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93 MANIFOLD ROAD  
NORTH CASINO

# ENROLMENT POLICY

REVIEWED: 2013

NEXT REVIEW: 2017

*Grow in Grace  
and Knowledge*

2 PETER 3:18

PRINCIPAL: MR NEIL CAPPS  
BOARD CHAIRMAN REV GEORGE AYOUB

A MINISTRY OF THE CASINO PRESBYTERIAN CHURCH - SINCE 1995

## **Rationale:**

As a Christian School, our school aims to reflect and teach Christian Community values. Education is centred on Christ – the author and sustainer of creation. The apostle Paul writes to the Colossians;

"My purpose is that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge. I tell you this so that no one may deceive you by fine – sounding arguments." Colossians 2:2–4.

Our school believes that the most effective out working of this Christ – centred education occurs when there is a strong commitment to Christian home, church and Christian School working together to "train up a child in the way he should go." Proverbs 22:6.

## Policy:

Casino Christian School welcomes applications for enrolment of students whose parents/guardians are seeking an education for their child/ren within a Christian community context, with the following provisos:

1. Because of the above philosophy of the school, it is desirable that for each student, at least one parent be consistently supportive of the Christian perspective as embraced by the school. We stress the need for children to be receiving regular scriptural instruction through the youth activities and worship services of the family's church fellowship, and furthermore, strongly encourage the family to be involved in a Christian fellowship as a family unit.

*NOTE:* Children from families without Christian parents may also be accepted for enrolment at the discretion of the Principal where the Principal is able to see that the parents have a great desire for Christian education for their children.

2. In all cases, the consent of both parents for the enrolment will be sought if at all possible. In situations where a parent has sole custody, enrolments may be accepted on that parent's wishes alone.
3. The enrolment at the school of all children in a family is encouraged.
4. The school seeks to provide equal opportunity for all applicants from families seeking a Christian education regardless of denominational affiliation providing that, the parents/guardians are in agreement with the school's "Confession of Faith", a copy of which is included in this policy.
5. A refundable enrolment bond is required from each family prior to the commencement of attendance by the student(s). The enrolment bond will be refunded when the last student leaves the school subject to all tuition fees and other charges being paid in full and all school property has been returned in good condition.
6. If a student is absent without explanation for a period of two school weeks, the student's enrolment at the school will be discontinued, and the Home School Liaison Officer for the district will be contacted regarding the student's discontinued enrolment.

NB. This policy information should be read in conjunction with Appendix 1 (Terms and Conditions of Enrolment) and Appendix 2 (The Confession of Faith)

## Procedures:

1. All personal or phone enrolment enquiries should be entered on the Enrolment Enquiry Form by the school receptionist. Online enquiries can be made by completing the online enquiry form and submitting it to the school.
2. School information should then be posted to (or picked up by) the enquirer. This will include school information books and enrolment forms. Enquires will be directed to information on the schools website if this is more convenient.
3. The Principal should phone the enquirer within a week of their enquiry to follow up about their reading of the school information, and to ask and answer questions. This call should also be used to invite the enquirer to have a school tour and/or schedule an enrolment interview.
4. If an enrolment interview occurs, the Principal should explain all relevant information about Christian education and the school, the Terms and Conditions of Enrolment, "The Confession of Faith", etc. Questions may be asked and answered by parents and children.
5. If enrolment is being applied for, completed and signed Enrolment Application Forms and an application fee of \$10 must be received at or before interview.
6. After Enrolment interview, the Principal will make a decision as to whether or not the child (or children) will be accepted into the school, and will inform the parents in writing of this decision, and the date that school attendance is to commence.
7. Student commencement at school is conditional upon receipt of completed Enrolment Form(s), which will have been included in the correspondence, and the payment in full of the refundable enrolment bond of \$150 (unless already paid by the family at a previous child's enrolment).
8. Once a child has been accepted for enrolment, the School Receptionist will inform the parents about uniform, bus travel and other organisational issues as deemed appropriate at the time.

# APPENDICES

## Appendix 1: Terms and Conditions of Enrolment

Enrolment at the school is subject to the following terms and conditions.

