

# Application for Enrolment

Please bring the completed Application Form, together  
with your child's birth certificate, immunisation certificate and latest school report to the interview

**Principal:** Mr Ian Maynard

*Last Updated October 2008*

**Family Information and Contact Details**

<b>I. Father's Details</b>		<b>Living with Child</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Title _____	Surname _____	Given Names _____
Occupation _____	Company _____	
Business Phone _____	Mobile Phone _____	
Address - Street _____	Suburb _____	
Postcode _____	Home Phone _____	
Email Address _____	Fax Number _____	

*The following information is required by government as background information in the analysis of data from the literacy and numeracy testing in Years 3, 5 and 7. Individual data will NOT be quoted. Parents of children entering the Primary Years (Prep – Year 6) and Year 7 should complete the details. Thank you for your co-operation*

Occupation Group(Present or last occupation) (Refer to attachment "List of Parental Occupations")	Group 1 <input type="checkbox"/>
	Group 2 <input type="checkbox"/>
	Group 3 <input type="checkbox"/>
	Group 4 <input type="checkbox"/>
	Not in paid work in the last 12 months <input type="checkbox"/>
Highest Year of School Education	Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Certificate I to IV (incl Trade Cert) <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> please note below: 1. _____ 2. _____

<b>2. Mother's Details</b>		<b>Living with Child</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
Title _____	Surname _____	Given Names _____
Occupation _____	Company _____	
Business Phone _____	Mobile Phone _____	
Address - Street _____	Suburb _____	
Postcode _____	Home Phone _____	
Email Address _____	Fax Number _____	

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Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Certificate I to IV (incl Trade Cert) <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> please note below: 1. _____ 2. _____

**3. Marital Status**

Married  Divorced \*  Separated \*  Widowed  Single Parent

\*Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?

Yes  No  (If Yes  supporting documentation **must** be provided.)

**4. Family Mailing Details**

Addressee  
(eg Mr and Mrs Smith) \_\_\_\_\_

Postal Address \_\_\_\_\_

Postcode \_\_\_\_\_

**5. Church Details (if applicable)**

Church Attending \_\_\_\_\_

**6. Referee**

Please complete the name and contact details of a significant adult in the child's life eg youth leader, grandparent, godparent etc.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**7. How did you find out about Norwest Christian College?**

- |   |  |
|---|--|
| <input type="checkbox"/> Blacktown Paper    | <input type="checkbox"/> Hawkesbury Paper      |
| <input type="checkbox"/> Hills Paper        | <input type="checkbox"/> Newspaper (unsure)    |
| <input type="checkbox"/> Alumni             | <input type="checkbox"/> Church                |
| <input type="checkbox"/> Expo               | <input type="checkbox"/> Gifted Magazine       |
| <input type="checkbox"/> Internet           | <input type="checkbox"/> Letterbox Drop        |
| <input type="checkbox"/> Open Day           | <input type="checkbox"/> Parent Referral _____ |
| <input type="checkbox"/> Preschool          | <input type="checkbox"/> School Guides         |
| <input type="checkbox"/> Staff Member _____ | <input type="checkbox"/> Sydney's Child        |
| <input type="checkbox"/> Website            | <input type="checkbox"/> Yellow Pages          |
| <input type="checkbox"/> Other: _____       |  |

**Enrolling Child/ren's Information**

<b>Ist Child's Details</b>				
Surname _____		First Name _____		
Middle Name _____		Preferred Name _____		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth* _____	Immunised* Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Please attach copies of Birth and Immunisation Certificates				
Australian Citizen/Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>		Aboriginal Yes <input type="checkbox"/> No <input type="checkbox"/>		Torres Strait Islander Yes <input type="checkbox"/> No <input type="checkbox"/>
In which country was the student born? <input type="checkbox"/> Australia <input type="checkbox"/> Other: _____				
Commence Year _____ for Term _____ in Year _____ eg Year 7 eg I eg 2006				
Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> please list below: 1. _____ 2. _____				
Previous School School _____ Academic Year _____ (where applicable) _____ _____				
<b>Special Needs</b>				
Please indicate whether the student has any <b>special needs</b> (please cross <input checked="" type="checkbox"/> Yes or No for each of the following). If this section is not completed we will assume the child has no special needs about which we should be aware.				
Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered "yes" to any of the above, please provide <b>full details</b> of those needs, any assessment and intervention/support that he/she may be currently receiving ( <b>supporting documentation must be provided</b> ).				
_____				
_____				
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**Enrolling Child/ren's Information**

