

APPLICATION FOR ENROLMENT

Privacy Statement

The information collected from this form will be retained in confidence. It shall only be used for the primary purpose intended and for any secondary purposes that would assist the school with education-related matters.

Introduction

You will be given this form when you apply to enroll your child/ren. Please complete a separate form for each child being enrolled. Return the form to the school office or the address below with a registration fee of \$50 (Only one fee per family if enrolling more than one child). You will be contacted to arrange an interview with the Principal to assess the particular needs of your child and attend to any questions that you might have. At this interview you will need to provide your child's birth certificate or proof of identification to finalise the enrolment and proof of their immunization status. You will then be contacted to organize a student transition programme.

Student Details

Student Given Name/s: _____

Student Surname: _____

Preferred Name: _____ Sex: [Male/Female]

Date of Birth: ____/____/____

Requested Start Date: ____/____/____ Year Enrolling at Dharma School _____

Year-level of Entry: Prep 1 2 3 4 5 6

What language is primarily spoken at home? English Other: _____

Is the child of Aboriginal or Torres Strait Island descent: YES NO
(Completing this question is optional.)

If nationality is not Australian does the student hold a Permanent/Resident Visa for Australia?
YES NO

Schooling History

Current & Previous School / Childcare / Kindergarten	Level & Year of attendance

Family Information

Other Children in the Family

Name	Date of Birth	Current School	Year Level

Parent / Carer 1:

(Given Names)

(Surname)

Residential Address:

Postcode:

Postal Address:

Postcode:

Home Phone:

Work Phone:

Mobile Phone:

Email Address:

Country of Birth:

Occupation:

Employer:

Name of Step Parent (residing with you):

Parent / Carer 2:

(Given Names)

(Surname)

Residential Address:

Postcode:

Postal Address:

Postcode:

Home Phone:

Work Phone:

Mobile Phone:

Email Address:

Country of Birth:

Occupation:

Employer:

Name of Step Parent (residing with you):

Child lives with:

Mother Father Both Parents Co-parented Carer

If the child is not living with both the birth mother and father at the same address, are there current court orders or access rights in place? YES NO

(A copy of these court orders must be provided to the school at enrolment and must be replaced whenever changes are made. This is an essential requirement to enable us to provide our duty of care to your child.)

Who does the child spend most of the time living with?

Mother Father Equally Shared Other

Who should we invoice for each terms tuition fees? Mother Father Parents take turns paying
Other please describe

General Health

For all of the following questions please give full and complete details in the space near the questions. If the space is insufficient please attach a separate sheet of paper. All supporting information must also be attached. Please note that if a “yes” response is selected, our school may seek parental consent to discuss the matter with the child, with the child’s provider of medical or counseling information, and perhaps to obtain third party professional verification or opinion regarding the school’s required duty of care in the situation.

Serious illnesses: _____

Chronic health issues: _____

Serious allergies: _____

Accidents: _____

Operations: _____

Details of any childhood illnesses and ages contracted:

German measles _____
 Measles _____
 Chicken pox _____
 Whooping cough _____
 Mumps _____

Does your child have any serious allergies or chronic illnesses?

YES NO

(If the answer to this question is “Yes”, the parent must complete the following section on serious medical condition alert information.)

Serious Medical Condition Alert Information

What is the exact nature of the allergy/chronic illness suffered by this student?

Indicate the severity of the condition and give a complete description of any reaction.

(Please attach medical certificates, reports or permission to contact child's Doctor for more information.)

Give a complete description of any food/substances/causes that trigger the child's condition whether known or suspected.

Is the child fully aware of the condition?

Outline your expectations of the support needed from the school to manage this condition:

Name of Student's Doctor or Specialist:

Phone Number:

For children with serious or life-threatening allergies, the school may require a thorough investigation of the condition prior to enrolment to determine that the school has the necessary resources and staff to provide in their duty of care to the student. The school will require that the parent stay in regular contact with the school as a condition of enrolment, regarding any material changes in the severity or treatment of the condition, to ensure the safety and well being of the student.

Please provide a copy of any reports that were given to you as a result of the consultations.

Does your child have any difficulties with

Sight _____

Hearing _____

Speech _____

Physical mobility _____

Concentration _____

Other _____

Food intolerances/dietary requirements

To assist in providing students with an enriched learning experience while at the Dharma School, students engage in a number of food preparation activities during project learning and within their classroom.

To ensure these activities are safe/accessible to all we request that Parents/Carer's provide the below information.

Does your child have any known food intolerances or dietary requirements?

Please list each ingredient

Immunisation

All schools are required by law to keep a record on the immunisation status of all children enrolling at the school. Daylesford Dharma School maintains the policy that it is the parent's right to decide whether or not to immunise their children. Please ensure that a complete Immunisation Certificate OR an "Immunisation exemption conscientious objection form" is provided to the school.

Has your child been immunised? YES NO

Completed Immunisation Certificate or Immunisation exemption conscientious objection form supplied to the school. YES NO

Concession

Do you have a Healthcare Card or other concession?

YES NO

Please note: to receive concession rate school fees
you will need to provide a copy of your Concession Card to the school.

If yes please provide a copy of your relevant concession with this enrolment form.

Medicare Number:

Ambulance Membership Number:

Healthcare Card Number:

Alternative Contact for Emergencies (other than parents)

Name: _____ Home: _____ Mobile: _____

Address:

Relationship to Child: _____

Name: _____ Home: _____ Mobile: _____

Address:

Relationship to Child: _____

Needs (Confidential Between Welfare Staff and Classroom Teacher)

Are there any special circumstances or learning issues that we should know about to further support your child's school experience?

