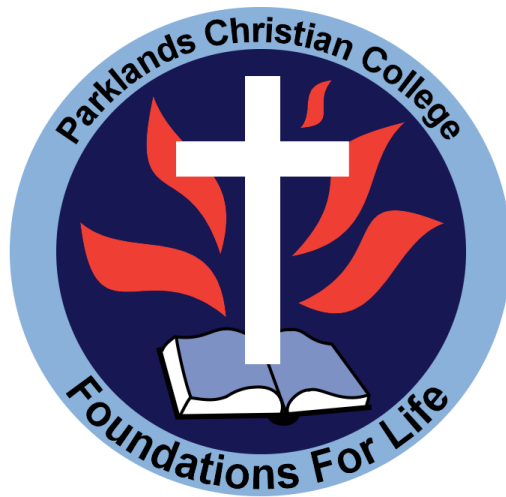


# *Parklands Christian College*



## *Enrolment Form*

# Application for Enrolment.

Return this form to:  
The Registrar  
Parklands Christian College  
11 Hillcrest Road, Park Ridge 4125

Please complete a separate form for each child and answer ALL questions and return to the College Administration along with:

- Application Fee of \$100 per family (non-refundable)
- Copy of Photo Identification for both parents eg drivers licence, passport
- Copy of **two** most recent school reports
- Copy of Birth Certificate
- Copies of relevant education reports, including special educational and psychological testing reports, ascertainment documents, if applicable
- Copies of Family Court Orders or Domestic Violence Orders
- Immunisation History Statement

## Student Details

Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_  
Birth date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex: \_\_\_\_ (Prep must be 5 yrs of age before 1<sup>st</sup> July)  
Commencing in Year Level \_\_\_\_ in Term \_\_\_\_ of Year \_\_\_\_\_

## Please provide Church Details (if you attend)

Family Church \_\_\_\_\_  
Name of Minister \_\_\_\_\_ Phone \_\_\_\_\_  
The student regularly attends Church / Sunday School / Youth Group / Other (circle)

## Please provide details if your child has attended school previously

School Name	Grade(s)	Period	Report
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Interests / Achievements at previous Schools.

\_\_\_\_\_  
\_\_\_\_\_

## Extra Curricular Activities

Give details in each of the areas designated.

Vocal, Instrumental, Drama, Sport, Debating, Technology, Academic, The Arts, Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:** Full & frank disclosure is required, otherwise initial or ongoing enrolment may be effected

## Family Information

Other children for potential enrolment

Full Name	Birth date	Year to start	Grade
_____	__ / __ / __	_____	_____
_____	__ / __ / __	_____	_____
_____	__ / __ / __	_____	_____

**NOTE:** Other siblings will be given first consideration in the enrolled year but they must go through the Acceptance process that is applied to every child.

## Parent / Guardian Details (Confidential)

**Father** \_\_\_\_\_ Title \_\_\_\_\_ Drivers Licence \_\_\_\_\_ DOB \_\_\_\_\_  
Street \_\_\_\_\_ Suburb \_\_\_\_\_ P/C \_\_\_\_\_  
Ph(Hm) \_\_\_\_\_ Ph Mobile \_\_\_\_\_ Ph Wk \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Living with child Y / N

**Mother** \_\_\_\_\_ Title \_\_\_\_\_ Drivers Licence \_\_\_\_\_ DOB \_\_\_\_\_  
Street \_\_\_\_\_ Suburb \_\_\_\_\_ P/C \_\_\_\_\_  
Ph(Hm) \_\_\_\_\_ Ph Mobile \_\_\_\_\_ Ph Wk \_\_\_\_\_  
Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
Living with child Y / N

Preferred Email \_\_\_\_\_

If you have been at current address for **less than 3 years**, please provide previous address

Street \_\_\_\_\_ Suburb \_\_\_\_\_ P/C \_\_\_\_\_

The above information applies to the key persons that have legal authority to raise the child and wish to interact with the school in the child's education.

