



# Enrolment Application

## Bethany Lutheran Primary School

126 Cascade Street, Raceview QLD 4305

**All applicants must complete all sections.**

If a place is offered for enrolment to the School, this Enrolment Application will form part of the Enrolment Contract.

It is important that all sections of this Enrolment Application are completed honestly and accurately, and full disclosure is made.

The School relies upon the statements made within this Enrolment Application, and if untruthful, false or misleading statements are made, or full disclosure is not made, the enrolment of the student may be terminated.

Forward the completed application with any supporting documentation by email – [connect@bethany.qld.edu.au](mailto:connect@bethany.qld.edu.au) or mail – Bethany Lutheran Primary School, Enrolments Officer, 126 Cascade Street, Raceview, QLD 4305.

**Mission Statement – “Centred on Christ, providing quality education, empowering students to serve and achieve.”**

**Vision Statement – “Be acknowledged as an innovator of Christian primary education, with vibrant community partnerships.”**

At Bethany, we believe that the family is very important and we want to work closely with you. By working as a team and supporting one another students are assisted to achieve their best in both their work and in the way that they conduct themselves.

The Bethany Values and Beliefs are:

### 1. The foundation of lifelong learning

We believe that Jesus Christ is Lord of all. Learning begins with the understanding that true knowledge and wisdom come from God. All aspects of learning and living occur in the context of the creative power and love of God. He provides forgiveness and an eternal future through His Son. God's Word is the authority and guide to our school community; through it we are empowered to grow as whole people, richly blessed for life.

### 2. Children are a valued gift

Each individual in our school is valued. God places the value of His Son on us. Therefore, our school celebrates the uniqueness of individuals and strives to extend the talents of all to reach their highest level:

- in spiritual growth;
- in academic learning;
- in physical and cultural endeavour;
- and in social and emotional wellbeing.

Children need love, acceptance, limits on their behaviour, challenge and success to help them grow and develop their abilities fully. Problem solving and play are important to children and are valued approaches in learning.

### 3. A positive atmosphere

Children need time to be children and therefore we strive to provide a safe environment where mistakes are stepping stones to growth and a positive atmosphere of success is authentically lived. Forgiveness is valued and practised freely in our school.

### 4. Sharing

All in our community share a responsibility towards others.

- Each values themselves,
- values others,
- values their own freedom,
- values the freedom of others...

and each person aims to

- care,
- support,
- encourage,
- serve,
- respect others.

### 5. Caring

All children and members of the school community need to value working together to provide excellent resources, environment, example and opportunity for each other and to take pride in serving our community.

## 6. Supporting

Parents are the most important people in the lives of their children. As a school, our aim is to assist parents to achieve the best possible outcome in providing a foundation for life for their children. We strive for excellence in education through working as a team; parents and school are partners in teaching and learning.

## 7. The school environment

The environment is a gift to all; nature is to be preserved, protected and treasured. We therefore help one another to value and care for our environment.

It is expected that students and families who become members of the Bethany community support the mission, motto, values, goals and policies of the School, and aim to live and work constructively and harmoniously within the community.

In addition, Bethany affirms its agreement with the National Goals for Schooling in the Twenty-First Century. These National Goals are as follows:

Schooling should develop fully the talents and capacities of all students. In particular, when students leave school they should:

- have the capacity for, and skills in, analysis and problem solving and the ability to communicate ideas and information, to plan and organise activities and to collaborate with others;
- have qualities of self-confidence, optimism, high self-esteem, and a commitment to personal excellence as a basis for their potential life roles as family, community and workforce members;
- have the capacity to exercise judgement and responsibility in matters of morality, ethics and social justice, and the capacity to make sense of their world, to think about how things got to be the way they are, to make rational and informed decisions about their own lives and to accept responsibility for their own actions;
- be active and informed citizens with an understanding and appreciation of Australia's system of government and civic life;
- have employment related skills and an understanding of the work environment, career options and pathways as a foundation for, and positive attitudes towards vocational education and training, further education, employment and life-long learning;
- be confident, creative and productive users of new technologies, particularly information and communication technologies, and understand the impact of those technologies on society;
- have an understanding of, and concern for, stewardship of the natural environment, and the knowledge and skills to contribute to ecologically sustainable development;
- have the knowledge, skills and attitudes necessary to establish and maintain a healthy lifestyle, and for the creative and satisfying use of leisure time.

## School Policies (including Attendance)

Enrolled students and parents are expected to comply with all relevant School policies and procedures which can be viewed on the School website and may be amended from time to time. The enrolment of a student may be terminated if School policies are breached.

