



# Atlantis Beach Baptist College

## Application for Enrolment



Please complete in BLOCK letters and return all pages and relevant documentation (see Page 5 & 6) to:

The Enrolment Registrar  
Atlantis Beach Baptist College  
PO Box 320  
Two Rocks WA 6037

*\*Parents should retain their own copy of this document*

### Student Information

Application to enter Year Level \_\_\_\_\_ in 20 \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Student Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Male ☐ Female ☐

Australian Citizen ☐ Australian Permanent Resident ☐ Temporary Resident ☐

Arrival date in Australia (if born overseas) \_\_\_\_\_

Is your child of Aboriginal or Torres Strait Islander descent? Yes ☐ No ☐ Both ☐

Aboriginal descent is from Father ☐ Mother ☐ Both ☐

Does your child have proof of Aboriginality? Yes ☐ No ☐

Country of Birth: \_\_\_\_\_

(If not born in Australia, please provide evidence of Citizenship or Visa status)

Main language spoken at home: \_\_\_\_\_

Current Academic Year: \_\_\_\_\_

Current School: \_\_\_\_\_

Religious Affiliation (if any): \_\_\_\_\_

#### For office use only

Payment Date ...../...../20	Enrolment Approved (Principal or Principal's delegate) ...../...../20	
Registration Fee Paid \$	Transfer Note Sent by	Form Received by
Student Start Date ...../...../20	House C <input type="checkbox"/> P <input type="checkbox"/> A <input type="checkbox"/> T <input type="checkbox"/>	Date Received

## Details of Parent(s)/Legal Guardian(s)

Parents, please note that when completing this section, the names submitted must be the names of the parents who have legal guardianship of this child. In families where parents are separated or divorced, a parent's new partner cannot be included unless legal documents or other evidence can be provided confirming the new partner's legal guardianship.

Under Section 61C of the Family Law Act, each legal parent of a child has equal right to:

- access to their child during the school day (in accordance with College procedures)
- receive information related to the academic progress of their child and access to school reports
- receive information related to the behaviour, health, and wellbeing of their child
- be involved in school activities, parent evenings, and teacher meetings etc.

Please note that the College can only discuss a student, or provide information about a student, to that student's legal parent(s), unless both parents have provided written approval, or there is a court order, giving a new partner this right.

### Mother/Legal Guardian 1

Title

Family Name

Given Name

Relationship to child (e.g., Mother, Legal Guardian)

Living with child? Yes ☐ No ☐

Address (If same as Child's please write 'home address')

Suburb

Postcode State

Home Telephone

Mobile Telephone

Email\*

Business Phone

Occupation

Country of Birth

Nationality

Main language spoken at home

Religion (if any)

### Father/Legal Guardian 2

Title

Family Name

Given Name

Relationship to child (e.g., Father, Legal Guardian)

Living with child? Yes ☐ No ☐

Address (If same as Child's please write 'home address')

Suburb

Postcode State

Home Telephone

Mobile Telephone

Email\*

Business Phone

Occupation

Country of Birth

Nationality

Main language spoken at home

Religion (if any)

**Please supply preferred mobile number for text messages (must be one of the above)**

*The College regularly uses text messages (SMS) to contact parents regarding important/urgent notices and to inform parents if a student is absent without notification.*

\*The College uses email to send a variety of information and to communicate with Parents/Legal Guardians.

# The following is required by the Australian Government

## **Student MCEECDYA Data Collection**

(Ministerial Council for Education, Early Childhood Development and Youth Affairs)

**Does the student or their Mother/Legal Guardian or their Father/Legal Guardian speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often.)

	Student	Mother/Legal Guardian 1	Father/Legal Guardian 2
Language	_____	_____	_____

**What is the highest year of primary or secondary school the Parents/Legal Guardians have completed?**

(For persons who have never attended school mark 'Year 9 or equivalent or below'.)

Mark **one** box only in each column

	Mother/Legal Guardian 1	Father/Legal Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

**What is the level of the *highest* qualification the Parents/Legal Guardians have completed?**

Mark **one** box only in each column

	Mother/Legal Guardian 1	Father/Legal Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

**What is the occupation group of Parents/Legal Guardians?**

Mark **one** box only in each column

	Mother/Legal Guardian 1	Father/Legal Guardian 2
Not in paid work for the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>
Senior Management in large business organisations, government administration and defence, and qualified professionals	<input type="checkbox"/>	<input type="checkbox"/>
Other business managers, arts/media/sportspersons and associated professionals	<input type="checkbox"/>	<input type="checkbox"/>
Tradesmen/women, clerks and skilled office, sales and service staff	<input type="checkbox"/>	<input type="checkbox"/>
Machine operators, hospitality staff, assistants, labourers and related workers	<input type="checkbox"/>	<input type="checkbox"/>

### Siblings currently attending Atlantis Beach Baptist College

Name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_  
Name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_  
Name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_  
Name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_

### Siblings attending other schools

Name: \_\_\_\_\_ Year: \_\_\_\_\_  
Name: \_\_\_\_\_ Year: \_\_\_\_\_  
Name: \_\_\_\_\_ Year: \_\_\_\_\_  
Name: \_\_\_\_\_ Year: \_\_\_\_\_

### Emergency Contacts (name and telephone of persons if Parent(s)/Legal Guardians not available)

*(Do not list Parents/Legal Guardians as Emergency Contacts)*

Emergency Contact 1	Emergency Contact 2
Name:	Name:
Relationship to child:	Relationship to child:
Telephone:	Telephone:

### Custody/Guardianship

Parent/Legal Guardian with whom student lives (both Parents/Mother/Father/Other – please specify).....

