

Orange Anglican Grammar School

PO Box 308
 Orange 2800
 Phone: (02) 6360 4811
 Fax: (02) 6360 4822
 Email: admin@orangegrammar.nsw.edu.au



APPLICATION FOR ENROLMENT

(Please refer to the privacy note in section E)

PART A: DETAILS OF PROSPECTIVE STUDENT <i>(Please use one form for each student)</i>			
Family Name or Surname			
First Name			
Other Names			Sex <i>(Female, Male)</i>
Preferred Name <i>(if different from First Name, Family Name)</i>			Date of Birth
Home Address <i>(Street number, street name)</i>			
Home Address <i>(Suburb, State, Postcode)</i>			Home Telephone
Email Address <i>(if applicable)</i>			
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			
Does the Student speak a Language other than English? <i>(if yes, please specify)</i> <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, another language spoken			
Religion or Denomination		Church Attended <i>(if applicable)</i>	
In which country was the student born? <input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify		Nationality, if not Australian <i>(attach a copy of visa, if applicable)</i>	
Previous school attended			Level at previous school <i>(eg: K, Yr 7)</i>
Proposed Starting Calendar Year <i>(eg: 2008)</i>	Proposed Starting Year Level <i>(eg: K, Yr 7)</i>	Proposed Starting Term <i>(eg: Term 2)</i>	
Any serious medical considerations? <i>(If necessary, please attach full details on a separate sheet)</i>			
Any special needs requiring educational support? <i>(If necessary, please attach full details on a separate sheet)</i>			

PART B: DETAILS OF SIBLINGS <i>(If more than three siblings, please attach a separate sheet)</i>			
1	Family Name or Surname		First (and other name/s)
	Relationship to Prospective Student	Age	Proposed Year level and calendar year of Entry to the School (if applicable)
2	Family Name or Surname		First (and other name/s)
	Relationship to Prospective Student	Age	Proposed Year level and calendar year of entry to the School (if applicable)
3	Family Name or Surname		First (and other name/s)
	Relationship to Prospective Student	Age	Proposed Year level and calendar year of Entry to the School (if applicable)

PART C: DETAILS OF PARENT(S)/ CARER(S)/GUARDIAN(S) / DEBTOR(S)

Parent / Carer /Guardian / Debtor 1 (Primary contact for matters relating to the student & school)

Family Name or Surname		First (and other) Name /s	
Preferred Name <i>(if different from First Name, Family Name)</i>		Sex <i>(Female, Male)</i>	Title <i>(Ms, Miss, Mrs, Mr, Dr etc)</i>
Relationship to Prospective Student <i>(Mother, Father etc)</i>		Relationship to Parent / Carer/ Guardian / Debtor 2 (spouse etc)	
Home (residential) address <i>Street number, Street name)</i>			
Home (residential) address <i>(Suburb, State, Postcode)</i>			
Postal address <i>(if different from home address)</i>			
Home Telephone	Home Fax	Mobile telephone	
Email address			
Employer/Business/Work <i>(Name of organization)</i>			Work address
Work telephone	Work Fax	Other contact telephone	
Would you like your school newsletter emailed to you each week? YES/NO			
Parent Occupation (see attached notes).....			
Parent/Carer/Guardian 1 School Education		What is the highest year of school Parent/Carer 1 has completed? <i>(mark one box only)</i>	
		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	<input type="checkbox"/>
What is the highest qualification Parent/Carer/Guardian 1 has completed?		<i>(mark one box only)</i>	
		Bachelor degree or above	<input type="checkbox"/>
		Advanced Diploma/Diploma	<input type="checkbox"/>
		Certificate 1 to 1V (including trade certificates)	<input type="checkbox"/>
		No non-school qualification	<input type="checkbox"/>
In which country was Parent/Carer/Guardian 1 born?			
Does this Parent/Carer speak a Language other than English? <input type="checkbox"/> No, english Only <input type="checkbox"/> Yes, another language spoken			
If YES, please write the exact languages spoken.....			
What Religion/Denomination is Parent/Carer 1?			

Parent / Carer /Guardian / Debtor 2 (Primary contact for matters relating to the student & School)

Family Name or Surname		First (and other) Name /s	
Preferred Name <i>(if different from 'First Name, Family Name)</i>		Sex <i>(Female/Male)</i>	Title <i>(Ms, Miss, Mrs, Mr, Dr etc)</i>
Relationship to Prospective Student <i>(Mother, Father, etc)</i>		Relationship to Parent/Carer/Guardian/Debtor 1 (Spouse, etc)	
Home (residential) address <i>(Street number, Street name)</i>			
Home (residential) address <i>(Suburb, State, Postcode)</i>			
Postal address <i>(if different from home address)</i>			
Home Telephone	Home Fax	Mobile telephone	
Email address			
Employer/Business/Work <i>(Name of organization)</i>			Work Address
Work telephone	Work Fax	Other contact telephone	

