

Date of Application: _____



APPLICATION FORM

Springwood Campus P - 6

Carbrook Campus P - 12

Would you consider the alternate Junior School campus should a position arise?

Yes / No

STUDENT DETAILS

PERSONAL		APPLICATION FEE: \$75 PER APPLICATION			
STUDENT'S BIRTH SURNAME		CHRISTIAN NAMES			
DATE OF BIRTH		PREFERRED CHRISTIAN NAME			
YEAR TO BE ENROLLED		YEAR LEVEL		MALE	FEMALE
STUDENT ADDRESS		COUNTRY OF BIRTH			
		VISA NUMBER (if applicable)			
Is English a second language?	YES	NO	Nationality		
Does this student claim Aboriginal or Torres Strait Island descent?	YES	NO	Language spoken at home?		
I am happy for photographs of my child to be used for promotional and digital media purposes for the College				YES	NO
STUDENT HISTORY					
Which school / kindergarten / childcare has your child most recently attended?					
Reason for leaving this school?					
How many schools has your child attended?					
What are your child's interests and hobbies?					
What activities has your child been involved in at their current school?					
Is there any other information that you would like the College to know about your child? eg leadership roles, special achievements, commendations, awards etc.					
Is there any other information your child would like the College to know about him/her? <i>(to be completed by the child, where applicable)</i>					
Have you ever been notified that your child has had disciplinary or social difficulties?	YES	NO	If Yes please state details		
Has your child ever been suspended or asked not to return to school?	YES	NO	If Yes please state details		

SCHOLASTIC					
What do you believe are your child's strengths?					
What do you believe are your child's areas of need? <ul style="list-style-type: none"> Academically: Other: 					
Has your child repeated a Year Level?	YES	NO	If so, which Year?		
Please indicate your child's current academic level School Reports/Assessments suggest:			above average / average / below average (circle one)		
Is there any other information that the College needs to be aware of in order to meet your child's educational needs?					
<ul style="list-style-type: none"> special family needs 			YES	NO	
<ul style="list-style-type: none"> interrupted schooling 			YES	NO	
<ul style="list-style-type: none"> physical difficulties 			YES	NO	
<ul style="list-style-type: none"> history of learning and / or organisational difficulties 			YES	NO	
<ul style="list-style-type: none"> school refusal 			YES	NO	
<ul style="list-style-type: none"> past learning support 			YES	NO	
<ul style="list-style-type: none"> Other 			YES	NO	
If yes please supply FULL details:					
Has your child been assessed by any of the following Specialist Services or needed the services of?			Has your child ever been diagnosed as having any of the following?		
Audiologist	YES	NO	ADD/ADHD	YES	NO
Child Guidance Officer	YES	NO	Autism Spectrum Disorder (eg Aspergers)	YES	NO
Chiropractor	YES	NO	Dyslexia	YES	NO
Ear, Nose Throat Specialist	YES	NO	Hearing Impairment	YES	NO
Education Psychologist	YES	NO	Intellectual Impairment	YES	NO
Occupational Therapist	YES	NO	Learning Difficulty	YES	NO
Optometrist	YES	NO	Multiple Impairment	YES	NO
Paediatrician	YES	NO	Psychiatric Disorder	YES	NO
Physiotherapist	YES	NO	Physical Impairment	YES	NO
Psychiatrist	YES	NO	Social/Emotional Disorder	YES	NO
Specialist Clinic	YES	NO	Speech Language Impairment	YES	NO
Speech Pathologist	YES	NO	Vision Impairment	YES	NO
Other Specialist Details:	YES	NO	Other: Details:	YES	NO
SPECIAL NEEDS					
Is your child currently receiving, or has your child ever received, funding or extra help Eg: state category and level. Category (eg HI, VI, PI, ASD)- If YES, please give details.					
Is this assessment current?	YES	NO	Review Date (if known)		
I accept that Learning Enrichment staff may contact me for additional information:			Signature:		

If you have answered YES to any of the above please include copies of all relevant reports.

