

Application to Register

Use this form to apply to register on the prospective students list of Northern Beaches Christian School. Please use BLOCK LETTERS.

STUDENT DETAILS

Surname _____ Gender Male Female

First Name _____ Country of Birth _____

Second Names _____ Date Of Birth ____/____/____
DAY MONTH YEAR [PLEASE ATTACH EVIDENCE OF DATE OF BIRTH]

Preferred Name _____

What is your child's current school? _____ Current grade _____

What is the desired entry grade for your child? _____ Desired calendar year of entry _____

Would you like to carry this application over to subsequent years if places are not available? Yes No

Home Address _____

Suburb _____ State _____ Postcode _____

Postal address _____

Suburb _____ State _____ Postcode _____

Phone Numbers _____

Email Address _____

Is the student of Aboriginal or Torres Strait Islander Origin? No Yes Aboriginal Yes Torres Strait Islander

EDUCATION

Current School _____ Years attending _____

Reason for leaving _____

Previous School _____ Years attending _____

Reason for leaving _____

Has your child ever been asked to leave a school or refused enrolment? Yes No

If yes, please state the reason _____

Is the student currently receiving additional

Educational support Yes No Extension work Yes No



FAMILY DETAILS

Mother/Guardian

Father/Guardian

Surname_____

Surname_____

First Name_____

First Name_____

Second Names_____

Second Names_____

Preferred Name_____

Preferred Name_____

Title[Mrs,Ms,etc]_____

Title[Mr,Dr,etc]_____

Mobile phone_____

Mobile phone_____

Email_____

Email_____

Occupation_____

Occupation_____

Name of Employer_____

Name of Employer_____

Church affiliation_____

Church affiliation_____

Are the individual/s listed above, the natural parents of the child. Mother Yes No

Father Yes No

If not natural parents, please specify relationship to the child_____

Do both natural parents support this application? Yes No If no, please give reasons why_____

CURRENT FAMILY STRUCTURE [please answer the following as relevant]

Yes No Are the natural parents married to each other?

Yes No Are both natural parents still alive?

Yes No N/A If divorced, is the custodial parent remarried?

Yes No N/A If divorced, is the non-custodial parent remarried?

Yes No Do both natural parents have access to the child?

If your relationship structure involves shared custody of the child for whom this application is made, please outline the arrangement_____

My child may need Education support [remedial] Extension work



FAMILY DETAILS

Mother's/Guardian's home address

A post office box is not acceptable as a home address. Provide only one address only if Mother's and Father's addresses are the same.]

Street address _____

Suburb _____

State _____ Postcode _____

Home phone _____

Work phone _____

Fax _____

The student lives at this address ...

All the time Part of the time

Please list other location/s where the child resides _____

Father's/Guardian's home address

A post office box is not acceptable as a home address. Provide only one address only if Mother's and Father's addresses are the same.]

Street address _____

Suburb _____

State _____ Postcode _____

Home phone _____

Work phone _____

Fax _____

The student lives at this address ...

All the time Part of the time

Please list other location/s where the child resides _____

Siblings Please list any siblings under the age of 18 years

Name _____

Gender Male Female Date Of Birth ____/____/____

Current School _____ Grade _____

Name _____

Gender Male Female Date Of Birth ____/____/____

Current School _____ Grade _____

Name _____

Gender Male Female Date Of Birth ____/____/____

Current School _____ Grade _____

Name _____

Gender Male Female Date Of Birth ____/____/____

Current School _____ Grade _____



STUDENT'S CONNECTIONS WITH NBCS

Please tick any of the following that apply:

- Brother or sister currently attending NBCS
- Brother or sister currently on the prospective students list
- Brother or sister currently on the waiting list
- Other relatives with past or present connections with the school for example, if a parent or grandparent is a past student:

Name _____ Relationship to student _____ Leaving Year _____ Na
 me _____ Relationship to student _____ Leaving Year _____

CHURCH AFFILIATION

Church your family attends _____
 Denomination _____ Minister / Pastor _____
 Family involvement in church _____

REFERENCE CONTACT previous Principal, Teacher, Minister/Pastor

Name _____
 Daytime phone number _____
 Name _____
 Daytime phone number _____

GENERAL CONSENT This is a declaration by parents or a guardian responsible for fees

- We apply to have the above-named student considered for admission to Northern Beaches Christian School.
- We agree to provide, when requested, any information concerning the student's education or medical history.
- We enclose with this Application, a Registration Fee of \$270 [which includes 10% GST], which we understand is non-refundable and does not guarantee the offer of a place.
- We enclose evidence of date of birth [such as a copy of a birth certificate or passport]
- We undertake to conform to the rules, procedures and regulations made by the School, upon offer of a placement.

Mother's/Guardian's Signature _____ Date _____ / _____ / _____
DAY MONTH YEAR

Father's/Guardian's Signature _____ Date _____ / _____ / _____
DAY MONTH YEAR

ENROLMENT POLICY We will enrol students according to the Policy described below.

Our selection criteria and ethos

Our selection criteria are established to reflect the ethos of our School. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand and are supportive of the Christian aims and objectives of the School.

