



Application for Enrolment

Student Surname:.....**Given Names**.....

Family Information

Parent/Guardian 1.....

Relationship to Child

Country of Birth.....

Home Language.....

Marital Status:

Residential Address.....

.....Postcode:.....

Postal Address (if different from above).....

..... Postcode:.....

Telephone:.....Mobile:.....

Email:.....

Religious Denomination.....

Current Church Membership Y/N

Congregation

Parent/Guardian 2.....

Relationship to Child

Country of Birth.....

Home Language.....

Marital Status:

Residential Address.....

.....Postcode:.....

Postal Address (if different from above).....

..... Postcode:.....

Telephone:.....Mobile:.....

Email:.....

Religious Denomination.....

Current Church Membership Y/N

Congregation

Student Information

Surname:.....Given Names.....

Date of Birth:.....Male / Female

Is this child of Aboriginal or Torres Strait Islander origin? : Yes/ No

Proposed Year of Entry:.....

Did your child attend a pre-school? YES/NO Location.....

Has your child attended another primary school? YES/NO

Name of School:

Please respond to the following questions below:

Does your child have any Learning/Social or Behavioural difficulties/issues? YES/NO

Has your child attended any specialised agencies/schools or centres? YES/NO

Does your child have any special needs or considerations?

(disabilities, impediments, allergies, restrictions on physical activity) YES/NO

Does your child require any special provisions to be made by the school?

(medication/disabled access etc) YES/NO

If Yes to any of the above questions please elaborate below and attach any relevant reports or information.

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Is the child subject to a Custody Order? Yes / No (If Yes, please give details):

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Additional Family information

Please list names and ages of other children who may enrol at Lobethal Lutheran School at a later date:

Name:.....Date of Birth:.....

Name:.....Date of Birth:.....

Name:.....Date of Birth:.....

Please provide a copy of the following documents with this application:

- 1. A copy of birth certificate or extract
- 2. A copy of the school entry immunisation certificate
- 3. Latest school report or references from previous schools
- 4. Any court order or related information regarding custody
- 5. Documentation relating to any special needs

Release of Privacy/Information

- 1. The School respects the privacy of personal and sensitive information regarding your family. The School collects personal information including sensitive information about the student and parent(s) or guardian(s) 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 child.
- 2. In situations where parents are separated, it is the policy of the School to release school reports to the mother and father of the student upon request. It is also our policy to allow both the mother and father to attend parent/teacher interviews upon request. However the School will abide by any court orders which prevent the release of such information.
- 3. Some of the information the school collects is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.
- 4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child 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, Lutheran Education Australia, Lutheran Schools Association (LSA), Lutheran Church of Australia (including all congregations and departments), medical practitioners and people providing services to the School including specialist visiting consultants, sport coaches, volunteers and anyone you authorize the School to disclose information to.



6. The School from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
7. If we do not obtain the information referred to above, we may not be able to enrol or continue enrolment of your child.
8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, student activities and other news is published in the school newsletter, magazine, buzz book, school promotional material, newspapers, TV, special events and our website. The School will seek annual permission for images to be used.
9. Parents or guardians may seek access to personal information collected about them and their child by contacting the School. 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 student, or where students have provided information in confidence.
10. The School from time to time engages in fundraising activities. Information from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
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.

School Fees:

As parent(s) / caregiver(s) of the student enrolling at Lobethal Lutheran School, I/we jointly and severally:

Agree to pay promptly by the due date, or arrange for suitable and approved payment plan to be in place for all tuition and other fees as required by the school (unless other arrangements have been made on a confidential basis with the Principal/Office Manager);

Understand that payment of my/our account is my/our responsibility. Should my/our account be placed in the hands of Debt Recovery Consultants, then I/We hereby agree to pay all expenses relating to the recovery of my/our account, and any default debt may be reported to a Credit Reporting Agency. School fees will be set annually by School Council and families will be notified via the school website.

Declaration:

It is an expectation of Lobethal Lutheran School (LLS), that parents will support and abide by all school policies and that they will work cooperatively with teachers and school staff for the benefit of their child’s education.

The school reserves the right to review the enrolment of any student, deemed by the Principal, to be unsatisfactory or whose parents do not cooperate with school personnel. Aggressive or violent behaviour will not be tolerated and the School will act accordingly.

We have read the information contained in the LLS prospectus.

Should our child be enrolled at LLS we agree to:

1. Abide by the policies, rules and regulations of the School.
2. Ensure that to the best of our ability, our child will likewise conform to those policies (especially in regards to uniform) and behavioural expectations.
3. Be responsible for the payment of tuition fees and other costs and charges associated with the education of my child as determined and amended from time to time by the School (except where exemptions have been sought and granted).
4. Acknowledge that one full term’s notice is required to withdraw a student from the School or payment of a term’s fees in lieu.
5. To ensure the School is informed of any illnesses, health or other conditions that will affect the care and support the school needs to give to the child or others.
6. Parents and guardians must inform the Office Manager or Principal if there is a change in their relationship since the completion of this form. If any change regarding responsibilities for School fees is proposed, details must be provided in writing and signed by and agreed to by both parties. Any court enforced orders MUST be advised to the Principal as soon as possible after the orders have been issued.
7. Other points discussed between Parent/Caregiver and the Principal:
 - a. Uniform
 - b. Billing of School fees
 - c. Financial Assistance
 - d. Flexible entry

Signed..... (Parent/Guardian1)

Signed..... (Parent/Guardian 2)

Date.....

Office Use Only:

Date of Contact: ___/ ___/ ___ **Have parents visited the School?: Yes No**

Interviewed:

Accepted.....

