

# APPLICATION FOR ENROLMENT

## 1. Student Information

### STUDENT PARTICULARS

Surname:	First Name:	Second Name:	
Preferred Name:	Gender:	Date of Birth:	

Home Address:			Post Code:	
Telephone (h)		Mobile		
Contact Email:	Preferred form of communication: (please circle) email phone letter			

<b>PROPOSED ENTRY to Geraldton Grammar School</b>		<b>Year Level (eg. Year 3)</b>	<b>Year (eg. 2018)</b>
If enrolling for Pre-Kindergarten, do you intend to remain for Kindergarten? Yes No			
Current School (if applicable):		Year Level:	
Previous School(s)		Year Level:	

				<i>Office Use Only Copy Supplied (please initial)</i>	
Country of Birth:		Birth Certificate:	Yes No		
Student Nationality:		First Language:		Permanent Resident	

**The school is not registered to accept students who do not have permanent residency or an appropriate visa status.**

*Office Use Only Copy Supplied (please initial)*

Date Entered Australia:	/ /	Visa Sub-class:			
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Is the student of Aboriginal or Torres Strait Islander origin?	<b>For persons of both Aboriginal and Torres Strait Islander origin, mark BOTH Yes boxes.</b>				
	No				
	Yes, Aboriginal				
	Yes, Torres Strait				

Religion (If none, please indicate)	My child will be boarding Yes No at:
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### MEDICAL DETAILS

Medical Practice:	Doctor's Name:	
Address:	Postcode:	
Telephone:	Mobile:	
Email:		

Medicare No: (used only in emergencies)	Ambulance Fund/Private Health:
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<b>Immunisation:</b> – Has your child been immunised against the following?	<b>Please circle</b>		
Diphtheria/Pertussis/Tetanus (DPT/ADT)	Yes No	/ /	/ /
Hepatitis B	Yes No	/ /	/ /
Hib	Yes No	/ /	/ /
Mumps/Measles	Yes No	/ /	/ /
Mumps/Measles/Rubella	Yes No	/ /	/ /
Polio	Yes No	/ /	/ /

**Note:** If you circled 'Yes' on any of the above options, please provide a copy of your immunisation documents.

## APPLICATION FOR ENROLMENT

### Medical Details continued:

Does your child take medication? (Please include relevant details which might affect your child's wellbeing at school)		
Medication	Please circle	Details
Ventolin	Yes No	
Ritalin/Prozac	Yes No	
Other (please specify)	Yes No	
Does your child suffer from or has he/she ever had? (Please include relevant details which might affect your child's wellbeing at school)		
Allergies & Conditions	Please Circle	Relevant Details and Procedures
Anaphylaxis	Yes No	Please supply a copy of your child's current Management Plan
Asthma	Yes No	
Diabetes	Yes No	
Epilepsy	Yes No	
<b>Others including:</b>		
Blood Disorder	Yes No	
Chronic Fatigue	Yes No	
Eating Disorders	Yes No	
Glandular Fever	Yes No	
HIV	Yes No	
Heart Condition	Yes No	
Hepatitis B or C	Yes No	
Migraine	Yes No	
Pneumonia	Yes No	
<b>Specify:</b>		
<b>Specify:</b>		
<b>Medical Alert:</b> Do you consider your child's medical condition/s require a medical alert (potentially life-threatening)		Yes No
LEARNING NEEDS		
Does your child have learning difficulties and/or diagnoses? (Please include relevant details which might affect your child's learning)		
	Please Circle	Details
ADHD	Yes No	
Hearing impairment	Yes No	
Speech impairment	Yes No	
Visual impairment	Yes No	
Other physical disability	Yes No	
<b>Other:</b>		
<b>Please circle</b>		
If your child has a disability please include a copy of relevant diagnoses or medical information.		Yes No
Is <b>English</b> an additional language or dialect for your child? You may be asked to provide evidence of English proficiency at interview.		Yes No
Specific Requirements		
a. Are there any medical/physical needs that your child requires to operate effectively in the school? If Yes, please specify below.		Yes No
b. Are there any individual educational needs that your child requires to operate effectively in the school? If Yes, please specify below.		Yes No
c. Has your child ever received Guidance or Counselling? If Yes please supply copies of any such assessments when notified of an interview for admission.		Yes No
d. Has your child previously worked within an individualised or documented learning plan?		Yes No
<b>Please specify:</b>		

\* Non-disclosure of any relevant medical or learning details may result in a second enrolment interview being requested by the school.

