



APPLICATION TO ENROL

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 "List of Prospective Students". 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.

A. STUDENT DETAILS

First Name	_____	Desired Year of Entry	20 __ __
Second Name	_____	Desired Grade of Entry	_____
Surname	_____	Desired Term of Entry	_____
Preferred Name	_____	Present School	_____
Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Years At Present School	_____
Date of Birth (dd/mm/yyyy)	____ / ____ / ____	Previous School	_____
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____	Years At Previous School	_____
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	Church Attended	_____
<i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>		Does the student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify: _____ <i>(If more than one language, indicate the one that is spoken most often.)</i>

B. PARENT DETAILS

	Father (or Guardian 1)	Mother (or Guardian 2)
First Name	_____	_____
Surname	_____	_____
Home Address	_____	_____
Suburb / State / Post Code	_____	_____
The Student lives at this address:	<input type="checkbox"/> All the time <input type="checkbox"/> Part of the time	<input type="checkbox"/> All the time <input type="checkbox"/> Part of the time
Home Phone	_____	_____
Mobile Phone	_____	_____
Email	_____	_____
Employer's Name	_____	_____
Title / Position	_____	_____
Business Phone	_____	_____
What is the highest year of primary or secondary school the Parent / Guardian has completed? <i>(For persons who have never attended school, mark "Year 9 or equivalent or below")</i>	<i>(Please mark only one box)</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<i>(Please mark only one box)</i> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
What is the level of the highest qualification the Parent / Guardian has completed? <i>(Please mark only one box.)</i>	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

Office Use Only	Application Fee: \$200.00	Date:	Receipt No:	Recorded:
		Date:		Recorded:
	E#:	Date:		Recorded:



APPLICATION TO ENROL (Cont)

B. PARENT DETAILS (cont)

	Father (or Guardian 1)	Mother (or Guardian 2)
Does the Parent / Guardian speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify: _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify: _____
<i>(If more than one language, indicate the one that is spoken most often.)</i>	_____	_____
What is the occupation group of the Parent / Guardian ?	GROUP: _____	GROUP: _____
<i>(Please select the appropriate occupation group below.)</i>	_____	_____

Occupation Groups:

- If the person is not currently in paid work but has had 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 '8' in the box above.)

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 organization]

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** [aircraft/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 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 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, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

• **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

APPLICATION TO ENROL (Cont)

C. FAMILY DETAILS

1. Siblings

Name	Age	Current School (if applicable)	Year or Grade	House (if at this School)

2. Family Members Educated at this School (Other than Siblings)

Name	Relationship to Applying Student	Year of Leaving	House

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

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

Asthma YES NO Hearing Disorder YES NO Diabetes YES NO Epilepsy YES NO
 Allergy YES NO Eye Defects YES NO Dyslexia YES NO Other: _____

- Does your child take medication for any of the above? YES NO
- Does this condition prevent or restrict your child from participating in any activity? YES NO
- Has your child ever encountered learning difficulties? YES NO
- 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? YES NO
- Are there any Court Orders or Parenting Plans in force with regard to the student? YES NO

If you have answered “yes” to any of the above questions, please provide evidence explaining these needs in detail, including where applicable, Doctors and / or Specialist Reports / Statements, copies of Court Orders or Parenting Plans and other documentation, together with your *Application to Enrol*.

E. REFERENCE CONTACTS – Please provide two written references to support your family

	Referee 1	Referee 2
Name		
Company / Position		
Contact Number		

NOTE: The 'family' References can be provided by a Church Pastor, Business Colleague, Relative or Friend etc. They are usually 2 – 3 paragraphs in length and outline any relevant values, beliefs and practices of the family. They usually also mention the children.
Please provide these References together with the *Application to Enrol* form.

