



EASTSIDE LUTHERAN COLLEGE

Enrolment Application

ENROLMENT FORM

Eastside Lutheran College

15 Acorn Drive, Warrane, TAS, 7018
 Tel: (03) 6244 6885
 Fax: (03) 6244 7339
 Email: admin@elc.tas.edu.au

The College requests the following information needed to make enrolment decisions and for legislative compliance. If you do not provide this information to the College, we may not be able to enrol or continue the enrolment of your child.

Applications for a child/ren entering Tasmanian education must include evidence of any previous schooling if applicable.

Application for Enrolment

Enrolment in Grade _____ for entry in 20_____

(A non-refundable fee of \$75.00 is payable when lodging this Enrolment Application)

STUDENT INFORMATION

Surname First Name..... M / F

Date of Birth **(Please supply a copy of Birth Certificate)**

Address*.....

Town Post code

Denomination:

**If previous residential address is interstate please provide evidence of interstate address*

Kindy/Foundation attended

Previous schools attended

Reason for leaving school

There are a number of physical/medical difficulties which can affect children (e.g., allergies, food intolerances, asthma, diabetes, eczema etc.). Are you aware of any of the above or any other conditions relating to your child?

If Yes, please specify.....

.....

Has your child been admitted to hospital in the last 12 months?

If Yes, please specify

.....

Is your child fully immunised? (Please circle) **Yes** (*copy of Records Required*) / **No**

Do your cultural or religious beliefs require special consideration, medical treatment, dietary needs, festivals, etc.?

.....
Names & Date of Birth of other children in the Family:

.....
Is your child currently being supported with an Individual Education Plan (IEP) or Learning Plan (LP)?

If Yes, please provide copies of the latest plan **Yes** **No**

Does your child have any social difficulties with other children? **Yes** **No**

If Yes, please specify:

Has behaviour management been an issue with your child in a school setting? **Yes** **No**

If Yes, please specify:

I/We warrant the truth and accuracy of the above information. I/We authorise the College to contact the previous schools and specialists listed if necessary.

Please include a copy of your child's most recent school report

Does your child live with: Both Parents Mother only Father only
 Guardian/s Other

Do both Parents have custody of child? Yes No

If no, who has custody **A copy of Custody Papers is required**

Who will be responsible for the payment of College fees?

Both Parents Mother only Father only
 Guardian/s Other

Name of person/s responsible for the college fees (name)

By signing this enrolment application -if my application is successful I / we agree to pay the school fees as per the College's fee collection policy.

PARENT / GUARDIAN CONTACT DETAILS

Parent 1 / Guardian 1 (First Contact)	Parent 2/ Guardian 2 (Second Contact)
Surname	Surname
Mr / Mrs / Ms / Miss	Mr / Mrs / Ms / Miss
First Names	First Names
Residential Address	Residential Address
Postal Address	Postal Address
Email	Email
Home Phone	Home Phone
Mobile No	Mobile No
Occupation	Occupation
Name of Employer Business	Name of Employer Business
Work Phone No	Work Phone No
Country of Birth	Country of Birth
(If not Australia - copy of Citizenship papers, Visa, Resident Status must be provided)	(If not Australia - copy of Citizenship papers, Visa, Resident Status must be provided)
Denomination	Denomination

PLEASE NOTE THAT YOUR PRIVACY IS PROTECTED

The enrolment form collects personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the Personal Information Act 2004. It will be used by the College for student administration and for planning, provision and reporting of educational programs as authorised by the Education Act 2013 and related Commonwealth and State legislation. It may be disclosed to health practitioners to support student health and safety requirements and may also be disclosed to government and other agencies where authorised by law. The College may not be able to provide a place at the College or specialist services if the requested information has not been provided.

Before signing, please refer to the Standard Collection Notice below

Signed:

Signed:

(Parent 1/Legal Guardian 1)

(Parent 2/Legal Guardian 2)

PLEASE READ THE FOLLOWING NOTICE VERY CAREFULLY

STANDARD COLLECTION NOTICE

Eastside Lutheran College, Warrane, Tasmania, 7108

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 your child.
2. Some of the information collected 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 National Privacy Principles under the *Privacy Act 2001*. We 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. This includes other schools, government departments, medical practitioners and people providing services to the College including specialist visiting teachers, coaches and volunteers.
6. **If the College does not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.**
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and possibly the school website.
8. Parents may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information 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. 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. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. The College may include your contact details in a class list or school parent directory which is made available to the College community. If you do not agree to this you must advise us now.
11. 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.

STANDARD COLLECTION NOTICE cont.

I/We **have read the above Standard Collection Notice.**
 (Parent/Guardian name(s) - please print)

Signed: (Parent 1/Legal Guardian 1)

Signed: (Parent 2/Legal Guardian 2)

.....

