



APPLICATION TO ENROL

Office Use Only
Student #:

Thank you for your interest in St Luke's Grammar School. Please use this form to apply to register for a position on the School's "Wait List" for the desired Year of commencement. Complete the form by ticking choices or printing in the appropriate response boxes. Please use BLOCK LETTERS. Some of the information requested on this form is required legally for MCEETYA data collection purposes. All information supplied on this form is covered by the School's privacy policy.

STUDENT DETAILS

First Name:		Desired Year of Entry:	(ie 2020)
Second Name:		Desired Grade of Entry:	(ie Pre-K, Kindy, Year 1, Year 7 etc)
Last Name:		Desired Term of Entry:	(ie Term 1)
Preferred Name:		If Junior School Entry:	<input type="checkbox"/> Bayview Campus (Pre-K to Year 6) <input type="checkbox"/> Dee Why Campus (Pre-K to Year 6) <input type="checkbox"/> Either Campus - First Available
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Country of Birth:		Date of Birth:	____/____/____ (dd/mm/yy)
Nationality:		Current School:	
Language at Home:		Years at Current School:	
Is the Applicant:	Aboriginal <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous School:	
Is the Applicant:	Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No	Religious Denomination:	
Visa Subclass:	(If from Overseas) _____	Church Attended:	

PARENT / GUARDIAN CONTACT DETAILS

FATHER / PARENT 1 / GUARDIAN 1 <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> ____		MOTHER / PARENT 2 / GUARDIAN 2 <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> ____	
First Name:		First Name:	
Last Name:		Last Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Mobile Phone:		Mobile Phone:	
Work Phone:		Work Phone:	
Email:		Email:	
Postal Address: (If different)		Postal Address: (If different)	
Employer:		Employer:	
Title / Position:		Title / Position:	

OFFICE USE ONLY

Application Fee: \$220	Date Received:	Receipt No:	
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APPLICATION TO ENROL *(continued)*

FAMILY RELATIONSHIPS *(The following information is helpful to avoid confusion or embarrassment)*

Please complete if relevant: Parents separated Parents divorced Father deceased Mother deceased

Student normally resides with: Both parents Mother only Father only Shared arrangement

School Reports to be sent to: Both parents Mother only Father only Guardian

SIBLINGS

Name	Age	Current School <i>(If Applicable)</i>	Year or Grade	House <i>(If at St Luke's)</i>

FAMILY MEMBERS EDUCATED AT THIS SCHOOL (OTHER THAN SIBLINGS)

Name	Relationship to Applying Student	Number of Years at St Luke's	Year of Leaving	House <i>(If at St Luke's)</i>

EMERGENCY CONTACT

Name	Relationship to Applying Student	Home Telephone	Mobile Telephone

REFERENCE CONTACTS

One written Reference must accompany all **Application to Enrol** forms. Please also complete table below: (One can be the same as the written Reference)

Referees	Referee 1	Referee 2
Referee's Name		
Company / Position		
Email Address and Phone Number		
Relationship to Family <i>(If any)</i>		

- Notes:
- The written Reference is to be a 'family' Reference, that covers the Parents and all siblings (if applicable).
 - The Reference can be provided by a Church Pastor, Business Colleague, Relative or Friend, etc.
 - References are usually 2 - 3 paragraphs in length and outline any relevant values, beliefs and practices of the family.
 - One written References must be supplied at the time of the **Application to Enrol** form. It is possible for References to be received via email, (enrol@stlukes.nsw.edu.au), but the **Application to Enrol** form will not be processed until both References are received.



APPLICATION TO ENROL *(continued)*

SPECIAL NEEDS AND FURTHER INFORMATION – This section **MUST** be completed fully.

Does the student suffer from any of the following: *(please tick)*

Dyslexia	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Hearing Disorder	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Allergy	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Eye Disorder	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Asthma	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Epilepsy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Diabetes	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Anxiety / Depression	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Autism / Aspergers	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Sensory Processing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ADD / ADHD / ODD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Other:	_____	

1. Does your child take medication for any of the above?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Does this condition prevent or restrict your child from participating in any activity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Has your child ever encountered learning difficulties?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Is there any other physical or mental condition or social situation which may affect the education of the student and / or their safety and / or the safety of others at the School?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. Are there any Court Orders or Parenting Plans in force with regard to the student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you have answered “yes” to any of the above questions, please give details below:

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Please also submit documents explaining these needs in more detail, including where applicable, Doctors and / or Specialist Reports / Statements, copies of Court Orders or Parenting Plans and other documentary evidence, together with your Application to Enrol.

Is your child involved in the following Co-Curricular Activities:

Sport	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes: Which Sport(s)? _____	What Level/Grade? _____
Music	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes: Which Instrument(s)? _____	What Level/Grade? _____
Other	(Dance, Drama, Gymnastics, Public Speaking, Scouts etc) _____		What Level/Grade? _____

Has your child recently received an Outstanding Award or been recognised for achievement in Academic, Sport or Music endeavours?