Name of Person(s) with legal guardianship of the student .....

Is a Court Order applicable?      Yes      No      (If yes please state and attach document(s))

☐☐

Any other conditions enforced by law? .....

Please include copies of all relevant documents, including court orders.

### Immunisation History

You are required by *The School Education Act (1999)* to submit your child's immunisation history record from Australian Immunisation Register (AIR). This record must be no more than two months old, with a status of 'up to date'. Enrolments cannot be processed without this information.

### Further information about your Child

- Has your child been identified as gifted, or attended PEAC/Extension or other program for gifted students? (If yes, give details)      Yes ☐      No ☐  
.....
- Please list any special family circumstances of which the College needs to be aware in order to provide support to the student (eg parent(s) family members deceased, parents separated or divorced)  
.....

- In applying for enrolment, parents agree to disclose below any professionally diagnosed medical conditions, impairments or learning difficulties which may require special provisions or adjustments to the student's school program. Individual accommodations cannot be considered by the College without professional diagnosis and appropriate documentation to support that diagnosis.

**(Please tick all boxes)**

Has a doctor, paediatrician, specialist, educator or other professional ever recommended that you seek a diagnosis or advice regarding this child's learning difficulties, impairments, behaviour, or medical conditions? Yes ☐ No ☐

My child has diagnosed learning difficulties which affect learning Yes ☐ No ☐

My child has diagnosed medical conditions (including allergies) and/or physical or psychological impairments which affect daily life and/or learning ☐ ☐ Yes

Due to diagnosed learning difficulties, medical conditions, or impairments, my child may require special provisions and/or adjustments to the school program Yes ☐ No ☐

If a 'Yes' box has been ticked for the questions above, details must be provided below, and **copies of professional reports attached**

.....

.....

Does your child have a medical condition that may require emergency treatment? Yes ☐ No ☐  
(If yes, give details and attach professional reports)

.....

Does your child have any Dietary Requirements we should be aware of?

.....

Does your child have a specific medical plan? Yes ☐ No ☐

**If yes, please supply documents, medical plans, and other relevant information**

Medicare		
Medicare Number		
Expiry Date		Position

## Documentation required to accompany this application

Please tick the boxes to indicate which documents (COPIES) you are including with this application

- ☐ Passport    or    ☐ Birth Certificate    *Either Passport or Birth Certificate is required*
- ☐ Immunisation history record from Australian Immunisation Register (AIR) or similar for overseas students
- ☐ Visa Status or Residency Documentation    ☐ Date of Arrival in Australia \_\_\_\_\_

## Other Documents

- ☐ Most recent School Report
- ☐ National Assessment Program Literacy and Numeracy test results (NAPLAN)
- ☐ Professional reports, if applicable, regarding any medical conditions, physical or learning impairment
- ☐ Court Order(s) – Contact Order, Special Issues Order, Violence Restraining Order etc *(if applicable)*
- ☐ Parenting Plan – co-signed by both parents; custodial and non-custodial parent *(if applicable)*
- ☐ Other (list):

## Confirmation of place

To register my intent to enrol at the College I agree to pay a non-refundable registration fee of \$100 (per family). I understand and agree that the registration fee is not transferable and will not be refunded under any circumstance. To confirm my child/ren's place in the College, I agree to pay a \$200 enrolment fee per student to accept their place at the College, this will be deducted from the annual College fees.

For advanced placement these payments should be made within four weeks of an offer of place. For all other placements this payment should be made prior to the commencement of tuition at the College.

I confirm that I have read, understand, and accept the College Fees and Charges document, which is available on the College website.

