



ZAHRA

GRAMMAR SCHOOL

Faith - Integrity - Excellence

ENROLMENT FORM



Applicant's Name:

Apply to enter:

Year

in 20

INFORMATION

— BEFORE ENROLLING

APPLICATION CONDITIONS

Please read through these conditions before filling and submitting this Application.

- » This application, does not guarantee enrolment.
- » A **non-refundable** Application fee of **\$30** is payable at the time of submitting this application (for Years 1-6 and Kindergarten - if applying during the year for entrance in the same year).
- » A **non-refundable** Application fee of **\$100** is payable at the time of submitting this application for Kindergarten for entrance in the following year (starting Kindergarten as a new student in Zahra Grammar School).
- » All students applying will be required to sit for an *Admission Test* at a time notified to parents close to date. (Only applications with a confirmed above payment will be contacted for the Admission Test).
- » If application is approved, parents will have 7 days to confirm their child's position by paying a complete Term Fee. If payment is not made within 7 days, the offer will be withdrawn and offered to another applicant.
- » Failure to disclose necessary information requested in this form; or any misleading or incorrect information, will result in the immediate cancellation of your child's application and/or enrolment.
- » Any known medical cases or information must be declared. This includes declaring if your child needs regular medication.
- » School Term Fees and/or payments are subject to change with prior notice.

DOCUMENTS

The following documents must be submitted at the time of application:

- | | |
|---|---|
| <input type="checkbox"/> Immunisation Records | <input type="checkbox"/> Copy of 2 most recent school reports |
| <input type="checkbox"/> Medical documents / Action Plans
(if medical condition is declared) | <input type="checkbox"/> Transition to School Statement (<i>Kindergarten applications only</i>) |

If Australian Citizen:

- ☐ Child's Birth Certificate
- ☐ Medicare Card
- ☐ Latest NAPLAN Report (Years 3 and over)

If Overseas Student:

- ☐ Passport
- ☐ Visa Grant Notice and/or Residency Documents

ENROLMENT FORM

— ZAHRA GRAMMAR SCHOOL

STUDENT DETAILS

Given Name(s):

Date of Birth:

Family Name:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Your child is:

<input type="checkbox"/> an Australian Citizen	<input type="checkbox"/> a Permanent Resident of Australia*	<input type="checkbox"/> an Overseas Student*	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander
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**Please provide documentation if the student is a Permanent Resident or Overseas Student: Student's passport, Visa Grant Notice, Birth Certificate and residency documents.*

Country of Birth:

Nationality:

Religion:

<input type="checkbox"/> Muslim Sunnah	<input type="checkbox"/> Muslim (other- please specify) _____	<input type="checkbox"/> Other (please specify) _____
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Languages spoken at home:

Present school:

Present Year Level:

Has your child ever been suspended or expelled from a school for disciplinary reasons?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (please specify school and year) _____
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For Support purposes, are you aware of any intellectual, developmental, social, emotional or special needs which may impact your child's learning ability at school?

Please note that failure to disclose any significant information may result in the cancellation of your child's enrolment at Zahra Grammar School.

<input type="checkbox"/> No	<input type="checkbox"/> Yes (details): _____
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Please attach to this enrolment form, any medical or necessary reports to inform us about this condition/case.

Name of student's siblings:

Age:

Current Grade:

School Attending:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PARENT / GUARDIAN DETAILS

☐ FATHER

☐ GUARDIAN

Title:

☐ Mr.

☐ Dr.

Given Name(s):

Family Name:

Address:

Suburb

Postcode

State

Country

Country of birth:

Nationality:

Contact Details:

Home Phone

Mobile

Email Address

Education:

Highest year of school education completed:

Year 12 or
equivalent

Year 10 or
equivalent

Below year 10

Highest Qualification achieved:

Bachelor
degree/or above

Advanced
diploma/Diploma

Certificate/s I
to IV

No post
secondary
education

Employment Details:

Occupation

Employer / Company

Work contact number

Student lives with:

☐

Both Parents

☐

Father

☐

Mother

☐

Other:

Are there any custody restrictions?

☐

No

☐

Yes (Please attach relevant documentation)

☐ MOTHER

☐ GUARDIAN

Title:

☐ Ms.

☐ Mrs.

☐ Dr.

