NOOSA CHRISTIAN COLLEGE
COOROY

Application for Enrolment

Please complete and attach supporting documents as required

STUDENT DETAILS

Surname:		
Christian Names:	Preferred Name:	
Residential Address:	Postcode:	
Postal Address (if different from above):	Postcode:	
Gender:	Date of Birth / /	Proposed Commencement Date / /
Current Year Level:	Proposed Year Level:	Learner's Unique Identification (LUI) Number (Years 10 – 12):

Students applying for Kindergarten must turn 4 years of age by June 30

Students applying for Prep must turn 5 years of age by June 30

Place of Birth (town or city):	Country of Birth:

Student's Place in Family:	1	2	3	4	5	6

Name of any siblings currently attending Noosa Christian College: …… …… ……	First Language: …… …… ……
Name of any siblings currently attending other Seventh-day Adventist Schools: …… …… ……	School: …… …… ……

Australian Citizen/Permanent Resident	Yes	No	Identifies as Aboriginal	Yes	No
Identifies as Torres Strait Islander	Yes	No	Identifies as Australian South Sea Islander	Yes	No

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EDUCATIONAL HISTORY

Previous Kindergarten or School(s)	State	Year Level	Semesters Attended

Has your child received any of the following? (If yes, additional information may be requested to process enrolment). This information may assist us to understand if your child has academic/special needs.

	Yes	No		Yes	No
Language skills support			Visual impairment support		
Speech/Occupational Therapy			Hearing impairment support		
Developmental Physiotherapy			Individual teacher aide time		
Mathematics skills support			English as a Second Language support		
Has the student repeated a year?			If yes, indicate which year level	Year	
Has the student been prevented from attending school (suspended, excluded or expelled) as a consequence of serious behavioural issues?					

Noosa Christian College reserves the right to deny admission or terminate an enrolment contract when full disclosure of a student's need has not been provided.

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MEDICAL DETAILS

Medicare Number: Reference Number:	Private Health Fund:
Family Doctor:	Family Doctor Contact Phone:

Does the student have a physical disability? (If yes, please attach documentation)	Yes	No

Medical Conditions	Yes	No		Yes	No
Heart problems			Travel sickness		
Respiratory problems			Phobia		
Operations			Migraines		
Recent illness			Blackouts		
Sleepwalking			Asthmatic		
Fits, epilepsy			Diabetic		
Special diet			Hearing		
Eyesight			Allergies		
Asperger's			Dyslexia		
ADHD			Autism		
Anaphylaxis					

Other

Students with any significant medical conditions ***must*** supply the school with a current Individual Medical Action Plan provided by a medical doctor. (This should include the details of medication required to be brought to school).

Emergency Contacts (Other than parents)

Name:	Name:
Address:	Address:
Contact Phone:	Contact Phone:
Relationship to Student:	Relationship to Student:

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PARENT/CARER DETAILS

Parent/Carer 1	**Parent/Carer 2**
Title:	Title:
First Name:	First Name:
Surname:	Surname:
Residential Address:	Residential Address:
Postal Address:	Postal Address:
Home Phone:	Home Phone:
Business Phone:	Business Phone:
Mobile:	Mobile:
Email: (Newsletter and other communications are sent via email)	Email: (Newsletter and other communications are sent via email)
First Language:	First Language:
Religious Affiliation/Local Church Currently Attending:	Religious Affiliation/Local Church Currently Attending:
Nationality:	Nationality:
Country of Birth:	Country of Birth:
Employer:	Employer:
Occupation:	Occupation:

Are there any of the following - legal, care or protection matters: (If yes, please provide documentation)	Yes	No
Formal legal arrangements in place where parents are separated:		
Children and young people in the care of the State:		
Does the family hold a Health Care Card or an Australian Government Concession Card?		

If yes, please provide your Centrelink CRN below (Customer Reference Number)?

Parent / Carer 1 **Parent / Carer 2**

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PARENT/CARER DETAILS (CONTINUED)

COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required by for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with a new data collection and reporting arrangements.

All schools must collect information on the gender, indigenous status, geographical location, socioeconomic background and language background of school students to fulfil their functions and obligations under State, Territory and Australian Government legislation.

All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publicly.

