# JUNIOR SECONDARY Enrolment Application Form

## STUDENT DETAILS

- **Surname**: ___________________________________  **Christian Names**: _______________________________________
  (This name will be used on rolls, reports and official documents)
- **Preferred Name**: ______________________________________________________________  **Male** ☐  **Female** ☐
- **Date of Birth**: _____________________________  **Application for Grade**:  **Calendar Year**: _____________
- **Present School**: _________________________________________________________  **Present Grade**: _____________
- **Applicant currently resides with** -  
  - ☐ Father & Mother  
  - ☐ Mother only  
  - ☐ Father only  
  - ☐ Other *
  * Please specify __________________________________________________________________________________
- **Church Student Attends**: __________________________________________  **Denomination**: _____________________

## FATHER / MALE GUARDIAN DETAILS

- **Title**: ___________  **Surname**: ________________________________  **Christian Name**: __________________________
- **Residential Address**: ________________________________________________________________________________
- **Home Phone**: ______________________  **Business Phone**: _____________________  **Mobile**: ______________________
- **Occupation**: ______________________  **Employer**: __________________________________________
- **Email**: ___________________________________________________________________________________________
- **Church Attended**: ______________________  **Pastor**: ______________________________
- **Marital Status** -  
  - ☐ Married  
  - ☐ Single / never married  
  - ☐ Widowed  
  - ☐ Divorced  
  - ☐ Separated

## MOTHER / FEMALE GUARDIAN DETAILS

- **Title**: ___________  **Surname**: ________________________________  **Christian Name**: __________________________
- **Residential Address**: ________________________________________________________________________________
- **Home Phone**: ______________________  **Business Phone**: _____________________  **Mobile**: ______________________
- **Occupation**: ______________________  **Employer**: __________________________________________
- **Email**: ___________________________________________________________________________________________
- **Church Attended**: ______________________  **Pastor**: ______________________________
- **Marital Status** -  
  - ☐ Married  
  - ☐ Single / never married  
  - ☐ Widowed  
  - ☐ Divorced  
  - ☐ Separated

## SIBLINGS

Please list brothers and sisters in age order -

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex (M or F)</th>
<th>Date of Birth</th>
<th>School / Employment</th>
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STUDENT DEVELOPMENT | GOVERNMENT REPORTING INFORMATION

The following information is helpful for the school to determine special needs that the student may have, as well as completing Government returns. (Responses to these questions will in no way affect the enrolment of your child/ren). It is important for you to disclose any known disability. In doing so this will assist the School in securing Government funding but also to adequately prepare for your child’s education.

Is the student of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

In which country was the student born?

- Australia
- Other... Please specify

Is the student an Australian resident?  Yes ☐ No ☐

If no, please specify visa type

What year did the student arrive in Australia?

Does the student have difficulty in:

- Understanding English
- Speaking English
- Writing in English

Has the student had any remedial work at earlier schools?  No ☐ Yes ☐

If yes, for what subject?

How long was this program?

When did this program end?

Is the student undergoing any therapy? (eg. orthoptics, speech pathologist, OT, optometrist)?  No ☐ Yes ☐

If yes, details please

________________________________________________________________________________________________

________________________________________________________________________________________________

Have you noticed, or been advised of any specific learning difficulties? (eg. dyslexia)  No ☐ Yes ☐

If yes, details please

________________________________________________________________________________________________

________________________________________________________________________________________________

Is your child currently receiving additional extension work or involved in a gifted and talented program?  No ☐ Yes ☐

If yes, details please

________________________________________________________________________________________________

________________________________________________________________________________________________
Does your child have any special gifts or talents that will enhance the school’s program?

__________________________________________________________________________________________________________________________________________________

Are there any special considerations of which the school needs to be aware?

__________________________________________________________________________________________________________________________________________________

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

Student

Mother / Parent 1 / Guardian 1

Father / Parent 2 / Guardian 2

English only


Yes, other language/s – please specify

__________________________________________________________________________________________________________________________________________________

In which country were the parents born?

Mother

Father

What is the highest year of Primary or Secondary school the parents/guardians have completed? (For persons who have never attended school, mark ‘Year 9 or equivalent or below.’)

Mother / Parent 1 / Guardian 1

Father / Parent 2 / Guardian 2

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 parents/guardians have completed? Please mark one box only in each column.

Mother / Parent 1 / Guardian 1

Father / Parent 2 / Guardian 2

Bachelor degree or above


Advanced Diploma / Diploma


Certificate I to IV (including Trade Cert.)


No non-school qualification


What is the occupation group of the Mother / Parent 1 / Guardian 1? Please select the appropriate parental occupation group from the attached list on page 4

What is the occupation group of the Father / Parent 2 / Guardian 2? Please select the appropriate parental occupation group from the attached list on page 4

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person’s last occupation.

If the person has not been in paid work in the last 12 months, enter ‘8’ in the box above.
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.

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.

