CARNARVON CHRISTIAN SCHOOL

"Walk as Children of Light"

Application for Student Enrolment

Family Name: _____ **Date Application Lodged:** ___/___/_____

Phone: (08) 9941 4533 ***Email:*** office@ccs.wa.edu.au
30 Babbage Island Road, Morgantown [PO Box 141]
Carnarvon 6701 Western Australia
ABN/GST: 22 610 671 592

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CHRISTIAN SCHOOL
"Walk as Children of Light"

APPLICATION FOR STUDENT ENROLMENT

Student Details

First Name: _____	Date of Birth: _____
Last Name: _____	Year Level: _____
Preferred Name: _____	Gender: _____
Proposed Start Date: _____	Previous School: _____

If enrolling more than one child, please complete the section/s below:

First Name: _____	Date of Birth: _____
Last Name: _____	Year Level: _____
Preferred Name: _____	Gender: _____
Proposed Start Date: _____	Previous School: _____

First Name: _____	Date of Birth: _____
Last Name: _____	Year Level: _____
Preferred Name: _____	Gender: _____
Proposed Start Date: _____	Previous School: _____

Please have all required documents on hand when you submit your application.
Applications cannot be processed without these documents.

Please include copies of the following:

☐Birth Certificate
☐Passport
☐Australian Immunisation Record (AIR)
☐Medicare Card number and child's reference number
☐Current Visas – Parent and Student visas (if applicable)
☐Any relevant Academic Reports from previous schools
☐Current custody/restraining orders if applicable
☐Current Health Care Plans, where applicable – *Asthma, Diabetes, Allergy, Anaphylaxis, etc*
☐Specialist Education or Medical Reports if applicable – *OT, Speech Therapist, Diagnosis Reports for medical condition (including letter from GP if your child needs to be medicated at school)*

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Parent/Carer Details

Parent/Carer 1 (primary contact)	**Parent/Carer 1** (secondary contact)
Full Name: _____ Relationship to Child: _____ Phone (Mobile): _____ Phone (Home/Work): _____ Email: _____ Residential Address: _____ _____ Postal Address (*if different to above*): _____	Full Name: _____ Relationship to Child: _____ Phone (Mobile): _____ Phone (Home/Work): _____ Email: _____ Residential Address: _____ _____ Postal Address (*if different to above*): _____

Who does the child live with?

☐Parent/Carer 1

☐Parent/Carer 2

☐Both

☐Other – please specify:_____

Were either Parent/Carer an Australian Resident at the time of the child's birth?

☐Yes ☐ No

Documents required:

•Passport •Citizenship Certificate •Permanent Residency Documentation (if applicable)

Emergency Contact

(not a parent/carer)

First Name: _____ Contact Number: _____

Relationship to Child: _____

Previous Schooling

Child's First Name	School & Address	Years of attendance

Do you give permission for Carnarvon Christian School to collect the following information from your child's previous school?

☐Yes ☐No

✓ Academic Records from previous years

✓Guidance Reports

✓Medical Reports (ie. Paediatrician, Occupational Therapist, Speech Pathologist, etc)

Did your child have any behaviour issues at their previous school?

_____

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Previous Schooling continued...

Has your child been involved in a remedial education programme or gifted intelligent programme?

_____

Is your child toilet independent? (Kindergarten/Pre-Primary)

_____

Relevant comments related to child's interests, or areas requiring special/specific care or attention (if enrolling more than one child, please specify child's name) :

_____

_____

_____

Please answer all questions

1. Why are you applying to enrol your child/ren at Carnarvon Christian School?

   _____

   _____

   _____

2. What would you like this school to provide for your child/ren?

   _____

   _____

   _____

3. Are you a Christian? ☐Yes ☐ No
4. Do you regularly attend church? ☐Yes ☐ No
   If yes, please provide the name of the Church:

   _____

5. In your understanding, what is the importance of Christian schooling?

   _____

   _____

   _____

6. Within your home and family life, how will you uphold the values of this school and its programs?

   _____

   _____

   _____

7. Are you prepared to commit your full support to the school community and the Association? ☐Yes ☐ No
8. Is the student of Aboriginal or Torres Strait Islander origin?
   - ☐ No
   - ☐ Yes, Aboriginal
   - ☐ Yes, Torres Strait Islander
   - ☐ Both Aboriginal and Torres Strait Islander