## Educational Information

How would you describe your child's educational progress:-

High/Good \_\_\_\_\_ Normal \_\_\_\_\_ Needs Encouragement \_\_\_\_\_ Learning Difficulties \_\_\_\_\_

Do the School Reports reflect this description? Y N

Has your child been in a Learning Support program at another school? Y N

Have you included details of this support in this Application? Y N

Has your child been ascertained by previous school or medical specialists as having a learning or behavioural disorder? Y N

If Yes, please complete the separate **Educational Support Assessment Form**.

Please provide any Name and Phone No that we can contact to follow up on details above.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Please respond to the following important information requests.**

Please detail other information that may have an influence on your child's education or relevant to college enrolment. This should include learning or behavioural issues and custody matters. (A further sheet may be presented at the interview to cover these details.)

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Please give reasons why you wish to have your child/ren attend Parklands Christian College. (first application only)

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	Mother	Father
Are there any		
- Family Court Orders	_____	_____
- Domestic Violence Orders	_____	_____
- Foster Child Orders	_____	_____

This must be a full and frank disclosure, with copies of such presented for school records.

**Fee Commitment**

Our school accepts in good faith, that all families submitting this application are aware of the Fees we charge and contract with us to pay them in full when they are due. Monthly fees and levies are due and payable within 7 days of invoice being issued

I/we agree that for the purposes of processing my/our application:

- If Parklands Christian College considers it relevant to assessing my/our application for credit worthiness, I/we agree to Parklands Christian College obtaining from a credit reporting agency a credit report containing personal credit information about me/us in relation to consumer or commercial credit provided by Parklands Christian College.
- I/we agree to Parklands Christian College obtaining personal information about me/us from other credit providers, whose names I/we may have provided to Parklands Christian College or that may be named in a credit report, for the purpose of assessing my/our application for commercial credit, made to the company.
- I/we agree that if I/we default on our terms of subscription, Parklands Christian College may list information about my/our credit default with a credit reporting agency.

Signature \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Billing Email Address \_\_\_\_\_

**Privacy Declaration**

The information supplied in this enrolment is for the purpose of securing a knowledge of the family and the child for which enrolment in the school is sought. It will not be used for purposes other than school information and processing. If the enrolment is accepted, the data will be entered in the computer data base records for constant reference for administration purposes. If the enrolment is not accepted, then no information will be recorded, and the enrolment form will be destroyed.

## Commitment to the School

Acceptance and continued enrolment at the College is subject to the following Agreement existing between the College and the Family of the student described in this application:

**I/We**, \_\_\_\_\_ acknowledge that by **Prospectus, Application Form, Responsible Thinking Program flyer and other supporting documents on the School Web page** that we have been informed, and have not withheld any information about our child that the College has asked for.

**I/We** agree with and will fully support the College's focus on Christian Education based on Biblical principles and teaching and endorse these things being taught to our child.

We pledge to support the College in the discipline and upbringing of our child as set out by the College. We understand that the education and training of our child is our responsibility in partnership with the College.

**We** accept the right of the College to terminate this enrolment if difficulties arise that cannot be resolved and we recognize our right to withdraw our child with at least two weeks notice, and that the College may do the same.

**I/We** will support the daily educational process and requirements of the College as described in the Prospectus, Responsible Thinking Program and other brochures. This includes support of Uniform compliance, dress standards, books and materials, and extends to travel to and from school, and any activity connected with the school beyond the school hours.

**I/We** accept the responsibility to prioritize our personal finances to ensure that school fees and charges are paid in full and on time. We recognize that late payment or no payment may in the first instance, deny our child the opportunity for participation in various activities and will eventually result in a suspension of enrolment until the fees are paid. Should fees continue to remain unpaid we acknowledge that appropriate recovery action will be initiated through a Debt Recovery Agent appointed by the College.