1. That the parents/guardians will agree to allow the child to share fully in the life and program of the school, including the devotional activities and assembly times.
2. That the parents/guardians will support the aims of the school.
3. That the parents/guardians undertake to provide the child with all necessary equipment of a personal nature that may be required to enable the child to benefit from the education offered. These requirements are listed on the school requisite list published in the newsletter at the end of each school year and on the schools website
4. That the parents/guardians undertake to provide the child with the correct uniform approved by the school, and ensure that the child is always sent to school neatly dressed in the required uniform.
5. That the parents/guardians accept the right of the school to employ such discipline as it deems wise and expedient for the child, and agree to uphold in every way possible the school's authority and right to administer appropriate discipline in accordance with the school policy.
6. That the enrolment bond is paid in full prior to commencement at school and that tuition fees will be paid as they fall due in the first two weeks of each school term unless alternative arrangements are made. Also, direct debit and or Centrepay arrangements for payment of school fees can be made a part of the conditions of enrolment at the Principal's discretion.
7. That any parents/guardians intending to terminate enrolment notify the school as soon as they become aware of circumstances. Final notification must be given in writing on the school's Enrolment Withdrawal Form
8. That the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School's rules and regulations. This includes the poor or nonpayment of school fees of over two terms duration, unless the parents/guardians have been in regular contact with the school and agreed arrangements made about both current fees and fees in arrears.
9. That the parents/guardians read the confession of faith and understand that it is the basis of the philosophy of the school and the teaching.
10. That the parents/guardians will ensure regular attendance of their child/ren at school, except for illness and other explained absences.

## Appendix 2: The Confession of Faith

**We believe** in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.

**We believe** there is one God in whom there are three equal Divine Persons, revealed as the Father, the Son and the Holy Spirit, and who of His own sovereign will created the heavens, the earth and all that is contained in the Universe.

**We believe** the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the virgin Mary. As God He became flesh and dwelt among us: as man He was God.

**We believe** all men are in a fallen, sinful and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.

**We believe** it is the Holy Spirit alone who convicts men of sin; leads them to repentance; creates faith within them and regenerates and fills those who believe on the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

**We believe** Christ died for our sins, was buried and the third day rose from the dead: that He appeared to men who touched Him and knew His bodily presence and that He ascended to His Father.

**We believe** the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

**We believe** those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgement Seat of God to receive His judgement and eternal condemnation to Hell.

**We believe** in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever to Hell.

**We believe** the Church is the Body of Christ composed of all believers in the Lord Jesus Christ, which finds its visible manifestation in the local community of believers and ministers through the co-operative exercise of God-given gifts by the entire membership. Each local community of believers is competent under Christ as Head of the Church to order its life without interference from any authority whether civil or ecclesiastical.



## ENROLMENT ENQUIRY FORM

Date: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Students/Classes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_

Present school: \_\_\_\_\_

Reasons for change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed date of Enrolment: \_\_\_\_\_

Principal to call

Package sent

Follow up calls: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Interview date: \_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_



## APPLICATION FOR ENROLMENT

Date \_\_\_\_\_

Lodgement of this enrolment form DOES NOT assure enrolment which depends on the outcome of an interview and the availability of places in the school. The decision to enrol your child will be made by the Principal.

A \$10.00 non-refundable administration fee per family must accompany this application.

Please attach:      a) Copy of an extract of child's Birth Certificate   
                              b) Recent School Reports

Send to:      Casino Christian School                      or                      Casino Christian School  
                  PO BOX 30    deliver to                      93 Manifold Road  
                  CASINO NSW 2470    CASINO NSW 2470

Note: The shaded areas of this form are part of a National Data Collection required by the Education Department.

### FAMILY DETAILS

#### **Contact Information – Father/Guardian – Residing at same address**

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ Title Mr/other .....

Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Group 1  Group 2  Group 3  Group 4

Please tick the Occupation group (refer to Parental Occupation Definition attached)

Religious Affiliation \_\_\_\_\_

| Level of Education               | Highest Education                                    | Nationality                   |
|----------------------------------|--|-------------------------------|
| Year 12 <input type="checkbox"/> | Bachelor Degree or above <input type="checkbox"/>    | _____                         |
| Year 11 <input type="checkbox"/> | Advance Diploma/Diploma <input type="checkbox"/>     | Other language spoken at home |
| Year 10 <input type="checkbox"/> | Certificate I to IV <input type="checkbox"/>         | _____                         |
| Year 9 <input type="checkbox"/>  | No non-school qualification <input type="checkbox"/> | Main language spoken at home  |
| (or equivalent or below)         |  |                               |

**Contact Information – Mother/Guardian – Residing at same address**

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ Title Mrs/Ms/Miss/other .....

Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Group 1  Group 2  Group 3  Group 4

Please tick the Occupation group (refer to Parental Occupation Definition attached)

Religious Affiliation \_\_\_\_\_

| Level of Education               | Highest Education                                    | Nationality                   |
|----------------------------------|--|-------------------------------|
| Year 12 <input type="checkbox"/> | Bachelor Degree or above <input type="checkbox"/>    | _____                         |
| Year 11 <input type="checkbox"/> | Advance Diploma/Diploma <input type="checkbox"/>     | Other language spoken at home |
| Year 10 <input type="checkbox"/> | Certificate I to IV <input type="checkbox"/>         | _____                         |
| Year 9 <input type="checkbox"/>  | No non-school qualification <input type="checkbox"/> | Main language spoken at home  |
| (or equivalent or below)         |  |                               |

**Contact Information – Non Residential Parent/Guardian – If applicable**

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_ Mr/Mrs/Ms/Miss/other .....

Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Group 1  Group 2  Group 3  Group 4

Please tick the Occupation group (refer to Parental Occupation Definition attached)

Religious Affiliation \_\_\_\_\_

| Level of Education               | Highest Education                                    | Nationality                   |
|----------------------------------|--|-------------------------------|
| Year 12 <input type="checkbox"/> | Bachelor Degree or above <input type="checkbox"/>    | _____                         |
| Year 11 <input type="checkbox"/> | Advance Diploma/Diploma <input type="checkbox"/>     | Other language spoken at home |
| Year 10 <input type="checkbox"/> | Certificate I to IV <input type="checkbox"/>         | _____                         |
| Year 9 <input type="checkbox"/>  | No non-school qualification <input type="checkbox"/> | Main language spoken at home  |
| (or equivalent or below)         |  |                               |

**DETAILS OF STUDENTS APPLYING FOR ENROLMENT**

| Name | Age | Date of Birth | If at School,<br>School name | Present<br>Year Level |
|------|-----|---------------|------------------------------|-----------------------|
|      |     |               |                              |                       |
|      |     |               |                              |                       |
|      |     |               |                              |                       |
|      |     |               |                              |                       |
|      |     |               |                              |                       |

**ANTICIPATED COMMENCEMENT YEAR OR DATE** \_\_\_\_\_

**OTHER CHILDREN IN THE FAMILY**

| Name | Age | Date of Birth |
|------|-----|---------------|
|      |     |               |
|      |     |               |
|      |     |               |
|      |     |               |
|      |     |               |

**Please answer the following:**

**1. Reason for Enquiry:** What are your reasons for seeking the enrolment of your child/children in the school. \_\_\_\_\_  
\_\_\_\_\_

**2. Church Involvement:** Give some indication of the nature of your family's involvement in a church fellowship - both yours and your children's involvement. (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. How are your children coping with their present school?**

Academically: (well, satisfactory, poor) \_\_\_\_\_  
\_\_\_\_\_

Socially: \_\_\_\_\_  
\_\_\_\_\_

Emotionally: \_\_\_\_\_  
\_\_\_\_\_

**SPECIAL NEEDS**

**Physical Needs** Yes  No  **Behaviour Needs** Yes  No  **Education Needs** Yes  No

**Other Special Needs** Yes  No  If you have answered **Yes** to any of the above, please provide full details of those needs and any intervention support that he/she may be currently receiving (Support documentation must be supplied) \_\_\_\_\_  
\_\_\_\_\_

Documentation supplied Yes  No

**Are there any Family Court/Parenting Plans that have been issued in relation to the enrolling student?** Yes  No  (If yes please supply documentation) Documentation supplied Yes  No

**EMERGENCY CONTACTS**

**Emergency Contacts Person 1 (other than parent)**

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Residential address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

**Emergency Contacts Person 2 (other than parent)**

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Residential address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

**SCHOOL FEE DETAILS**

**Name/s on the account** \_\_\_\_\_

**Address** \_\_\_\_\_

## PARENTAL OCCUPATION DEFINITION

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

If the person is not currently in **paid** work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in **paid** work in the last 12 months, enter '8' in the appropriate box.

### **Group 1: Senior Management is large business organization, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**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 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.

**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, 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/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 and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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 stacker)

**Assistant/aide** (trade's 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 part attendant, crossing supervisor)

## AGREEMENT

Please *CAREFULLY* read and accept the conditions of enrolment as set out in the School's Prospectus.

I/we will sign in the appropriate space. If I/we have any further questions, I/we will ask before signing.