Thank you

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Statement of Health for Enrolling Student/s

1. Does your child have a medical condition, disability and/or a specific learning disorder? ☐Yes ☐ No

   If yes, please record details below:

   _____

   _____

   _____

2. Does your child need to take any prescribed medication at school?

   If yes, please record below:

   _____

   _____

3. If applicable, what other Health Agencies are you currently accessing or have you accessed previously?

   _____

   _____

   _____

4. Do you give permission for Carnarvon Christian School to contact the above agencies regarding your child's needs? ☐Yes ☐ No

   **this information is sought so that the school can address your child's learning needs*

5. Current Family Doctor (in Carnarvon): _____

   Carnarvon GP Address: _____

   Doctor's Daytime Phone Number: _____

   Medicare Number: _____ Student's # on Card: _____

   Private Health Insurance Details: _____

   Member No: _____

   Ambulance Cover: _____

1) **IN THE EVENT OF AN INJURY OR OTHER MEDICAL EMERGENCY, I GIVE PERMISSION FOR SCHOOL AUTHORITIES TO SEEK APPROPRIATE MEDICAL ATTENTION FOR ANY OR ALL OF THE ABOVE-NAMED CHILDREN**
2) **THE ABOVE DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE**
3) **I WILL UPDATE THE ABOVE DETAILS IF THEY CHANGE DURING MY CHILD/REN'S ENROLMENT AT CARNARVON CHRISTIAN SCHOOL**

_____ _____

Signed – Parent/Carer 1 Signed – Parent/Carer 2

Date: _____ Date: _____

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Parent Volunteer Help & Busy Bees	
Occasionally 'Busy Bees' are held and you will be expected to participate in some way. Please indicate the particular areas in which you feel you could be involved:	
☐Playground Supervision	☐Projects/Competitions
☐Painting/Decorating	☐Listening to Reading
☐Concrete/Paving Work	☐Cooking/Food Preparation
☐Carpentry	☐Sewing (hand/machine)
☐Plumbing	☐Knitting/Crochet
☐Playground Equipment	☐Art/Craft
☐Welding/Metal Construction	☐Music/Instruments
☐General Maintenance	☐Fundraising
☐Gardening	☐Canteen
☐Book Covering	☐Library Assistant
☐Sport/Athletics/Swimming	Other (please state):_____

Enrolment Procedure

We are pleased to receive your enrolment application. The following steps apply to every Application for Student Enrolment at Carnarvon Christian School:

1. The School receives and dates your completed Application for Student Enrolment.
2. All required forms and documents submitted (see page 1 & 2).
3. Once the application is processed, an interview is arranged with the Principal or a Board-appointed delegate.
4. A compulsory parent/guardian interview is held, where you can ask questions about the School and Christian schooling.
5. If a place is available and the interview is successful, your child will be offered a position. If no place is available in the relevant year group, your child will be placed on the waitlist.
6. If you answer "Yes" to Question 4 on the following page, a Pastor's Reference (Mod P or Q) is required for full association membership.
7. Parents/Guardians are notified of the outcome and, if accepted, the student's commencement date.
8. At least one parent/guardian from each family must qualify for Association Membership or Full Membership and maintain membership each year while a child attends CCS.
9. When enrolment is confirmed, a non-refundable $50 deposit is required.
10. Wait-listed students are placed according to the criteria in the Enrolment Policy.

School Uniforms

The wearing of Carnarvon Christian School's uniform is compulsory for all students from Pre-Primary to Year 6. Apart from ear studs, no jewellery is to be worn to school by students. All long hair (shoulder length and beyond) must be tied back during school hours.

Please see the office for all uniform enquiries, including pricing and other information regarding uniforms, clothing and shoes. Details of uniform requirements can be found in the School Handbook, and comments relating to the student dress code is found in the Operational Guidebook.