The College will strive to provide a Christian Education as described in the Enrolment Interview, the Prospectus, and other documentation available to parents.

Signatures:

\_\_\_\_\_  
(Father)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
(Mother)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**This should only be signed after you have read documents highlighted above which can be downloaded from the School Web Page.**

## Withholding Information during Enrolment

Parklands Christian College is not an elitist school that is detached from the needs and challenges of families within the local community.

However during the entire Enrolment process, the school requires and expects that parents and care givers will inform the school through **Application Forms, attached documents, School Reports covering grades, Behaviour and Learning difficulties, Medical records and the like, and the Interview with the Principal**, of all matters pertaining to the student's willingness and capacity to participate in a school day.

Failure to reveal this information will nullify the Enrolment offer and the student will be suspended pending a new Enrolment process.

Father / Carer \_\_\_\_\_ Mother / Carer \_\_\_\_\_

## MAJOR POLICY SUMMARIES

The policy summaries contained in this brief are those which the College regards as being of high importance for all students in the College. The detailed versions of these policies are available on the College Intranet. Only the detailed versions should be relied on for accurate and full interpretation. These summaries are intended to give guides to the general intent and content of those policies which are subject to change from time to time.

The eight policies referred to here are:

- Publication of Student Photos and/or Names
- Child Protection Policy: Key points, including consequences
- Drug and Substance Abuse Policy
- IT Acceptable Use Policy
- Harassment Policy
- Credit Policy
- Admissions Policy
- Statement of Faith

Parents are required to signify in writing at the appropriate place in this enrolment package that they have read and understood these policy summaries, and that they will support the College in its adherence to them. Students, from Year 7 up to Year 12 are regarded as being knowledgeably bound by them, on the assumption that their parents will have discussed the policies with them. Students in Years Prep to 6 are also bound by the policies, but allowances may be made in regard to their age and maturity in their understanding of them.

I / We have read the policy summary above \_\_\_\_\_

### ***Publication of Student Photos and/or Names***

In the course of the typical range of school activities, images of students i.e. photographs or video footage is often taken by the College Staff. During the course of each year, these images may be used for a variety of purposes including College newsletters, media releases, general College publications, for public display using electronic media, presentation evenings, class use etc. These images may also utilize various media and formats in their presentation including social media sites. Where students are posed specifically for the marketing images, parents will be contacted in advance and given the opportunity to opt out.

Images of students may include the name of the student e.g. the name and photo of a student who has won an award may be included in the College newsletter or appear on the College website and associated sites such as the College facebook page and twitter posts and alike. Video footage may be used for public presentations. Media reports may be published in the local press or television of school activities, and so on.

I / We have read the policy above \_\_\_\_\_

### ***Child Protection Policy: Key points, including consequences***

Any form of abuse of students at Parklands Christian College will be treated very seriously, but sexual abuse will receive instant and persistent attention from the highest levels of the College authorities until the matter is resolved.

The College will appoint two Protection Contact Officers to act as the first point of contact for a complaint of sexual abuse.

Allegations of sexual abuse will receive independent investigation from senior staff and the College will meet its obligations by law in reporting to relevant authorities.

The Principal is required to ensure that due process is being observed and that no person's reputation or safety is unfairly placed in jeopardy as a result of the investigation.

The Principal is required to ensure that parents of a student who may have been abused are notified early in the process of investigation and that they are kept informed during the process.

The College will dutifully follow all processes as required by law, and the rules of the Board of Teacher Registration.

The College will attempt to protect the reputation of all concerned until the matter is proven one way or another, including both the child/ren and all adults. Once a case is legally proved, however, the College will not attempt to protect any guilty parties.

I / We have read the policy above \_\_\_\_\_

### ***Drug and Substance Abuse Policy: Key points, including consequences***

Students are not permitted to bring drugs or alcohol or other prohibited substances (including tobacco) onto school premises, nor to consume them on school premises. Students who bring illegal drugs onto school premises will face automatic expulsion.