Students are required to be in attendance by the specified start time each day and to attend assemblies, lessons and Chapel as timetabled.

## Enrolment Policy – Terms and Conditions

A priority for enrolments is to ensure that Bethany Lutheran Primary School creates a community that will both nurture and support Christians in their faith and reveal the gospel of Christ to all members. When children are enrolled, parents will undertake to support the beliefs and values that underpin Bethany Lutheran Primary School.

The Principal reserves the right to offer or decline to offer a place; to offer subjects or activities within the constraints of the school.

### 1. Application for admission of a student can only be made on this official application for admission form and accompanied by:

- (a) Non-refundable application fee of \$60.00
- (b) Copy of the prospective student's birth certificate, extract of birth entry or passport
- (c) Photo of the student – passport or similar size
- (d) Copies of the last two years' school reports or a Childcare, Kindergarten or Pre Prep Report
- (e) National testing reports i.e. Year 3, 5 NAPLAN
- (f) Current relevant medical reports/information – e.g. allergies, asthma or diabetes (this is required for the purpose of enabling Bethany Lutheran Primary School to assess how to meet any medical or health needs of the student)
- (g) Other relevant allied health professional reports which may refer to social/emotional, behavioural or addition learning needs that are pertinent to the student, e.g. speech, language, occupational therapy, psychologist, vision or audiologist – in some cases an updated report may be requested by the school (this is required for the purpose of enabling Bethany Lutheran Primary School to assess how to meet any health or other needs of the student)
- (h) If any court or parenting order exists pertaining to the guardianship arrangements for the student, this must also be provided.

**All of the above information/reports must be presented with this application.**

### 2. Bethany Lutheran Primary School – expectation of parents

- (a) Involvement and commitment in the school
- (b) Prompt payment of term fees by the specified date
- (c) Willingness to work through issues, of or when they arise in an atmosphere of mutual respect
- (d) Willingness to obtain additional assessment/s if requested to assist in the student's future learning
- (e) Abide by the conditions as stated in the enrolment agreement and other school policies; and
- (f) Agree to adhere to school's procedures, e.g. students arriving at school on time

### 3. Bethany Lutheran Primary School – expectations of students

- (a) Attendance requirements (as governed by the Education General Provisions Act 1989 and other relevant Acts)
- (b) Behavioural expectations
- (c) Educational expectations
- (d) Homework expectations
- (e) Uniform policy
- (f) Participation in all programs of the school – camps, excursions, carnivals, sporting, cultural and co-curricular activities as required; and
- (g) Involvement in all aspects of Christian studies, chapels and assemblies.

Any matters relating to additional needs of the student will be raised in discussion.

In confirming an enrolment, parents accept or agree to adhere to all Bethany Lutheran Primary School policies. A range of policies are available from the office and on the Bethany Lutheran Primary School website at [www.bethany.qld.edu.au](http://www.bethany.qld.edu.au). If an offer of enrolment is made, parents and students are asked to complete all necessary documentation and amend any personal details which may have changed. Enrolments are finalised on receipt of payment of the Family Deposit (\$350.00) or in the case of a sibling an enrolment deposit on the first term's fees (\$350.00) by the specified date. If it is not paid, the enrolment lapses.

### 4. Should the enrolment not proceed, the Family Deposit and enrolment deposit fees are non-refundable

I/We understand that the initial and continuing enrolment of my child at Bethany Lutheran Primary School is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our child.

I/We hereby apply to enrol the below named student at Bethany Lutheran Primary School.

I/We undertake to support the ethos of the school and its rules, regulations and work programs, including any changes that may be introduced in the future.

I/We accept that the Principal reserves the right to cancel my/our child's enrolment at the school in the following circumstances:

- For breach of the rules and regulations
- For non-payment or late payment of school fees
- If I/We have provided any false and misleading information to the school
- If I/We have failed to disclose relevant information that was requested by Bethany Lutheran Primary School
- If my/our child/ren's circumstances change and those circumstances affect the ability for Bethany Lutheran Primary School to provide the necessary resources to accommodate my/our child/ren's needs.

I/We understand that once a student commences at the school, one full term's notice in writing to the Principal is required before a student is withdrawn from the school. All offers of place are made at the discretion of the Principal of Bethany Lutheran Primary School.

**I/We have read, understand and agree to the terms and conditions of the enrolment policy**

\_\_\_\_\_  
Signature of Parent 1/Legal Guardian 1

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Signature of Parent 2/Legal Guardian 2

\_\_\_\_\_  
Please print name

## Enrolment Process

For full information regarding enrolment, please read the Enrolment Policy enclosed with this application.