Dated:

Dated:

.....

Notice complies with the Personal Information Protection Act, 2004

OFFICE USE ONLY		
Student Name		
Student Number		
Date Enrolment Received: WAITING LIST Yes / No IMMEDIATE ACCEPTANCE Yes / No ACCEPTED FOR (Date)	Enrolment Fee Received Yes No	Receipt No:
Principal Signature		
Entry Date	Transferred from:	
Birth Certificate Received Immunisation Received Transfer documentation Received	Yes / No Yes / No Yes / No	Init:
Other Documentation Received		
Exit Date	Transferred to:	Date Transfer documents sent:

STUDENT NEEDS PROFILE

Meeting your child's needs

The College offers a range of curricula and extra-curricula activities which all students can become involved in. Many of these activities challenge the students and, on occasion, a student with a disability may require special consideration in the student's best interest. Likewise, a student with a particular strength or talent may require special attention and nurturing. For these reasons, it is important that the College is made aware of your child's needs so that appropriate measures can be taken for the welfare and benefit of the student. All information collected regarding a student is kept in the **strictness of confidence**.

Does your child have an extra-curricular strength or talent? If so please specify:

- Sport _____
 Art _____
 Music _____
 Speech & Drama _____
 Other _____

Has your child ever received 'Learning Support' Assistance?

- Yes No

(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner).

Has your child ever repeated a year?

- Yes No

Has your child ever been accelerated (skipped a year)?

- Yes No

Does your child have a disability that affects their learning?

- Yes No

If Yes, please identify what type of disability:

- Intellectual
 Autism/Asperger's
 Vision
 Physical
 Social/Emotional
 Hearing
 ADD
 Learning Difficulty
 Nonverbal Learning Disorder
 Other _____

If your child has one of the above disabilities how does it impact on him/her as a learner?

.....

Does your child require the use of specialist equipment to assist the Curriculum? Yes No

If Yes, please provide details?

.....

Does your child take medication on a regular basis?

- Yes No

If Yes, what type of medication does your child take and how often?

.....

Has your child, or is your child currently being assessed for developmental, learning, behavioural or other problems which may impact their learning?

- Yes No

If Yes, please specify:

- Guidance Officer
 Occupational Therapist
 Paediatrician
 Child Psychologist
 Speech Therapist
 Developmental Optometrist
 Other _____

Copies of reports from the above specialists MUST be provided with this Enrolment Application Form.

NATIONAL REPORTING OF STUDENT OUTCOMES

The purpose of the following five questions is for collection of data which is required **due to a decision** by the State, Territory and Commonwealth Education Ministers to improve the quality and national consistency of public reporting on student achievement.

The Federal Minister expects all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

Eastside Lutheran College must collect the following information from parents/guardians to carry out functions and obligations under State, Territory and Australian Government legislation.

1. Is your child of Aboriginal or Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, Mark both "yes" boxes

	Tick below as relevant
No	
Yes, Aboriginal	
Yes, Torres Strait Islander	

2. In which country was the student born?

	Tick below as relevant
Australia	
New Zealand	
United Kingdom	
United Kingdom	
South Africa	
Philippines	
Taiwan	
Papua New Guinea	
United States of America	
Hong Kong	
South Korea	
Other (please specify)	

3. Does the student or their mother/guardian or their father/guardian speak a language other than English at home?

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

	Student	Mother/Parent 1/ Guardian 1	Father/Parent 2/ Guardian 2
No, English only			
Yes, English			
Yes, Italian			
Yes, Greek			
Yes, Vietnamese			
Yes, Cantonese			
Yes, Spanish			
Yes, Mandarin			
Yes, Samoan			
Yes, German			
Yes, Tagalog (Filipino)			
Other (please specify)			

4. a) What is the highest year of primary or secondary education the parent(s)/guardian(s) have completed?

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

<i>Mark one box only in each column</i>	Mother/Parent 1/ Guardian 1	Father/Parent 2/ Guardian 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

4. b) What is the level of the *highest* qualification the parent(s)/guardian(s) have completed?

<i>Mark one box only in each column</i>	Mother/Parent 1/ Guardian 1	Father/Parent 2/ Guardian 2
Bachelor's degree or above		
Advanced Diploma / Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

5. Please select the appropriate parental occupation group from the list on the following page

What is the Occupation Group of the Mother/Parent 1/Guardian 1?	
What is the Occupation Group of the Father/Parent 2/Guardian 2?	

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 above.

Signed Date

LIST OF PARENTAL OCCUPATION GROUPS

GROUP 1 - Senior management in large business organisation, government administration and defense, 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 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 etc]

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, kitchen hand, 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, 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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]