



# Student Enrolment Form

## STUDENT DETAILS

Name: \_\_\_\_\_ M/F Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Surname Given dd mm year

Residential Address: \_\_\_\_\_  
No. Street Name Suburb State Postcode

Mailing Address: \_\_\_\_\_  
No. Street Name Suburb State Postcode

Intended year of commencement: 20\_\_\_\_\_ Grade (please circle): K 1 2 3 4 5 6

Previous School Attended: \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Does the student speak a language other than English at home? No  English only  
Yes  (specify) \_\_\_\_\_ Main language spoken at home: \_\_\_\_\_

Do you have an Australian Visa?  No  Yes (provide details)

Visa Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Visa Type \_\_\_\_\_

Is the student Aboriginal or Torres Strait Islander origin?  No  Yes (specify)  
 Aboriginal  Torres Strait Islander  Aboriginal and Torres Strait Islander

Who has custody of this child?  
 Parents  Mother  Father  Other (specify) \_\_\_\_\_

## SIBLINGS

Does the student have any brothers or sisters? Yes / No If yes, please list their details below:

Name	M/F	Date of Birth	School Attending	Grade

**PARENT/GUARDIAN 1** (Residing at the same address as the student)

Title:  Mr  Mrs  Ms  Other \_\_\_\_\_

Name: \_\_\_\_\_  
Surname Given

Relationship to Student:  Mother  Father  Other (specify) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile 1: \_\_\_\_\_

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

Does this parent/guardian speak a language other than English at home?

Yes (specify) \_\_\_\_\_

**Employment Details**

Employed  Unemployed

Occupation: \_\_\_\_\_ Occupation Group of the Parent/Guardian 1?   
(See last page for codes)

**School Education**

What is the highest year of primary or secondary school the Parent/Guardian 1 has completed?

Year 12 or Equivalent  Year 11 or Equivalent  
 Year 10 or Equivalent  Year 9 or Equivalent

**Post School Education**

What is the level of the highest qualification the Parent/Guardian 1 has completed?

Bachelor Degree or above  Advanced Diploma/Diploma  
 Certificate I to IV (including Trade Certificate)  School only e.g. HSC, SC

**Visa Information**

Do you have an Australian Visa?  No  Yes (provide details)

Visa Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Visa Type \_\_\_\_\_

**PARENT/GUARDIAN 2** (Residing at the same address as the student)

Title:  Mr  Mrs  Ms  Other \_\_\_\_\_

Name: \_\_\_\_\_  
Surname Given

Relationship to Student:  Mother  Father  Other (specify) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile 2: \_\_\_\_\_

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

Does this parent/guardian speak a language other than English at home?

Yes (specify) \_\_\_\_\_

**Employment Details**

Employed  Unemployed

Occupation: \_\_\_\_\_ Occupation Group of the Parent/Guardian 2?   
(See last page for codes)

**School Education**

What is the highest year of primary or secondary school the Parent/Guardian 2 has completed?

Year 12 or Equivalent  Year 11 or Equivalent  
 Year 10 or Equivalent  Year 9 or Equivalent

**Post School Education**

What is the level of the highest qualification the Parent/Guardian 2 has completed?

Bachelor Degree or above  Advanced Diploma/Diploma  
 Certificate I to IV (including Trade Certificate)  School only e.g. HSC, SC

**Visa Information**

Do you have an Australian Visa?  No  Yes (provide details)

Visa Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Visa Type \_\_\_\_\_

**PARENT/GUARDIAN 3** (NOT Residing at the same address as the student)

Title:  Mr  Mrs  Ms  Other \_\_\_\_\_

Name: \_\_\_\_\_  
Surname Given

Residential Address: \_\_\_\_\_  
No. Street Name Suburb State Postcode

Relationship to Student:  Mother  Father  Other (specify) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile 3: \_\_\_\_\_

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

Does this parent/guardian speak a language other than English at home?

Yes (specify) \_\_\_\_\_

**Employment Details**

Employed  Unemployed

Occupation: \_\_\_\_\_ Occupation Group of the Parent/Guardian 3?   
(See last page for codes)

**School Education**

What is the highest year of primary or secondary school the Parent/Guardian 3 has completed?

Year 12 or Equivalent  Year 11 or Equivalent  
 Year 10 or Equivalent  Year 9 or Equivalent

**Post School Education**

What is the level of the highest qualification the Parent/Guardian 3 has completed?

