Newstead Christian School

APPLICATION FOR ADMISSION

If you require assistance with completing this form or need additional forms for other children, please contact the school office using the details given at the top of this page.

Please complete this form and submit to the office with $50 application fee.

This form can be filled in using adobe reader or printed and completed by pen.

Section 1

FAMILY DETAILS

Father/Guardian:

First Name: _____ Last Name: _____

Street Address: _____ Suburb: _____

State: _____ Postcode: _____ Country: _____

Mobile: _____ Home Phone: _____

Email: _____ Occupation: _____

Work Place: _____ Work Phone: _____

Mother/Guardian:

First Name: _____ Last Name: _____

Street Address: _____ Suburb: _____

State: _____ Postcode: _____ Country: _____

Mobile: _____ Home Phone: _____

Email: _____ Occupation: _____

Work Place: _____ Work Phone: _____

Marital Status: ☐ Married. ☐ De Facto. ☐ Single. ☐ Separated. ☐ Divorced.

If divorced or separated, who has custody of the child/ren in this application?

_____

What are the agreed visitation rights of the other party?

_____

_____

Is there a Family Court order in place: ☐ Y. ☐ N.

Please provide a copy of the details of Family Court custody and visitation rights.

List all children in your family:

	Full Name	Biological Sex	Date of Birth	Current Grade
1	_____	☐ M. ☐ F.	_____	_____
2	_____	☐ M. ☐ F.	_____	_____
3	_____	☐ M. ☐ F.	_____	_____
4	_____	☐ M. ☐ F.	_____	_____
5	_____	☐ M. ☐ F.	_____	_____
6	_____	☐ M. ☐ F.	_____	_____

Section 2

CHILDS DETAILS

Please complete one each of section 2, section 3 and section 6 for each child's application.

Note: The minimum age for enrolment in Tasmania is a child who, on 1 January in the enrolling year, is four years, unless the child can be approved for Early Entry.

Permission for Early Entry of a child (before the age of four years on the 1st of January, but no less than 3 years 6 months) into kindergarten can be obtained if the child has been:

- *Assessed as being gifted by TAG (Tasmanian Association for the Gifted)*
- *Previously enrolled in a government system kindergarten in another state or territory and now resides in Tasmania.*

Enrolment application for Grade: _____Year: _____Term: _____

First/Second Name: _____

Last Name: _____ Preferred Name: _____

Biological Sex: ☐ M. ☐ F. DOB: _____

Previous schools attended by applicant – (we may call the school for a reference).

_____ Grade: _____ Years: _____ School Phone: _____

_____ _____ Grade: _____ Years: _____ School Phone: _____

_____ Grade: _____ Years: _____ School Phone: _____

_____ ____ _____ Grade: _____ Years: _____ School Phone: _____

Please provide copies of Birth Certificates.

Please provide previous school reports for your child.

Is your child an Australian Citizen? Y. ☐ N. ☐

Is your child a Permanent Resident? Y. ☐ N. ☐

If no, under what is the Visa class/es or PR are you and your child residing in Australia?

Visa name and class: _____

Please attach a photocopy of the Parent/Guardian's Visa as well as your child's Visa as well as Permanent Resident documents, if applicable.

What are your Child's interests and passions?

Section 3

MEDICAL DISCLOSURE DECLARATION

Child's Name: _____ DOB _____

Emergency Contacts:

Name: _____ Ph (BH): _____ Ph (AH) _____

Relationship: _____

Name: _____ Ph (BH): _____ Ph (AH) _____

Relationship: _____

Name: _____ Ph (BH): _____ Ph (AH) _____

Relationship: _____

Family Doctor: _____ Practice: _____

Address: _____ Phone: _____

Family Dentist: _____ Practice: _____

Address: _____ Phone: _____

If needed, my child (under direct supervision of the staff member) may be given:

☐ Panadol. ☐ Ventolin.

Other _____

My child is allergic to the following medications or ingredients:

_____

_____

_____

_____

_____

My Child is currently on the following medication:

_____

_____

_____

Provide a history of any relevant medical condition/s with type and dosage of medication:

_____

_____

_____

_____

_____

_____

Are you aware of any special needs your child may have?

_____

_____

_____

Has your child had their hearing and sight checked? ☐ Y. ☐ N.

