



tarremah **steiner school**

## ENROLMENT APPLICATION FORM

A non-refundable Application Enrolment Fee of \$100 is payable with this Application.

**PROPOSED YEAR OF ENTRY** .....

### Child Details

Family Name .....

Given Names .....

Preferred Name .....

Date of Birth ..... Male  Female

Is this student of Aboriginal or Torres Strait Islander origin? Yes  No

Language usually spoken at home .....

Attended Tarremah Playgroup Yes  No

Present school (if applicable) .....

Does the child currently have siblings at Tarremah? No  Yes  If yes, please give details of names and classes .....

.....

If your child has any special needs please tick here  and attach details.

### Parent/Guardian 1

Title ..... Family Name .....

Given Name ..... Preferred Name .....

Relationship to child .....

Address .....

State ..... Postcode .....

Postal address (if different to above) .....

State ..... Postcode .....

Phone home ..... work .....

Mobile ..... Email .....

Occupation .....

Place of employment .....

## Parent/Guardian 2

Title ..... Family Name .....

Given Name ..... Preferred Name .....

Relationship to child .....

Address .....

State ..... Postcode .....

Postal address (if different to above) .....

State ..... Postcode .....

Phone home ..... work .....

Mobile ..... Email .....

Occupation .....

Place of employment .....

## Correspondence Details

With whom does the child reside? .....

Who is to receive correspondence? Parent/Guardian 1  P/G 2  Both

To whom should accounts be sent P/G 1  P/G 2  Both  Other

If other, please provide details .....

## Conditions of Enrolment

1. For the purposes of Conditions of Enrolment 'student' and 'child' refer to the child for whom the enrolment application is made.
2. Tarremah Steiner School is referred to as *Tarremah* or *the School*.
3. Fees are invoiced prior to the beginning of each term.
4. Fees are to be paid in full by the second Friday of that term - refer to the *Fee Payment Policy*.
5. Failure to pay fees according to the *Fee Payment Policy* may result in cancellation of enrolment.
6. In the event that a student is withdrawn from the School, one full term's notice in writing is required, or one term's fees in lieu of notice - refer to the *Fee Payment Policy*.
7. Both parents/guardians are jointly and severally liable for the payment of all fees and charges, unless the School is notified in writing by both parents/guardians.
8. The School will not be responsible for the loss or damage to personal property of students, no matter how caused.
9. The parent/guardian will be responsible for all breakages and damage to School property and/or to the personal property of another student caused by their child.
10. These conditions are subject to alteration from time to time. Continuing enrolment at the School shall be deemed to constitute acceptance of these conditions.
11. The signatures of those who have signed the Enrolment Application Form have agreed to these Conditions of Enrolment and undertake to abide by the Conditions of Enrolment.

## Declaration by Parents/Guardians

I/we acknowledge that I/we have read and undertake to abide by the Conditions of Enrolment as set out in this application form.

Signed by ..... Name ..... Date .....

Signed by ..... Name ..... Date .....

## **ENROLMENT PROCEDURE**

Lodgment of an Enrolment Application must be accompanied by payment of the non-refundable Enrolment Application Fee of \$100.

Lodgment of an Enrolment Application and payment of the non-refundable Enrolment Application Fee do not guarantee a place in the School.

If a class is full, the child's name will be placed on a waiting list. Children are waitlisted in classes according to their birth year.

If and when a place becomes available, a parent/child interview will be arranged with the prospective Class Teacher. Each prospective student's educational needs are considered as well as those of the existing class. Further information may be sought in consultation with parents and other relevant parties. Tarremah requires copies of school reports and any other assessments, including those related to special needs. The parent/teacher interview will be followed by a parent interview with the Business Manager.

Following the interview process, an offer may be made in writing for a place in the School. Acceptance is subject to the payment of a non-refundable Facility Fee of \$600. The amount to be paid and the due date will be indicated in the letter of offer.

The acceptance of the offer of a place becomes a legally binding contract between you and the School.

**National Privacy Act  
Standard Collection Notice**

1. The School collects personal information about pupils and parents or guardians before and during the course of a pupil'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. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as special achievements, pupil activities and other news is published in the School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fund raising activities. Information received from you may be used to make an appeal to you. We will not disclose our personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now. Phone lists may not be used for purposes other than as a personal contact directory.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why; that they can access that information if they wish and that the School does not usually disclose the information to third parties.