Occupation: ☐ Senior management, qualified professionals ☐ Other business managers, arts/media/sports, assorted professionals ☐ Tradesperson, clerks, skilled office, sales, service ☐ Machine operators, hospitality, assistants, labourer ☐ Not in paid work in last 12 months ☐ Unknown	Occupation: ☐ Senior management, qualified professionals ☐ Other business managers, arts/media/sports, assorted professionals ☐ Tradesperson, clerks, skilled office, sales, service ☐ Machine operators, hospitality, assistants, labourer ☐ Not in paid work in last 12 months ☐ Unknown
Level of School Education: ☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Unknown	Level of School Education: ☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Unknown
Education Beyond School: ☐ Bachelor degree or above ☐ Advanced diploma or Diploma ☐ Certificate I to IV (including trade certificate) ☐ No beyond school qualification	Education Beyond School: ☐ Bachelor degree or above ☐ Advanced diploma or Diploma ☐ Certificate I to IV (including trade certificate) ☐ No beyond school qualification

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PARENT/CARER AUTHORISATIONS

	Yes	No
In the case of a medical emergency, if neither parent/carer can be contacted, do you grant permission for the school to seek emergency treatment for your child?		
As part of the regular program of the school, the students are required to leave the school grounds and travel (usually by bus) to such activities as sport, specific educational presentations, practice for school functions, etc. Parents will be informed if a separate cost for an excursion is required and an appropriate permission form will need to be signed. Do you agree?		

MARKETING INFORMATION

How did you discover Noosa Christian College? (tick all that apply)

Advertisement in local newspaper		Road side signs 1. Core Flute		2. Billboard	
News story in print media		NCC College bus signage			
Radio advertising		Local business referrals			
Internet search		Open Days			
School website		Word of mouth - Friend			
Letterbox flyers		Word of mouth - Family member			
Social Media		Local church			
Referred by another school family (past or present)		Name of referring family: ……..			
Radio Ads		Other (Description):			

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NOOSA CHRISTIAN COLLEGE PRE-ENROLMENT PROCESS

Student Name: _____

Proposed Year Level: _____

Proposed Start Date: _____

Parent Name(s): _____

Phone: _____

Email: _____

PRE-ENROLMENT CONSULTATIVE INVESTIGATION PLAN

GOALS

- To investigate whether the school can safely, reasonably and fairly provide an educational environment in which your student may learn and participate to their potential. This consultative investigation will incorporate:
    - Information gathering processes to collate relevant information about Your student including information about their skills, abilities, strengths, areas that require additional support and personal qualities in:
        - Academic aspects (including intellectual functioning, and academic / curriculum considerations)
        - Functional aspects (including communication, physical considerations, and personal care and safety)
        - Behavourial aspects (including social participation, emotional wellbeing, and personal care and safety)
    - Determining the adjustments that may be required or advisable for Your student
    - Exploring the reasonableness, feasibility, viability, practicality, workability and utility of implementing appropriate adjustments in an attempt to support Your student to learn and participate in the school's educational processes, facilities and services to their potential
- To explore the extent to which it will be reasonably practicable to ensure the health, safety and welfare of all students (including your student), school personnel and school community members in relation to your student in the classroom and during the school day.
- To explore options through external providers and funding sources for additional support services and financial support for your student including their current funding support and NCCD category or verification level at previous school.

In the event the school is unable to meet Your student's needs within the range of programs, support services and resources that the school is reasonably able to provide, the school will not be able to progress Your student's enrolment at the school.

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COLLABORATION AND COMMITMENT

Liaison within the Enrolment Team

The Enrolment Team will liaise and collaborate to develop this Plan.

Medical, family and educational information

Parents/Guardians must provide full and accurate information and documentation about the

- ◻ Family background
- ◻ Educational background
- ◻ Behavioural background
- ◻ Medical history, including birth history and childhood milestones
- ◻ Psychological background
- ◻ Special needs
- ◻ Health and well-being of your student
- ◻ Including information about any matter that may impact your student's attendance at the school.

This is a mandatory obligation.

Parents/Guardians must provide (certified) copies of all information and documentation relevant to your student's education, health and well-being including, but not limited to:

- ◻ Birth Certificate
- ◻ Psychological, psychiatric, paediatric and medical reports
- ◻ Educational, specialist and psychoeducational reports and testing results
- ◻ Learning plans
- ◻ Court orders, parenting plans and family law matters
- ◻ Previous school reports, testing and specific support provided (i.e. Teacher Aide time and Learning Support programs) throughout/across your student's education.