Has your child attended any child development services for early intervention or been assessed for a learning disability?

Has another school or class teacher ever suggested that your child may suffer from a learning disability?

Have there been any traumatic physical, mental or emotional events experienced by your child that you feel may impact on their school experience?

What type of medical or therapeutic intervention has your child had?

Does your child regularly or frequently take a prescribed medicine?

Has a specialist, psychologist, psychiatrist or child guidance clinic ever been consulted? What were the outcomes or recommendations?

Do we have permission to speak to the professionals who have worked with your child to support their education experience?

Has the student ever been expelled, suspended, or asked to leave a school?

Data Collection Form
Information Required for Assessment and Reporting Purposes

Schools are required to collect student background information from parents as agreed by State and Territory Education Ministers. This is to enable nationally comparable reporting of students' outcomes against the National Goals for Schooling in the Twenty-First Century. For assistance with this form, please contact the school on 5348 3112.

Name of Student:

First Name:

Last Name:

Home Address of Student:

No. and Street Name:

Suburb:

Post Code:

1. Sex:

- Male
 Female

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

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander

3. In which country was the student born?

- Australia
 New Zealand
 England
 South Africa
 China (excludes SARs and Taiwan)
 Philippines
 India
 United States of America
 South Korea
 Hong Kong (SAR of China)
 Other – please specify

4. Does the student or their mother/guardian or their father/guardian speak a language other than English *at home*?

Student	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No, English only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Arabic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Cantonese
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Italian
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Vietnamese
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Mandarin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Greek
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Spanish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Tagalog
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Hindi
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Other – please specify

5(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.)

Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2	
<input type="checkbox"/>	<input type="checkbox"/>	Year 12 or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Year 11 or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Year 10 or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Year 9 or equivalent or below

5(b). What is the level of the *highest* qualification the parents/guardians have completed?

Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2	
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor degree or above
<input type="checkbox"/>	<input type="checkbox"/>	Advanced diploma / Diploma
<input type="checkbox"/>	<input type="checkbox"/>	Certificate I to IV (including trade certificates)
<input type="checkbox"/>	<input type="checkbox"/>	No non-school qualification

6(a). What is the occupation group of the mother / parent 1 / carer 1?

6(b). What is the occupation group of the father / parent 2 / carer 2?

Please select the appropriate parental occupation group from the list on the following page

- 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 box above.

List of Parental Occupation Groups

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 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, 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, 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 [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.

Conditions of Enrolment and Fee Agreement

('I' is understood to apply equally to all signatories)

- I understand that in enrolling my child at the Daylesford Dharma School ("the School"). I have read and am accepting that the policies and procedures of the school apply to my child and to my family. (Refer to the Parent/Student Handbook).
- I have understood the five precepts of the school and will make every effort to follow them while in the school and will encourage my child/ren to abide by the precepts while undertaking any school activity.
- I agree to allow my child's name and/or photograph/Image to appear in the school newsletter, website, promotional materials, exhibitions and/or media reports from time to time. (If my family situation changes and I wish to remove the consent I will advise the School in writing accordingly).
- I understand that if a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts, I authorise the school to give authority for such medical treatment. I indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- I give permission for the staff, or a person nominated by the staff, to check my child for head lice.
- I agree to notify the staff immediately in the event of my child contracting any infectious, contagious or notifiable condition or disease including head lice. I also agree not to send my child to school whilst she/he is suffering from the condition or during the recommended exclusion period.
- I give permission for my child to attend any school excursions as advised in the newsletter or by note and to leave the school grounds for short walks supervised by the registered teacher.
- Fees are billed a term in advance and are due for payment in full before the commencement of the school term for which they apply.
- I agree to pay the required school fees in full as they become due. I understand that late payment may attract an additional charge and that non-payment may result in the account being referred to a collection agency and will have additional legal costs and commission added to the account due.
- I understand that if I voluntarily withdraw my child/ren from the school, I must give written notice to the School not less than 4 weeks prior to withdrawal. If I fail to do so, I accept that I may forfeit any potential refund of school fees.
- I understand that students are responsible for their personal belongings and that the school will not be liable for any loss of these belongings.
- I have given all relevant information relating to my child for this enrolment application and if any information that may be viewed as relevant has been withheld, I accept that this may result in the initial or ongoing enrolment being reviewed.
- From time to time the School may alter the conditions of school enrolment by notifying the parents/guardian in writing. These alterations will apply from the date of notice.
- Please note that the contract we make is between the primary caregivers and the Daylesford Dharma School. The applicants whose signatures appear on the enrolment form shall be jointly and severally responsible for maintaining the terms of this agreement.

We, the parents/guardians of the child mentioned above, hereby apply for his/her admission. We have read the conditions herein and the school fee policy and agree to honour them.

Signed: _____ **Date:** ____/____/____

Print Name: _____

Signed: _____ **Date:** ____/____/____

Print Name: _____

A registration fee of \$50 should accompany any application(s). This is an administrative charge to process the enrolment application and is not refundable.

Applicant Checklist:

- Completed Enrolment Form**
- Registration Fee**
 - I have paid the \$50 fee as cash with my application and require a receipt
 - I would like to be invoiced for the \$50 fee to my email address provided
- Copy of Birth Certificate**
- Copy of Family Court orders (if applicable)**
- Copy of Immunisation Certificate or Conscientious Objector form**
- Copy of Healthcare Card or Concession evidence (if applicable)**
- Data collection form filled out by parents**