We will assess all applications to enrol against these criteria.

Our enrolment process

Points at which we take in new students

Our normal entry points are Pre School, Year 1, 3, 5, 7, 10 and 11. We will consider applications for entry to other years, but only if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry.

We have limited places to offer. We will draw up a waiting list and will use this list to make later offers of enrolment if students to whom initial offers were made decide not to accept places offered, or if students already enrolled withdraw from the School.

You cannot defer an offer

If we offer a student a place for a particular entry point, that offer only applies to that point of entry: it does not apply for a later entry point. For example, if we offer a child a place at the School starting in Year 7, but the parents then decide that they wish to defer the child's entry until Year 10 they cannot defer the original offer to take it up at the later entry point. In these circumstances we will put the child on the normal application waiting list and will reconsider their application at the next entry point.

Our enrolment timetable

Our action	Parents' action	Comments
We develop a list of prospective students from completed Application to Register forms	Parents may have their child placed on the list of prospective students by completing an Application to Register form and paying the Registration Fee.	<ul style="list-style-type: none"> ■ As we receive each form we add the child's name and contact details to our list of prospective students for the relevant year. ■ The Registration Fee is non-refundable and paying it does not guarantee a place.
We will send Enrolment Interview Questionnaire forms to students on the list to be completed and returned.	If parents wish to proceed with their application they will complete the Enrolment Interview Questionnaire Form and return it by the specified date with copies of two recent school reports.	<ul style="list-style-type: none"> ■ We will send all children on the list Enrolment Interview Questionnaire forms as soon as possible.
We will select students to interview and notify parents.	Attend interview with their child at the time arranged.	<ul style="list-style-type: none"> ■ Parents must bring copies of the two most recent school reports. An interview does not guarantee an offer of a place.
For entry to years 5 and 7 only: Students on wait lists at least 12 months prior to entry may take the opportunity to sit for extension class testing. Testing is not compulsory.	Bring children for testing at the time notified.	<ul style="list-style-type: none"> ■ Parents will be advised as to dates of testing. ■ Testing is not compulsory for general admission.
Offer of a place which includes sending a Student Enrolment Information Form.	<p>Completion of Enrolment Information Form.</p> <p>Accept the offer of a place by signing the Enrolment Confirmation and paying the non-refundable Enrolment Fee and Student Bond or rejection of the offer.</p> <p>Year 7 Term One fees Deposit, Enrolment Fee and Bond must be paid in advance before the expiry date of the offer to confirm acceptance.</p>	<p>We will send offers of places by.</p> <ul style="list-style-type: none"> ■ The number of places offered reflects the number of positions available. We will advise parents if we are offering a place, if we are placing their child on a waiting list, or if we are not able to consider their child for a place. ■ The Enrolment Fee and Bond payable for each student for whom a place is accepted. ■ Enrolments are not final until funds have been cleared for Fees, Bonds and School Uniforms. ■ The Registration Fee is non refundable.

Fees during the enrolment process

We will charge:

- A Registration Fee to be paid by the parents and forwarded with the Application to Register form. This amount of \$270 [inc GST] - is non-refundable and does not guarantee a place at the school.
- An Enrolment Fee of \$200- and Bond of \$1050- to be paid by the parents when they accept an offer of a place. The Enrolment Fee and Bond are non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer. All Offers are forfeited if funds are not paid by the advised date.
- Additional Requirement For entrance into Year 7. Parents are required to pay the Enrolment Fee, Bond and First Terms fees in advance before the expiry date of the offer, as a confirmation of acceptance. First Terms fees are then credited to the Term 1 invoice when the child commences school. All Offers are forfeited if funds are not paid by the advised date. If the child does not commence school the Bond and Term 1 fees are non-refundable.

Privacy of information supplied

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

Enrolment Contract

Parents may accept a place for their child by signing the Enrolment Confirmation and paying the Enrolment Fee and Bond (and Term 1 fees for Year 7). This will establish the parents' agreement to support the school rules and policies, to pay the School Fees, to accept the Enrolment Terms and the consequences of suspension or termination.

Parents' declaration

In completing the Student Enrolment Form we will ask the Parents to declare that to the best of their knowledge they have:

- disclosed any special needs of their child
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- completed fully the Student Information Form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse, or terminate the enrolment process on these grounds.

Obligation to attend all school activities

When a place at the school is accepted the student will be expected to attend all the activities of the school, including classes, sports training and matches on weekdays and weekends, extra curricular activities and special school functions (such as concerts and inter-school sporting events.)

School Fees

School Fees for the first term of enrolment must be paid before school starts and by the date specified on the invoice (with the exception of Year 7 which are paid the year before entry) or the offer is forfeited. Term 1 School Fees are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. The current School Fees will be set out in the Fee Schedule which will be included in the enrolment pack. All fees and charges are reviewed annually.

When guardians or carers are enrolling children

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child's application.

Our Enrolment Policy may change

The School reserves the right to alter its Enrolment Policy. Parents are encouraged to contact the School to find out if there have been any changes.