

# ENROLMENT FORM

## 2023



STUDENT NAME: \_\_\_\_\_  
YEAR: \_\_\_\_\_

**ZAHRA GRAMMAR SCHOOL**

*Make Learning Happen*



# Zahra Grammar School

44-48 Westmoreland Rd, Minto NSW 2566

T: (02) 8712 1683

Email: [admin@zahragrammar.nsw.edu.au](mailto:admin@zahragrammar.nsw.edu.au)

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## Application/Enrolment Form

**Please Read Important Information Before Completing This Form:-** This application does not guarantee enrolment, a **non-refundable application fee of \$100** is payable at the time of making application.

- Any serious health problems requiring medication, disability etc. must be declared
- School fees are due by the end of Week 2 of each term
- Tuition and book fees are subject to change without prior notice

**The following documents must accompany the enrolment form:-**

- Childs Birth Certificate
- Immunisation Certificate
- Medicare card
- Visa status
- Last 2 years School reports (if applicable)
- State/National Test results (if applicable)

## Student Details

Applying to enter Year \_\_\_\_ in 20\_\_\_\_

Gender ☐ Male ☐ Female

Family Name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Current School \_\_\_\_\_

Current Grade \_\_\_\_\_

This student is ☐ an Australian Citizen ☐ a Permanent Resident ☐ a Temporary Resident

Nationality (if not an Australian citizen) \_\_\_\_\_

Arrival date in Australia (if applicable) \_\_\_\_/\_\_\_\_/\_\_\_\_

Indigenous Status ☐ None ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander

Languages Spoken at Home \_\_\_\_\_

Intended type of travel to school ☐ Walk ☐ Car ☐ School Bus ☐ Public Transport

Child Lives with ☐ Both ☐ Mother ☐ Father ☐ Guardian

Are there any custody restrictions ☐ Yes (please attach documentation) ☐ No

# Parent/Guardian Details

## Mother / Guardian 1

Title \_\_\_\_\_ Given name(s) \_\_\_\_\_ Family Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

Do you speak another Language other than English ☐ No ☐ Yes (please specify) \_\_\_\_\_

Highest year of School Education Completed:  
Completed:

- (Please tick one only)
- ☐ Year 12 or equivalent
  - ☐ Year 10 or equivalent
  - ☐ Below Year 10

Highest Qualification

- (Please tick one only)
- ☐ Bachelor Degree or above
  - ☐ Advanced Diploma/ Diploma
  - ☐ Certificate I to IV (including trade certificates)
  - ☐ No Post secondary education

Are you currently employed? ☐ Yes ☐ No ☐ Volunteer Worker

What is your current occupation? \_\_\_\_\_ What is your occupation Group? **1 2 3 4**

(Please circle one from attached guide)

## Father / Guardian 2

Title \_\_\_\_\_ Given name(s) \_\_\_\_\_ Family Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

Do you speak another Language other than English ☐ No ☐ Yes (please specify) \_\_\_\_\_

Highest year of School Education Completed:  
Completed:

- (Please tick one only)
- ☐ Year 12 or equivalent
  - ☐ Year 10 or equivalent
  - ☐ Below Year 10

Highest Qualification

- (Please tick one only)
- ☐ Bachelor Degree or above
  - ☐ Advanced Diploma/ Diploma
  - ☐ Certificate I to IV (including trade certificates)
  - ☐ No Post secondary education

Are you currently employed? ☐ Yes ☐ No ☐ Volunteer Worker

What is your current occupation? \_\_\_\_\_ What is your occupation group? **1 2 3 4**

(Please circle one from attached guide)

## Sibling Details

Name of Siblings

Grade

Age

School

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## Medical Details

Medicare card number

Does the child have private health care? ☐ Yes ☐ No Details \_\_\_\_\_

Does the student have ambulance cover? ☐ Yes ☐ No Details \_\_\_\_\_

Does the student suffer from Asthma? ☐ Yes ☐ No

Name of Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Address

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Allergies: (please specify any allergies suffered by the student) \_\_\_\_\_

Medical Problems: (please specify any medical problem that the school should be aware of including any daily medication necessary for the student.) \_\_\_\_\_

## Emergency Contact Details

### Emergency Contact 1

Contact Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Mobile Number \_\_\_\_\_ Home Number \_\_\_\_\_ Work Number \_\_\_\_\_

### Emergency Contact 2

Contact Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Mobile Number \_\_\_\_\_ Home Number \_\_\_\_\_ Work Number \_\_\_\_\_

## **Conditions of Enrolment and Admission**

- The student must attend school throughout the school year. In term-time, attendance is compulsory from Monday to Friday inclusive during school hours.
- A request by a parent or guardian for leave of absence for a student must be made in writing at least 1 month in advance. Such leave will only be granted for medical or special reasons. In the case of absence due to infectious illness, accident, etc., the parent or guardian must notify the school as soon as possible.
- If a student has been absent, with leave previously granted or without (minor illness etc.), on return to school they must bring a letter from their parent or guardian explaining the absence. A doctor's certificate is required in the event of prolonged sickness)
- If a student is absent during term time and no explanation is received, the absence will be reported to the parent or guardian and an explanation required.
- Unless it is requested by parent/guardian, unexplained prolonged absenteeism will be reported to the relevant government agencies under mandatory reporting regulations.