GERALDTON GRAMMAR SCHOOL

PO Box 76, Geraldton PO, WA 6531 Street Address: 134 George Road, Geraldton Phone: 9965 7800

Email: [reception@gegs.wa.edu.au](mailto:reception@gegs.wa.edu.au)

Web: [www.geraldtongrammarschool.wa.edu.au](http://www.geraldtongrammarschool.wa.edu.au) CRICOS 02468C CONFIDENTIAL

## APPLICATION FOR ENROLMENT

### 2. Other Children in the Family

Please list other brothers/sisters now or previously enrolled at Geraldton Grammar School.

Surname:	Given Name/s:	Date of Birth	Year Level & House

Please list other brothers/sisters.

Surname:	Given Name/s:	Date of Birth	Year Level & House

**Please note:** a separate application form must be submitted for each child wishing to be enrolled at Geraldton Grammar School.

### 3. Confidential Family Information

The pastoral care of students is one of the school's greatest concerns. Additional family and personal details will assist the school in caring for your child.

#### PARENT/GUARDIAN PARTICULARS

<b>Child lives with: (please circle which is appropriate)</b>		<b>Are separate copies of school reports required for each parent?</b>		Yes	No
Both parents	Mother only	Father only	Boarder	Other:	

**ACCESS RESTRICTIONS (eg. Sole custody, court orders, etc – please attach written validation**

**Please specify where applicable.**


#### FATHER/PARENT/LEGAL GUARDIAN'S PARTICULARS (If not father, please indicate legal relationship)

Title: (Mr/Dr)	Surname:	Given Name:	
Occupation:	Nationality:	Country of Birth:	
Language:	Religion (If none, please indicate):		
Employer:	Business Phone:		
Mobile Phone:	Email:		
Home Address:	Postcode:		
Postal Address:	Postcode:		
Home Phone:	Silent Number:	Yes	No

#### MOTHER/PARENT/LEGAL GUARDIAN'S PARTICULARS (If not mother, please indicate legal relationship)

Title: (Mrs/Ms/Miss/Dr)	Surname:	Given Name:	
Occupation:	Nationality:	Country of Birth:	
Language:	Religion (If none, please indicate):		
Employer:	Business Phone:		
Mobile Phone:	Email:		
Home Address:	Postcode:		
Postal Address:	Postcode:		
Home Phone:	Silent Number:	Yes	No

INFORMATION may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code.

# APPLICATION FOR ENROLMENT

## Emergency Contact Details

**Please note:** The school will always endeavour to make contact with a parent/guardian in the first instance. Please nominate **2 alternate contacts** should you be unavailable.

<b>Contact 1: relationship to child</b> (eg grandparent, friend, neighbour)					
Title: (Mr/Mrs/Ms/Miss/Dr)		Surname:		Given Name:	
Home Address:				Postcode:	
Home Phone:		Mobile:	Work:	Ext:	
Email:					
<b>Contact 2: relationship to child</b> (eg grandparent, friend, neighbour)					
Title: (Mr/Mrs/Ms/Miss/Dr)		Surname:		Given Name:	
Home Address:				Postcode:	
Home Phone:		Mobile:	Work:	Ext:	
Email:					

## 4. Financial Information

Please supply name, address and contact details of *all* person(s) responsible (and their %) for payment of fees.

**Please note:** the person/persons responsible for fee payment must also *sign the agreement* at the bottom of this page.