School Fees

Details regarding school fees, payment schedules and other charges can be found on the "*Fee Payment Policy*" and "*School Fees Schedule*" documents enclosed in your enrolment pack.

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Parent/Guardian Contract

Please carefully read the following Parent/Guardian Contract before signing.
Please contact the Principal or a Board Member if you need clarification.

TO THE BOARD OF CARNARVON CHRISTIAN SCHOOL:

As a parent(s)/Guardian(s) of student(s) applying to be enrolled at Carnarvon Christian School, I/we:	**Please circle whether you agree or not**
1. Give permission for the enrolled child/ren to participate in School excursions as approved by the Principal;	Yes No
2. Will maintain the current fee agreement and such future agreements as may be arranged between me/us and the school Board;	Yes No
3. Will work to support, both in word and deed, the efforts of the School in general and the child/ren's teacher in particular;	Yes No
4. Will give at least one term's notice of my/our intention to withdraw my/our child/ren from the School, or pay fees in lieu of due notice, except in unavoidable circumstances, as determined by the Board;	Yes No
5. Support the School's Discipline Policy and understand that: • Where behaviour/attitude is deemed serious (ie. bullying, fighting, stealing, swearing, telling lies, etc) teachers, under the direction of the Principal, will remove the child to another room under supervision for the remainder of the session. The parents will be notified; • Where a further incident should happen, the student's parents will be notified and suspension will take place; • Where seriously inappropriate/dangerous behaviour persists, the Principal will, in consultation with the Board Chairperson, initiate exclusion/separation of the child from the School; • All incidents of the above nature will be documented.	Yes No
6. Intend to attend at least two (2) Association Meetings throughout the year;	Yes No
7. Commit myself/ourselves to fostering high standards of behaviour, dress and academic discipline in my/our children, in cooperation with the School.	Yes No

_____ ____/____/_____
Signature – Mother/Female Guardian Date

_____ ____/____/_____
Signature – Father/Male Guardian Date

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Parent/Guardian Information

Privacy Collection Notice

Under the Privacy Act (the Act) Carnarvon Christian School is required to provide you wit certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on the Carnarvon Christian School public website (www.ccs.wa.edu.au) and also available upon request in the version of a hard copy from the Carnarvon Christian School office.

Our Privacy Policy describes

- Who we collect information from;
- The types of personal information collected and held by us;
- How this information is collected and held;
- The purposes for which your personal information is collected, held, used, and disclosed;
- How you can gain access to your personal information and seek its correction;
- How you may complain or enquire out about collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled;
- Whether we are likely to disclose your personal information to any overseas recipients; and
- Permission to use VEVO to check Visa entitlements during the period of enrolment.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content, you should contact Carnarvon Christian School Office at office@ccs.wa.edu.au

☐I give permission to CCS to collect personal information as required by educational authorities and as outlined in our Privacy Policy

☐I *do not* give permission

_____ ____/____/_____
Signature – Mother/Female Guardian Date

_____ ____/____/_____
Signature – Father/Male Guardian Date

Standards

Carnarvon Christian School's enrolment practices comply with the School Education Act 1999, the Public Health Act 2016 (WA), the Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

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Please submit all completed forms & documents to:

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30 Babbage Island Road (PO Box 141)
Carnarvon WA 6701

For further Information, contact the front office:
Phone: (08) 9941 4533
Email: office@ccs.wa.edu.au

OFFICE USE ONLY

Date application received: _____ Application successful: ☐Yes ☐No

Principal interview completed: ☐Yes Date interview completed: _____

Interview completed by: _____

Applicants notified (successful/unsuccessful letter): ☐ Yes (date notified: _____)

Documents submitted & filed:	
**student enrolment documents*	**mandatory identification documents*
☐Association Membership Application	☐Birth Certificate
☐Enrolment Application	☐Australian Immunisation Record
☐Data Collection	☐Medical History
☐Photo/Video Consent Form	**where applicable*
☐School Fees Schedule	☐Passport
☐Fee Payment Policy	☐Visa Certificates
☐Student Code of Conduct	☐Previous School Reports
	☐Medical Information/Diagnosis/GP letters

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