## **Administration and Conduct**

- Parents and their children agree to be bound by the rules of the school and undertake to ensure that the student complies at all times with any policies, programs and code of behavior stipulated from time to time by the school for its students. Parents undertake to support the school decision in relation to behavior of students.
- The school may remove a student whose conduct or progress is considered to be unsatisfactory. If a student is removed during the term, the school is entitled to retain or be paid the term fees due.
- All students must wear school uniform as detailed in the student handbook. Students who fail to come to school with improper uniform or appearance may be excluded from attending the classes until the issue is resolved.
- Promotion from year to year and retention in the School depends upon progress and conduct of the student.
- Prompt notice to the School is required in case of any change to:
  - address and contact details, and
  - Family, guardianship and/or custody arrangements.
- The details provided above will be used to communicate with you via text message or e-mail where necessary.
- The school may publish photographs of your child and/or sample of work completed by your child and use the still/running images and/or voice of your child for promotional or educational purposes. This could include, but are not limited to school newsletters (online and printed), school intranet, school websites, school magazines, yearbooks, local or community newspapers, banners, media releases, and TV/radio advertisements.
- Students misbehaving in the public/private school bus service may receive short or long term suspensions from the bus service. Continual misconduct may result in expulsion from the service.
- Students misbehaving in excursions or in-school activities may be excluded from similar activities in the future as part of their punishment.

## **Finance**

- All School fees are payable by the end of Week 2 of each term.
- If unforeseen difficulty is experienced, the parent should notify the school as soon as possible.
- The family of any student causing damage to the school will be liable for the payment of damages incurred.
- No remission of fees either in whole or in part shall be made if the student is absent from the school for any reason.
- The cost of the excursions, incursions, camps and other activities is to be paid in addition to school fees unless otherwise advised.

## Privacy

- The parent or guardian of the student agrees that Personal Data provided may be used and retained by the school for the following purposes and for other purposes as shall be agreed between the parent/guardian and school or required by law from time to time:
  - conveying relevant information to the government or its representative authorities and to Education authorities to comply with statutory and/or legal obligations
  - provisions of services and goods by the school
  - marketing of services and goods by the school
  - processing of any payments, direct debit and/or credit card facilities as requested by the family
  - enabling the daily operation of the student account and the collection of amounts outstanding in the account
- The school may give information about the family to a credit reporting agency for the following purposes.
  - to notify the agency of a default by the family
  - to facilitate collection of amounts outstanding under the account

## Default and Consequences

If a family defaults in payment of any invoice when due, the family shall indemnify the school from and against all the school's costs and disbursements, including collection agency and solicitor costs.

Without prejudice, if at any time the family is in breach of any obligations, the school may suspend or terminate the supply of goods or services to the family and any of its obligations under the terms and conditions. The school shall not be liable to the family for any loss or damage the family suffers because the school has exercised its right under the clause.

In the event that any money payable to the school becomes overdue, or in the school's opinion the family will be unable to meet its payments as they feel due them.

the school at its discretion may be entitled to terminate the enrolment contract

all amounts owing to the school shall become immediately due and payable.

## Consent for Emergency Treatment and Excursions

Parents must ensure that the school is advised at the interview or in writing of any disabilities, allergic reactions or medical conditions affecting the students. An emergency contact name and telephone number must be provided to the school and kept updated at all times. In the event of an accident or sudden illness where the student is under the schools care, the school will endeavor to contact parents as soon as possible but without delaying the school in taking action as set out below.

If judged necessary by the school and where no contact has been made and without subjecting the school to liability, a student may be taken for emergency treatment to a hospital or doctor or may be given first aid. When contact is made with the parents; arrangements will be made for the care of the student to be handed over to the parents/guardian. Any expenses incurred in connection with such treatment will be met by the parents.

It is a condition of enrolment and admission that consent is given by parents for a student to take part in any excursion held for the purpose of furthering the study of any course or subject taught by the school or as part of a program of tutorial activities or for any other purposes approved by the Principal, provided that the excursion will be under the care and direction of a teacher or teachers or the school and provided that a special form of consent is issued.

How did you hear about the school? \_\_\_\_\_

### Statement of Commitment

I/We certify that the above information given is true and correct. I/We have read the “Conditions of Enrolment and Admission and I/We agree to be bound by these regulations of Zahra Grammar School.

I/We undertake to assist my/our son/daughter in upholding the ideals of Zahra Grammar and agree to co-operate with the school in supporting the regulations and discipline of its students.

Mother/Guardian 1 Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Father/Guardian 2 Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

To be signed by both parents/guardians, these signatories are also responsible for payment of all accounts.

### List of Parental Occupation Groups

- Senior management in large business organization, government administration and defence, and qualified professionals
  - Other business managers, arts/media/sportspersons and associate professionals
  - Tradesmen/women, clerks and skilled office, sales and service staff
  - Machine operators, hospitality staff, assistants, labourers and related workers
  - Not in paid work in last 12 months
  - Not stated/Unknown
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### **Office Use Only**

Documents Provided ☐ Yes ☐ No

Both Parents Signed ☐ Yes ☐ No

Enrolment Confirmation Date

Staff Member \_\_\_\_\_ Signature \_\_\_\_\_



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