Bachelor Degree or above  Advanced Diploma/Diploma  
 Certificate I to IV (including Trade Certificate)  School only e.g. HSC, SC

**Visa Information**

Do you have an Australian Visa?  No  Yes (provide details)

Visa Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Visa Type \_\_\_\_\_

## **CONDITIONS OF ENROLMENT**

Enrolment at Liberty College is subject to the following terms and conditions (**Please initial each box**):

### School Vision

1. The parents will support the aims of the School and order their own lives and home so that the student will be given every opportunity to grow up into Christ.
2. The parents will allow the student to share fully in the life and program of the School, including devotional activities and Scripture lessons.
3. The student will behave in a manner that will bring honour to their family, Jesus Christ and to the School.
4. One aspect of the strength of the School lies in close partnership of school, home and church. Therefore, parents are urged to seriously consider their participation in prayer support, the full payment of fees on time, attendance at parent meetings, giving of time to help practically and open communication with the teachers to avoid misunderstanding.

### Student Attendance

5. Students are required to attend School up to and including the published final term day of School.
6. The parents will provide the student with the correct school uniform approved by the School, and to ensure that the student is always sent to School neatly and modestly dressed in the required uniform.
7. The parents will provide the student with all necessary textbooks and other equipment of a personal nature that may be required for the student to benefit from the education offered.
8. A student returning from vacation is required to attend School at the time and date notified to parents for resuming lessons.
9. Permission is given to the School for a student to be taken off campus for sport days and excursions, recognising that while every care will be taken, the school cannot be held responsible for accidents.
10. The student is expected to attend special days on or off campus (such as Beginning of Year Service, Open Day and Carnivals) as they would a normal School day, staying to the announced finishing time.

### Student Leave

11. The student may only be taken out of school by a parent, guardian or a responsible adult with written authorisation from a parent. The student must be signed out of the School at the office. The School reserves its decision to allow a student to leave with a non parental person.

### Student Welfare

12. The parents accept the responsibility of the School to employ such discipline as it deems wise and expedient for the student. Further, the parents agree to uphold in every way possible the School's authority to administer appropriate discipline in accordance with the policies of the School, including the use of detentions and suspension.
13. Under the principle of 'influence', the School may discipline the student for actions outside school, or during school hours, where that action may affect the integrity and reputation of the School and its community including staff, parents and students.
14. The student undertakes not to use alcohol, tobacco or other harmful drugs.
15. If the student is suspended from school, the student may not enter the School grounds for any reason whatsoever, without the express permission of the Principal and in the company of their parent/guardian. The student shall be the sole responsibility of the parent/guardian during their suspension.
16. The School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breaches of the School's rules and policies.

**Financial Considerations**

- 17. All fees are payable within a month of receiving the School fee invoice, and the parents/guardian will avail themselves of the current School's Fee Policy at enrolment.
- 18. If difficulty with payment of fees is being experienced, the parents/guardian will contact the School personally to resolve the situation.
- 19. If the student is withdrawn by the request of the Board, the parent/guardian is liable for all accounts up to the date of withdrawal only.
- 20. The parents will give at least one term's notice of termination of enrolment, and failure to do so may render them liable for one term's fees, or such amount as the Board from time to time may determine in lieu of such notice. This amount will represent our estimate of the actual costs involved as a result of the termination.
- 21. A non-refundable fee is payable upon acceptance of enrolment. This once-off fee is presently set at \$200.00 per family.

**Ceasing Enrolment**

- 22. When a student ceases enrolment at the end of Year 6 or at any other time, a Leaving School check-list is to be completed prior to leaving the School to ensure that all matters are finalised.

**Notifications**

- 23. It is the responsibility of the parent/guardian to inform the School as soon as known of any changes to personal details or circumstances.

I understand that the signing of this document carries with it my support of the aims and objectives of Liberty Christian Primary School. I have read the above conditions of enrolment and agree to abide by them.

Parent Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ENROLMENT PROCEDURE**

To enrol your child at Liberty Primary School, please complete this form and forward it to the school administration with the following documentation (original documents are required by law).

- Birth Certificate
- Court Orders in relation to custody
- Immunisation Certificate
- Statutory Care Order
- Latest School Report
- Visa Approval from Immigration
- NAPLAN results (Yr 3-6 enrolment only)

*Office Use Only*

<input type="checkbox"/> Enrolment Fee: \$200	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Confirmation Letter: <input type="checkbox"/> Yes <input type="checkbox"/> No
Family Code: _____	Student Number: _____	Compass Entry: <input type="checkbox"/> Yes

## **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** (air/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

### **Group 2: Other business managers, arts/media/sportspersons 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 services 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**

**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, nursery assistant, 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)