I/We realise that Casino Christian School is a member of Christian Schools Australia (CSA). Furthermore, we understand the vital importance of the community aspect of this school. We realise that all involved in the school are to:

- function together as an effective Christian community;
- aim to give glory to God and to maintain a positive, caring school environment where students, staff and parents can "Grow in Grace and Knowledge", and feel a sense of belonging in the community;

if our child/ren is/are accepted for enrolment at Casino Christian School. In the practical workings of this, I/we understand and fully accept the following:

- We will establish lines of communication with the school – both concerns and encouragements.
- Accept normal parental responsibilities in the functioning of the school, i.e. with working bees, parent evenings, interviews with teachers and providing help where needed.
- That gossip should be avoided – refrain from telling everyone else but the person who should know first.
- That the Biblical guides of dealing with people in love with gentleness are to be followed (see Grievance Resolution Policy).
- Support the school in the application of its Code of Behaviour and Uniform Policies;
- Teachers' professional judgment is to be trusted and accepted. The Principal is responsible to the School Board for education standards.
- An internal evaluation system operates. Also, regular inspections for registration of our school with the NSW Board of Studies are carried out by professional, experienced Principals in our system.
- The School Board is the authority in charge of the entire school's operation. Their decision on any matter is final.
- I/We agree to be responsible for all breakages and damage to school property caused by our child/ren.
- That school fees and charges must be paid by the due date, unless prior arrangements have been made with the school.
- I/We agree to give notice in writing of our intentions to withdraw our son/daughter from the school.

Signed: \_\_\_\_\_  
(Father/Guardian) (Mother/Guardian) Date

### OFFICE USE ONLY

|  |  |  |  |
|--|--|--|--|
| <i>Application Fee Paid (\$10)</i>           |  | <i>Copy of Birth Certificate/s</i>           |  |
| <i>Interviewed</i>                           |  | <i>School Report /s from previous School</i> |  |
| <i>Enrolment Approved</i>                    |  |  |  |
| <i>Confirmation of Enrolment letter sent</i> |  |  |  |
| <i>Date of Enrolment</i>                     |  |  |  |
|  |  |  |  |



## ENROLMENT FORM

### DETAILS OF STUDENT

Surname \_\_\_\_\_ Christian Name \_\_\_\_\_

Father \_\_\_\_\_ Mother \_\_\_\_\_

Father living with student Yes  No  Mother living with student Yes  No

Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Sex Male  Female  Date of Birth \_\_\_/\_\_\_/\_\_\_ Country of Birth \_\_\_\_\_

Entry Year (ie Yr 1 or Yr 7) \_\_\_\_\_

Commencement Date \_\_\_\_\_ Previous School \_\_\_\_\_

Religion Affiliation \_\_\_\_\_ Nationality \_\_\_\_\_

Main language spoken at home \_\_\_\_\_ other Language \_\_\_\_\_

Aboriginal/Torres Strait Islander? No  Yes  (If yes, please tick one below)

Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

**TRAVEL METHOD** Private vehicle  Eligible for Private Vehicle Conveyance

CCS bus from Kyogle  Bus-Casino Bus Service  Other Bus \_\_\_\_\_

### MEDICAL DETAILS

Doctor's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Student's Medicare No. \_\_\_\_\_ Health Fund \_\_\_\_\_ No. \_\_\_\_\_

Ambulance Yes  No  Allergies Yes  No  \_\_\_\_\_  
If Yes, please specify

Medical Problems Yes  No  \_\_\_\_\_  
If Yes, please specify

Immunisation – Last Tetanus Vaccination \_\_\_\_\_

Immunisation Certificate supplied

Permission to have Panadol administered at school Yes  No

**GENERAL CONSENT:**

- I/We hereby consent to the child above attending all supervised activities and excursions approved by the school and authorise the School in the event of an emergency to secure ambulance and/or medical attention.
- I/We also authorise the School to exercise appropriate disciplinary measures as outlined in the School Prospectus.
- I/We give permission for the publication of any school-related material by or about our child, including photographs. It is acknowledged that such material is used regularly in publications by the School to communicate and promote events. Publications may include Newsletters, Prospectuses, Magazines, newspapers articles and the school website.
- I/we agree to paying the Enrolment Bond (if applicable) as a condition of enrolment commencing. I/We understand that the bond is refundable in full upon the last child leaving the school, providing that all accounts are paid and up-to-date, and all school property has been returned in good condition.

Signatures: (Father) \_\_\_\_\_ (Mother) \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

|  |  |  |  |
|--|--|--|--|
| <i>Date of Enrolment</i>                     |  | <i>Information added to computer/ Register</i> |  |
| <i>School Report /s from previous School</i> |  | <i>Student ID No.</i>                          |  |
| <i>Copy of Birth Certificate</i>             |  | <i>House Group</i>                             |  |
| <i>Copy of Immunisation Certificate</i>      |  | <i>Enrolment Bond paid in full</i>             |  |
| <i>Special needs Documentation</i>           |  |  |  |
| <i>Family Court documentation</i>            |  |  |  |

Note: The shaded areas of this form are part of a National Data Collection required by the Education Department.