

# Application for Enrolment

## ST PAUL'S GRAMMAR SCHOOL



### Checklist

- \$150 (AUD) application fee (non refundable) by cheque, bank deposit or credit card (see back of form for payment details)
- Copy of the child's birth certificate or extract  Copy of the child's last two school reports
- If applicant was born overseas, a copy of thier current passport, visa details or extract of Australian citizenship
- Signatures for both parents/guardians along with acceptance of the St Paul's Privacy Policy.

Office Use Only		Student ID	
<input type="text"/>	App fee received	<input type="text"/>	CoE
<input type="text"/>	Offer/WL date	<input type="text"/>	Enrolment Fee
<input type="text"/>	Interview date	<input type="text"/>	RD
<input type="text"/> DCE signed & date			

### Student Details

Given names

Preferred names

Surname

Date of birth

Gender

Nationality

Country of birth

Religious Denomination

To commence in Year level

In Term

Calendar year

If a Language other than English is spoken at home, please state.

Current school and Year level (if applicable)

### Student Background Information

<input type="checkbox"/>	Australian Citizen	<input type="checkbox"/>	Permanent Resident
<input type="checkbox"/>	International Student	<input type="checkbox"/>	Temporary Resident
<input type="checkbox"/>	Indigenous Student	<input type="checkbox"/>	Torres Strait Islander
<input type="checkbox"/>	Permanent Resident non-Australian Citizen <small>please enter VISA Class</small>	<input type="text" value="Visa Class"/>	

Are you aware of any diagnosed social, emotional or intellectual difficulties or special medical or learning needs which may impact on the student's ability to take full advantage of the programs offered by the School?

<input type="checkbox"/>	Gifted	<input type="checkbox"/>	Medical
<input type="checkbox"/>	Support in Numeracy	<input type="checkbox"/>	Support in Literacy
<input type="checkbox"/>	English Second Language (ESL)	<input type="checkbox"/>	Integration*
<input type="checkbox"/>	Other <small>(please specify below)</small>	<input type="checkbox"/>	Not applicable

\*Integration is program support for a disability or impairment



# Parent Details

The student resides with:

Please attach copies of any Family Court or other court orders, where relevant

<input type="checkbox"/>	Both parents	<input type="checkbox"/>	Guardian
<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father

PARENT/GUARDIAN A		Relationship to student	
<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>		<input type="checkbox"/>	Guardian

Given names Mr / Mrs / Miss / Ms / Dr / Rev (circle)

Date of Birth

Surname

Home Address - Please include postal if different from residential

Phone (home)	Phone (work)
<input type="text"/>	<input type="text"/>

Mobile

Email address

Occupation

Employer

If natural parents are not living together please indicate below (this information is important to help avoid confusion and embarrassment)

<input type="checkbox"/>	Parents separated	<input type="checkbox"/>	Parents divorced
<input type="checkbox"/>	Mother deceased	<input type="checkbox"/>	Father deceased
<input type="checkbox"/>	Mother remarried	<input type="checkbox"/>	Father remarried

PARENT/GUARDIAN B		Relationship to student	
<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father
<input type="checkbox"/>		<input type="checkbox"/>	Guardian

Given names Mr / Mrs / Miss / Ms / Dr / Rev (circle)

Date of Birth

Surname

Home Address - Please include postal if different from residential

Phone (home)	Phone (work)
<input type="text"/>	<input type="text"/>

Mobile

Email address

Occupation

Employer



## Family Background

Have any other family members attended St Paul's Grammar School previously or are any family members presently attending or registered to attend:

 Yes No

If YES please list full name, relationship to enrolling student, years at St Paul's and House

Please list names and ages of the student's siblings:

Name

Age  School

Name

Age  School

## Payment

### CHEQUE

Please make cheque payable to St Paul's Grammar School

### EFTPOS/CASH

Please pay at High School Reception

### CREDIT CARD

Please charge my credit card

VISA

Mastercard

Name of cardholder

Card number

Expiry date (mm/yy)

Signature

## Signatures

Both parents or guardians (who are responsible for accounts) must sign below in order for this application to be processed.

PARENT/GUARDIAN A

Date

DD/MM/YYYY

PARENT/GUARDIAN B

Date

DD/MM/YYYY

## What next?

Thank you for your interest in education at St Paul's Grammar School. Our admissions team will send you a confirmation of enrolment .

The School will be in contact with your family six to twelve months prior to the preferred year of commencement, to arrange an enrolment interview with the Director of Enrolments and Public Relations.

Please be aware that the School may require additional documentation for your enrolment interview.

If successful, a written offer of placement will be made following your enrolment interview. Families generally have 21 days to accept the placement by confirming in writing by letter to the School, completing the signed enrolment contract and payment of enrolment fees (\$250 acceptance fee & refundable \$1000 student enrolment deposit).



