

MINARAH

STUDENT ENROLMENT FORM

ABN 38 097 528 008



MINARAH
RABBI ZIDNI ILMA

STUDENT DETAILS {please tick where appropriate}

Enrolling in Class:

Family Name {block letters please}		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Given Name/s {as shown on birth certificate}			
Date of Birth / /	Country or Australian State of Birth		Nationality
Australian citizen or permanent resident <input type="checkbox"/> Yes <input type="checkbox"/> No			
Language spoken at home		Is the Student Aboriginal <input type="checkbox"/>	or Torres Strait Islander <input type="checkbox"/>
Religion			
Present School {if applicable}		Current Year Level	Intended Entry Year
Previous Schools		Child's Position in Family	
Names of siblings attending or have attended the college			Year of enrolment
1.			
2.			
3.			
4.			
Student resides with <input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other (please specify)			

PARENTS DETAILS {please tick where appropriate}

Father's Family Name:		Title
Given Name/s {as shown on birth certificate}		
Address		
Suburb	State	Postcode
Home phone	Mobile	Business phone
Occupation	Email	
Australian citizen or permanent resident <input type="checkbox"/> Yes <input type="checkbox"/> No		
Father's Country of Birth:		Father's language other than English at home:
Father's highest qualification completed:		
Mother's Family Name:		Title
Given Name/s {as shown on birth certificate}		
Address		
Suburb	State	Postcode
Home phone	Mobile	Business phone
Occupation	Email	
Australian citizen or permanent resident <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mother's Country of Birth:		Mother's language other than English at home:
Mother's highest qualification completed:		

The following questions are extremely important and **MUST** be answered in full and to the best of your ability. Enrolment for a student who has been identified with special needs cannot be confirmed until full consideration has been given to the special needs of the student and whether the College can appropriately meet those needs.

MEDICAL/SPECIAL NEEDS

Does your child have a diagnosed disability and/or diagnosed learning disability (e.g., learning, physical, hearing, vision, autism, dyslexia, social/emotional)?

Yes No If yes, please provide details: _____

Minarah must be advised if any special needs are diagnosed after submission of this form. An Action Plan must be provided upon finalisation of enrolment.

Does your child suffer from any specific allergies? (Please name) eg. Nuts, Bee stings, Sulphur, Drugs etc. Yes No

If yes, please provide details: _____

Please indicate the degree of severity: Acute Moderate Mild

Does your child suffer from Asthma? Yes No

If yes, the child's Asthma Action Plan needs to be submitted to office immediately.

Please indicate the degree of severity: Acute Moderate Mild

IMMUNISATIONS

Is your child fully immunised? Yes No

If yes, please provide a copy of the immunisation record.

HEARING AND VISION

Have your child's eyes been tested? Yes No By Whom: _____ Date: _____

Is there written information available to assist the College? Yes No Is there any past history of sight problem? Yes No

Does your child require glasses, vision aids etc.? Yes No

Details:

Has your child's hearing been tested? Yes No By Whom: _____ Date: _____

Is there written information available to assist the College? Yes No Is there any past history of hearing problem? Yes No

Does your child require acoustic considerations in the classroom? Yes No

Details:

FAMILY DOCTOR

Doctor's Name: _____ Telephone No: _____

EMERGENCY CONTACT (person to contact if neither parent is available)

Name: _____ Relationship to student (uncle, aunt, neighbour etc.) _____

Telephone No: _____ Telephone Work: _____ Mobile: _____

COURT OR CUSTODY ORDERS

Are there any Court or Custody Orders of which the College should be aware of? Yes No

If 'yes' please provide details:

Should your child sustain any injury or illness we wish to be notified if it seems advisable in the opinion of the Principal of the school that medical treatment is necessary. In the event of an emergency and we cannot be contacted we authorise the school to seek appropriate treatment in case of illness or accidental injury. We also indemnify the school against any claim or litigation arising out of sickness or injury to our child. We hereby permit our child to leave the school grounds on any properly organised and supervised excursion for education purposes. We also indemnify the school against any claim or litigation arising out of injury or sickness during, or as a result of the excursion. The child will obey the school policies.

CONDITIONS OF ENROLMENT

All enrolment applications received will be processed in order of receipt and consideration may be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain the enrolment. Parents are expected to be supportive of the ethos and rules of the school. Minarah does not discriminate with regard to enrolments on the basis of gender, disability or special needs; however, the College may not be able to accommodate all children given the limitations in space, number, specialised facilities and special needs teachers. Subject to availability.