## Enrolment Agreement

I/We, the undersigned, being the applicant for the above-named student, request that Atlantis Beach Baptist College accept him/her as a student in the year of entry indicated. In consideration of the College's acceptance, we undertake and agree to the following:

1. Under common and statute law, employers have an obligation and duty of care to maintain safe working environments for all staff. I/We understand that behaviours on our part which could constitute bullying towards staff, or which in any way demean staff or affect their right to be treated with dignity, courtesy, and respect, may result in the withdrawal of the student's enrolment.
2. I/We agree to communicate with all College staff in a respectful and courteous manner, concentrating on working together to resolve issues raised so that parents and staff can work together cooperatively and with goodwill, for the good of the student.
3. I/We agree to make ourselves familiar with, and keep up to date with, the College's policies, procedures, rules, and expectations as communicated in meetings, the Student Organiser, Newsletters, Information Handbooks, College website and other College documents, all of which may be updated periodically. I/we agree to support the student in accepting responsibility for his/her behaviour, appearance and learning and to support the student in complying with College policies and procedures.
4. I/We acknowledge that the College may disclose sensitive information to relevant government departments, for example AISWA Inclusive Education Funding and Nationally Consistent Collection of Data (NCCD).
5. The Principal or his/her delegate has authority to apply whatever disciplinary measures are deemed appropriate in relation to the conduct of the student, both inside and outside of the College precincts, and I/we agree to support the College when such disciplinary measures are applied to the student. Disciplinary measures may include but are not confined to after school and lunchtime detentions, withdrawal from classes or College events, community service, suspension from attendance at the College, withdrawals of privileges and the withdrawal of enrolment at the College.

6. I/We agree to act on recommendations from the Principal or his/her delegate with respect to interventions recommended by the College for my/our son/daughter's health, educational program, safety and wellbeing. These interventions may include but are not confined to: participation in social skills training, resiliency training, counselling, educational and psychological evaluation and participation in recommended programs.
7. Enrolment in any year group is dependent on a satisfactory behaviour report from the student's previous school or from the College, and evidence of academic and social readiness for schooling in the year for which enrolment is sought.
8. Fees for each semester will be paid by the end of the first week of that semester, or one of the arranged payment methods will be in place by that same first week. Please note that each signatory to this Application for Enrolment form is jointly and severally liable for the payment of fees.
9. If the applicant does not commence studies at ABBC, or if the student leaves the College after commencing, I/we will give you written notice:
  - (a) by no later than the first day of the Term at the end of which it is intended he/she should leave, or
  - (b) (If it is intended that he/she should leave during a term) not later than the first day of the preceding Term.
10. In the event of the student being asked to leave the College, I/we agree that fees already paid should not be refunded and that any outstanding fees, will be paid.
11. In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the Parent or Legal Guardian of the student, the Principal or his/her delegate is authorised to act as he/she may think necessary or expedient.
12. I/We understand that the College has limited Personal Accident and Insurance cover for all current students, and that as the policy is renewed annually, details of the current policy can be obtained from Administration at the commencement of each school year. The onus is on Parents/Legal Guardians to check their health and general insurance policies to ensure adequate cover is in place.
13. While the College accepts this enrolment in good faith and undertakes to do all it can to ensure the placement of the student in the College, the College will not be held liable if, for any reason, it cannot fulfil that obligation. Notice will be provided as soon as is practically possible once determined.
14. In this Agreement, the expression 'Principal' includes any Acting or Relieving Principal or other Senior Teacher for the time being carrying out the duties of, or exercising the authority of, the Principal.
15. I/We acknowledge that I/we have read and hereby accept the Standard Collection Notice (page 8).
16. I/We have read and hereby accept the College Privacy Policy that is available on the College website.

I/We have completed this Application for Enrolment form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have not disclosed information relevant to the application/enrolment process, especially in relation to this student's individual learning needs, medical conditions, health care requirements and/or Parenting Orders, then the enrolment may be refused or terminated on this ground.

1. .... 2. .... Date: / /

Signature(s) of person(s) completing this enrolment

Date

***The signatories to this Application for Enrolment form are jointly and severally liable for the payment of fees. Where only one person has signed the form that person is solely liable for the fees.***

#### **Signatories' details**

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

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Please note **ONLY** Mother/Legal Guardian 1 and Father/Legal Guardian 2 (or other Court appointed guardian) will receive information on the student's progress, reports, and other College correspondence. Please include copies of all relevant documents, including court orders.

**For the student: I agree to abide by the rules and expectations of the College.**

\_\_\_\_\_ (Signature of student applying for Year 7 to 12)

## Standard Collection Notice A requirement of the Privacy Act

1. The College collects personal information, including sensitive information about students and parents or Legal Guardians before and during a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
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 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 Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. From time to time, the College discloses personal and sensitive information to others for administrative and educational purposes. This includes to staff, government departments, new schools, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, and volunteers.
6. Occasionally the College may need to seek a copy of an enrolling student's educational record and other personal information from their previous school. Please note that failure to agree to this routine action may prevent us accepting the enrolment of your child.
7. On occasions, information such as academic and sporting achievements, student activities and other news, including photos, is published in College newsletters, magazines and videos and on the College website. In the case of online digital media, parent permission will be obtained prior to publishing a photo of the student where such publication may include information that enables identification of the student.
8. Parents or Legal Guardians may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about themselves; 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 any student, parent, or staff member, or where the record contains information that has been provided in confidence.
9. 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 the information to third parties.

This Standard Collection Notice should be read in conjunction with the College's Privacy Policy which is available on the College website.

## *Atlantis Beach Baptist College*

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