



SUNSHINE COAST  
GRAMMAR SCHOOL

# ENROLMENT APPLICATION FORM

## STUDENT DETAILS

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

Date of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_  M  F

Citizenship Status: \_\_\_\_\_ Religion: \_\_\_\_\_

Permanent Resident of Australia? Yes  No  Language spoken at home: \_\_\_\_\_

Date of Citizenship (if applicable): \_\_\_\_\_ Visa No. (If applicable): \_\_\_\_\_

Temporary Resident of Australia? Yes  No  Visa Type: \_\_\_\_\_

Overseas Student (studying on student visa)? Yes  No  (Please attach a copy of visa or citizenship certificate if applicable)

Is this applicant a sibling of a current student? \_\_\_\_\_

Desired year level entry to Sunshine Coast Grammar School (please circle): Prep 1 2 3 4 5 6 7 8 9 10 11 12

Desired year of entry: \_\_\_\_\_ Desired term of entry: \_\_\_\_\_

Current School: \_\_\_\_\_ Current year level: \_\_\_\_\_

Positions of responsibility undertaken: \_\_\_\_\_

Extra-curricular interests: \_\_\_\_\_

Where did you hear about Sunshine Coast Grammar School (SCGS)?:  Word of Mouth  Website  Marketing  Other

What prompted you to enrol your child at SCGS?: \_\_\_\_\_

## FAMILY DETAILS

### Parent/Carer 1

Name: \_\_\_\_\_

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

Home/residential address: (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_  SMS \_\_\_\_\_

Please tick to indicate if this mobile number is for SMS Messages  
(e.g. Unexplained Absences and School Emergencies)

(Home): \_\_\_\_\_ (Work): \_\_\_\_\_

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

Employer/Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

Please note: Correspondence from the School will usually be by email.

### Parent/Carer 2

Name: \_\_\_\_\_

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

Home/residential address: (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_  SMS \_\_\_\_\_

Please tick to indicate if this mobile number is for SMS Messages  
(e.g. Unexplained Absences and School Emergencies)

(Home): \_\_\_\_\_ (Work): \_\_\_\_\_

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

Employer/Business Name: \_\_\_\_\_

Email: \_\_\_\_\_

### Billing Name and Address

Name: \_\_\_\_\_

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

Please advise the name and telephone contact details of another person to be contacted in case of emergency:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Tel:(Home) \_\_\_\_\_ Mobile: \_\_\_\_\_

Please advise with which parent/carer your child resides: \_\_\_\_\_

Are there any Court Orders in place which control contact by or shared responsibility of either parent/carer?

Yes  No **If 'Yes' Relevant documentation must be submitted with this form.**

OFFICE USE ONLY:

Parent Code: \_\_\_\_\_ Student Code: \_\_\_\_\_

**Student Profile** (This section must be completed even if the questions are not applicable to your child)

**APPLICATION**

In which country was the student born: \_\_\_\_\_

Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

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

Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait origin, mark both 'Yes' boxes.)

No  Yes (Aboriginal),  Yes (Torres Strait Islander)

Has your child participated in extension (gifted/talented) programs? Yes  No

If yes, please attach documentation.

Has your child ever received Learning Support Assistance? Yes  No

(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner.)

Has your child ever been "verified"? Yes  No  If yes, please state his/her current level: \_\_\_\_\_

(Verification is based on an educational need arising from a diagnosed disability.  
This educational support is provided by or accessed through specialist teaching personnel.)

Has your child ever repeated a year? Yes  No

Has your child ever been accelerated (skipped a year)? Yes  No

Has your child ever had any of the following disabilities/difficulties? Yes  No  If yes, please tick applicable boxes below:

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Autism/Aspergers    | <input type="checkbox"/> Vision          |
| <input type="checkbox"/> Physical     | <input type="checkbox"/> Social/Emotional    | <input type="checkbox"/> Hearing         |
| <input type="checkbox"/> ADHD/ADD     | <input type="checkbox"/> Learning Difficulty | <input type="checkbox"/> Speech/Language |
| <input type="checkbox"/> Dyslexia     | <input type="checkbox"/> Dygraphia           | <input type="checkbox"/> Dyscalculia     |
| <input type="checkbox"/> Other _____  |  |  |

If Yes, please specify the specialists who assessed your child.