### 1. Making an application

(a) Application for enrolment of a student may only be made on the Enrolment Application, and accompanied by:

- the non-refundable Enrolment Application Processing Fee;
- copy of the student's birth certificate/extract of birth entry or passport (if student holds a passport);
- copies of latest school reports and those of the last 2 years, plus any state or national testing results (if applicable); and
- any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical conditions.

(b) The decision about the enrolment of any student is made on the basis of full and complete information being provided to the School, plus a successful interview.

### 2. Interview and offer of a place

Applicants will not be invited to commence the enrolment interview process until all required documentation has been provided.

An offer of a place will be made following successful completion of the enrolment process and personal interview.

### 3. Acceptance of offer

If an offer of enrolment is made, parents are required to:

- pay the Family Deposit fee (\$350), plus any other fees and levies due at that time;
- return the signed Enrolment Contract; and
- return any other forms signed as applicable.

Parents should also update any personal details which may have changed since completing the Enrolment Application.

### 4. Fees

Fees are set out on the Schedule of Fees. Parents will be invoiced when fees are due.

## Section 1: Student Details *(please print)*

### A. Student information

Please attach a copy of the student's birth certificate.

i) Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Male / Female: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Birth country: \_\_\_\_\_

ii) Is this student of Aboriginal or Torres Strait Islander origin?

No

Torres Strait Islander

Aboriginal

Aboriginal & Torres Strait Islander

### B. Enrolment details

Commencement details Year of entry: \_\_\_\_\_ Term: \_\_\_\_\_ Proposed year level: \_\_\_\_\_

### C. Residency, citizenship and visa details

(i) Language/s spoken at home: \_\_\_\_\_

(ii) Please tick and complete the appropriate option:

The student is a permanent resident of Australia.

The student is a NZ citizen intending to reside in Australia.

*(Please provide copy of passport together with passport page stamped with entry into Australia.)*

The student is a naturalised citizen of Australia. *(Please attach a copy of certificate.)* Date citizenship obtained: \_\_\_\_\_

The student is a temporary resident of Australia. *(Please complete visa details below and attach a copy of the visa.)*

Visa no.: \_\_\_\_\_ Visa type: \_\_\_\_\_ Visa sub-class: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Issue date: \_\_\_\_\_ Expiry date: \_\_\_\_\_

### D. Religious affiliation

i) Religion of child: \_\_\_\_\_

ii) Religion of parents: Parent 1/Legal Guardian 1: \_\_\_\_\_ Parent 2/Legal Guardian 2: \_\_\_\_\_

iii) Is your family actively associated with a Christian denomination?  Yes  No

iv) If Yes, state denomination and name of congregation: \_\_\_\_\_

### E. Previous daycare/kindy/schools attended *(If insufficient space, please attach a separate list)*

Name of school	Year level	Years of attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Copies of the last two years' school reports are required for consideration of this application if applying for entry within the next two years.*

### F. Other information

Number of children in family: \_\_\_\_\_

Birth order of applicant: \_\_\_\_\_

## Section 2: Parent Details – Parent 1/Legal Guardian 1 Details

### A. Name and address

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given names: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

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

\_\_\_\_\_  
Postcode: \_\_\_\_\_

### B. Contact details

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Personal mobile: \_\_\_\_\_ Work mobile: \_\_\_\_\_

Preferred mobile:  Home  Work

Home fax: \_\_\_\_\_ Work fax: \_\_\_\_\_

Home email: \_\_\_\_\_

Work email: \_\_\_\_\_

Preferred email address:  Home  Work

### C. Employment

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Position: \_\_\_\_\_

### D. Schooling and education

**\* Please note:** The collection of this information is a requirement of the Federal Government for reporting student outcomes.

i) Last school attended: \_\_\_\_\_

Type:  Government  Non-Government Location: \_\_\_\_\_

ii) What is the highest year of primary or secondary school you have attended? \*

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent or below

iii) What is the highest level of qualification you have completed? \*

Bachelor degree or above  Advanced diploma/diploma

Certificate I to IV (including trade certificate)  No non-school qualification

iv) Occupation group\*: (Please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on page 7. If you are **not** currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.)

Group 1 (senior management)

Group 2 (other business managers)

Group 3 (tradesmen/women)

Group 4 (machine operators) I have **not** been in paid work in the last 12 months.

### E. Language

Do you speak a language other than English at home? \* (If more than one language, indicate the one that is spoken most often.)