Students are not permitted to come to school showing signs of use of such drugs. Students who come to school showing signs of having used such drugs will be liable to instant suspension, and possible expulsion.

Students are required to practise abstinence in regards to illegal drugs and alcohol. Students who are publicly known to be peddling or consuming illegal drugs or substances out of school hours, or who are generally known to be drunk and disorderly out of hours are subject to school sanctions, including expulsion.

The College reserves the right to inform police or other authorities of the use of illegal drugs.

I / We have read the policy above \_\_\_\_\_

### ***Credit Policy: Key points, including consequences***

All fees and levies must be paid as and when they fall due. Where you have difficulty meeting this debt by the due date, it is your responsibility to contact the Accounts Officer to arrange a mutually acceptable payment schedule.

Parents wishing to withdraw their child/ren from the College must give at least 2 week's notice prior to the last day of their child's attendance. Failure to do so will render them fully liable to one full month's fees and levies in lieu of notice.

It is a requirement of enrolment that a Direct Debit is completed.

Current discounts available: Monthly 2%, Term 5%, Annual 8%.

School fees will be deducted on the 17<sup>th</sup> of each month (Feb-Nov). An Administration charge and loss of discount will occur if funds are unavailable on this date.

Failure to meet required payments, or establish an agreed schedule will entitle the College to terminate the enrolment of the student/s, and appropriate recovery action will be initiated through a Debt Recovery Agency appointed by the College.

I / We have read the policy above \_\_\_\_\_

### ***Policy for Admissions (including waiting lists)***

The College looks at many different factors when choosing to admit a child into the College. We aim to assess what the College can offer each student as well as what each student can contribute to the school. Admissions policy is applied with reference to existing obligations under current relevant legislation.

Without in any way limiting relevant criteria (but subject to our obligations at law) the College may look for attributes such as:

- The support of the College's goals and mission by the parents and child, in particular the commitment to active Christian faith and attendance of a Christian church'
- The current enrolment of siblings in the College
- The previous enrolment of siblings or parents in the College
- The personality and attitude of the child
- The interests of the child
- Scholastic ability
- Musical ability
- Sporting ability
- Ability of the child to fit into school life

All these factors and many more are weighed up when considering an admission. The College is confident of its selection criteria and values the culture and character that it brings to the school.

Parklands Christian College (being a non-state school) acknowledges that the Anti-Discrimination Act (Qld) 1991 imposes obligations on the College in the context of applications for admission.

All officers of the College who are involved in the admission of pupils acknowledge and practise the requirements of this policy.

All documentation must generally be complete and in the hands of the College before an application for enrolment will be processed.

For an offer of enrolment to be valid, all of the following must take place:

- The offer must be accepted in writing.
- The required documentation, signed by all the parties, must be provided to the College.
- All enrolment monies as specified must be paid.

All enrolments are offered subject to the assumption of full and frank disclosure of all information which may be relevant to the education of the student. Withholding relevant information will entitle the College to cancel the enrolment, even after the student has commenced at the College.

If you have any queries with respect to admission criteria please contact the Principal.

I / We have read the policy above \_\_\_\_\_



### ***IT Acceptable Use Policy: Key Points, including consequences***

Students must recognise that the College Network is private property and must respect the rules in place. The College may potentially be involved in litigation if its network is misused and it reserves the right to recover costs from students or their parents in the event of successful litigation following a student's misuse of College equipment or networks.

