



NORTH WEST CHRISTIAN SCHOOL

ENROLMENT INFORMATION

North West Christian School is a co-educational Kindy to Year 10 School that operates within the policies of the Board of Studies (TASMANIA) while providing an education underpinned by Christian values and principles. The School is owned and operated by Seventh-day Adventist Schools (TASMANIA) Limited.

Enrolling at North West Christian School

Enrolment at the School is open to families of all faiths and diverse backgrounds who have regard for Adventist Christian faith and wish for their children to fully participate in all aspects of the school program. Fees are competitively structured to provide affordable access to private Christian education.

On receipt of an application, arrangements will be made for an interview with the enrolment committee where parents/guardians will have an opportunity to inspect the School's facilities and discuss the education program offered at the School.

Enrolment Policy

Each application will be processed in accordance with the School's Enrolment Guidelines with due consideration being given to applicants' support for the ethos of the School. A copy of the School's enrolment policy is available from the School office.

Enrolment Process for New Applicants

All applications are processed in the following way:

1. An applicant will submit an application accompanied by supporting documentation (see below). A separate 'Student Details' form is required for each child applying to enrol at the School.
2. School administration will consult with the current and/or previous schools, teachers and referees
3. Successful applicants will be called regarding a placement and unsuccessful applicants will be advised in writing.
4. Enrolment positions will be confirmed and held on receipt of the enrolment fee deposit of \$50 per student may be required.

Enrolment Checklist

When submitting an application for Enrolment, please ensure that it is accompanied by the following:

1. Copies of school reports from the previous two years, if applicable.
2. Birth certificate.
3. Immunisation certificate.
4. Any relevant medical record, health-care plans etc., where applicable.
5. Any relevant Family Court or other order, where applicable.



APPLICATION FOR ENROLMENT

FATHER/PARENT 1/GUARDIAN

Title	Given Names	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential Address	State		Post Code
<input type="text"/>	<input type="text"/>		<input type="text"/>
Postal Address	State		Post Code
<input type="text"/>	<input type="text"/>		<input type="text"/>
Home Phone	Work Phone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australia Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Passport Number	Occupation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	
Permanent Australian Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Type/Number	Employer	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	
Nationality	Religion	Church Attending	Church Membership (SDA only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MOTHER/PARENT 2/GUARDIAN

Title	Given Names	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential Address	State		Post Code
<input type="text"/>	<input type="text"/>		<input type="text"/>
Postal Address	State		Post Code
<input type="text"/>	<input type="text"/>		<input type="text"/>
Home Phone	Work Phone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australia Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Passport Number	Occupation	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	
Permanent Australian Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Type/Number	Employer	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>	
Nationality	Religion	Church Attending	Church Membership (SDA only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER (step parent/de-facto/guardian)

Title	Given Names	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Residential Address	State		Post Code
<input type="text"/>	<input type="text"/>		<input type="text"/>
Postal Address	State		Post Code
<input type="text"/>	<input type="text"/>		<input type="text"/>
Home Phone	Work Phone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australia Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Passport Number <input type="text"/>	Occupation <input type="text"/>	
Permanent Australian Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Type/Number <input type="text"/>	Employer <input type="text"/>	
Nationality <input type="text"/>	Religion <input type="text"/>	Church Attending <input type="text"/>	Church Membership (SDA only) <input type="text"/>

PARENT INFORMATION

What is your marital status?

- Married Single Separated
 Divorced Widowed De-facto

If parents are separated/divorced,
student/s reside with?

- N/A Mother Father
 Shared Other (please describe below)

Are there any court orders in
place that affect the student/s?

- No Yes
(If Yes - supply copy of order)

CENSUS INFORMATION

What is the main language spoken at home by:

FATHER/Parent 1

What is the main language spoken at home by:

MOTHER/Parent 2

Father's school education (tick highest level completed)

- Yr 9 or equivalent Yr 10 or equivalent
 Yr 11 or equivalent Yr 12 or equivalent

Father's Post School Education (tick highest level completed)

- Certificate 1 to 1V Diploma or Adv Diploma
 Bachelor degree or above No post school education

Father's Occupation Group (see page 8)

Mother's school education (tick highest level completed)

- Yr 9 or equivalent Yr 10 or equivalent
 Yr 11 or equivalent Yr 12 or equivalent

Mother's Post School Education (tick highest level completed)

- Certificate 1 to 1V Diploma or Adv Diploma
 Bachelor degree or above No post school education

Mother's Occupation Group (see page 8)

Note: If a person is not working but has had employment in the last 12 months, enter that occupation. If a person has not had paid work for more than 12 months, enter "8".