Detail any problems:

_____

_____

Has your child been referred to any of the following services and if so which ones?

Early Childhood intervention service ECIS? ☐ Y. ☐ N.

If yes, please provide details, who, address and when:

_____

_____

Speech therapist? ☐ Y. ☐ N.

If yes, please provide details, who, address and when:

_____

_____

Physio therapist? ☐ Y. ☐ N.

If yes, please provide details, who, address and when:

_____

_____

Occupational therapist? ☐ Y. ☐ N.

If yes, please provide details, who, address and when:

_____

_____

Psychologist? ☐ Y. ☐ N.

If yes, please provide details, who, address and when:

_____

_____

Paediatrician? ☐ Y. ☐ N.

If yes, please provide details, who, address and when:

_____

_____

Other _____

If yes, please provide details, who, address and when:

_____

_____

Please attach any reports you have from any of the above services to the school.

Have you applied for the National Disability Insurance scheme NDIS funding? ☐ Y. ☐ N.

If successful, what services are you able to access to support your child?

_____

_____

_____

_____

_____

Does your Child suffer from Asthma? ☐ Y. ☐ N.

If yes, please provide a copy of the Asthma Treatment Plan for any treatment required on a form available at the school office.

Does your Child suffer from allergies? ☐ Y. ☐ N.

If Yes, please provide a copy of the Allergy Treatment Plan for any treatment required on a form available at the school office.

Is your child's immunization up to date? Y ☐ N ☐

Please provide a copy of the immunization record.

Are there are any physical impairments or special instructions for your child? ☐ Y. ☐ N.

If yes please specify:

_____

_____

_____

Does your child have a learning plan from your previous school? ☐ Y. ☐ N.

If yes, please provide a copy.

Declaration:

I,_____, hereby declare that the above medical information is true and correct and complete.

Parent/Guardian Signature _____ Date: _____

Section 4

Family Reference

If you currently are a member of a church, please get your pastor to provide a reference for your family. If you do not attend a church please get a reference from someone who had known your family for several years.

Current church: _____

Address: _____ Suburb: _____

State: _____Postcode: _____ Country: _____

REFEREE REPORT

Dear Referee,

Thank you for taking the time to write this reference for this family. Please be fully candid in your remarks. Christian education is a blessing to those who have the revelation of the powerful "three cord" relationship between home, fellowship and school. Conversely, the consequences are far-reaching if the decision to join the School does not stem from a real conviction and love for Christian discipleship.

Parental involvement in church or Christian fellowship:

_____

_____

_____

_____

_____

_____

_____

Children's attitude (submission to authority, attitude towards other children, membership of youth group, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Referee's Name: _____

Referee's Contact Number: _____

Signature: _____ Date: _____

Section 5

Parent Acknowledgement Declaration.

We/I acknowledge that:

That all information in this application for admission is true and correct and complete.

The first term of student enrolment will be viewed as a probationary period.

The School's requirements for compulsory uniform and general appearance are accepted and every effort will be made to maintain these.

Upon acceptance and notification of a place for our child, we will sign the Enrolment Contract.

Before starting we will pay the $1,000 family bond as detailed in the School Handbook.

Parent/Guardian's Name: _____

Signature: _____ Date: _____

Parent/Guardian's Name: _____

Signature: _____ Date: _____

Principal's Interview Notes:

_____

_____

_____

_____

_____

_____

_____

_____

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_____

Date: _____

Section 6

DATA COLLECTION FORM

Complete one Data Collection Form per child being enrolled

Child's Name: _____

Address: _____Suburb: _____

Postcode: _____

The following information is required for Government assessment and reporting purposes. The information will be linked to students' compulsory literacy and numeracy testing (years 3, 5, 7& 9) and used to analyse the national test data.

1. Biological Sex:

☐ Male (1). ☐ Female (2).

2. Is the child of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal & Torres Strait Islander origin, tick both as 'Yes'

☐ No. (2) ☐ Yes. Aboriginal (11)

☐ Yes. Torres Strait Islander (12)

3. Was the child born in Australia?

☐ Y. ☐N.N.

If no please specify Country Born (1101) _____

Child's Nationality_____

4. Does the child 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.

☐ No. (1201) ☐ Yes. (please specify below).