FAMILY DETAILS

FATHER/LEGAL GUARDIAN:				MOTHER/LEGAL GUARDIAN:			
ADDRESS				ADDRESS			
POSTAL (if different)				POSTAL (if different)			
PHONE (home)				PHONE (home)			
PHONE (work)				PHONE (work)			
MOBILE				MOBILE			
EMAIL (please print clearly)				EMAIL (please print clearly)			
CURRENT OCCUPATION				CURRENT OCCUPATION			
MARITAL STATUS (please circle)		Married Single Widowed, Divorced Separated De Facto		MARITAL STATUS (please circle)		Married Single Widowed, Divorced Separated De Facto	
<i>If applicable, please provide copies of any Court Orders, Domestic Violence Orders, Parent Agreements or Shared Living Arrangements</i>							
Current College Siblings / Relationships/Connections Please list names of siblings currently attending Calvary.							
Any other connections with Calvary? eg: relatives attend, alumni							
Please indicate reasons for seeking enrolment at Calvary Christian College?		<input type="checkbox"/> Christian Education <input type="checkbox"/> Academic <input type="checkbox"/> Facilities <input type="checkbox"/> Other (please state)		<input type="checkbox"/> Caring Environment <input type="checkbox"/> Family Environment		<input type="checkbox"/> Discipline <input type="checkbox"/> Childcare to Year 12	
How did you hear about the College?							
REFeree Please provide the name, address and phone number of a personal referee (if possible, your Church Minister or Pastor):							
CHURCH AFFILIATION							
NAME OF CHURCH				DENOMINATION			
ADDRESS:							
PASTOR'S OR MINISTER'S NAME				PHONE			
Is your family actively associated with this church?		YES		NO		Does your child attend Sunday School or Youth Group?	
If no, would you be interested in being contacted by a member of Logan Uniting Church to learn about Christian beliefs?		YES		NO			
Do you agree to uphold the ethos of the College as a Ministry of the Logan Uniting Church?		YES		NO			

STUDENT MEDICAL DETAILS

MEDICARE NO					
PRIVATE HEALTH INSURANCE PROVIDOR					
PRIVATE HEALTH INSURANCE NO					
STUDENT'S DOCTOR	NAME				
	ADDRESS				
	PHONE NUMBER				
DOES YOUR CHILD HAS ASTHMA	YES / NO	Is ventolin or other inhaler required?		YES	NO
		Is the student able to administer it?		YES	NO
Does your child have any chronic illness, physical disability or learning disability?	YES	NO	If Yes please state details		
Does your child have any of the following: (if yes, please attach full details, including medical report, treatment and medication required. Describe what the implications may be for the student at school or on excursions)					
Allergies	YES	NO	ADD / ADHD	YES	NO
Heart Problems	YES	NO	Respiratory Problems	YES	NO
Diabetes	YES	NO	Blood Pressure	YES	NO
Epilepsy	YES	NO	Phobias	YES	NO
Other	YES	NO	Has the student's hearing and vision been checked recently?	YES	NO
If "yes", to any of the above, please comment. (please attach further medical information if necessary)					
VACCINATIONS:	12 months - MMR(measles, mumps, rubella)			YES	NO
	5 year-triple antigen (tetanus, diphtheria and whooping cough) and sabin (polio)			YES	NO
	10 - 16 years - MMR (boys and girls)			YES	NO
	Year 10 or prior to leaving school - ATD (adult tetanus and diphtheria and oral sabin)			YES	NO
NOTE: Prescription and pain relief medication may be administered by office staff. A letter of request must be submitted in each individual situation. Medication is to be sent to school in its original container with pharmaceutical instructions/label. A Medical Administration permission form is to be completed (available from the College office). If it is a short course, please send enough for one day only.					