This is a mandatory obligation.

Medical and/or allied health support personnel

Parents/Guardians will authorise school personnel to liaise with medical and/or allied health support personnel to obtain current and relevant information about your student (in addition to the medical and allied health records that have been provided). Parents/Guardians are responsible for any costs incurred with medical and/or allied health support personnel.

Meetings of school personnel

School personnel will meet as required to review the implementation of this Plan

- ◻ Principal Interview
- ◻ Numeracy and Literacy Testing
- ◻ Learning Enhancement Coordinator Interview

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SUMMARY OF STUDENT PROFILE

What is the nature and extent of your student's condition, and their general health and well-being?

Information obtained from prior schools including:

- ☐ NCCD Category
- ☐ ISP (Individual Support Plan)
- ☐ IEP (Individual Education Plan)
- ☐ ESP (Educational Support Plan – for out of home care)
- ☐ Any behaviour plans
- ☐ Previous school reports (in the last two years)
- ☐ Testing and specific support (i.e. Teacher Aide time) in the last two years

Further assessments: Should your student be referred to a paediatrician or other medical and/or allied health professionals for assessment to obtain further information about the nature and extent of your student's condition, and their general health and well-being. This would be at the family's cost.

Consider how your student's condition may affect their involvement and ability to learn and participate in the educational program and age-appropriate activities at the school to their potential, and access and use the facilities and services of the school to their potential. The elements to be considered will vary depending upon the nature of the disability. For example, for a student with disability, consideration may be given to the following issues:

- ☐ Intellectual functioning / Academic / curriculum / learning environment
- ☐ Communication
- ☐ Social participation and emotional wellbeing
- ☐ Physical
- ☐ Personal care

Required or advisable adjustments

Determine appropriate adjustments that may be required or advisable for your student and explore reasonableness, feasibility, viability, practicality, workability and utility of implementing appropriate adjustments in an attempt to support your student to learn and participate in the school's educational processes, facilities and services to their potential. Consider (in addition to the IEP and a modified behaviour management plan):

- ☐ School specific considerations, year level specific considerations, geographic specific considerations
- ☐ Access and use of facilities and services
- ☐ Teaching and learning / curriculum considerations
- ☐ Supervision and support throughout the school day
- ☐ Personal care
- ☐ Access to specialist services and funding

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Mandatory obligations: a failure to comply with a mandatory obligation without reasonable cause may lead to the cessation of this investigative and consultation process. If your student has been enrolled before the non-compliance is fully ascertained, it may lead to a cancellation of the Enrolment Agreement.

Signed on behalf of the school	
Date:	

Signed by Parents/Guardians	
Date:	

NOOSA CHRISTIAN COLLEGE
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CONSENT FOR USE OF IMAGES

Noosa Christian College, Cooroy seeks to uphold the rights of each person, including their right to dignity, privacy and a safe environment.

This information is designed to document your permission to have photographs of your child or those to whom you are legal guardian, used in promotional and media materials for Noosa Christian College, Cooroy.

Please note that this consent form will cover your child/ren for the duration of their enrolment at NCC. If any changes need to be made in the future, please contact the school office.

Through our internal and external communications and marketing initiatives, photos or videos of your child may be used in various ways across a selection of media avenues. These may include, but are not limited to those listed below. Please also be aware that supply of content to newspapers and other third parties may extend to their online publications.

- **The Noosa Christian College website** http://www.noosacc.qld.edu.au
- **The Noosa Christian College Facebook page** http://www.facebook.com/NoosaChristianCollege
- **Noosa Christian College newsletters** published in print form, emailed to parents and on-line at our website (only available to view with a password, given to parents)
- **Media such as local newspapers or magazines** e.g., Noosa News, Cooroy Rag, Noosa Today, Sunshine Coast Daily, SE QLD 'Focus' (SDA publication) etc.
- **Website associated with print publications** listed above, for example; http://sunshinecoastdaily.com.au
- **Noosa Billy Cart Grand Prix website** http://www.noosabillycart.com
- **Noosa Billy Cart Facebook page** http://www.facebook.com/Noosabillycartgrandprix
- **Advertising materials** - for example; flyers, posters, school bus artwork etc.
- **School materials** - for example; Prep Handbook, Prospectus, Calendar, Yearbook
- **Video content** used by Teachers in a classroom setting or shared via YouTube, Facebook etc.
- **Noosa Christian College Instagram, Twitter**

Advertising and Marketing Photographic Consent:
I give my full consent for my child to be photographed, and further, grant permission for the appropriate use of photographs/videos taken during a program/event that include persons I care for under the age of 18 years to be used for promotional materials (both internal and external) as outlined above.