**2nd Child's Details**

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Middle Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Male  Female  Date of Birth\* \_\_\_\_\_ Immunised\* Yes  No

\*Please attach copies of Birth and Immunisation Certificates

Australian Citizen/Permanent Resident  
Yes  No

Aboriginal  
Yes  No

Torres Strait Islander  
Yes  No

In which country was the student born?  Australia  Other: \_\_\_\_\_

Commence Year \_\_\_\_\_ for Term \_\_\_\_\_ in Year \_\_\_\_\_  
eg Year 7 eg I eg 2006

Does the student speak a language(s) other than English at home? Yes  No  If Yes  please list below:  
1. \_\_\_\_\_  
2. \_\_\_\_\_

Previous School School \_\_\_\_\_ Academic Year \_\_\_\_\_

(where applicable) \_\_\_\_\_  
\_\_\_\_\_

**Special Needs**

Please indicate whether the student has any **special needs** (please cross  Yes or No for each of the following). If this section is not completed we will assume the child has no special needs about which we should be aware.

Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you have answered "yes" to any of the above, please provide **full details** of those needs, any assessment and intervention/support that he/she may be currently receiving (**supporting documentation must be provided**).

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## Submission of Application

I/We understand that submission of this Application for Enrolment form does not guarantee enrolment of my child/ren. I/We understand that an Enrolment Interview is conducted and that the Board may need to use other procedures, such as further interviews, to make its final decision.

I/We hereby consent to the child/ren named above attending all supervised activities and excursions approved by the Principal and authorised by the College. In the event of any emergency, I/we consent the College securing an ambulance and/or medical attention. I/We acknowledge that the College accepts no responsibility for accidents incurred on authorised excursions or during College activities.

I/We acknowledge and grant permission for Norwest Christian College to obtain information regarding our child/ren from the other listed educational facilities and referees. All information obtained will be dealt with in accordance to the Privacy Acts of 1998 and 2000.

I/We certify that copies of any relevant documents (eg court orders) pertaining to the child/ren in this application are attached and that should any court orders or similar become applicable in the future, that I/we will notify the College immediately.

## Conditions of Enrolment

Enrolment at the College is subject to the following terms and conditions:

1. The parents have read the Confession of Faith (as attached); accept that it is the basis of Christian teaching in the College and undertake to support fully this aspect of the College's policy.
2. The student will participate fully in the life and program of the College, such as the devotional activities, Biblical Studies, excursions/camps and attendance at Presentation Day and other similar events. The parents will support fully the students and the College in all activities.
3. The parents accept the right of the College to employ such discipline as it deems wise and expedient for the student and agree to uphold in every way possible the College's authority to administer appropriate discipline, in accordance with the policies of the College.
4. The parents agree to abide by the College policy on all forms of drugs (including alcohol) and cigarette smoking and agree not to supply or support any forms of drugs, alcohol or cigarettes to any student under the age of 18 years or whilst they are enrolled at Norwest Christian College.
5. The parents undertake to provide the student with the correct uniform as approved by the College, and to ensure that the student is always sent to College neatly and modestly dressed in the required uniform.
6. The parents undertake to support the concept of a Christian community College by being involved in working bees, the Parents' and Friends' Association and/or Teacher/Library assistance. The parents understand that they are expected to complete four hours voluntary work in the College per term. If they are unable to do so, a Parent Participation Payment is applicable.
7. The parents undertake to provide the student with all necessary books and other equipment of a personal nature that are required at College.
8. The parents accept that the College sets the fee schedule and all charges and conditions.
9. The Application Fee is to be paid before the child commences attendance at the College to confirm acceptance of a place, which has been offered by the Board to the parent.
10. The \$500 Application Fee is payable when a family enrolls their first child in the College. This fee is non-refundable, however, upon the commencement of the first child \$250 will be credited to the family fee account.
11. Fees are billed annually at the commencement of the school year and should be paid in accordance with an approved payment plan. All fees paid are non-refundable. Any late payment can attract a late fee as published in the Fee Schedule.
12. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious or consistent breach of the College's rules and regulations.
13. On termination of enrolment, any adjustment to fees already paid shall be made at the sole discretion of the school.
14. The parents have read the information provided by the College and agree to abide by and wholly support the contents therein.
15. The College may review a student's enrolment from time to time and may cancel the enrolment if the College, in its absolute discretion, considers it can no longer appropriately meet the student's educational or other needs.
16. Whilst the College will endeavour to ensure any court order or similar is upheld, it cannot accept any responsibility for failure to do so.
17. The curriculum of the College is constantly changing. Whilst the basic curriculum will remain, the College cannot guarantee that all courses and activities will continue in future years.