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SURVEY INFORMATION

How did you hear about St Luke’s Grammar School?

- Family Currently Attending
 Friends / Neighbours
 Manly Daily
 Peninsula Living
 Website / Google Search
 General School Directories
 Local Knowledge
 Other:

What are your TOP 3 reasons for applying for a place at St Luke’s Grammar School?

- Academic Results
 Subject Choice
 Co-Curricular Opportunities
 Pastoral Care
 Christian Ethos
 Affordability
 Location
 Student Management
 School Uniform
 Reputation of the School
 Siblings Attend
 Other:

TERMS & CONDITIONS OF ENROLMENT (Please detach from the *Application to Enrol* form, to keep for your records)

These Conditions form part of the enrolment contract between the Parents and Sydney Anglican Schools Corporation.

Interpretation

"Corporation" means Sydney Anglican Schools Corporation, ABN 63 544 529 806.

"Parents" means the Student's mother and father; or, where the Student has only one parent, that parent. "Parents" also includes the Student's guardian.

"Student" means the person who is enrolled as a student at the School.

"Principal" means the principal or acting principal of the School, by whatever title she or he is known, and/or his or her nominee.

"School" means the school or college of the Corporation at which the Student is enrolled.

Fees and Charges

1. The Parents are to pay to the School all fees and charges for school fees, extra subjects, excursions, camps and the supply of other goods and services to the Student, as determined by the Corporation or incurred on behalf of the Student from time to time (Fees and Charges).
2. The Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an account for Fees and Charges within 21 days of the due date they will be liable to pay an overdue charge which reflects the administrative and financial cost to the Corporation in collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. If an account for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry to the Student and/or terminate the Student's enrolment.
4. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the School one term's school fees, plus GST as applicable. The Parents agree that this amount is a genuine estimate by the School of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.
5. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, or expulsion.
6. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment.
7. The Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the Student which the School is not able to otherwise recover.

Students' Obligations

8. Students are to demonstrate high standards of behaviour and:
 - (a) abide by the School rules as they apply from time to time;
 - (b) act courteously and considerately to each other and to staff at all times;
 - (c) support the goals and values of the School;
 - (d) attend and, as required, participate in:
 - (i) chapel services and assemblies;
 - (ii) the School sports programme;
 - (iii) important School events such as Speech Day / Night or other events determined by the Principal;
 - (iv) camps and excursions that are an integral part of the School curriculum;
 - (e) wear the School uniform as prescribed and follow conventional standards of appearance in accordance with the School's guidelines and the expectation of the School community; and
 - (f) attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

Parents' Obligations

9. The Parents:
 - (a) are to accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
 - (b) acknowledge the Corporation's Philosophy of Education published on the Corporation's website www.sasc.nsw.edu.au ;
 - (c) are to support the goals, values and Christian foundation and activities of the School;
 - (d) are to read the School newsletter;
 - (e) are to advise the School in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parent or has mail returned to it;
 - (f) are to ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;

TERMS & CONDITIONS OF ENROLMENT *(Continued)*

- (g) are to communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- (h) are to use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.

Exclusion of Students

- 10. The Principal may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or expel the Student for:
 - (a) breaches of rules or discipline;
 - (b) behaviour prejudicial to the welfare of the School, its staff or students; or
 - (c) where parents have failed to comply with these Conditions of Enrolment.
- 11. The Principal also may terminate the Student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

- 12. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal. Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrival at the beginning of the day.

Content of Courses Attended

- 13. The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.

Special Needs, Health and Safety

- 14. The Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. The Parents are to complete the Student's medical form accurately and provide annual updates.
- 15. The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all students.
- 16. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.
- 17. The Student's personal property is not insured by the School, and the School does not accept any responsibility for loss of or damage to the Student's personal property.
- 18. Parents are to observe School security procedures for the protections of students.
- 19. In accepting these conditions the Parents:
 - (a) acknowledge that the School may from time to time collect personal information about parents and students for the School's function or activities;
 - (b) authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the Student's education, health, care, welfare and development; and
 - (c) acknowledge that they have read the School's Privacy Policy and Standard Collection Notice, as displayed on the School's website, or as otherwise published.
- 20. The Parents give permission for photographs and videos of the Student to be placed in the School's records; displayed from time to time around the School; and published in School publications, on its website and in other marketing and promotional material, unless the Principal has been advised or is advised in writing that the Parents do not give this permission.

Court Orders and Provision of Reports

- 21. The Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.
- 22. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

General

- 23. The Corporation may change these Conditions of Enrolment with effect from the beginning of a calendar year, provided the Corporation gives the Parents at least two terms' notice.
- 24. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.