English only

Language spoken other than English: \_\_\_\_\_

## Section 3: Parent Details – Parent 2/Legal Guardian 2 Details

### A. Name and address

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given names: \_\_\_\_\_ Preferred name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

### B. Contact details

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Personal mobile: \_\_\_\_\_ Work mobile: \_\_\_\_\_

Preferred mobile:  Home  Work

Home fax: \_\_\_\_\_ Work fax: \_\_\_\_\_

Home email: \_\_\_\_\_

Work email: \_\_\_\_\_

Preferred email address:  Home  Work

### C. Employment

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Position: \_\_\_\_\_

### D. Schooling and education

**\* Please note:** The collection of this information is a requirement of the Federal Government for reporting student outcomes.

i) Last school attended: \_\_\_\_\_

Type:  Government  Non-Government Location: \_\_\_\_\_

ii) What is the highest year of primary or secondary school you have attended? \*

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent or below

iii) What is the highest level of qualification you have completed? \*

Bachelor degree or above  Advanced diploma/diploma

Certificate I to IV (including trade certificate)  No non-school qualification

iv) Occupation group\*: (Please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on page 7. If you are **not** currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.)

Group 1 (senior management)

Group 2 (other business managers)

Group 3 (tradesmen/women)

Group 4 (machine operators) I have **not** been in paid work in the last 12 months.

### E. Language

Do you speak a language other than English at home? \* (If more than one language, indicate the one that is spoken most often.)

English only

Language spoken other than English: \_\_\_\_\_



## Parental Occupation Groups *(For sections 2 & 3.)*

### 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/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, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
  - Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
  - Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf 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, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
  - Other worker** [labourer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## Section 4: Student Needs Profile *(This section must be completed even if the questions are not applicable to your child.)*

- Consideration will be given to the ability of the School to meet the needs of the child.
- Parents must fully inform the School of any areas of development where your child may require assistance.
- The School reserves the right to determine its ability to meet those needs.
- The School reserves the right to terminate the enrolment when disclosure of a student's needs has not been provided.
- The School may request relevant assessment to determine the potential student's additional educational and/or physical/emotional/mental needs. These assessments will be at the parent/guardians' expense.

i) Has your child participated in a gifted academic program? *(If Yes, please attach documentation.)*

Yes       No

ii) Has your child ever received "Learning Support" assistance? *(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner.)*

Yes       No

iii) Has your child ever been "profiled"? *(Profiling is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. This educational support is provided by, or accessed through, specialist teaching personnel.)*

Yes       No      If Yes, please state his/her current level: \_\_\_\_\_

iv) Has your child ever repeated a year?

Yes       No      If Yes, please provide details: \_\_\_\_\_

v) Has your child ever been accelerated (skipped a year)?

Yes       No      If Yes, please provide details: \_\_\_\_\_

vi) Has your child ever had any of the following disabilities/difficulties which may affect their learning and/or behaviour?

a) If Yes, please tick all applicable:

Intellectual       Autism/Aspergers       Vision       Physical       Social/Emotional       Hearing  
 A.D.D.       Learning difficulty       Non-verbal learning disorders       Head injury       Epilepsy  
 Degenerative condition       Other condition which may affect your child's learning or behaviour: \_\_\_\_\_

b) If Yes, please specify the specialist/s who assessed your child for the above disability/s and/or difficulties which may affect their learning and/or behaviour:

Guidance Officer       Occupational Therapist       Paediatrician       GP       Child Psychologist  
 Speech Therapist       Developmental Optometrist       Psychiatrist       Counsellor       Other

c) Do you have a report from the above specialist/s? *(Please include a copy)*       Yes       No

vii) Does your child have any social difficulties with other children?

Yes       No      If Yes, please specify: \_\_\_\_\_

viii) Has behaviour management or conforming with school regulations ever been an issue with your child in the school setting?

Yes       No      If Yes, please specify: \_\_\_\_\_

ix) Does your child have any allergies (including food allergies) or intolerances the School should be aware of (e.g. nut allergy)?

Yes       No      If Yes, please specify: \_\_\_\_\_

x) Does your child have any other medical conditions the School should be aware of? (e.g. diabetes / previous operations)

Yes       No      If Yes, please provide details: \_\_\_\_\_

xi) Does your child take medication on a regular basis?

Yes       No      If Yes, what type of medication does your child take and how often? \_\_\_\_\_

## Section 5: Family Circumstances *(Please complete this section if natural parents are not living together.)*

- *Please attach copies of Family Court Orders or Protection Orders relating to the student.*

- i)  Parents separated                       Parents divorced  
 Father deceased                       Mother deceased  
 Student living with mother     Student living with father  
 Student living with legal guardians *(please attach supporting legal documentation.)*  
 Other \_\_\_\_\_

ii) Who should the College communicate with regarding day to day matters?