Would you like your school newsletter emailed to you each week? YES/NO	
Parent Occupation (see attached notes).....	
Parent/Carer/Guardian 2 School Education	What is the highest year of school Parent/Carer/Guardian 2 has completed? <div style="text-align: right;"><i>(mark one box only)</i></div> 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 <input type="checkbox"/>
What is the highest qualification Parent/Carer/Guardian 2 has completed?	<div style="text-align: right;"><i>(mark one box only)</i></div> Bachelor degree of above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1 to 1V (including trade certificates) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
In which country was Parent/Carer/Guardian 2 born?	
Does this Parent/Carer/Guardian speak a Language other than English? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, another language spoken	
If YES, please write the exact languages spoken.....	
What Religion is Parent/Carer/Guardian 2?	
<i>Invoices for fees and charges will normally be sent to both parents, jointly. If another Debtor is nominated, please complete details below, and have this party sign at Part D.</i>	
<i>Name of Debtor</i> (Person's name, or organization name and contact, where applicable)	
Billing Address (Street number, street name or Post Office box)	
Billing Address (Suburb, State, Postcode)	
Telephone	

The following information is to help avoid confusion or embarrassment

Please advise if relevant	<input type="checkbox"/> Parents divorced	<input type="checkbox"/> Father deceased
	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Mother deceased
With whom should communication take place regarding day-to-day matters?		
	<input type="checkbox"/> Parent/Carer/Guardian/Debtor 1	<input type="checkbox"/> Parent/Carer/Guardian/Debtor 2
	<input type="checkbox"/> Other person (please specify)	
To whom should letters and reports be sent?		
	<input type="checkbox"/> Parent/Carer/Guardian/Debtor 1	<input type="checkbox"/> Parent/Carer/Guardian/Debtor 2
	<input type="checkbox"/> Other person (please specify)	
With whom does the prospective student reside?		
	<input type="checkbox"/> Parent/Carer/Guardian/Debtor 1	<input type="checkbox"/> Parent/Carer/Guardian/Debtor 2
	<input type="checkbox"/> Other person (please specify)	

PART D: RESPONSIBILITY FOR PAYMENT OF FEES AND CHARGES

In the event of Acceptance by the School, I/we agree to be held jointly and severally responsible for the payment of all fees and charges to the School, as set from time to time by the School.

Signature Parent/Carer/Guardian 1: _____ **Date:** _____

Signature Parent/Carer/Guardian 2: _____ **Date:** _____

Signature: (Where applicable, the Debtor listed in Part C) _____ **Date:** _____

PART E: APPLICATION AND DECLARATION

CONDITIONS OF ENROLMENT

- Students are bound by and must adhere to the School rules and regulations as contained in the School A-Z Handbook. Non compliance with these rules and regulations may result in the student being asked to leave the School.
- Students are expected to participate in the School programme of core co-curricular activities.
- Fees and charges are to be paid on the due date advised on the statement of account.
- A full Term's notice in writing must be given to the Principal before a student is withdrawn from the School. When a student leaves during a term, a full Term's fee will still be charged.
- When an offer of place is made by the School, the non-refundable Enrolment Fee is required to confirm the parents' acceptance of the School's Conditions of Enrolment.
- In the event of acceptance by the School, I/we agree to be bound by the Conditions of Enrolment as stated above, and by the regulations that may be made from time-to-time for the conduct of the School, including the requirement for participation in all activities that are organized by the School as part of its regular academic and co-curricular program.

PRIVACY OF INFORMATION

The information requested in this form is required for the purpose of enrolment of a student by the School, and will be handled according to the School's Standard Collection Notice which covers the security, confidentiality and privacy of information obtained. Any 'health information' you provide will be handled in accord with the *Health Records and Privacy Act 2002*.

SIGNATURE OF APPLICANTS (both to sign) (Both Parents/Carers/Guardians are to sign unless there is only one Parent/Carer/Guardian.) I/we declare the information provided is true and correct, and acknowledge receipt of the School's Standard Collection Notice.

Parent/Carer/Guardian 1: _____

Date: _____

Parent/Carer/Guardian 2: _____

Date: _____

PART F: OTHER REQUESTED INFORMATION

How did you hear about Orange Anglican Grammar School?

Word of Mouth Web Site White Pages Radio Church Other method (*please specify*)

Briefly, why do you wish your child to attend Orange Anglican Grammar School?

When completed, please return this form to the Administration Officer at Orange Anglican Grammar School:

**PO Box 308
ORANGE NSW 2800**

Please note that your submission of this completed Application for Enrolment does not constitute Acceptance by the School.

Office use only

Received

Payment Due

Interview

Offer

Accepted

Student ID

CONDITIONS OF ENROLMENT

(In these conditions the singular includes the plural and vice versa. 'Principal' includes Headmaster or Headmistress)

GENERAL

1. The completion and signing of the Application for Enrolment signifies your acceptance and agreement with the conditions relating to the payment of fees and charges and to any other condition or rule which may implemented by the School Council, or its appointed representatives to ensure the orderly conduct of the School. The School Handbook further outlines the School's policies, and will be issued to your child, upon acceptance.