EMERGENCY CONTACTS: (*other than the parents of the child*) The people named below have been notified that the College may call upon them and have agreed to be available to collect my/our children from the College if I/we are unavailable.

NAME		RELATIONSHIP:	
ADDRESS			
CONTACT PHONE NOS			
NAME		RELATIONSHIP:	
ADDRESS			
CONTACT PHONE NOS			

It is vitally important, in the case of emergency or illness, that this section has been fully completed.

GOVERNMENT DATA COLLECTION

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

		Mother/Guardian	Father/Guardian
NO	English only <i>Please mark each box with a tick ✓</i>		
YES	(please specify)		

2(a). 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.)

Mark one box only in each column with a tick ✓.

	Mother/Guardian	Father/Guardian
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

2(b). What is the level of the highest qualification the parents/guardians have completed?

Mark one box only in each column with a tick ✓.

	Mother/Guardian	Father/Guardian
Bachelor degree or above		
Advanced diploma/Diploma		
Certificate I to IV (including trade certificate)		
No post-school qualification		

3(a). What is the occupation group of the mother/guardian? (refer below)

3(b). What is the occupation group of the father/guardian? (refer below)

Please select the appropriate parental occupation **group** from the attached list and place the appropriate group **number** (from 1 – 4) in the box.

- 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.

FEE COMMITMENT ACKNOWLEDGEMENT

As of the first of January 2014 all families of the College are required to pay their fees via the College's direct debit system.

If you are unable to provide direct debit payments, you will need to outline the reasons to the College Accountant and make alternative arrangements.

Do you have a copy of the College Fee Schedule for the year?	YES	NO
Have you considered that the amount (and any increase in future years) is within your family income?	YES	NO
Our fees will be paid via direct debit? If you are unable to provide direct debit payments, you will need to outline the reasons to the College Accountant and seek approval for alternative payment arrangements. Reason:	YES	NO
Have you previously had any outstanding fees from a previous school/Childcare Centre? If yes, please provide details:	YES	NO
Do you have any objections to the College performing a credit check on the account holder? If yes, please provide details:	YES	NO
I understand that if I do not provide one terms notice to exit the College, I will be required to pay a term's fee in lieu?	YES	NO
Do you have any other questions regarding the College's fees or their payment?	YES	NO

Your signature on the application form confirms that you accept the College's enrolment policy and the terms and conditions of fee payments, part of which is agreeing to pay the College fees by the due date unless other arrangements have been made with the College Accountant/Business Manager.

You are also acknowledging that you must enter a direct debit agreement for payment of fees.

List of Parental Occupation Groups (for Question 3)

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 faculty 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)

Associated 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/filling 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, kitchen hand, porter, housekeeper)

Office assistants, sales assistants and other assistants.

Office (typist, work 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, storemen, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

APPLICATION AND INTERVIEW PROCESS

- Please ensure:
 - ✓ You have read the Mission, Aims of the College and the Prospectus and supporting documentation
 - ✓ You have answered all questions correctly
 - ✓ You have read and signed the Conditions of Enrolment
 - ✓ You attach all required items and return to the College
- Upon receiving this form and all the inclusions (including additional information as necessary and a *non-refundable* application fee of \$75 per child) you will receive confirmation of receipt.
- Pre Enrolment interviews are conducted in the year preceding the anticipated year of entry to the College (subject to vacancies).
- When attending the interview you will need to bring the child/children applying for enrolment.
- Both parents should attend the interview.
- Junior School students may be required to complete a written assessment at the interview.
- Middle School students (Years Seven to Nine) may be required to attend a separate written assessment prior to the interview. You will be contacted and advised of the allocated time.
- After attending the interview, you will be notified in writing regarding the outcome of the application.
- Should you receive an offer of a position in the College and choose to accept this offer, a *non-refundable* confirmation fee of \$100.00 for the first child, \$75.00 for the second and \$50.00 for the third child and any additional children being enrolled *at the same time*, is then payable to secure the position/s.
- Please also note that it is a condition of this Application that ***one full term's written notice is required for withdrawal of a student from the College.*** Failure to do so will result in an amount equal to one full term's fees being charged in lieu of notice.