ENROLMENT PROCESS

Parents'/Guardians' Action	The School's Action	Comments
STAGE 1 – Application to Enrol		
1. Parents request information regarding the School	<ul style="list-style-type: none"> The School sends an Application to Enrol form with School Prospectus. 	<ul style="list-style-type: none"> School Tours are conducted on a weekly basis for families wanting to visit the School.
2. Parents complete the Application to Enrol , and return it together with the Application Fee , and all required documents , to have their child placed on the Waiting List .	<ul style="list-style-type: none"> The School receives and processes completed Application to Enrol forms. The School sends a letter confirming the placement of the child on the Waiting List. 	<ul style="list-style-type: none"> The Application Fee is non-refundable and paying it does not guarantee an Offer of Enrolment.
<p>It is the responsibility of parents to inform the School of contact detail changes (ie Address, Email etc) as soon as possible. The School will not be held responsible if important enrolment information is not received, due to the School not being made aware of changes. out of date details. All requests for change must be made in writing (email: enrol@stlukes.nsw.edu.au; or by letter, addressed to the "Enrolments Office").</p>		
STAGE 2 – Enrolment Interview		
<ul style="list-style-type: none"> For Year groups where there are more applicants on the Waiting List than places available, Parents are sent a Confirmation of Interest to Enrol form, prior to the commencement of the Enrolment Interview process. 	<ol style="list-style-type: none"> At the appropriate time (see "Comments relating to Stage 2), the School assesses each application in relation to the Enrolment Criteria. Subject to a place being available, the School contacts Parents to schedule an Enrolment Interview. In cases where demand for places exceeds the number of places available, not all Applicants will progress to the Enrolment Interview stage. Applicants will be sent communication outlining the next steps in the Enrolment Process. 	<ul style="list-style-type: none"> For Cottage entry, Enrolment Interviews are scheduled approx 18 months prior to entry. For Kindergarten entry, Enrolment Interviews are scheduled approximately 24 months prior to entry. For Year 7 entry, Enrolment Interviews are scheduled approx 24 months prior to entry. Note: Students enrolled into the St Luke's Junior School automatically proceed to Year 7. For Years 1 – 11 (not including Year 7), Enrolment Interviews are scheduled approximately 6 months prior to entry.
4. Parents to attend the scheduled Enrolment Interview with student.	<ul style="list-style-type: none"> Conduct the Enrolment Interview and assess the outcome of the interview. 	<ul style="list-style-type: none"> Attending an Enrolment Interview does not constitute or guarantee an Offer of Enrolment.
STAGE 3 – Offer and Acceptance		
<p>Note regarding: Date of Application: Please note that while 'Date of Application' is listed as one of the Enrolment Criteria, it is not considered to be more weighty than the other criteria. In practice though, the School does give consideration to 'Date of Application' when assessing most Application to Enrol forms. As such, the majority of Enrolment Interviews are scheduled with regard to 'Date of Application' and the majority of Offers of Enrolment are extended in 'Date of Application' order. However, in a small percentage of cases, and in an effort to balance the cohort, factors such as gender, academic ability, co-curricular accomplishments, community service involvement and church affiliation may be taken into account.</p>	<ol style="list-style-type: none"> Following the Enrolment Interview, the School notifies the Applicant of the outcome of the Enrolment Interview. Subject to the School's Enrolment Policy and subject to a place being available, successful Applicants are extended an Offer of Enrolment and are sent an Enrolment Contract for parents to sign. The School usually extends an Offer of Enrolment within 2 – 3 weeks of the Enrolment Interview. Depending on when a position becomes available, an Offer of Enrolment may be delayed up until or beyond the actual desired date of entry, or not at all. 	<ul style="list-style-type: none"> In cases where an Offer of Enrolment is not extended within the 2 – 3 week timeframe, Applicants are sent a letter outlining the status of their Application. In most cases, the School will retain the Applicant on the Waiting List for the requested Year group and will monitor the Waiting List and extend further Offers of Enrolment as places become available. If an Application to Enrol is not successful for a particular Year group, the Application will be cancelled at the end of the year initially applied for, unless the School is advised to keep it active. It is the Parent's responsibility to inform the School if they would like the Application to Enrol to remain valid for the next year, or for a future Year group. Cancelled Application to Enrol forms can be re-instated at any time, if a request is made (in writing – email or letter).
1. Accept the Offer of Enrolment by signing the Enrolment Contract and paying the non-refundable Acceptance Fee	<ul style="list-style-type: none"> Process the receipt of the Enrolment Contract and Acceptance Fee and send a letter of Confirmation of Enrolment 	<ul style="list-style-type: none"> The Acceptance Fee is non-refundable. The signing of the Enrolment Contract and payment of the Acceptance Fee secures the Applicant's place in the desired Year group. Orientation information is sent at the appropriate time.