Given Name(s):

Family Name:

Address:

Suburb

Postcode

State

Country

Country of birth:

Nationality:

Contact Details:

Home Phone

Mobile

Email Address

Education:

Highest year of school education completed:

Year 12 or
equivalent

Year 10 or
equivalent

Below year 10

Highest Qualification achieved:

Bachelor
degree/or above

Advanced
diploma/Diploma

Certificate/s I
to IV

No post
secondary
education

Employment Details:

Occupation

Employer / Company

Work contact number

MEDICAL INFORMATION

Does your child suffer from or been diagnosed with:

<input type="checkbox"/> Physical/Intellectual Disability	<input type="checkbox"/> Heart, Blood or Kidney Conditions	<input type="checkbox"/> Hearing and/or Eyesight Difficulties			
<input type="checkbox"/> Autism	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Bipolar Disorder	<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Emphysema
<input type="checkbox"/> Eczema	<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergies	<input type="checkbox"/> Other (please specify): _____		

If Yes to any, please **specify** and attach any relevant medical documents and/or Action Plans: _____

MEDICAL DETAILS

Medicare Card Number: _____ Ref. No: _____ Valid to: _____

General Practitioner Details:

Name of Doctor

Name of Practice

Address of Practice

Suburb

Postcode

State

Contact Number

Fax Number

EMERGENCY CONTACT DETAILS

EMERGENCY CONTACT 1

Title:

☐ Mr. ☐ Dr.

Given Name(s):

Family Name:

Relationship to student:

Address:

Suburb

Postcode

State

Country

Contact Details:

Home Phone

Mobile

Email Address

EMERGENCY CONTACT 2

Title:

☐ Ms. ☐ Mrs. ☐ Dr.

Given Name(s):

Family Name:

Relationship to student:

Address:

Suburb

Postcode

State

Country

Contact Details:

Home Phone

Mobile

Email Address

1. Acceptance of Offer of Enrolment

- 1.1** An offer of enrolment must be accepted by both Parents where appropriate unless the Zahra Grammar School agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2** The acceptance of the offer must be accompanied by an enrolment fee of \$30 (Years 1-6) or \$100 for new Kindergarten enrolments.
- 1.3** If the child has been accepted and offered a position; a full Term fee will be required to be paid within 7 days in order to confirm a placement. This fee will not be refunded for any reason, including change of mind.
- 1.4** If the Parents wish to defer the entry of a student to a different calendar year to the initial request, the Zahra Grammar School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- 1.5** Enrolment is dependent on the Zahra Grammar School receiving the first term's fees in the year of entry, or such shorter time agreed in writing by the Zahra Grammar School. If the fees are not received by the due date communicated, the enrolment will lapse.

2. Conditional Enrolment

- 2.1** All enrolments are at the discretion of the Zahra Grammar School and conditional upon being satisfied in its reasonable discretion that the Student's needs can be met by the school. The school may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the student's needs cannot be met.
- 2.2** The Zahra Grammar School will require Parents to provide reports and assessments necessary to determine the particular needs of the student.
- 2.3** Students applying, must sit an Admission Test and perform at a Satisfactory Level in order to be considered for enrolment.
- 2.4** All new students enrolled at Zahra Grammar School will be placed on a 6-month probational period where any breach of our School Rule or Code of Conduct will result in the termination of the child's enrolment.

3. Progress of Student

If the Zahra Grammar School reasonably considers that a Student's progress is unsatisfactory and that it can no longer meet the Student's needs, it may terminate the Student's enrolment by giving not less than one term's notice.

4. Fees and Charges

- 4.1** The Zahra Grammar School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The Schedule of Fees is revised regularly and may be amended each year. Where possible, the Zahra Grammar School will give not less than one (1) term's notice of any change to the Schedule of Fees.
- 4.2** Fees and charges are also levied for co-curricular activities, elective subjects, excursions, sports and camps.
- 4.3** The Zahra Grammar School may also incur expenditure for the student's needs on behalf of the Parents as it reasonably considers necessary, which may be added to the Parents' Zahra Grammar School account.
- 4.4** All medical expenses reasonably incurred on behalf of a student must be reimbursed by the Parents.
- 4.5** All fees and charges must be paid on or before the due date set out in the fees notice.
- 4.6** If fees and charges are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges which may be incurred by the Zahra Grammar School as a result of the late payment. The charges payable from time to time can be obtained from the Zahra Grammar School office.
- 4.7** While an invoice for fees and charges remains outstanding, the Zahra Grammar School may determine that the student will not be permitted to participate in any discretionary activity offered by the Zahra Grammar School (such as, sports, excursions, camps and local, interstate or overseas trips).
- 4.8** If fees and charges are not paid within 60 days of the due date the enrolment of the student's enrolment may be terminated unless the Zahra Grammar School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the student being terminated without further notice.

4.9 Fees will not be remitted in whole or part if the student is absent due to illness, leave or suspension.

4.10 If students are undertaking activities that incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged unless the Zahra Grammar School in its reasonable discretion agrees to waive some or all of these fees.

5. Withdrawal of Students

5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents advise the Zahra Grammar School in writing of the name of the school the Student will be attending and the grade the student will be entering at the new school.

5.2 Subject to 5.3, if Parents wish to withdraw a Student from the Zahra Grammar School, notice given must be not less than one full term's notice to expire at the end of a term.

5.3 If the Zahra Grammar School does not give at least one term's notice of an increase in the fees payable by the Parent/Carer, the Parents may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the school within 30 days of the date on which the notice of the Fee increase was given.

5.4 If the required notice of withdrawal of a student is not given and the Zahra Grammar School is not reasonably able to immediately fill the student's place for the relevant term the Parents must pay a school term's fees plus GST.

6. Obligations of Students

6.1 Students are required to have high standards of behaviour and:

- (a) abide by the Zahra Grammar School Rules and Codes of Conduct as they apply from time-to-time,
- (b) behave courteously and considerately to each other and to staff at all times,
- (c) not do anything that may bring the Zahra Grammar School into disrepute, including in print and electronic media,
- (d) support the goals and values of the Zahra Grammar School,
- (e) attend and, if required, participate in assemblies, the Zahra Grammar School sports program, important Zahra Grammar School events such as Speech Day or other events determined by the Principal, and camps and excursions that are an integral part of the Zahra Grammar School curriculum,
- (f) wear the Zahra Grammar School uniform as prescribed including when travelling to and from School and follow conventional standards of appearance while at Zahra Grammar School in accordance with the School's guidelines and the expectation of the Zahra Grammar School community, attend the Zahra Grammar School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.
- (g) attend the Zahra Grammar School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7. Obligations of Parents

7.1 Parents:

- (a) must accept and abide by the requirements and directions of the Zahra Grammar School Board and the Principal relating to the student or students generally and not interfere in any way with the conduct, management and administration of the Zahra Grammar School,
- (b) are required to support the goals, values and activities of the Zahra Grammar School, and
- (c) should view the Zahra Grammar School's parent portal on a regular basis and/or read the Newsletter.

7.2 Parents must promptly advise the Zahra Grammar School:

- (a) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the Zahra Grammar School loses contact with the parent or mail is returned,
- (b) if the student will be absent from the Zahra Grammar School due to ill health or other reason,
- (c) in writing of any Orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements that were relevant to the Student's education and welfare and provide copies of any Orders to the Zahra Grammar School.

7.1 Parents also:

- (a) must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- (b) should communicate with students, other parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the Zahra Grammar School from time-to-time and observe the Parent Code of Conduct,
- (c) should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the Zahra Grammar School which are relevant to the Student's education,
- (d) must not disseminate inaccurate, misleading or defamatory information on social media to in relation to the Zahra Grammar School, staff, students or other members of the Zahra Grammar School community.

8. Health and Safety

- 8.1.** Parents must advise the Zahra Grammar School as soon as reasonably practicable if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, and psychological needs, or any changes to these needs.
- 8.2.** Parents must complete and return to the Zahra Grammar School the required health form for the Student prior to the Student commencing at the Zahra Grammar School and provide updates if circumstances change or as required by the school from time to time.
- 8.3.** If the Student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery) and where a Parent is not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the Zahra Grammar School, may give the necessary authority for such treatment. The Parents indemnify the Zahra Grammar School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the Zahra Grammar School, its agents or employees.
- 8.4.** Parents must observe Zahra Grammar School security procedures for the protection of students.
- 8.5.** Students are responsible for their personal belongings and the Zahra Grammar School does not accept any responsibility for the loss or damage to those belongings.
- 8.6.** The Principal or the Principal's nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.
- 8.7.** Parents have the responsibility to regularly screen and monitor their child's health and hygiene; especially around spreadable cases such as head lice. In obvious cases of such, parents will be asked to pick their child and not return until a medical clearance is submitted to the school.

9. Programs and Activities

- 9.1.** The Zahra Grammar School determines the educational and other programs and activities conducted at the school from time to time in its reasonable discretion.
- 9.2.** The Zahra Grammar School may change its programs and activities and the content of these programs and activities without notice where reasonably necessary or desirable to do so.
- 9.3.** The student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the student is unable to attend due to ill health or other good reason which makes it impossible for the Student to attend.