The following do not reflect the College's Standards or values, and are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or defamatory comments about others or self
- damaging computers, computer systems or the computer Network
- violating copyright laws including music files
- using another person's password at any time
- trespassing in another person's folders, work or files
- intentionally wasting limited resources
- employing the Network for commercial purposes or political lobbying
- loading unauthorised programs onto the Network
- listening to unauthorised music while working on the Network, either downloaded from the internet, stored as files or CDs
- accessing sites which do not comply with the College Standards or values
- disrupting the Network use of another user
- using College Network resources for unauthorised recreational activities
- theft of any Network software or hardware
- unauthorised privately owned connections to the College Network eg, laptops
- transmission of any material in violation of any federal or state regulation

Failure to observe any of the above will make the student liable to a loss of rights to access the system at all for varying periods of time. In some cases, this may necessitate the dropping of particular subjects if that subject relies heavily on network usage. Gross violations of any of the above may render the student liable to a range of sanctions, including suspension, expulsion or legal action.

I / We have read the policy above \_\_\_\_\_

### ***Harassment Policy: key points, including consequences***

Students must at all times respect the wellbeing and the right to safety of all other students and teachers. "Wellbeing and safety" in this context refers to all of the following:

- freedom from interference with personal property
- freedom from bullying, whether physical, verbal or intimidation;
- freedom from unwanted or uninvited sexual or physical contact;
- freedom from gossip, rumour and innuendo;
- freedom from violence, including annoying, repetitive, unwanted physical contact

- All kinds of harassment will be treated as being of serious significance. Sanctions will be definite and severe, possibly including suspension or expulsion.

The right of all students to feel safe at school is seen to be such a paramount right that any student who commits repeated or serious harassment will almost certainly be expelled. This includes students of all ages. It does not exclude students who suffer from various psychological disorders such as ADHD, Aspergers, Autism or other disorders. While the College will attempt to make allowances for such students, the rights of other students to safety and a mature consideration of our Duty of Care will result in the College acting to exclude any students who offend regardless of their disability, if their actions warrant it.

I / We have read the policy above \_\_\_\_\_

### ***Statement of Faith***

As a Christian community we believe.....

- That the Bible (the Old Testament and the New Testament), written by men but inspired by God, is essential for obtaining true wisdom. Children will be encouraged to read and study the Bible.
- That God has always existed, and has revealed Himself to us, as Jesus Christ, who spoke of another, the Holy Spirit. God created the world and mankind, indeed the entire universe, and we teach children that we are created in His image, both male and female. We teach them that it is our privilege as human beings to be able to communicate with God, in daily life and prayer.
- That every human being needs to be reconciled to God, receive forgiveness and be transformed, and that this forgiveness is freely offered by God because of His love for us. This is the Gospel, the Good News of God to mankind. God freely forgives regardless of who we are or what we have done, and we are able to receive new life because of His resurrection. We accept His forgiveness and follow Him as our Lord and Saviour, and we look forward with certainty to eternal life with Him. We encourage children to accept God's forgiveness, but they are always free to make their own decisions without coercion.
- That the worldwide body – past, present and future – of those who put their trust in God's gift of eternal life through Jesus, regardless of what church they attend or what race or ethnic origin they are, are enabled by His Holy Spirit to live lives that will honour God and reflect the life and teaching of Jesus.

# STUDENT MEDICAL INFORMATION

STUDENT'S NAME: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

D.O.B. \_\_\_\_\_ SEX: M / F MEDICARE NUMBER: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS:

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Neighbour / Friend

MOBILE: \_\_\_\_\_

## DOES YOUR CHILD HAVE ANY OF THE FOLLOWING?

	YES/NO		YES/NO
Heart Problems	_____	Autism	_____
Asthma / Respiratory problems	_____	Hearing Problems	_____
Diabetes / Hypoglycaemia	_____	HIV, Hepatitis A, B, C etc.	_____
Visual Problems	_____	Blood Pressure	_____
Recent Operations	_____		
Epilepsy	_____		
Recent Illness	_____		
ADD, ADHD, OCD etc.	_____		
Allergies: list all: _____			
Any Life threatening condition: _____			
Phobias: _____			
Other: Please list details: _____			

If YES, there will be a further Form/s to complete.