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Guidance Officer | <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Pediatrician              | <input type="checkbox"/> GP                 |
| <input type="checkbox"/> Psychologist     | <input type="checkbox"/> Speech Therapist       | <input type="checkbox"/> Developmental Optometrist | <input type="checkbox"/> Australian Hearing |
| <input type="checkbox"/> Counsellor       | <input type="checkbox"/> Psychiatrist           | <input type="checkbox"/> Learning Support Teacher  | <input type="checkbox"/> Other _____        |

Do you have a report from the above specialist? Yes  No

Have all reports (academic/specialist) been provided to the School? Yes  No

Does your child have any social difficulties with other children? Yes  No

If Yes, please specify \_\_\_\_\_  
\_\_\_\_\_

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 allergy \_\_\_\_\_

If Yes, please provide details of treatment \_\_\_\_\_  
\_\_\_\_\_

Does your child have any medical conditions the School should be aware of e.g. epilepsy or diabetes? Yes  No

If Yes, please provide \_\_\_\_\_  
\_\_\_\_\_

Does your child take medication on a regular basis? Yes  No

If Yes, what type of medication does your child take and how often? Please specify: \_\_\_\_\_  
\_\_\_\_\_

**The School reserves the right to determine its ability to meet the needs of students with special needs.**

# ENROLMENT CONTRACT

Student (full name): \_\_\_\_\_

Parent/Carer 1 (full name): \_\_\_\_\_ Parent/Carer 2 (full name): \_\_\_\_\_

(Parents/Carers 1 and 2 are referred to as “you”)

## Education

We will educate the student with due care and skill.

You will encourage the student to take full advantage of the curricular and co-curricular opportunities.

We will provide to further their education. We do not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student’s willingness to work for their own education.

We will act in the best interests of the student and the student body generally. This may mean we do not always act in accordance with your requests. Our curriculum is delivered in accordance with the ethos of the Christian faith.

## Health

You assure us that you have given us full information about the health of the student when applying for enrolment.

You will let us know if there is any improvement or deterioration in the health or physical abilities of the student while the student is at the school.

If something happens to the student in any medical or other emergency and if it is impossible or impractical to communicate with you, the school may take action and incur expenditure as it considers necessary in the best interests of the student. You must pay to us any expenditure we incur protecting the student.

## Communication

The school will provide information about the student to both natural parents of the student and to any other person signing this enrolment contract. Under the *Australian Education Act 2013 s77(2)(f)* and the *Australian Education Regulation 2013 s59*, the school will provide reports to “persons having responsibility” for the student. In the absence of a court order, the school will provide these reports to the student’s natural parents. The people signing this enrolment contract may request other arrangements relating to the provision of information about the student by giving notice in writing to us.

To communicate efficiently with parents, and as a cost saving measure, we will communicate with parents at the email addresses they provide to us. If you do not provide an email address or if you request in writing that we provide information other than by electronic means, we will communicate by the other means reasonably requested.

Where communication is to be with the entire school community or with identifiable sections of the school community, the communication may be effected through the school website. We will display on our website the policies and rules with which you and the student are expected to comply.

## Fees

We will determine the fees for each year before the end of the previous year to which the fees apply.

You must pay the fees in advance of the semester to which they apply.

In the unlikely event that we need to increase fees for the year by more than 10% of the fees payable for the preceding year, you may terminate this enrolment contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

If you terminate this enrolment contract for any reason other than for:

- our breach; or
- because of an increase in fees by more than 10% within the time limited by this contract;

you must provide us with at least one term’s notice.

If you do not provide us with one term’s notice, you must nevertheless pay to us one full term’s fees. The school commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the student’s position at short notice.

If we terminate a student’s enrolment you must pay fees for the whole of the term during which the student’s enrolment is terminated.



## DATA COLLECTION FORM

The State, Territory and Commonwealth Education Ministers require us to collect the following data to improve public reporting on student achievement. No individual student or family is identifiable from this information and all information is confidential and will only be reported to Governments as required by law. The information you provide is not for the use of Sunshine Coast Grammar School and will in no way influence your child's enrolment at the school.

**Highest year of secondary school parents/carers have completed?** (For persons who have never attended school, mark 'Year 9 or equivalent' below)

- |                       |   |   |
|-----------------------|---|---|
| Year 12 or equivalent | <input type="checkbox"/> Mother / Carer | <input type="checkbox"/> Father / Carer |
| Year 11 or equivalent | <input type="checkbox"/> Mother / Carer | <input type="checkbox"/> Father / Carer |
| Year 10 or equivalent | <input type="checkbox"/> Mother / Carer | <input type="checkbox"/> Father / Carer |
| Year 9 or equivalent  | <input type="checkbox"/> Mother / Carer | <input type="checkbox"/> Father / Carer |

**Level of the highest qualification parents/carers have completed?**

- |   |   |   |
|---|---|---|
| Bachelor degree or above                          | <input type="checkbox"/> Mother / Carer       | <input type="checkbox"/> Father / Carer       |
| Advanced diploma/Diploma                          | <input type="checkbox"/> Mother / Carer       | <input type="checkbox"/> Father / Carer       |
| Certificate I to IV (including trade certificate) | <input type="checkbox"/> Mother / Carer       | <input type="checkbox"/> Father / Carer       |
| No non-school qualification                       | <input type="checkbox"/> Mother / Carer       | <input type="checkbox"/> Father / Carer       |
| Occupation group number                           | <input type="checkbox"/> Mother / Carer       | <input type="checkbox"/> Father / Carer       |
| Language other than English at home               | <input type="checkbox"/> Mother / Carer _____ | <input type="checkbox"/> Father / Carer _____ |

## 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/sports persons 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 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].