Minarah Enrolment Policy

All enrolment applications received will be processed in order of receipt and consideration may be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time.

Once enrolled, students and parents are expected to support the school's ethos and comply with the school rules to maintain the enrolment. Minarah does not discriminate with regard to enrolments on the basis of gender, disability or special needs; however, the College may not be able to accommodate all children given the limitations in space, number, specialised facilities and availability of special needs teachers.

Procedures

1. All applications are processed within the school's enrolment policy.
2. Applications are made by completion of the school's Enrolment Application Form. A copy of a birth certificate, latest School Report, NAPLAN Results (where applicable), proof of residency, immunisation record, court orders (if applicable) and medical documents (if applicable) and any other document requested must accompany the application.
3. A separate enrolment is required for each child.
4. Enrolment priorities and consideration will be given to
 - a. siblings of students already attending the school,
 - b. followed by children of staff,
 - c. followed by applications in order of receipt.
5. Applicants are interviewed for admission to the school by the Principal or Deputy Principal. This interview outlines the School's ethos and programs. This interview seeks to bring out the parents' responses regarding their ability and willingness to support the school's ethos.
6. The Deputy Principal will consider the child's educational needs. This may involve viewing previous school's reports, examination papers and portfolio or work samples. It may also include formal testing, if appropriate and in consultation with parents and other relevant persons any particular emotional or educational needs are discussed. Appropriate strategies are examined with the family prior to an enrolment being offered.
7. The application to enrol in Kindergarten must be received by 30th June of previous year.
8. Applications for immediate enrolment will be subject to availability of space. Where the college is unable to offer a place; the applicant's name will be placed on a waiting list.
9. The outcome of application to enrol will be notified by phone.
10. A place at Minarah is accepted with the payment of a \$100.00 enrolment fee for Primary and \$150 for High (non-refundable) and one term's fee.
11. Receipt of the enrolment form by the College does not guarantee entry into Minarah. Places are allocated strictly in order of the application date; however, the Principal is authorised by the College Board to exercise discretion for applicants in special circumstances. Full enrolment or conditional enrolment may be given. The Principal reserves the right to refuse enrolment of a child into Minarah.
12. It is the responsibility of the parents/guardians to advise the College of any contact detail, parenting and medical condition change in writing and phone immediately.
13. The College endeavours to maintain accurate details of future enrolments and would request the earliest possible notification in writing and phone of intent not to proceed with the application.
14. Parental/guardian consent is given by default to use your child's photo, video, work sample and other relevant information for schools educational and promotional purposes unless consent is withdrawn by parent/guardian in writing.
15. If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.
16. Enrolment is given on an annual basis. Pre-requisites for re-enrolment in each successive year after initial admission will depend on the child's academic levels, student's adherence to school rules and their attendance, behaviour, payment of school fees and continued support by parents of the school rules and policies and compliance with the school's parent code of conduct policy.
17. Student enrolment will be terminated immediately if the student has reached the expulsion stage on the school's discipline policy.
18. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - a. a serious breach of the School's rules or Code of Conduct.
 - b. conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
 - c. where the Principal or School Council believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship.
19. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.
20. The Principal reserves the right to accept or terminate enrolment and the Principal's decision is final.
21. By signing on the enrolment form, the parent/guardian acknowledges that they have read the enrolment policy and have agreed to all the terms, conditions, enrolment policy and procedures; agree that the conditions of enrolment form part of the agreement with the school with regard to education of the student and agree to be bound by them; acknowledge to provide complete and correct information in the enrolment form.

SIGNATURE/S

I/We have read the Conditions of Enrolment included in this enrolment form.

I/We agree that the Conditions of Enrolment form part of our agreement with Minarah with regard to the education of the student and we agree to be bound by them.

To the best of my/ our knowledge the information contained within this enrolment form is complete and correct.

I/We acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this enrolment form, the College may refuse or terminate the enrolment of my/ our child.

Should my/ our child's education or health circumstances change between the date of application and entry to the College, I /we will inform the College.

Signature of Father or Guardian:

Date of Application:

Signature of Mother or Guardian:

Date of Application:

An offer of place at Minarah is subject to the Conditions of Enrolment included with this Enrolment Form.

office Use Only

Verification:

Name

DOB

Imm

Reports

Student Code:

Family Code:

Receipt Date: By:

Parent Copy

By:

Receipt Date:

By: