SENIOR 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 -
Name ____________________________ Sex (M or F) ____________________________ Date of Birth ____________________________ School / Employment ____________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
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.)

<table>
<thead>
<tr>
<th>Student</th>
<th>Mother / Parent 1 / Guardian 1</th>
<th>Father / Parent 2 / Guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>English only</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Mother / Parent 1 / Guardian 1</th>
<th>Father / Parent 2 / Guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 or equivalent</td>
<td>□</td>
</tr>
<tr>
<td>Year 11 or equivalent</td>
<td>□</td>
</tr>
<tr>
<td>Year 10 or equivalent</td>
<td>□</td>
</tr>
<tr>
<td>Year 9 or equivalent or below</td>
<td>□</td>
</tr>
</tbody>
</table>

What is the level of the highest qualification the parents/guardians have completed? Please mark one box only in each column.

<table>
<thead>
<tr>
<th>Mother / Parent 1 / Guardian 1</th>
<th>Father / Parent 2 / Guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree or above</td>
<td>□</td>
</tr>
<tr>
<td>Advanced Diploma / Diploma</td>
<td>□</td>
</tr>
<tr>
<td>Certificate I to IV (including Trade Cert.)</td>
<td>□</td>
</tr>
<tr>
<td>No non-school qualification</td>
<td>□</td>
</tr>
</tbody>
</table>

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.


- **Professionals** in business, health, education, law, social welfare, engineering, science, computing professions.

### Air/sea transport

- Aircraft/ship's captain/officer/pilot, 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

- **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

Enrolment at Toongabbie Christian School is subject to the following terms and conditions. Enrolment in Years 11 and 12 at Toongabbie Christian School is for Christians and those who abide by the Christian ethos of the school.

1. The student agrees to be involved in all aspects of the school life including all compulsory subjects, school camps, and the devotional and guidance program.

2. The student carries out the responsibilities of a senior student which include:
   a) attending school regularly and completing all set work
   b) care for his/her fellow students
   c) obeying all school rules and uphold the good name of the School
   d) always be properly dressed in full school uniform at school and while travelling to and from school
   e) being involved in worship, sporting and extra-curricular activities
   f) where possible be involved in their own Church.

3. The student 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; involvement in bullying/cyberbullying; possession of pornography; possession and use of weapons; inappropriate student relationships; issues of sexuality/gender and lifestyle choices and any illegal activity.

4. The student agrees to meet the academic and attendance requirements of the NSW Board of Studies for the study of the Preliminary and HSC courses and those of other providers at which they are enrolled.

5. The student agrees to abide by the Christian ethos of the school and accept the discipline of the school.

6. The parents agree to abide by the Christian ethos of the school and support the school’s discipline.

7. The parents agree to provide all necessary textbooks and other equipment as specified by the school.

8. The parent agrees to pay a bond by the due date, on acceptance of enrolment. This will be refunded when the last child in the family leaves the school, provided all outstanding obligations have been met, and condition 9 has been met.

9. The parents agree that at least one term’s notice of termination of enrolment must be given in writing, and failure to do so will result in a liability to pay half of one term’s standard fees.

10. The parents agree that all fees are to be paid in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must contact 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.

11. 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.

12. 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.

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

14. The parents and student understand that the school may suspend or terminate enrolment at its discretion for failure to comply with these terms and conditions or for other serious breaches of the school rules and policies that bring the name of the School into disrepute.

*Parents agree not to make alcohol freely available at any 18th birthday party or other celebrations while their child is enrolled at TCS as this would be a breach of their enrolment conditions.

Student Statement:
I apply to be a student at Toongabbie Christian School and agree to keep all the terms and conditions listed above.

Student Name (please print): ___________________________ Student Signature ___________________________

Parent/Guardian Statement: I / We agree to keep all the terms and conditions listed above.

Mother / Guardian signature ___________________________ Father / Guardian signature ___________________________ 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 copy of the student’s most recent school report
☐ A copy of the student’s latest NAPLAN report.
☐ A character reference from someone who knows the student well.
☐ Signed Cybersafety Use Agreement Form.
☐ A copy of any Court Orders regarding parenting arrangements or AVO’s relevant to the student or family, if applicable.
☐ Copies of health professional and other specialist reports pertaining to medical and/or learning disorders, if applicable.
SCHOOL PROMOTIONAL PUBLICATIONS

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)