



# APPLICATION FOR STUDENT ENROLMENT

# APPLICATION FOR STUDENT ENROLMENT

(Adopted at the Board Meeting 21<sup>st</sup> January 2010)

Date Application  
Lodged

Family Name:

Child/ren:

Year Level/s:

Expected Commencement: Term 20

## **Official Use Only:**

Year level position available	<input type="checkbox"/>	Date completed	.....
Principal/Board Delegate Interview completed	<input type="checkbox"/>	Date interview held:	.....
Interviewer/s	.....		
Application Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Applicants Notified	<input type="checkbox"/>	Date of letter of notification	.....
Documents/Modules Issued;			
	<input type="checkbox"/> Association Membership Application [Mod A]	<input type="checkbox"/>	Handbook
	<input type="checkbox"/> Teacher Reference Form [Mod R]	<input type="checkbox"/>	Fee Payment Policy
	<input type="checkbox"/> Pastoral Reference Form [Mod P or Mod Q]	<input type="checkbox"/>	Discipline Policy
	<input type="checkbox"/> Data Collection Form		
Documents/Modules Received;			
	<input type="checkbox"/> Immunisation Form	<input type="checkbox"/>	\$50 Admin Fee Paid
	<input type="checkbox"/> Birth Certificate		
	<input type="checkbox"/> Visa certificates/info [if applicable]		

## PARENT/GUARDIAN DETAILS

<b>Mother / Female Guardian</b>	
<b>Father / Male Guardian</b>	
<b>Home Address</b>	
<b>Postal Address</b>	
<b>Home &amp; Mobile Telephone</b>	[H] <span style="margin-left: 200px;">[M]</span>
<b>Work Telephone (female)</b>	
<b>Work Telephone (male)</b>	
<b>Email Address:</b>	
<b>NAME OF AN EMERGENCY CONTACT PERSON</b>	
<i>Relationship of this person to student/s</i>	
<i>This person's daytime contact number</i>	
<i>Who does the child live with?</i>	

Were either you or your child's other parent an Australian Citizen or have a Permanent Resident Status at the time of your child's birth? **Yes or No**

Please provide written confirmation (Passport, Citizenship Certificate or Permanent Resident Certificate). If any of these details change please notify the School immediately.

## ENROLMENT PROCEDURE

We are pleased to have received your request to enrol your child/ren. The following procedure will be implemented for each Application for Student Enrolment received at Carnarvon Christian School:

- 1 Completed Application for Student Enrolment received at the School, and dated;
- 2 Relevant forms and information submitted to the School (see pages 4 & 6 for details);
- 3 Once the application is processed a non-refundable fee of \$50 is required and then an interview will be arranged with Principal or with a Board – appointed delegate.
- 4 Compulsory parent/guardian interview with Principal, or Board-appointed delegate, who will also answer any questions you may have regarding this School and Christian schooling;
- 5 **IF** a vacancy in the appropriate academic year level/s is available and the interview was successful - placement will follow. **IF** no vacancy is yet available then the student/s will be wait- listed.
- 6 If you answered 'Yes' to question 4 on page 3, a Pastor's Reference [Mod P or Q] will be required in order to obtain a 'full association membership' standing;
- 7 Notification to parents/guardians of outcome and commencement date of student/s if accepted into the School;
- 8 It is a requirement that at least one parent/guardian member from each family must also qualify for Association Membership or Full Membership, and have paid up membership for each year during which a child from that family is attending the School;
- 9 Upon notification of successful enrolment, a non-refundable fee deposit of \$50.00 will be required.
- 10 Wait-list students are subject to the criteria outlined in the Enrolment Policy before being placed.

**PLEASE ANSWER ALL QUESTIONS**

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

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

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3. Are you a Christian? Yes  No

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4. Do you regularly attend Church? Yes  No

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5. If you answered 'yes' to question 4, please provide the name of the Church:

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

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

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8. Are you prepared to commit your full support to the School community and the Association?

