

## 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		

Proposed Entry to Geraldton Grammar School		Year Level (eg. Year 3)	Year (eg. 2018)
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:	

Religion (If none, please indicate)		Boarding:    Yes    No	Where:
Country of Birth:	Birth Certificate:	Yes    No	Permanent Resident    Yes    No
Student Nationality:	First Language:		
<b>The school is not registered to accept students who do not have permanent residency or appropriate visa status. International students are only accepted from year 1 to year 12.</b>			<i>Office Use Only Copy Supplied (please initial)</i>
Date Entered Australia:    /    /	Visa Sub-class:		

Copies of approved visas must be provided upon application.		
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

Medical Details			
Medicare No: (used only in emergencies)		Reference Number:	
Private Health Fund:		Ambulance Fund:	
Has your child been immunised?	Yes    No		

Please attach with your application an Australian Immunisation Register (AIR) Immunisation History Statement; or AIR Immunisation History Form; or Immunisation Certificate issued by the Chief Health Officer. The date of the Immunisation History Statement should be within two months of enrolment.

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 (Please supply a copy of your child's current Management Plan)
Anaphylaxis	Yes    No	
Asthma	Yes    No	
Diabetes	Yes    No	
Epilepsy	Yes    No	

## APPLICATION FOR ENROLMENT

Others Medical Conditions	Please circle	Details
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	
Anxiety	Yes No	
Depression	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
<b>Learning Needs</b>		
<b>Does your child have learning difficulties and/or diagnoses? (Please include relevant details which might affect your child's learning)</b>		
	<b>Please Circle</b>	<b>Details</b>
Autism	Yes No	
ADHD	Yes No	
Dyslexia	Yes No	
Dysgraphia	Yes No	
Dyscalculia	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 the interview.		Yes No
<b>Specific Requirements</b>		
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	
e. To your knowledge, is there anything in your child's history (including medical history not listed above) which might pose a risk of any type to your child, other students, or staff at this school?	Yes No	
<b>Please specify:</b>		

\* **Relevant details relating to or involving the student (e.g. family structure, ill health, physical disability, allergies, other learning requirements), must accompany this application. In cases of special learning requirements, the School needs to be fully informed in order to provide adequate support for your child should a place be offered.**

## 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					
The child lives with: (please X which is appropriate)		Are separate copies of school reports required for each parent?		Yes	No
<b>Mother</b> <input type="checkbox"/> Permanently <input type="checkbox"/> Occasionally <input type="checkbox"/> Balanced <input type="checkbox"/> Never		<b>Father</b> <input type="checkbox"/> Permanently <input type="checkbox"/> Occasionally <input type="checkbox"/> Balanced <input type="checkbox"/> Never		<b>Guardian</b> <input type="checkbox"/> Permanently <input type="checkbox"/> Occasionally <input type="checkbox"/> Balanced <input type="checkbox"/> Never	

**ACCESS RESTRICTIONS:** Are there any Court Orders or Parenting Plans of which the School should be aware? -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):		Date Entered Australia:	/ /
Employer:	Business Phone:			
Mobile Phone:	Home Phone:			
Home Address:	Postcode:			
Postal Address:	Postcode:			
Email:				

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):		Date Entered Australia:	/ /
Employer:	Business Phone:			
Mobile Phone:	Home Phone:			
Home Address:	Postcode:			
Postal Address:	Postcode:			
Email:				

# APPLICATION FOR ENROLMENT

Emergency Contact Details				
<b>Please note:</b> The school will always endeavour to make contact with a parent/guardian in the first instance. Please nominate <b>2 alternate contacts</b> 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:		
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:		
Email:				

## 4. Financial Information

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

<b>Parent/Guardian/Other 1.</b>	<b>Relationship:</b>		<b>Responsible for % of fees</b>	<b>100%</b>
Title: (Mr/Mrs/Ms/Miss/Dr)	Surname:	Given Name:		
Billing Address:			Postcode:	
Home Phone:	Mobile:			
Work Phone:	Email:			
<b>Parent/Guardian/Other 2.</b>	<b>Relationship:</b>		<b>Responsible for % of fees</b>	<b>100%</b>
Title: (Mr/Mrs/Ms/Miss/Dr)	Surname:	Given Name:		
Billing Address:			Postcode:	
Home Phone:	Mobile:			
Work Phone:	Email:			

Requests for Split Billing must be made in writing and approved by the Principal.

### Declaration:

I/We agree to be jointly and severally liable for the payment of all Fees, Charges and Levies imposed by the School during the enrolled child as outline above. I/We agree to pay all Fees, Charges and Levies imposed by the School by the due dates, and in accordance with the payment terms, set out in the relevant Fee Schedules which apply during the child's enrolment; and agree that Fees, Charges and Levies imposed by the School are payable during any period in which the child is enrolled and absent from the School.

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 the 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 (including trade certificate)		
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 a 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 a 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 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 seek an independent education in the Anglican tradition and support the vision, mission and ethos of the school. Applicants are placed on a waiting list in order of receipt with preference given to the siblings of children who have already accepted places in the School.

## Parent/Guardian Participation

Geraldton Grammar School takes pride in being a welcoming and inclusive community. We encourage parents and families to become involved in the life of the school. Opportunities for involvement will be requested through our newsletter and our Parents and Friends Association which all parents are encouraged to join.

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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 is 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

## Declaration:

I/We acknowledge that all signatories are jointly and severally liable for the payment of all schools fees and charges associated with the child outlined above attending Geraldton Grammar School;

I/We hereby agree that the information provided in this application is truthful and acknowledge that the School is relying on the information provided when considering the application for enrolment;

I/We acknowledge that placement of my/our child on a waiting list does not constitute an offer of placement in the School.

Parent/Guardian 1: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ 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 \$70 including 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 Business Conditions 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 \$70 per student (including GST), which is not refundable. I/We agree to be solely/jointly and severally liable 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.

GERALDTON GRAMMAR SCHOOL

PO Box 76, Geraldton, WA 6531 | Street Address: 134 George Road, Geraldton | Phone: 08 9965 7800  
Email: [ggs@ggs.wa.edu.au](mailto:ggs@ggs.wa.edu.au) | Web: [www.geraldtongrammarschool.wa.edu.au](http://www.geraldtongrammarschool.wa.edu.au) | CRICOS 02468C

# 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 database. 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

Registration Fee (\$70 inc GST)					
Date Received	/	/	Amount	\$	Receipt Number
Application Acknowledged					
Interview Date	/	/	Interview Time	:	Letter of Offer / /
Endowment Acceptance Fee					
Date Received	/	/	Amount	\$	Receipt Number
Student Information Updated MAZE and NAPLAN or similar assessment report provided					
Date Input	/	/	Signature		