Child: _____

Mother/Guardian: _____

Father/Guardian: _____

5. Parents' Nationality

Father's Country of Birth _____

Father's Nationality _____

Mother's Country of Birth _____

Mother's Nationality _____

6. Education

a. What is the highest year of primary or secondary school the parents/guardians have completed?

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

Father/Guardian	Mother/Guardian
☐ Year 9/equivalent (1)	☐ Year 9/equivalent (1)
☐ Year 10/equivalent (2)	☐ Year 10/equivalent (2)
☐ Year 11/equivalent (3)	☐ Year 11/equivalent (3)
☐ Year 12/equivalent (4)	☐ Year 12/equivalent (4)

b. What is the level of the highest qualification the parents/guardians have completed?

Father/Guardian	Mother/Guardian
☐ Certificate I to IV (5) including trade certificate	☐ Certificate I to IV (5) *including trade certificate*
☐ Advanced diploma/Diploma (6)	☐ Advanced diploma/Diploma (6)
☐ Bachelor degree or above (7)	☐ Bachelor degree or above (7)
☐ Non school qualification (8)	☐ Non school qualification (8)

7. What are the parent/guardian's occupations?

Please refer to the directions below when answering this question

a. Father/Guardian:

☐ Group 1. ☐ Group 2. ☐ Group 3. ☐ Group 4.

b. Mother/Guardian:

☐ Group 1. ☐ Group 2. ☐ Group 3. ☐ Group 4.

OCCUPATIONS

The correct occupation group for each job can be found in the following list. If the person is not currently in paid work but has been employed within the last 12 months or has retired in the last 12 months, please use the person's most recent occupation. If the person has not been in paid work in the last 12 months, you must write '8' when answering questions 6a and/or 6b).

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals.

- 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.
- Professionals - generally someone in possession of 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 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/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

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, ticketseller, 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.

Section 7

Thank you for your application for admission for your child/ren and desiring to be part of Newstead Christian School. We appreciate the time you have spent filling in each form and the prayerful consideration you have put into this application.

Once complete, please return these confidential documents to the school office with a $50 application fee.

We will contact you for appointments with the Principal and Business Manager if required.

Use this checklist to make sure you have completed all necessary forms:

- ☐ Section 1 Family Details.
- ☐ Court Order of custody and visitation rights (if applicable).
- ☐ Section 2 Child's Details completed, one for each child being enrolled.
- ☐ Previous reports for each child being enrolled.
- ☐ Birth Certificate for each child being enrolled.
- ☐ Copies of Visas (if applicable).
- ☐ Section 3 Medical Disclosure Declaration.
- ☐ Reports from medical specialists (if applicable).
- ☐ Asthmas Plan (if applicable).
- ☐ Allergy Plan (if applicable).
- ☐ Immunization Records.
- ☐ Previous school Learning Plan (if applicable).
- ☐ Section 4 Referee Form.
- ☐ Section 5 Parent Acknowledgement Declaration.
- ☐ Section 6 Data Collection Form

Standard Collection Notice

1. Newstead Christian School (The School) collects personal information, including sensitive information about students and parents or carers, before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide education to the student and to enable them to take part in all the activities of the School.
2. Some of the information we collect will be to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may need to ask you to provide medical reports about your students.
4. The School may disclose personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. Information disclosed would be to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors. Personal information collected may also be disclosed by the School to debt collection agencies for the purpose of recovering outstanding tuition fees.
5. Personal information collected from students is regularly disclosed to their parents or carers.
6. The School stores personal information in the Cloud which may mean that it may reside on servers which are situated outside of Australia. All Cloud servers used utilize the highest ISO Security Controls standards.
7. The School's Privacy Policy sets out how parents or students may seek access to personal information collected 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 School's duty of care to the student, or where students have provided information in

confidence. Access to personal information is dealt with in accordance with the School's Privacy Policy

8. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
9. On occasion, Photographs and information such as academic and sporting achievements, student activities and similar news is included in School publications, on social media and on our website. The School will obtain permission from the student's parent or carer as part of the enrolment process.
10. If you provide the School 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 School and why, that they can access that information if they wish & that the School does not usually disclose this information to third parties.
11. Parents may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the School's Privacy Policy.