<b>Parent/Guardian/Other 1.</b>		<b>Relationship:</b>		<b>Responsible for % of fees</b>	
Title: (Mr/Mrs/Ms/Miss/Dr)		Surname:		Given Name:	
Billing Address:				Postcode:	
Home Phone:		Silent Number:	Yes No	Mobile:	
Work Phone:		Email:			
<b>Parent/Guardian/Other 2.</b>		<b>Relationship:</b>		<b>Responsible for % of fees</b>	
Title: (Mr/Mrs/Ms/Miss/Dr)		Surname:		Given Name:	
Billing Address:				Postcode:	
Home Phone:		Silent Number:	Yes No	Mobile:	
Work Phone:		Email:			

### Declaration:

I/We declare responsibility for full payment of GGS school fees for this enrolled child as outlined above:

Person 1: \_\_\_\_\_ Date: \_\_\_\_\_

Person 2: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR ENROLMENT

## MCEETYA Reporting Requirements

(For Australian Government data collection only – not for school use)

In addition to the previous information, the Department of Education, Employment and Workplace Relations (DEEWR) requires the completion of the following data.

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? **Yes No**  
If **Yes**, please indicate language(s) below. If **No**, please go to next question. Note: if more than one language, please indicate the one that is spoken most.

Language:	Student	Mother/Parent1/Guardian	Father/Parent2/Guardian
English only			
Italian			
Cantonese			
Arabic (includes Lebanese)			
Vietnamese			
Greek			
Mandarin			
Tagalog (Filipino)			
Spanish			
Macedonian			
Other (please specify)			

What is the highest year of primary or secondary schooling completed by the parents/guardians?  
(For persons who have never attended school, please mark year 9 or equivalent or below)

	Mark 1 box ONLY in each column	
	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

What is the level of the highest qualification the parents/guardians have completed?

	Mark 1 box ONLY in each column	
	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
Bachelor degree or above		
Advanced Diploma/Diploma		
Certificate 1 to IV ( <i>including trade certificate</i> )		
No non-school qualification		

Please select the appropriate parental occupation group from the categories listed below.

- If the person is not currently in paid work but has held a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter the numeral '8' in the box.

		Occupational Group Number	
What is the occupation group of the mother/parent 1/guardian 1?	i.e 1, 2, 3 or 4		
What is the occupation group of the father/parent 1/guardian 1?	i.e 1, 2, 3 or 4		

Note: An explanation of the parental occupation categories is on **Page 6**.

# APPLICATION FOR ENROLMENT

## **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 organisations.

**Public Service Manager** (Section Head or above), Regional Director, health/education/police/fire services administrator.

**Other Administrators** School Principal, Faculty Head/Dean, library/museum/gallery Director, Research Facility Director.

**Defence Forces** Commissioned Officer.

**Professionals** generally have degree or higher qualification 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/sportsperson 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/loan officer.

**Retail sales/service 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, 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 machiner and other machine 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.**

**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, nurseryperson, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.

**Other worker labourer**, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

# APPLICATION FOR ENROLMENT

## PRIVACY STATEMENT

The Privacy Act 1988 as amended by the Privacy Amendment (Private Sector) Act 2000 requires that the following be brought to your attention before completing this form – please read this information. Completion and lodgement of this form is taken as your acknowledgement and acceptance of the information provided.

1. Geraldton Grammar School collects personal information, including sensitive information about students and parents or guardians, before and during 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 require that certain information is collected. These include Public Health and Child Protection laws.
4. The School, from time to time, discloses personal and sensitive information to others, in respect to students attending the School, for administrative and educational purposes. This may include to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers and sports coaches.

## ENROLMENT POLICY

Application of admission is open to all families and children who agree to accept the School's rules and expectations. Preference in enrolment will be given to children from families who are actively involved in the Anglican Church or in other Christian churches and to the brothers and sisters of children who have already accepted places in this School.