**IMMUNISATIONS:** Please provide your child's immunisation history statement from Medicare.

**MEDICINES:** Please note that the only medication children may keep with them is Asthma and Anaphylactic medication. Students must present all other medication to Student Services at the start of the day. Please give details of any regular medicines taken (including dosage, frequency etc).

I **give my permission** for medicine provided by us (Parents) with details to be administered to my child.

PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE  Form sent by PCC

Form received by PCC

# MCEETYA Data Collection Form

## Information required for assessment and reporting purposes

Note: If you need help with this form please telephone 3380 4200

### Name of student:

First name

Last name

### Home address of student:

(No. and street name)

Suburb

Postcode

- 1 Sex** Male.....   
Female.....

### 2 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

- No.....   
Yes, Aboriginal.....   
Yes, Torres Strait Islander.....

### 3 In which country was the student born?

- Australia.....   
New Zealand.....   
England.....   
China.....   
Philippines.....   
Vietnam.....   
India.....   
Hong Kong.....   
Sri Lanka.....   
South Africa.....   
Other – please specify.....

**4 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

		student	mother/parent1/ guardian1	father/parent2/ guardian2
No	English only.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Italian .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Greek.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Vietnamese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Cantonese.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Arabic (incl. Lebanese).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Mandarin.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Turkish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Macedonian.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Tagalog (Filipino).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other - please specify .....			

**5(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below.)*

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....	<input type="checkbox"/>	<input type="checkbox"/>

**5(b) What is the level of the highest qualification the parents/guardians have completed?**

Mark one box only in each column

	mother/parent1/guardian1	father/parent2/guardian2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....	<input type="checkbox"/>	<input type="checkbox"/>

**Please Note:** Full & frank disclosure is required, otherwise initial or ongoing enrolment may be effected

**NOTE:** Overstating your position or task is not helpful when assessing your application. This information only affects school funding for student needs.

**6(a) What is the occupation group of the mother/parent1/guardian1?**

**6(b) What is the occupation group of the father/parent2/guardian2?**

***Please select your current occupation group from the attached list.***

- *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.*

Thank you for your time.

## List of Parental Occupation Groups (for question 6)

### 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 organisation.

**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, kitchen hand, 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]

# Enrolment Process

We invite you to apply for enrolment of your child in our school by following these steps:-

Parents wishing to enrol their child/ren at Parklands Christian College must submit a completed **Application for Enrolment** form and **supporting documentation** for each child in the family, along with the **Application Fee**, which is non-refundable.

Payment of the Application Fee **does not** guarantee a position or an interview.

A School walk-around is offered before the Principal's interview. Please call the school and request a time for this.

Applications will be acknowledged when all information is received and families will be called for an interview. This interview will allow the Principal, or his designated representative, to become acquainted with the family and discern if the College has the resources, programs and personnel to support the student's needs.

Offer of a place at Parklands Christian College will be advised by mail as soon after the interview as is practicable.

Alternatively, where a place is not available, parents will be advised by mail, and may be provided with the option of being placed on a waiting list for a place at a future date.

Should it become necessary that a child cannot continue enrolment at Parklands Christian College, parents/guardians are required to provide notice in writing to the Principal at least two school weeks prior to the students' last day in class, or provide payment of one month's fees and levies in lieu of notice.

## Check List before submission

Application Form completed on all lines

Payment of the Application Fee

Birth Certificate

Foster Care / Restraining orders / All family that the School will be associated with

Medical information all completed / Immunisation History Statement / Significant health issues highlighted and information provided for care

Government MCEETYA data completed

School Reports included (at least 2 most recent)

Yr 3, 5, 7, 9 Naplan results

Any Behaviour difficulties detailed including any removal from another school

Any Learning difficulties detailed including any previous school or medical assessment

Read the School web page, Responsible Thinking Program

**If information is withheld during the Enrolment process, it will nullify this enrolment process and offer of a place in the school.**

**Please Note:** Full & frank disclosure is required, otherwise initial or ongoing enrolment may be effected