COMMUNICATION

1. Who should North West Christian School communicate with *FIRST* regarding day to day matters? (eg if student is sick or absent)

Mother/Father Mother Father Other (step parent/de-facto/guardian)

2. Who should receive copies of school reports?

Mother/Father Mother Father Other (step parent/de-facto/guardian)

3. Who should receive the fee account?

Mother/Father Mother Father Other (step parent/de-facto/guardian)

EMERGENCY CONTACTS (Someone other than a parent)

Emergency Contact 1

Full Name

Relationship to Student

Work/Home Phone

Mobile

Emergency Contact 2

Full Name

Relationship to Student

Work/Home Phone

Mobile

SIBLING DETAILS

1. Sibling Name

Sibling Age

Enrolled at NWCS?

Yes No

Applying for admission to NWCS?

Yes No

Current School

2. Sibling Name

Sibling Age

Enrolled at NWCS?

Yes No

Applying for admission to NWCS?

Yes No

Current School

3. Sibling Name

Sibling Age

Enrolled at NWCS?

Yes No

Applying for admission to NWCS?

Yes No

Current School

ENROL A FRIEND*

Did a friend refer you to North West Christian School?

Yes No (If yes, please fill out the details below. One referral only)

Name of friend

Phone number of friend

STUDENT DETAILS (please complete a separate Student Details page for each child enrolling)

A: (If enrolling for Kindergarten, please complete sections A and C only)

Expected Entry Year Level (circle)	K P 1 2 3 4 5 6 7 8 9 10 11 12	Expected Entry Year (eg 2020)	
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Given Names	Surname	Preferred Name

Date of Birth	Female/Male	Country of Birth	Are you on an Australian Visa?	Nationality
/ /	<input type="checkbox"/> F <input type="checkbox"/> M		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Religion	Church Attending	Church Membership (SDA only)	Visa/Number	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither

How will this student travel to school? Bus Car Walk Bicycle Other

B:

Current Year Level	Current School	Other Schools Attended

Has student repeated any year levels?	Has this student ever been expelled, suspended, or refused admission to another school? If yes, please give details:
<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No	

Is this student receiving the following:

<input type="checkbox"/> Language Support	<input type="checkbox"/> Mathematics Support	<input type="checkbox"/> Individual Teacher Aid
<input type="checkbox"/> Speech Therapy	<input type="checkbox"/> English Second Language Support	<input type="checkbox"/> Visual/Hearing Impairment Support

Indicate this student's level of past conduct: Excellent Good Average Poor

C:

Student's Doctor's Name	Doctor's Phone	Medicare Number	Expiry	Position
Health Fund	Member Number	Ambulance Cover?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Student's Medical History (if more space required please use attach extra paper)

Does the student have prescribed medication? (If yes, give details below)	Are the medications required to be bought to school?

Does the student suffer from any illness, medical condition or disability such as?
(Please supply a copy of all clinical and/or Doctor's reports on the student's condition and management requirements where applicable)

<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> ADHD	<input type="checkbox"/> ASD	<input type="checkbox"/> Physical Disability	
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Vision	<input type="checkbox"/> Hearing	<input type="checkbox"/> Other		

Does the student have any allergies?	Does the student have asthma?	Student Immunisation Details
<input type="checkbox"/> Yes (Details) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Details) <input type="checkbox"/> No	<input type="checkbox"/> Immunisation Certificate
<input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/> Life Threatening	<input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/> Life Threatening	<input type="checkbox"/> Conscientious Objector

Please sign to confirm the above is a true and accurate overview of the student's medical status	Signature:	Date:

OTHER

1. North West Christian School collects data and images of students for marketing and website/social media purposes. For more information please refer to the privacy guidelines in the school Policy and Guidelines Manual in the office.

Do you allow North West Christian School to use your child/s photo for the above purposes? Yes No

2. North West Christian School will take students on local excursions (within the Penguin area). These events will be by foot or staff/parent approved transport. Parents/Guardians will be notified but individual permission slips will not be sent home.

