarantee acceptance of a student. The acceptance of the application is dependent upon receipt of all the required supporting documentation and an interview with the Principal or their representative is required before a place can be offered. Most places will be filled in the following order: sibling of current or past student; children of clergy or staff; CCELC students; date of application.

Please notify the School of any changes of details so that we can keep in contact with you.

St Columba Anglican School reserves the right to amend, modify, add or remove from these Declarations of Enrolment such items as required from time to time. The School will undertake to notify parents, guardians and caregivers of such changes in writing while their child remains at the School. The School Council may alter these conditions of entry at any time by providing not less than two terms notice (and which will take effect from 1 January in the following year).



Requirements Regarding Payment of School Fees

Please choose your preferred payment option:

- Option 1
I/We agree to pay fees and any additional charges every term by the due date with one term's fees payable upfront at the commencement of enrolment.
- Option 2
I/We agree to pay fees and any additional charges by a fortnightly or monthly agreement/direct debit with one term's fees payable upfront at the commencement of enrolment.
- Option 3
I/We agree to pay fees in full upfront at time of enrolment for the coming calendar year or each and every year as per the advertised Schedule of Fees and Charges.

I/We also acknowledge that additional charges throughout the year will apply when students are involved in optional activities and may be billed to my account, and that these additional charges are due and payable each and every term.

Please note that the School does not provide split billing. Only one invoice will be provided for each family. Fee accounts will be forwarded to the email address for Mother/Legal Guardian A and Father/Legal Guardian B.

Name Signature Date

Name Signature Date

PLEASE NOTE: Fee Statements are electronically mailed. Please ensure that your email address(es) are kept up to date.

Payment of Application Fee

I/We wish to apply for enrolment of my/our child at St Columba Anglican School and I/we enclose the **non-refundable** application fee as listed in the current Schedule of Fees and Charges.

Payment will be made by

- Cash
- Cheque (payable to St Columba Anglican School)
- Credit Card (please complete payment option below)

Payment of the non-refundable Application Fee via credit card can be made by completing the details below.

Please debit my Mastercard  Visa 

Credit Card Number CCV/Security Number

Name on Card Expiry Date Amount Signature

Please note that these details will be destroyed once payment has been processed.