Yes  No

9. Is the student of Aboriginal or Torres Strait Islander origin?  
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No \_\_\_\_\_

Yes, Aboriginal \_\_\_\_\_

Yes. Torres Strait Islander \_\_\_\_\_

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## DETAILS OF CHILD/REN TO BE ENROLLED

Full Name of Child	Date of Birth	Highest Year Level Completed	Relevant comments related to child's interests, or areas requiring special / specific care or attention

## PREVIOUS SCHOOLING

Child's First Name	School & Address Details	Years of Attendance

Do you give permission for Carnarvon Christian School to collect the following from your child's previous school? (NB Please return enclosed permission letter with your application for enrolment):

- Academic Records from previous school
- Medical Reports [eg Paediatrician, Psychologist, Occupational Therapy, Speech Pathologists]
- Guidance Reports from previous school

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

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

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

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Other comments relating to the child/ren (optional)

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## STATEMENT OF HEALTH FOR ENROLLING STUDENT/S

1. Does your child have a medical condition, disability and/ or a specific learning disorder?

Yes  No

If YES, please give details.

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

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

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4. Do you give permission for the School to contact the ABOVE Agencies regarding your child's needs?

Yes  No

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

5. CURRENT FAMILY DOCTOR (in Carnarvon)

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Doctor's Carnarvon Surgery address:

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Doctor's daytime telephone number:

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Medicare number: \_\_\_\_\_ Number on card \_\_\_\_\_

Private Health Insurance details: \_\_\_\_\_ Member Number \_\_\_\_\_

Ambulance Cover: \_\_\_\_\_

1) IN THE EVENT OF AN INJURY OR OTHER MEDICAL EMERGENCY, I GIVE PERMISSION FOR SCHOOL AUTHORITIES TO SEEK APPROPRIATE MEDICAL ATTENTION FOR ANY OR ALL OF THE ABOVE-NAMED CHILDREN.

2) THE ABOVE DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE.

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Signed - Parent/Guardian

Date:

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Signed - Parent/Guardian (2)

Date:

**Please enclose a copy of the following with your application:**

- Birth Certificate
- Immunisation History Statement (IHS)
- Medicare card number and child's reference number
- Current Visa's if applicable
- Current custody or restraining orders if applicable
- Current Health Care Plans if applicable (eg: Asthma)
- Specialist Education or Medical reports if applicable

**ENROLMENT**

**Please forward completed forms to**  
Carnarvon Christian Parent Controlled School Assoc (Inc)  
PO Box 141 CARNARVON WA 6701

**For further information contact the School**  
Telephone: 08 9941 4533  
Email: [office@ccs.wa.edu.au](mailto:office@ccs.wa.edu.au)

**The school is located at**  
30 Babbage Island Road Carnarvon 6701 Western Australia

**BUSY BEES & SCHOOL HELP**

Occasional busy bees are held and you will be expected to participate in some way. Please indicate the particular areas in which you feel you could be involved.

- Playground supervision
- Painting / decorating
- Concrete / paving work
- Carpentry
- Plumbing
- Playground equipment
- Welding / metal construction
- General maintenance
- Gardening
- Book covering
- Sport / athletics / swimming

- Projects / competitions
- Listening to reading
- Cooking / food preparation
- Sewing (hand / machine)
- Knitting / crochet
- Art / Craft
- Music / instruments
- Fundraising
- Canteen
- Library Assistant
- Other (please state)

## SCHOOL UNIFORMS

The wearing of School uniform is compulsory for all Pre-Primary and Primary students. Apart from ear studs, no jewellery is to be worn to school by students. All long hair [shoulder length and beyond] must be tied back during school hours.

The Uniform coordinator can be contacted via the Office on 9941 4533 for prices and other information regarding uniforms clothing and shoes. Details of uniform requirements can be found in the School Handbook, and comments relating to the student dress code is found in the Operational Guidebook.

## INFORMATION

**REMINDER; PLEASE ATTACH THE FOLLOWING:**

- **Any relevant academic reports you may have for each child**
- **Each child's immunisation history statement**
- **The confidential Teacher Report mentioned on page 4 (if applicable)**
- **Current Health Care Plans [eg asthma]**
- **Current Visas if applicable**
- **Current custody / restraining orders if applicable**
- **Medicare card details**



## TABLE OF FEES – 2024

PRIMARY	Per Term	Per Annum
First Child	\$320.00	\$1280.00
Two Children	\$590.00	\$2360.00
Three Children	\$701.25	\$2805.00
3year old Kindergarten	\$33 per day	
Kindergarten	\$290.00	\$1160.00

\* NB these fees are current but are subject to future changes. All families will be notified of changes.

### Frequency of Billing

**Annual School Fees will be invoiced once only.** Statements will be sent **monthly**. Payments of the Annual School Fees are expected to be paid at the frequency selected in the School Fees Payment Schedule Option form

### Payment of Fees

Carnarvon Christian School has four (4) payment options to ensure families are able to meet their enrolment agreement each year. Families must indicate their payment choice by completing the School Fees Payment Schedule option form.

