

Application for Enrolment – Early Childhood and Primary School

Please include:

- Completed Lifestyle Questionnaire
- A copy of your child's latest school report, if applicable
- A copy of your child's birth certificate
- Copy of Australian residency documentation, if applicable
- \$110 Enrolment application fee paid
- Financial Disclosure form (1 per family)

Student Information

Family Name:				Given Name:			
Date of Birth:		Gender:	M / F	Proposed start date:		Class:	
Student's Residential Address:							INCLUDING POSTCODE
Has this student been enrolled at this school previously?						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does this student have a sibling already enrolled in this school?						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the student of Aboriginal or Torres Strait Islander origin?							
<input type="checkbox"/> NO <input type="checkbox"/> YES Aboriginal <input type="checkbox"/> YES Torres Strait Islander <input type="checkbox"/> YES both Aboriginal and Torres Strait Islander							
Language/s spoken at home:							
If the student was not born in Australia, please complete the following:							
Country of Birth:		Date of Arrival in Australia:		Student/ Visa Details:			
Beginning with the most recent, please list the student's previous schools (if applicable).							
Schools Attended		Year Level Start		Year Level Finish			
Reason for leaving:							
Reason for leaving:							
Reason for leaving:							
<i>Attach additional page if necessary</i>							
Has your child received learning support at their current or previous school/s?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:							
Has your child had any behavioural or social problems during their schooling?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details and outcome:							
Has a diagnosis been made? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if yes, please attach documentation to verify.</i>							

Parent/Caregiver information

	MOTHER/CAREGIVER 1	FATHER/CAREGIVER 2
Name:		
Home Phone: Mobile Phone: Work Phone:		
Email Address:		
Residential Address: Postal address: <small>(If different to residential)</small>		
Relationship to Student:		
Place of Work:		
Occupation and Group: <small>(Refer to Page 5)</small>		
Country of Birth:		
Language/s spoken at home:		
What is the highest year of secondary education completed?	<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or equivalent or below <small>(For parents who have never attended school, mark "Year 9 or equivalent or below" in box above)</small>	<input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or equivalent or below <small>(For parents who have never attended school, mark "Year 9 or equivalent or below" in box above)</small>
What is the level of the highest qualification completed?	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advance Diploma/Diploma <input type="checkbox"/> Certificate 1-4 (including trade cert) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advance Diploma/Diploma <input type="checkbox"/> Certificate 1-4 (including trade cert) <input type="checkbox"/> No non-school qualification
Where did you hear about the school?		

Relevant Family Information

Special Family Circumstances (eg. Custody Orders, Access Details, Parental Health, etc.):
If the child is not living with both the mother and father at the same address and there are court or access orders in place, a copy of this document MUST be provided to the school and MUST be updated when changes occur.
Custody Order Sighted: <input type="checkbox"/> YES <input type="checkbox"/> NO (Office)

Emergency Contacts / Authorisation to Collect / Medical Authorisation

Parents/Caregivers (on page 1) are the 1 st and 2 nd emergency contacts unless otherwise stated here:		
	Contact 3	Contact 4
Name:		
Relationship to Student:		
Home Phone:		
Mobile Phone:		
Address:		
Authorised to collect?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any person who is authorised to consent to medical treatment of, or to authorised administration of medication to, the child:		
Details:	Name:	Contact Number:
Any person who is authorised to authorise an educator to take the child outside the education and care service premises.		
Details:	Name:	Contact Number:

School use of Photos/Images

On occasions the school takes and/or reproduces photographs of students. Please indicate your permission for the varying uses of photos below. If at any point you wish to withdraw the permission you must inform the school in writing.	
As part of school archives and memories – photo albums:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Promotional material, advertising and social media:	<input type="checkbox"/> YES <input type="checkbox"/> NO

School Fees

For details of the School's Fee Structure please refer to the Cairns Hinterland Steiner School Fees and Charges Schedule.			
If school fees are to be paid by a person other than the parents/caregivers completing this application form (grandparent, divorced parent, etc.) please complete the section below.			
Name:		Relationship to student:	
Email address: (For accounts)			
Postal Address: (For Accounts)			
Home Phone:		Work Phone:	
Mobile Phone:			
Signature:		Date:	

Privacy Clause

- 1) The School collects personal information, including sensitive and financial information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the school to provide schooling to your child/ren.
- 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 laws.
- 4) Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils 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 other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches and volunteers.
- 6) If we do not obtain information referred to above we may not be able to enroll or to continue the enrolment of your son/daughter.
- 7) Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, and magazines.
- 8) Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there may 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 pupil, or where pupils 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 assist us in our fundraising efforts. 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.
- 10) We may include your contact details in a class list and School directory. If you do not agree to this please advise us in writing.
- 11) If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them why you are disclosing that information to the School.

I agree to the conditions of the privacy clause: _____
(Signature)

Parent Declaration

This enrolment form outlines the basis for the contract between Cairns Hinterland Steiner School and parents.

We understand that we must forward a **\$250 Acceptance Fee** upon receipt of a formal Letter of Offer.

We declare that our child is an Australia Citizen or holds a Student Visa.

We understand our obligations to the school. These include our obligation to:

- pay school fees promptly
- give one term's notice in the event of leaving the school
- support the school's philosophy so as to avoid conflict between value systems at home and at school
- support the school's curriculum, methods of discipline, College of Teachers' decisions, etc.
- support the school rules and behaviour code
- support the school in matters of student attendance
- have a commitment to Steiner Education
- abide by the school's policies on illness and communicable diseases

Entrance into the school is at the discretion of the College of Teachers. College reserves the right to terminate a student's enrolment if it considers such action to be in the best interests of the school. Failure to fully disclose information required by the school may result in the forfeiting of a place.

- We have read and understood the Prospectus and the School Contract and we agree to be bound by the terms and conditions outlined
- We understand the fees may change at any time within a defined notice period to parents
- We acknowledge the school supports parents' choices with respect to immunization and vaccination

Name of parent/caregiver 1 making this application:			
Signature:		Date:	
Name of parent/caregiver 2 making this application:			
Signature:		Date:	

LIST OF PARENTAL OCCUPATION GROUPS (For Additional Data Required)

GROUP 1

Senior management in large organization, government administration and defence and qualified professionals.
Senior Executive/Manager/Department head in industry, commerce, media or other large organization.
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 a degree or higher qualifications & experience in applying this knowledge to design, develop or operate complex systems; identify, treat & advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing Professional
Business (management consultants, 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 & 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 (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 & support manager & 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 & skilled office, sales & service staff
Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are 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 & service staff:
Office (secretary, personal assistant, desktop publishing operator, switchboard operator).
Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjustor, 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, assistant, labourers & related workers
Drivers, mobile plant, production/processing machinery & other machinery operators.
Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
Office Assistants, sales assistants & other assistants:
Office (typist, word processing/data entry/business machine operator, receptionist, office assistant).
Sales (sales assistant, motor vehicle/caravan/parts salesperson, check out 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, salon assistant, animal attendant).
Labourers & regulated 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).