Do you grant permission for photos of your children to be used by the school in the following publications?

PUBLICATION	YES	NO
College Newsletter		
Website		
Social Media		
Newspaper		
Photos for brochures, signs and marketing purposes		

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FINANCIAL OBLIGATION STATEMENT

Noosa Christian College supports all families with their choice to provide private quality Christian education for their children and we want to extend a welcome to your family as part of our school community.

It is important however, for parents/carers to acknowledge that enrolment at Noosa Christian College involves a clear obligation to be financially responsible and accountable for the prompt payment of fees, levies and charges that may be raised to the Student Fee Account. We look forward to you accepting this responsibility through the signing of the **Fee Payment Agreement** as a condition of enrolment.

If in the event of any fee collection costs being incurred in order to address any outstanding balance on your Student Fee Account at any time, the school reserves the right to recover any such debt collection costs from you as being identified as being responsible for the Student Fee Account.

Should you wish to be considered for Fee Assistance, please refer to the Fee Assistance Guidelines and Application form available from the School Administration office.

AGREEMENT

I / We as parents / carers for the following students, agree to make full payment of all tuition fees and any other levies, charges and fees as annually advertised by the school and as raised to our STUDENT FEE ACCOUNT, in accordance with the following arrangements.

I / We further agree that we will give written notice to the Principal of one full school term, or agree to pay one term's fees in lieu of notice, if my child/ren leave the school.

I / We further agree that where more than one parent / carer is listed as being responsible for the payment of fees and charges raised to the STUDENT FEE ACCOUNT, that we are both jointly and severally responsible for the payments as outlined in this agreement.

I/We further agree that unless otherwise specifically advised to the school in writing, this Fee Payment Agreement remains in place and current for the full duration of our child/children's attendance at the school and will extend beyond the current academic year.

(ONE OPTION MUST BE SELECTED FROM THE LISTING BELOW)

OPTION 1: **Full ANNUAL Payment prior to the advertised DUE DATE FOR PAYMENT** ☐
(4.5% Prompt Payment Discount available, conditions apply)

OPTION 2: **Full TERM Payment prior to the advertised DUE DATE FOR PAYMENT** ☐
(4.0% Prompt Payment Discount available, conditions apply)

OPTION 3: **To enter into a regular PAYMENT PLAN to ensure payment of all fees prior to the end of the CURRENT enrolment Term.** ☐
Preferred payment scheduling *(please indicate)*

Weekly ☐ _____
Fortnightly ☐ _____
Monthly ☐ _____

If selecting Option 3, the school Business Manager will confirm in writing, the weekly /or fortnightly /or monthly payment plan details to be commenced immediately to allow for the clearing of all amounts as agreed.

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PARENT/CARER DECLARATION AGREEMENT

Declaration:

I / We apply for admission of this student to Noosa Christian College;

I / We have read and understood the Student Code of Conduct and have discussed it with my child;

I / We do hereby agree to abide by the Code of Conduct;

I / We do hereby agree that Noosa Christian College can contact my child(ren)'s previous school(s) for information;

I / We have attached relevant documentation (applications will not be processed where relevant documentation is not supplied).

Birth Certificate (ALL students)		Immunisation Record (ALL students)		Two most recent School Reports (Years 1 to 12)	
Medical Documents (as applicable)		Custody Documents (as applicable)		Educational Documents (as applicable)	

SIGNATURE OF PARENTS/CARERS

Parent / Carer 1 Name……..……..……..…..…

Parent / Carer 1 Signature……..……..……..… Date ……..…

Parent / Carer 2 Name……..……..……..…..…

Parent / Carer 2 Signature……..……..……..… Date ……..…

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CODE OF CONDUCT – STUDENT AGREEMENT

(The full Code of Conduct statement is available in the Student Handbook)

To get the greatest benefit from my time at Noosa Christian College, I will:

1. *treat other pupils with consideration and kindness;*
2. *obey and respect teachers so that they can teach us;*
3. *behave in a way that makes it possible for all pupils to achieve the best they can;*
4. *uphold the standards of the school in all I say and do;*
5. *behave in a way that is careful of my safety and safety of others;*
6. *be proud of my school uniform, wearing the appropriate items correctly and neatly;*
7. *at all times behave in a way that brings credit to my school.*

I understand and agree to abide by these standards.