In order to expedite the application and interview process please be sure you have enclosed all the necessary paperwork mentioned above.

PLEASE NOTE: Acceptance of this application does not guarantee a position.

If you have not already done so, please feel free to call the College and arrange a tour of the Campus.

The following items MUST accompany each student's application:

- A recent photograph of the child
- Copies of the two most recent school reports (where applicable)
- A copy of **ONE** of the 'Year Three, Year Five, Year Seven or Year Nine Testing' results, whichever is the most recent (not applicable for Preparatory to Year Three entry)
- **ALL** other reports which may be of significance (e.g. learning difficulty/medical/custodial)
- A written family reference (preferably from a pastor or minister) (***new families only***)
- Birth Certificate: Please ensure parents named on the Birth Certificate have signed this form, or **ONE** of the following is enclosed:
 - A letter stating 'agreement to the application'
 - Court/Parent Agreements specifying any particular parental responsibilities
 - Statutory Declaration setting out circumstances under which the signature is not obtainable
- Copy of visa (if applicable)

STANDARD COLLECTION NOTICE

1. Calvary Christian 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
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 and meeting government requirements.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. Calvary Christian College's Privacy Policy sets out how parents or students may seek access to personal information collected 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 College's duty of care to the student, or where students have provided information in confidence.
9. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College 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 College'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. Calvary Christian College.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines [and on our website]. Photographs of student activities such as sporting events, camps and excursions may be taken for publication in College newsletters and magazines and on our website. The College will obtain separate permissions from the students' parent or guardian prior to publication.
12. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

PRIVACY STATEMENT: This information is collected for the primary purpose of assisting the College to provide schooling to students and to ensure staff fulfil their role of teaching, duty of care and administration responsibilities. Calvary Christian College abides by the ***Privacy Amendment (Enhancing Privacy Protection) Act 2012***. For further information please do not hesitate to contact the College Administration.

CONDITIONS OF ENROLMENT

1. COLLEGE ETHOS

To support the mission, aims, policies and Christian ethos of the College.

2. FEES PAYMENT

To be responsible jointly and severally for the payment of all specified College fees applicable to the education of the student named on this form during his/her enrolment at Calvary Christian College. I/We agree to:

- Make fee payments no later than the due dates as specified on each account or as arranged through the College Direct Debit Scheme.
- Adhere to any individual arrangements as set down by the Business Manager or Principal.
- Have all fees paid in full by the conclusion of each academic year.

3. WITHDRAWAL FROM THE COLLEGE

To submit **one full term's written notice** prior to withdrawing this student from the College during the academic year. In default of one full term's notice, I/we will pay the equivalent of one full term's fees.

4. UNIFORM

To undertake to provide my/our child with the correct uniform approved by the school, and to ensure that he/she is always sent to school neatly in compliance with the uniform policy as outlined in the Parent Manual.

5. DISCIPLINE AND CODE OF BEHAVIOUR

Calvary Christian College, in mutually respectful relationships with families, seeks to assist families to raise their children in line with Biblical Christian principles.

Our discipline policy, as part of the ethos of the College, is based on the love and respect for God and each other. Calvary Christian College staff are guided by the Bible and College Constructive Discipline Policy. A spirit of grace and communication will be evident in aspects of discipline issues at the College, but ultimately the College reserves the right to suspend or exclude students if there are continuous and/or serious breaches of the Code of Behaviour. It is expected that students, with parental support, will follow not just the letter of this code, but the spirit of it also, so that in matters not specifically addressed by the Code, the key principles involved are observed.