## PARENT/GUARDIAN PARTICIPATION

Parental assistance across a wide range of activities is essential to the proper functioning of Geraldton Grammar School. Assistance will be needed in a variety of areas including canteen, working bees and fundraising. The talents of parents will be utilised as far as possible in whatever areas they are offered. While acknowledging that parents are in various situations with regard to the time they can make available to the School, a positive commitment to provide some assistance is required if an offered place is accepted.

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## MEDICAL

I/We agree staff will seek medical advice and/or attention in the case of emergency and I/We agree to pay any expenses incurred for medical treatment and transport (Ambulance) where applicable.

Yes  No

Only 1 hospital for emergency care Geraldton Regional Hospital.

## PERMISSION TO ADMINISTER PARACETAMOL

While my child is in years 7-12 they I/We give permission for them to be given 1-2 paracetamol tablets from the office when requested. I/We will be notified if the office staff think my child is seeking an excessive amount of medication.

Yes  No

Signature of Father/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Mother/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## P&F COMMUNICATION

I/We agree for Geraldton Grammar School to release to the GGS Parents & Friends Association my/our email address/es for communication and promotional purposes.

Yes  No

## PHOTOS/VIDEOS FOR COMMUNICATION AND/OR PROMOTION

I/We agree for Geraldton Grammar School to use images, either photo or video, of the above named child. Photos/videos may be taken by staff, students or professional photographers, for communication and/or promotional purposes, eg electronic newsletters, electronic media (school website, school facebook, school youtube channel, school Instagram accounts), class activities and school promotions (cinema, newspaper, flyers and television).

Yes  No

**N.B.** If **Yes** or **No** is not ticked on any of the above, it will be assumed that permission is given.

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## A NON-REFUNDABLE REGISTRATION FEE OF \$55 WHICH INCLUDES GST MUST ACCOMPANY THIS FORM:

Acceptance of an Application for Enrolment by Geraldton Grammar School does not constitute an enrolment or an agreement to offer a place to a student. Offers of places will be made subject to an interview and the provision of such information as the School requires.

## BOTH PARENTS/GUARDIANS MUST SIGN THE APPLICATION FORM

### I/We hereby apply for the above-named child to be enrolled at Geraldton Grammar School:

I/We have read and retained a copy of the Enrolment procedures and Fees and Charges and have agreed to support and co-operate with the School Authorities in all matters contained therein. I/We agree to support the policies and rules of the School and I / we undertake that ten (10) school weeks' notice in writing will be given before the removal of a student and acknowledge that one (1) term's tuition fees may be charged in lieu of notice.

I/We understand that all parents are required to pay in advance at the time of making application for enrolment a Registration Fee of \$55 per student (including GST), which is not refundable. I/We agree to be solely/jointly responsible for the payment of all fees and charges. If Geraldton Grammar School considers it relevant, I/we agree to the School obtaining a Commercial Credit Report from a Credit Reporting Agency.

It is the policy of the school to contact a student's previous school to obtain information when necessary.

# APPLICATION FOR ENROLMENT

**Collection statements:**

Information collected on this page will be stored on hardcopy in student files or until the end of the activity (in the case of camps and excursions) when it will be either destroyed or de-identified. All data is recorded or updated electronically to Geraldton Grammar School's data base. All relevant staff of the School will have access to that data unless otherwise indicated. The information will not be transferred to any other institution or person other than those involved in recording student data. You do not have to provide the personal information, if you choose not to do so, and you may be granted access to the personal information Geraldton Grammar School stores about you or your child, for the purpose of correction only, and may, in writing, withdraw consent for its use at any time. All personal information will be handled in accordance with the requirements of the School's Privacy Policy and the Privacy Act

<b>Registration Fee (\$55 inc GST)</b>					
Date Received	/ /	Amount	\$	Receipt Number	
Application Acknowledged					
Interview Date	/ /	Interview Time	:	Letter of Offer	/ /
<b>Endowment Acceptance Fee</b>					
Date Received	/ /	Amount	\$	Receipt Number	
Student Information Updated MAZE and NAPLAN or similar assessment report provided					
Date Input	/ /	Signature			