Students' Signature …….……..…… Date …….……

(where student is in Grade 3 or above)

PRIVACY STATEMENT

Schools operated by Seventh-day Adventist Schools (South Queensland) Limited collect personal information about pupils and their parents/guardians before and during the course of a pupil's enrolment in school. The purpose for collecting this information is to enable the school to provide schooling for your son/daughter. We comply with the Privacy Legislation relating to private sector organisations effective from 21 December 2001.

Please complete all the enrolment information as requested by the school. It is all important and useful information and enables the school to fulfil its duty of care. It is stored securely (both electronic and hard copy) and used for school administrative purposes only. If you do not complete any part of the information requested it might have some bearing on how the school is able to respond to it, and meet the individual needs of each student/family. In particular, it is a requirement that health information is accurate and up to date and so we may, from time to time, request medical reports about your child(ren). A photograph of each child may be attached to the student records.

Personal information obtained by the school is for use by the School in the first instance, but may be disclosed to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and others providing services to the schools, including visiting specialist teachers and volunteers. Information may also be used for the compilation or analysis of statistics relative to public health or public safety. If the school has reason to suspect that unlawful activity has been, is being or may be engaged in, information relevant to such activities may be shared with the appropriate authorities.

On occasions information such as academic and sporting achievements, pupil activities and other news is published in school Newsletters, magazines and on our website.
We may include your contact details in a class list and School Directory. If you do not agree you must advise the school.

If you provide the school with information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the school and why, so they can access that information if they wish and inform the school not to disclose the information to third parties.

You may have access to your stored information for the purposes of checking its accuracy by contacting the school Secretary in the first instance. If there are items that you consider need updating or correcting, you have the right to request such changes be made. Access may be denied where it could have an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (South Queensland) Limited Privacy Policy is available from your school.

NOOSA CHRISTIAN COLLEGE
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INTERVIEW NOTES

OFFICE USE ONLY

Date Application Received	Date of Interview	Outcome of Application
Date Outcome Letter Posted	Registration Number	Date Details Entered Into MAZE
Class Allocated	Date to Commence	Referred By
Student Key	Family Key	Home Key
Application Fee Paid	Receipt Number	Fee Payment Option 1 2 3
Principal	Business Manager	Accounts Officer

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Fee Payment Agreement

FINANCIAL OBLIGATION STATEMENT

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I/We further agree that unless otherwise specifically advised to the school in writing, this Fee Payment Agreement remains in place and current for the full duration of our child/children's attendance at the school and will extend beyond the current academic year.

(ONE OPTION MUST BE SELECTED FROM THE LISTING BELOW)

OPTION 1: **Full ANNUAL Payment prior to the advertised DUE DATE FOR PAYMENT** ❑
(4.5% Prompt Payment Discount available, conditions apply)

OPTION 2: **Full TERM Payment prior to the advertised DUE DATE FOR PAYMENT** ❑
(4.0% Prompt Payment Discount available, conditions apply)

OPTION 3: **To enter into a regular PAYMENT PLAN to ensure payment of all fees prior to the end of the CURRENT enrolment Term.** ❑

Preferred payment scheduling *(please indicate)*

Weekly ❑
Fortnightly ❑
Monthly ❑

If selecting Option 3, the school Business Manager will confirm in writing, the weekly /or fortnightly /or monthly payment plan details to be commenced immediately to allow for the clearing of all amounts as agreed.

Student Name/s	Name…… Name…… Name…… Name……
Parent / Carer (1) **Agreement Details:**	Name…… Residential Address…… ……Postcode…….. Postal Address if different from above …… …… Postcode…….. Signature…… Date……
Parent / Carer (2) **Agreement Details:**	Name…… Residential Address…… ……Postcode…….. Postal Address if different from above …… …… Postcode…….. Signature…… Date……