**Payment Option 1:** Pay full amount, less a 2.5% discount, due 1<sup>st</sup> March

**Payment Option 2:** 3 equal instalments due 20<sup>th</sup> April, 20<sup>th</sup> July and 20<sup>th</sup> September

**Payment Option 3:** 8 monthly instalments, due February to September, due 20<sup>th</sup> of each month

**Payment Option 4:** 19 Fortnightly instalments, due FEB to Oct, ONLY

**Direct payments can be made to Carnarvon Christian School – BSB 016 610 ACC 499414033 (please indicate invoice number or family name) or in person at the schools office (please note we do not have eftpos facilities)**

**All unpaid fees will be sent to our Debt collectors for collection.**

### Description of Fees and Charges

**Building Levy:** This is a fee charged per family to contribute to the debt servicing of the schools existing capital building loans and future capital requirements.

**Cleaning Levy:** A fee charged per family to contribute to the cleaning costs of the school to ensure our children learn in a safe and clean environment.

**Associate Membership:** Per non-Christian family, school association membership, with no voting rights at the Annual General Meeting

**Full Membership:** Per Christian family, school association membership with voting rights at the Annual General Meeting

**Text Hire:** Per child, this fee is to cover the costs of books used in classrooms and the library, including readers.

**Excursion/Incursion fee:** Per child, the fee covers excursions and incursion costs within our community, except for swimming lessons. This is calculated at one excursion/incursion per term per child and there may be additional charges which will be collected prior to the event if the cost exceeds the fees charged.

**Volunteer Levy:** This fee is charged per family based on the time you volunteer. To avoid paying this fee we ask you to volunteer at least once per term, with tasks including in-class reading, busy bees or other odd jobs. This levy helps the school move ahead with projects and also encourages and supports our children's education. We understand families have their outside commitments.

**Acceptance of enrolment FEE:** \$50.00, this is a one off fee to contribute to administration costs of the enrolment and is charged on the acceptance of enrolment. Once all documentation is received and interview will be arranged with the Principal. Upon acceptance of enrolment you will receive a letter of acceptance.



## PARENT/GUARDIAN CONTRACT

**Please carefully read the following Parent/Guardian Contract before signing.  
Please contact the Principal/Teacher-in-Charge or Board Member if you need clarification.**

**TO THE BOARD OF CARNARVON CHRISTIAN SCHOOL:**

	Please indicate with a tick <input checked="" type="checkbox"/> If you agree or not
<b><i>As Parent(s)/Guardian(s) of student(s) applying to be enrolled at Carnarvon Christian School, I / We:</i></b>	
1. Give permission for the enrolled child/ren to participate in School excursions and visits as approved by the Principal.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Will maintain the current fee agreement and such future agreements as may be arranged between me/us and the school Board;	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Will work to support, both in word and deed, the efforts of the School in general and the child/ren's teacher in particular;	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Will give at least one term's notice of my/our intention to withdraw my/our child/ren from the School, or pay fees in lieu of due notice, except in unavoidable circumstances, as determined by the Board;	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Support the School's Discipline Policy and understand that: <ul style="list-style-type: none"> <li>• Where behaviour/attitude is deemed serious (eg: bullying, fighting, stealing, swearing, telling lies, etc) teachers, under the direction of the Principal, will remove the child to another room under supervision for the remainder of the session. The parents will be notified;</li> <li>• Where a further incident should happen, the student's parents will be notified and suspension will take place;</li> <li>• Where seriously inappropriate/dangerous behaviour persists, the Principal will, in consultation with the Board Chairman, initiate exclusion/separation of the child from the School;</li> <li>• All incidents of the above kind will be documented.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Intend to attend at least two (2) Association Meetings throughout the year;	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Commit myself/ourselves to fostering high standards of behaviour, dress and academic discipline in my/our child/ren, in cooperation with the School;	Yes <input type="checkbox"/> No <input type="checkbox"/>

\_\_\_\_\_  
*Signature - Mother/Female Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature - Father/Male Guardian*

\_\_\_\_\_  
*Date*

## PARENT/GUARDIAN INFORMATION

### Privacy Collection Notice

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

Our Privacy Policy describes

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

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

- I give permission to CCS to collect personal information as required by educational authorities and as outlined in our privacy policy
- I do not give permission

Signed parent / guardian \_\_\_\_\_

### Standards

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