F. SURVEY INFORMATION – Please complete to assist us in the further development of the School

1. How did you hear about St Luke's Grammar School?

<input type="checkbox"/> Family Currently Attending	<input type="checkbox"/> Friends / Neighbours	<input type="checkbox"/> Manly Daily	<input type="checkbox"/> Peninsula Living
<input type="checkbox"/> Website	<input type="checkbox"/> General School Directories	<input type="checkbox"/> Local Knowledge	<input type="checkbox"/> Other: _____

What are your **top 3** reasons for applying for a place at the School?

<input type="checkbox"/> Academic Results	<input type="checkbox"/> Subject Choice	<input type="checkbox"/> Co-Curricular Opportunities	<input type="checkbox"/> Pastoral Care
<input type="checkbox"/> Christian Ethos	<input type="checkbox"/> Affordability	<input type="checkbox"/> Location	<input type="checkbox"/> Student Management
<input type="checkbox"/> School Uniform	<input type="checkbox"/> Reputation of the School	<input type="checkbox"/> Siblings Attend	<input type="checkbox"/> Other: _____



APPLICATION TO ENROL (Cont)

G. DECLARATION

The processing of this **Application to Enrol** will determine whether your child will progress to the next stage of the Enrolment Process, which may include an invitation to participate in an Enrolment Interview and may result in an **Offer of Enrolment**. You will be contacted in due course with the results of this processing. This **Application to Enrol** does not constitute an offer of a place at the School, nor the guarantee of an **Enrolment Interview**.

This is a **declaration** by parents or guardians **responsible for fees**. We:

1. apply to have the previously mentioned student considered for enrolment at St Luke's Grammar School
2. **enclose an Application Fee of \$200.00**
3. undertake to conform to the rules, procedures and regulations made from time to time by the School

The following MUST be included with all Application to Enrol forms:

4. evidence of **date of birth** (Copy of Birth Certificate, Citizenship Papers, Australian Visa or documentary explanation)
5. two written references
6. requested **Medical** and / or **Specialist Reports, Court Orders and Parenting Plans**

The following must be included with the Application to Enrol form if the desired date of enrolment is within 24 months:

7. a copy of the student's **last two school reports** (Not applicable for Pre-Kindergarten and Kindergarten entry)

Father's (or Guardian 1's) Signature _____ Date _____
 Mother's (or Guardian 2's) Signature _____ Date _____

Notes:

Applications for Cottage and Kindergarten

- The School receives **Application to Enrol** forms for Cottage and Kindergarten entry, from birth. Applications are processed and applicants are placed on a Wait List. Two years prior to the desired date of entry, and subject to a place being available, the School will contact the applicant to schedule an Enrolment Interview. Subject to a successful interview and a place being available, it is possible that an **Offer of Enrolment** may be extended.

Applications for Year 7 Entry

- The School receives **Application to Enrol** forms for Year 7 entry, from birth. Applications are processed and applicants are placed on a Wait List. Two years prior to the desired date of entry, and subject to a place being available, the School will contact the applicant to schedule an Enrolment Interview. Subject to a successful interview and a place being available, it is possible that an **Offer of Enrolment** may be extended.
- **Enrolment Interviews** and **Offers of Enrolment** usually occur during the end of Term 1 (approximately) of the year the student is in Year 5. Further rounds of **Enrolment Interviews** and **Offers of Enrolment** may be made up until the time the students begin Year 7.

Applications for Years 1 to 6 Entry and for Years 8 – 11 Entry

- The School receives **Application to Enrol** forms for Years 1 to 6 and for Years 8 – 11 entry, from birth. Applications are processed and applicants are placed on a Wait List. From Term 2 onwards of the year prior to desired date of entry, and subject to a place being available, the School will contact the applicant to schedule an Enrolment Interview. Subject to a successful interview and a place being available, it is possible that an **Offer of Enrolment** may be extended.

Contact Details:

Please send your completed **Application to Enrol**, marked to the attention of "**Enrolments Office**", to the address listed below.

Enrolments Office
 St Luke's Grammar School
 210 Headland Road
 Dee Why NSW 2099

If you have any additional questions or need further information, please contact:

Enrolments Office
 (02) 9438-6200
enrol@stlukes.nsw.edu.au