10. Reports and Notices

The Zahra Grammar School will generally send academic reports and notices to the electronic address or addresses for the Parents. Where Parents do not live together, reports and notices will be sent to both Parents at the electronic addresses notified by them, unless:

- (a) there is an Order of the Court providing reports and notices to be sent to one Parent,
- (b) there is an agreement between the Parents that the reports and notices will be sent to one Parent, or
- (c) the Zahra Grammar School in its reasonable discretion considers that it is in the best interests of the student that reports and notices should only be sent to one Parent.

11. Leave

If the Parent/carer(s) wish to seek leave for the student not to attend any Zahra Grammar School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances. Teaching and learning material will be supported and provided only in the case of approved leaves.

12. Suspension & Termination of Enrolment

- 12.1.** The Zahra Grammar School may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:
 - (a) a serious breach of the Zahra Grammar School's rules or Code of Conduct
 - (b) where a Parent has breached these Enrolment Conditions [or the Parent Code of Conduct];
 - (c) conduct prejudicial to the reputation of the Zahra Grammar School or the well-being of its students or staff, and;
 - (d) where the Principal or Zahra Grammar School Board reasonably believes that a mutually beneficial relationship of cooperation and trust between the Zahra Grammar School and the Parents or a Parent has broken down to the extent that it adversely impacts on that relationship.
- 12.2.** The Zahra Grammar School will only exercise its powers under this clause to terminate the enrolment if it has provided the Student and their Parent(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3.** The Zahra Grammar School may terminate the enrolment of the Student [with 14 days' notice] if, either before or after the commencement of enrolment, the Zahra Grammar School finds the relevant particulars of the special needs of the Student have not been provided to the Zahra Grammar School or the particulars provided are materially incorrect or misleading, and the failure to provide that information has had a material effect on the Zahra Grammar School or the student's welfare or both.

13. Court Orders

- 13.1.** The Parents must provide accurate information to the Zahra Grammar School about any arrangement between Parents or Court Orders in relation to the student at the time for applying for enrolment. The Parents must immediately notify the Zahra Grammar School of any new arrangements or changes to any previously communicated arrangements.
- 13.2.** The Parents must immediately notify the Zahra Grammar School of any new Court Orders or changes to any previously communicated Court Orders.

14. Privacy

The Parent/guardian(s) acknowledge that they have read the Zahra Grammar School's privacy policy.

15. Amendment of Terms & Conditions

The Zahra Grammar School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the Parents) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

16. Definitions

In the terms and conditions:

Parent(s) means the parent/guardian(s) who entered into the contract of enrolment with the Zahra Grammar School.

School means the ZAHRA GRAMMAR SCHOOL

Student means the student who is named in the contract of enrolment.

School Photographs

I/We give permission for the school to take photo/s during their school activities and events. The photos will be used for educational and promotional purposes only, and will not be sold or shared with any third parties without the parent's consent.

Yes ☐ No ☐

School Bus Travel

I/We give permission for my child to travel by school bus to necessary locations for learning purposes such as the Library or park for sports. Parents will be notified about these travels, prior to the event.

Yes ☐ No ☐

Declaration

I/We agree to the following:

- have read and understood the information within this Enrolment Application.
- have read, understood and agree to the Conditions of Enrolment.
- understand that this Application form does not guarantee a position of enrolment.
- give permission to the school to retrieve information from the child's current school (educational facility) in regard to any academic or behavioural concerns.
- agree that the school may use photographs for educational or promotional purposes.
- confirm that the information in this form is accurate.
- agree that any misleading or false information will result in the cancellation of this application / enrolment.
- the Application Fee is non-refundable.

Father's Signature:

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Mother's Signature:

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Guardian's Signature: *if necessary*

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Application received by:

on date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

CHECKLIST (OFFICE ONLY)

- | | |
|--|--|
| <input type="checkbox"/> Immunisation Records | <input type="checkbox"/> Copy of 2 most recent school reports |
| <input type="checkbox"/> Medical documents / Action Plans
<i>(if medical condition is declared)</i> | <input type="checkbox"/> Application Fee made (non-refundable) |
| <input type="checkbox"/> Transition to School Statement <i>(Kindergarten applications only)</i> | |

If Australian Citizen:

- ☐ Child's Birth Certificate
- ☐ Latest NAPLAN Report (Years 3 and over)
- ☐ Medicare Card

If Overseas Student:

- ☐ Passport
- ☐ Visa Grant Notice and/or Residency Documents