ACCEPTANCE

2. Acceptance into the School is subject to a satisfactory interview with at least one parent/carer/guardian and the intending student with the Principal prior to the date of commencement, and an appropriate student vacancy being available at the School.
3. Upon Acceptance, you will be required to pay a non-refundable enrolment fee of \$200 to secure your child's position at the School. You will also be required to complete a Medical Form for your child.
4. The following documents must be provided to the Principal, in order to finalise the child's enrolment:
 - Two recent school reports (should the child be already attending a school)
 - Birth Certificate (or, for non-Australian citizens, an appropriate current visa)
 - Immunisation history statement
 - Court order(s), if applicable

ENROLMENT

5. Enrolment continues normally until the completion of Year 12 at the School, or Year 6 in the Primary School. Enrolment may be terminated earlier by:
 - The applicants, whose signatures appear at Part D of the Application for Enrolment, in accordance with condition 15 below; or
 - The Principal, in accordance with condition 8, below.
6. The School Council may alter these Conditions of Enrolment at any time by notifying parents/carers/guardians in writing. Alterations will apply from the date of notice.

ATTENDANCE AND ABSENCE

7. A student is expected to attend throughout the school year, which is divided into four terms. Absence on any day for any reason must be notified to the Principal in writing. A request by a parent/carer/guardian for special leave of absence must be made in writing to the Principal well in advance. Such leave will be granted only for medical or special reasons.

EXCLUSION

8. (a) If the Principal, or any person deputing for the Principal, considers that a student is guilty of a serious breach of the rules of the School (as may be published from time-to-time) or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal or deputy may exclude the student permanently or temporarily in their absolute discretion.
(b) If the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal may require the parent to remove the student.
No remission of fees and charges will apply in either case.

UNIFORM

9. Enrolment signifies agreement that a student will wear the School uniform as prescribed.

FEES AND CHARGES

10. Fees and charges are published from time to time, and as far as possible, are all inclusive and include such expenses as stationary, books, excursions, and sporting activities:
 - Fees and charges payable in advance and are not refundable
 - The application and enrolment fee is current at the time of lodging the application at the School office.
11. Fees and charges are payable in advance and are not refundable.
12. Where fees and charges are not paid promptly, additional collection charges may become payable.
13. Where fees and charges for a student are not paid within the term to which they relate and an acceptable arrangement for payment has not been made with the Principal, the student will not be permitted to continue at the School without the special approval of the School Council until all outstanding amounts have been paid.
14. Absence from the School during the whole or any part of a term does not remove the obligation to make payment of the term's fees and charges.

WITHDRAWAL OF STUDENT

15. A full term's notice is to be given in writing to the Principal if a student is to be withdrawn from the School prior to the completion of Year 12 at the School, or Year 6 in the Primary School. In the event of failure to provide the required notice of withdrawal, a full term's fees will be payable, in addition to fees and charges payable in respect of the entire current term.

Standard Collection Notice

Orange Anglican Grammar School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The new privacy legislation which has been applied to the private sector since 21 December 2001 regulates among other matters, the way organisations collect, use, disclose, keep secure and give people access to their personal information. We seek to make all members of the School aware of the matters specified below and to obtain consent for uses and disclosure of personal information that may not be regarded as being for primary or secondary related purposes. The following statement outlines the School's policy on how the School uses and manages personal information which has been provided or collected.

1. Orange Anglican Grammar School collects personal information, including sensitive 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 Orange Anglican Grammar School to provide schooling for your child.
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 and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. Orange Anglican Grammar School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to continue the enrolment of your child.
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, photographs and other news is published in the School newsletters, promotion material and on our website.
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 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 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 social and fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities such as the School's P&F. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise the School immediately.
11. If you provide the School with the personal information of others, such as doctors or emergency contact, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. From time to time photographs and student achievement may be used to market the School.
13. Please notify Orange Anglican Grammar School in writing, if you have any objections to any of the above clauses.

Parent Occupation Groups

GROUP 1 Senior management in large business, government, administration & defence & qualified professionals	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Professionals generally have degree of 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.
GROUP 2 Other business managers, arts / media / sportspersons & associate professionals	<ul style="list-style-type: none"> • Owner / manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate, business • Specialist manager (finance / engineering / production / personnel / industrial relations / sales / marketing) • 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) 	<ul style="list-style-type: none"> • 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 & skilled office, sales & service staff	<ul style="list-style-type: none"> • 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, 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. 	<ul style="list-style-type: none"> • 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 & related workers	<ul style="list-style-type: none"> • 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 staker) 	<ul style="list-style-type: none"> • Assistant/aide (trades' assistant, school/teachers' 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 • Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, green keeper, 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)