# Conditions of Enrolment

## FEES AND OTHER CHARGES

1. We agree to pay the fees and charges applicable to the student as determined each year by the School Board in accordance with the following terms;
  - a) By the School's direct debit instalment system on a weekly, fortnightly or monthly basis or
  - b) Payment in full at the commencement of each term.

St Paul's Grammar School reserves the right to charge a late fee of \$100 on fee accounts due and unpaid thirty (30) days from the commencement of each term. Please note that should your account exceed our trading terms and be handed over for collection action all costs including commission, solicitors fees and any out of pocket expenses will be the liability of the customer.

2. The School may suspend or terminate the enrolment of a student whose fees are in arrears. We understand that the student will not be permitted to return to School for another term if the fees for the previous billing are unpaid.
3. A full term's notice in writing must be given to the Principal before any student is withdrawn from the School. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay ONE term's fees in lieu of notice.
4. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
5. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary (for example, books, stationery and equipment, medical and ambulance expenses, fares).
6. Application and enrolment fees are non-refundable whether or not a student takes up a position at the School.
7. We understand that no remission of fees or excursion or camp charges, either in whole or in part, will be made if the student is absent from school due to illness, leave or suspension.

## EXPECTATIONS AND BEHAVIOUR

8. We understand that our acceptance of the School's offer of a place for the student implies that the student will complete their schooling at the School unless unforeseen circumstances arise. We acknowledge that any request for a change to a student's enrolment must be in writing, and that the request must be made at least one term before the change is to occur and that approval is at the Principal's discretion.
9. We acknowledge that the School is built on the foundations of Christian purpose and hope, and on the behaviors and attitudes that these qualities reflect. We agree that all communication between parents, students, community and staff members should be conducted in a considerate, polite and respectful manner and where, between us and the School, using

the agreed channels. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, humiliation, intimidation, inappropriate familiarity or offensive or defamatory comments and derogatory remarks.

10. We agree to support the ethos and to abide by the values, policies and rules of the School as set out in the School's publications such as the Parents'/Students' Handbooks, and Student Code of Conduct as published from time to time. We note that the student must do the same and we agree to encourage our son/daughter in this. We have noted the School's requirements for discipline, uniform, home study, attendance and leave.
11. We accept the School's discipline policy contained in the Student Handbook and other relevant documents. We agree to support the administration of the School's welfare policy. In particular, we accept that the Principal (or his/her delegate) may in his/her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
  - a. for breaches of rules or discipline; or,
  - b. for behaviour prejudicial to the welfare of the School, its staff or students; or,
  - c. where we have failed to comply with these conditions of enrolment.
12. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
  - a. Christian education classes and Chapel;
  - b. co-curricular activities, including all annual School camps;
  - c. the School sports program, including weekly training, playing when chosen, and supporting School teams as required - both after normal school hours and on Saturdays;
  - d. School functions, such as Presentation Day, Easter and Christmas Chapel, Anzac Day and other events as required by the Principal from time to time;
  - e. foreign language classes from K-10;
  - f. excursions as required as part of the School learning programme.
13. We understand that the Principal may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies or International Baccalaureate Programmes.
14. We agree that the Principal may exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.
15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education, and provide assistance to the School in a voluntary capacity from time to time.



## HEALTH AND SAFETY

16. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School, including any health matter that arises during the year that may impact on other students or staff, or the ability of the School to care for your child.
17. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in his/her absence, a responsible member of the School executive staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
18. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
19. We understand that the School requires parents and visitors to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School reception.
20. We acknowledge that the student's personal property is not insured by the School, therefore the School does not accept any responsibility for its loss or damage.

## LEAVE

21. We understand that requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for in advance in writing to the Principal.

## PRIVACY

22. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
23. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website and in other marketing and promotional material unless the Principal has been advised or is advised in writing that the Parents do not give this permission.
24. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.
25. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

## Declaration & Signatures

I/We have read and agree to the **Privacy Policy** as compliant with the Privacy Act (<http://www.stpauls.nsw.edu.au/resources/privacy.aspx>).

Each of us agrees that our obligations to the School, as set out above, may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our wish to be released from such obligations.

This application applies to (student name)




PARENT/GUARDIAN A

Date

PARENT/GUARDIAN B

Date

For further information please see the website or contact us:

**ONLINE**

e: [enrol@stpauls.nsw.edu.au](mailto:enrol@stpauls.nsw.edu.au)  
[stpauls.nsw.edu.au](http://stpauls.nsw.edu.au)  
[facebook.com/stpaulsgrammar](https://www.facebook.com/stpaulsgrammar)  
[twitter.com/spgs](https://twitter.com/spgs)

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Locked Bag 8016 Penrith NSW Australia 2751

**TELEPHONE**

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**ST PAUL'S**  
GRAMMAR SCHOOL

IN CHRISTO FUTURUM