Do you give your child permission to attend these local excursions? Yes No

2. How did you first hear about North West Christian School?

Friend Relative Newspaper Website Facebook Google Other (*describe*)

3. What is the main reason for enrolling your child at North West Christian School?

4. In your opinion, what school would have been your main alternative to North West Christian School and why?

5. Have you ever visited our website? Yes No

PARENT AGREEMENT

1. We/I understand that our child will be welcome at the School if the North West Christian School Council is satisfied that he/she upholds the ethos of North West Christian School. We/I understand that our/my child is admitted subject to his/her application being processed by the North West Christian School Council.
2. We will support the Christian ethos of the School in every way. Further, we will ensure that, in after-hours meetings of school students under our jurisdiction or organised by us, the Christian principles and moral standards of the School will be upheld always.
3. We understand and agree that our child must abide by the School rules in force from time to time as interpreted by the School and the continued attendance at the School is at the absolute discretion of the School Council and Administration.
4. We/I agree to be jointly and severally liable for the payment of all fees and charges levied by the School (namely the Seventh-day Adventist Schools (TASMANIA) Limited trading as North West Christian School) and agree that all amounts not paid by the due date may incur interest.
5. We have read and accepted the Conditions of Enrolment and that to the best of our knowledge, all the information provided on this application is true and correct.

APPLICATION SIGNATURES

I/We certify that the informative above is true and correct and that I/We have read the Conditions of Enrolment and Fee Information details (included in this Application for Enrolment).

1. Father/Parent 1/Guardian Name (*printed*)

Signature

Date

2. Mother/Parent 2/Guardian Name (*printed*)

Signature

Date

3. Other/Step-parent/De-facto/Guardian

Signature

Date

NORTH WEST CHRISTIAN SCHOOL FEE INFORMATION

OFFICE Use Only	Surname	Family Code

Details of person/s responsible for payment of account

PERSON 1:

PERSON 2:

Mother Father Other

Title Full Name

Postal Address

State Post Code

Home Phone Work Phone

Mobile

Email

Mother Father Other

Title Full Name

Postal Address

State Post Code

Home Phone Work Phone

Mobile

Email

Percentage of total fees to be paid by person 1:

Percentage of total fees to be paid by person 2:

Employee Subsidy

If your employer offers assistance with an Employee Subsidy, please supply name of company and payroll officer:

Employee Subsidy

If your employer offers assistance with an Employee Subsidy, please supply name of company and payroll officer:

Do you have children that attend another SDA school?

Yes No

Name of other Adventist School

No. attending other Adventist Schools

Student/s to be included under one family account:

Student Name	Code <i>(Office Use Only)</i>		
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>		
Student Name	Code <i>(Office Use Only)</i>		
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>		

Student Name	Code <i>(Office Use Only)</i>		
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>		
Student Name	Code <i>(Office Use Only)</i>		
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>		

Person 1

I certify that the information above is true and correct.
I accept the conditions of enrolment.

Person 2

I certify that the information above is true and correct.
I accept the conditions of enrolment.

Signature of Person 1: Date:

Signature of Person 2: Date:

List of Parental Occupation Groups

(For Commonwealth Government Collection Information – Parent Occupation, page 3)

Group 1:

- a. Senior management in large business organisation, government administration and defence, and qualified professionals.
- b. Senior executive/manager/department head in industry, commerce, media or other large organisation.
- c. Public service manager (Section head or above), regional director, health/education/police/fire services administrator.
- d. administrator.
- e. Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director].
- f. Defence Forces Commissioned Officer.
- g. 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.
- h. Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.
- i. Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- j. Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2:

- a. Other business managers, arts/media/sportspersons and associate professionals.
- b. Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
- c. Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing].
- d. Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer].
- e. Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].
- f. Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official].
- g. Associate professionals generally have diploma/technical qualifications and support managers and professionals.
- h. Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
- i. Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].
- j. Defence Forces senior Non-Commissioned Officer.

Group 3:

- a. Tradesmen/women, clerks and skilled office, sales and service staff.
- b. Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- c. 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]
- d. Skilled office, sales and service staff.
- e. Office [secretary, personal assistant, desktop publishing operator, switchboard operator].
- f. Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].
- g. Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4:

- a. Machine operators, hospitality staff, assistants, labourers and related workers.
- b. Drivers, mobile plant, production/processing machinery and other machinery operators.
- c. Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper].
- d. Office assistants, sales assistants and other assistants.
- e. Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].
- f. 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].
- g. Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].
- h. Labourers and related workers.
- i. Defence Forces ranks below senior NCO not included above.
- j. 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].
- k. Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