Expectations of student behaviour:

- All members of our school community need to have respect for themselves and treat others with respect and courtesy.
- Self-discipline is expected. Students need to cooperate, share, be kind to others, make others feel welcome, wear the correct uniform, be clean and tidy, be punctual and care for others in what they say and do.
- Respect for the property and the welfare of others are to be part of a Christian lifestyle. Property will not be stolen nor will property be sold in our school community.
- Students will make the most of their opportunity to learn and study by being diligent in class, co-curricular activities and home studies.
- Involvement in cultural and sporting groups in the College implies a commitment. It is expected that students will attend all practices and events related to any group joined and represent their family and school to the best of their ability.
- Obedience to the law is expected by students. Consumption of alcohol, tobacco or illegal drugs is unacceptable. Students will not handle pornography or dangerous objects. Offensive acts and language are not acceptable in our community.
- To responsibly use Information Technology (I.T.) in accordance with I.T. policies and appropriate content guidelines.
- Students will not leave the school without permission or play in out-of-bounds areas.

Acceptance of enrolment in Calvary Christian College acknowledges acceptance and support of the Calvary Christian College Code of Behaviour in the interests of the wellbeing of all students, and that the student will abide by the Code of Behaviour

6. COLLEGE REPUTATION

Student behavior in or out of the College affects the College reputation. It is expected that student behavior at all times will not bring the College into disrepute in the wider community. Should behaviour bring the College into disrepute, students may be suspended or their enrolment at the College be placed in jeopardy.

7. COLLEGE PROGRAM

To allow our child to participate fully in the life and programs of the College including participation in all devotional and spiritual activities. Should there be any special circumstances that impact on full participation on sporting activities, camps and extra-curricular excursions, we will notify these as part of this Enrolment.

8. COLLEGE FUNCTIONS

To attend and support planned College functions as deemed by the College. Eg. Parent Information, Graduation and Celebration Services.

9. ATTENDANCE

To make every effort to ensure that my/our child will not be absent from school without leave of absence being granted by the school and that term dates, as advertised by the school, will be strictly adhered to.

10. EMERGENCIES

I agree, in the event of any medical or other emergency arising, that the Principal or his/her delegate may authorise the staff to arrange for urgent medical treatment for the student if it is not possible to make immediate contact with parent/guardians.

11. CHANGE OF RELATIONSHIP

To inform the College if there is a change in the marital relationship (e.g. separation or divorce) since the signing of the application form.

12. CHANGE OF ADDRESS AND/OR PHONE NUMBERS

To notify the College office immediately of any changes that may occur in the details of this form.

13. COLLEGE PROPERTY

Parents will be responsible for any wilful or negligent damage caused to College property by their child. The College does not insure students' property of any description (e.g. mobile phones).

14. OUTSIDE SCHOOL HOURS CARE FACILITY

To agree that if my child/children are on campus outside of supervised hours they will be sent to the OSHC facility at my/our cost.

PARENT/GUARDIAN DECLARATION

I have read, understood and agree to abide by the Conditions of Enrolment. I understand that failure to fully and frankly disclose any medical, educational, financial or other information relevant to this enrolment may result in termination of the enrolment.

By accepting an offer for your children to become part of the Calvary Christian College community and by signing this agreement, parents bind themselves to working in partnership with the College in the best interests of their children and the College community.

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN

Full Name _____

Full Name _____

Signature _____

Signature _____

Date _____

Date _____

STUDENT (YEARS 4 – 12)

Full Name _____

Date _____

Signature _____

NB: BOTH PARENTS (AS SHOWN ON BIRTH CERTIFICATE) MUST AGREE TO AND SIGN THIS CONFIRMATION UNLESS COURT ORDERS ARE ATTACHED REGARDING INDIVIDUAL RESPONSIBILITIES ALLOCATED TO THE INDIVIDUAL PARENTS.

Failure to fully and frankly disclose any information relevant to this application may result in this application not proceeding and being cancelled as invalid.

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