- 18. If a student is absent from College for whatever reason, it is the parent’s responsibility to inform the College as soon as possible by telephone, personal advice at the school’s reception or by written and signed note. Please note that email is not acceptable.
- 19. Students are responsible for their personal belongings and the College will not be liable for any loss of these belongings.
- 20. The Board may alter these Conditions of Enrolment at any time by notifying parents/guardians in writing. Alterations will apply from the date of the notice.
- 21. Where the College considers that it may not be able to appropriately meet a student’s educational or other needs where applicable, the parents of the child may wish to offer to make a further payment to enable those needs to be met.
- 22. The College will from time to time take photos and videos of children partaking in College activities. These images may be used by the College for promotional purposes.
- 23. The parents have read and accept the College’s policy regarding the Privacy Act.
- 24. Students Withdrawing:

**a. After Commencement**

Parents must give at least a full school term’s notice, in writing, for withdrawal of the student. Failure to do so will mean the payment of a full term’s fees including the Educational Resources Levy and other miscellaneous charges. This applies to each student in the family who leaves in lieu of notice.

I/We accept the Conditions of Enrolment as set out above and have retained a copy of these Conditions of Enrolment.

I/We declare that all information provided is true and correct.

Signed: \_\_\_\_\_

Father / Guardian

Mother / Guardian

Print Name: \_\_\_\_\_

/ /

Date: \_\_\_\_\_

/ /

Note: This Application for Enrolment should be signed by both parents/guardians

## Confession of Faith

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**We believe** in the divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.

**We believe** there is one God in whom there are three equal Divine Persons, revealed as the Father, the Son and the Holy Spirit, and who of His own sovereign will created the heavens, the earth and all that is contained within the Universe.

**We believe** the Lord Jesus Christ is the eternally existing, only Son of the Father, conceived by the Holy Spirit to Mary a virgin. As God He became flesh and lived among us; as man He was God.

**We believe** all men and women are in a fallen, sinful and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity, are helpless to save themselves, and are under the condemnation of God to eternal punishment in Hell.

**We believe** that salvation from the penalty and consequences of sin is found only through the substitutionary, and atoning death and resurrection of the Lord Jesus Christ.

**We believe** it is the Holy Spirit alone who convicts men of sin, leads them to repentance, creates faith within them, and regenerates and fills those who believe in the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

**We believe** Christ died for our sins, was buried and on the third day rose from the dead; that He appeared to men who touched Him and knew his bodily presence and that He ascended to His Father.

**We believe** the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

**We believe** those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgement Seat of God to receive His judgement and eternal condemnation to Hell.

**We believe** in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever to Hell.

## Privacy Act

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1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for the student. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. You may contact the College if you have any questions about this.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.
5. The College from time to time discloses personal and sensitive information to others. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about students.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of a student.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions it is published in College newsletters and magazines.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. However, there will be occasions when access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College's duty of care to the student.
9. As you may know the College from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities.
10. If you provide the College with personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College and why so that they can access that information if they wish. You should also inform them the College does not usually disclose the information to third parties.

**Parental Occupation Definition:**

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian.  
If a parent/guardian has more than one job, report their main job.

**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** [College 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.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**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.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**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/refugee/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, College/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]