- Parent 1/Legal Guardian 1     Parent 2/Legal Guardian 2

iii) Who will be the recipients of school reports?

- Parent 1/Legal Guardian 1     Parent 2/Legal Guardian 2

## Section 6: Cocurricular Activities *(If you require further space, please attach a note to the application.)*

i) Music *(please indicate instrument/s):*

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ii) Vocal: \_\_\_\_\_

iii) Sport *(please indicate the sport/s in which your child participates):*

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iv) Visual Arts: \_\_\_\_\_

v) Performing Arts *(speech & drama, dance and other):* \_\_\_\_\_

## Section 7: Signatures

Parents wishing to apply for their child to be enrolled at Bethany Lutheran Primary School are asked to:

- Complete and sign this application; and
- Pay the Enrolment Fee of 60.00 *(The payment of this fee does not guarantee enrolment at the School. This is an administration fee and is non-refundable);* and
- Forward the application form by email or mail to the address shown below under Mailing Address and Contact Details.

So that future correspondence is addressed correctly, we ask that you notify the Enrolment Officer of any change of address or telephone number. The School reserves the right to review or terminate the enrolment when disclosure of a student's needs has not been provided. The School may access school records and relevant information including financial accounts from your child's previous schools if required.

The School collects and deals with personal information and sensitive information in accordance with the Bethany Lutheran Primary School Privacy Policy, which is included in this application.

- By signing this form, I confirm that all information supplied is true and correct
- I agree that I have read and understand the:

- Privacy Collection Statement                       Enrolment Policy                       Schedule of Fees *(separate document)*

Parent 1/Legal Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2/Legal Guardian 2: \_\_\_\_\_ Date: \_\_\_\_\_

## How did you hear about Bethany Lutheran Primary School?

- |  |  |
|--|--|
| <input type="checkbox"/> Bethany Lutheran Primary School website | <input type="checkbox"/> Lives locally                           |
| <input type="checkbox"/> Other website                           | <input type="checkbox"/> Newspaper      Which one? _____         |
| <input type="checkbox"/> Open Day                                | <input type="checkbox"/> Radio              Which station? _____ |
| <input type="checkbox"/> Relative                                | <input type="checkbox"/> Word of Mouth                           |
| <input type="checkbox"/> Other _____                             |  |

## Parent Checklist *(The application may not be processed until all required documentation is provided.)*

**Please ensure all questions are answered and a copy of the following (if applicable) has been enclosed with this application:**

- Birth certificate
- Current passport
- Visa
- Citizenship Certificate
- Last two years' school reports
- National Benchmarking results (e.g. Australian NAPLAN Results Years 3 & 5)
- Specialists' reports
- Supporting legal documentation if legal guardians are signing this Enrolment Application
- Family court orders or protection orders

*Plus:*

- \$60 Enrolment Application Fee (To pay online, please use BSB 034240, A/C 260245 and use reference – “App Fee SURNAME”)

Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

# Privacy Collection Statement

## Standard collection notice – student enrolments

1. The school collects personal information including sensitive information about students and parents and legal guardians before, during and after the course of a student’s enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools and colleges require that certain information be collected. These laws include those pertaining to family data collection, e.g. sections 2 & 3 of this form, public health and child protection.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act as of December 2001. We may ask you to provide medical reports about students from time to time.
5. The school, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers, coaches and volunteers, e.g. parent helpers on camps.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or legal guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and website and is, at times, forwarded to local newspapers for advertising and publication purposes.
8. Parents/legal guardians may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information 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.
9. The school, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the school’s fundraising activities for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. If you provided 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. Please also inform them that they can access information if they wish and that the school does not usually disclose such information to third parties.

### I/We have read and understood the Privacy Statement.

\_\_\_\_\_  
Signature of Parent 1/Legal Guardian 1

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Signature of Parent 2/Legal Guardian 2

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Date

**I look forward to meeting you and welcoming your family into the Bethany Lutheran Primary School Community.**

**Heidi Hansen, Principal**

### **Mailing Address and Contact Details**

Bethany Lutheran Primary School

126 Cascade Street, Raceview, Qld 4305

Phone: +61 7 3288 8799

Fax: +61 7 3288 6935

Email: [connect@bethany.qld.edu.au](mailto:connect@bethany.qld.edu.au)

A school of the Lutheran Church of Australia Queensland District