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. All tradesmen/women are included in this group.
- Clerks: bookkeeper, bank/PO 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/refuge/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, kitchenhand, 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.
STUDENT MEDICAL DETAILS

Medicare No _________________________ Private Health Fund _________________________

Allergies □ Yes □ No If yes, give details ________________________________________________
__________________________________________________________________________________

Asthmatic □ Yes □ No If yes, peak flow range ________________
__________________________________________________________________________________

Details of Relevant Medical Conditions, Medications and Treatment
__________________________________________________________________________________
__________________________________________________________________________________

Consent for Emergencies:
In the event of any emergency, the school is authorised to contact and, if necessary, release our child to the following person, if parent/guardians cannot be contacted:

Name ____________________________________________ * Phone ________________________________
*Relationship to Student

Signature ____________________________ Signature _____________________________ Date _________________
(Father / Male Guardian) (Mother / Female Guardian)

SPECIAL INSTRUCTIONS FOR SCHOOL CORRESPONDENCE
(Please complete if these addresses are different from the Father/Male Guardian’s address)

Name/s & address for correspondence (including Student Reports) _________________________________________
__________________________________________________________________________________

Name/s & address for fee accounts _____________________________________________________________

I would prefer to receive the school newsletter, “The Meeting Place” -
□ By paper, via my youngest child at school □ By email to ________________________________________

Please Note
Family and student details are updated at the commencement of every year. If, however, any of your contact details or your child's medical details changes at any time, please let our school office know immediately. Thank you.
CONDITIONS OF ENROLMENT

Lodgement of the Enrolment Application form does not assure enrolment, which will depend on the outcome of an interview and availability of places in the School. The decision regarding the enrolment of your child will be made according to guidelines issued by the School Board and that decision is final. You will be notified in writing of the decision. Enrolment at Toongabbie Christian School is subject to the following terms and conditions.

1. That the parents will agree to allow the child to participate fully in the life and program of the School, including activities that reflect the school’s Christian emphasis.

2. That the parents undertake to provide the child with the correct uniform approved by the School, and to ensure that the child is always sent to School neatly and modestly dressed in the required uniform.

3. That the parents undertake to provide the child with all necessary text-books and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.

4. That the parent agrees to support the child and measures taken by the School to assist the child to meet the academic and attendance requirements of the NSW Board of Studies and those of other providers at which they are enrolled.

5. That the parents accept the right of the School to employ such discipline as it seems wise and expedient for the child, and agree to uphold in every way possible the School’s authority and right to administer appropriate discipline in accordance with the policies of the School.

6. That all fees are payable in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must make contact with the school Business Manager before the due date, to enable alternative arrangements to be approved. Failure to do so may result in your child not being allowed to enter a new term.

7. That the parents will give at least one term’s notice of termination of enrolment in writing, and failure to do so will result in a liability to pay half of one term’s standard fees.

8. That a bond be paid by the due date, by each family whose children are accepted for enrolment. The bond will be refunded after the last child leaves the School provided all outstanding liabilities and Condition 7 have been met by the parents.

9. The child agrees to exhibit Christian standards of behaviour as outlined in the Student Handbook and School policies and to refrain from involvement in any other activity that brings the name of the school into disrepute. This will include but is not limited to the following: dress; speech and behaviour; use of tobacco and alcohol; possession, use or supply of harmful drugs or prohibited substances; use/misuse of the internet; use/misuse of mobile phones; bullying/cyberbullying; pornography; possession and use of weapons; inappropriate student relationships; issues of sexuality/gender and lifestyle choices and any illegal activity.

10. That the parents will support the Christian ethos of the School and order their own lives and home so that the child will be given every opportunity to grow up into Christ.

11. The parents agree to supply copies of any Court Orders regarding parenting/fee arrangements or AVO’s relevant to the child or family and copies of health professional and other specialist reports pertaining to medical and/or learning disorders concerning their child at their own cost.

12. The parents give consent for the School to enquire and their former school to disclose fees and other related records.

13. That the School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School’s rules and policies that bring the name of the School into disrepute.

Statement:
I / we accept the conditions of enrolment as set out above and hereby apply to have my / our child enrolled at TCS.

(Father/Guardian signature)   (Mother/Guardian signature)       (Family Name printed)                   (Date)

Please ensure the following documents are included with this application:
☐ Copy of Birth Certificate or Passport (proof of age).
☐ A reference from your Minister or Church Elder.
☐ A character reference from someone who knows the student well.
☐ A copy of the student’s most recent school report.
☐ A copy of the student’s latest NAPLAN report.
☐ Signed Cybersafety Use Agreement form.
☐ A copy of any Court Orders regarding parenting/fee arrangements or AVO’s relevant to the child or family, if applicable.
☐ Copies of health professional and other specialist reports pertaining to medical and/or learning disorders concerning the child, if applicable.
Privacy Act – Collection Notice to Parents and Guardians

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child/children.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers. The School occasionally uses contractors to assist the School in its functions and discloses relevant personal information to these contractors to enable them to meet their obligations.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters and magazines.

8. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list or School directory. If you do not agree to this you must advise us promptly.

11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Please indicate below, by signing in the appropriate area, whether or not you are willing to give your permission for the school to use and publish the names, photographs and academic work of your child outside the school community for school promotional purposes.

I / we give permission

_________________________        _________________________        _________________________        __________
(Father/Guardian signature)   (Mother/Guardian signature)       (Family Name printed)                   (Date)

OR

I / we do not give permission.

_________________________        _________________________        _________________________        __________
(Father/Guardian signature)   (Mother/Guardian signature)       (Family Name printed)                   (Date)