



# ENROLMENT APPLICATION FORM

A non-refundable Application Enrolment Fee of \$100 is payable with this Application.

**PROPOSED YEAR OF ENTRY** \_\_\_\_\_

Start date  Level  Roll Class  Teacher	<b>OFFICE USE ONLY</b>	Form received on
		Date entered in School Pro
		Entered by

First Parent or Guardian	Second parent or Guardian
Family Name	Family Name
Given Name	Given Name
Title	Title
Gender	Gender
Relationship to child	Relationship to child

Student Information	
Family name	Date of birth
Given names	Male <input type="checkbox"/> Female <input type="checkbox"/>
Preferred given name	Present School

Did this child attend Tarremah Playgroup Yes  No

Does the child currently have siblings at Tarremah? Yes  No

If yes, please give details of names and classes \_\_\_\_\_  
\_\_\_\_\_

How did you hear about Tarremah? Friends  Fair  Website/Internet  Newspaper   
Other  (please specify) \_\_\_\_\_

Has your child had any professional screening done (for sight, hearing, special needs, diagnosis, etc)?  
Yes  No

If yes, please include copies of these documents with this Enrolment Application.

Please include your child's latest school reports.

**Address Information**

Family residential address	First parent email address  Second parent email address
Family mailing address	Family phone First parent mobile Second parent mobile

**Second Parent residential address (if different from Parent 1)**

**Second parent mailing address (if different from Parent 1)**

**Correspondence Details**

Who is to receive correspondence? Parent/Guardian 1  P/G2  Both

To whom should accounts be sent? P/G1  P/G2  Both  Other

If other, please provide details \_\_\_\_\_

**Emergency Contacts**

The first and second parent or guardian will be the School's first and second priority contacts. Please provide at least one other name below.

Contact Name	Relationship to child	Address	Work Phone	Home	Mobile
1					
2					

<p><b>Medical Emergency</b></p> <ul style="list-style-type: none"> <li>In carrying out our duty of care in an emergency we may transport the student to a safe place or place of treatment by ambulance or other form of transport. Costs associated with this action are the responsibility of the persons signing this form.</li> </ul>	<p>Student's doctor or clinic (name)</p> <p>Address</p> <p>Phone Number</p>
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Are parents separated or divorced?  No  Yes

If Yes, are there any Court parenting orders concerning residence, contact, child maintenance, education, health or other specific issues relating to this student?

No  Yes – please specify from and to dates and supply a copy.

Review date of court order, if applicable?

If there are no Court Orders, what are the custody arrangements for this child?

**Medical conditions**

- If necessary attach more details of medical conditions, allergies and their treatment.
- Please provide a copy of an Anaphylaxis or Asthma plan if applicable.

The School has other forms for you and your Doctor to authorise prescribed medication to be administered during school hours.

**Condition/Allergies**

**Symptoms/Treatment (please list treatment for all listed conditions/allergies) If anaphylaxis or asthma, please provide a current Action Plan**


**Vaccinations**

**Please provide a copy of your child’s Immunisation History Statement with this Enrolment Form. If your child is not vaccinated please provide a Statutory Declaration stating so.**

**Bus Service**

- No
- Yes – please specify eg. Huon Bus  
AM route  
PM route

Does the student speak a language other than English at home?

- If more than one language, indicate the one that is spoken most often.

No, English only

Yes, Other – please specify:

Is the student of Aboriginal or Torres Strait Islander origin?

- For persons of both Aboriginal and Torres Strait Islander origin, tick both “Yes” boxes.

No

Yes, Aboriginal

Yes, Torres Strait Islander

Is the student in State care?

No

Yes (please provide from and to dates)

In which country was the student born?

Australia

Other – please specify:

If other, please provide a copy of their Passport or Citizen Certificate with the Application

## Consent to publications, media and minor excursions

### Consent to publications

Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and enable parents and others to be informed about the School's work. Since photographs on websites are available to the whole world, Tarremah aims to ensure students' safety by not linking their names to their photographs.

I give consent for photographs that include the student to be published in school publications, such as the newsletter. (with the understanding that the photo will be published on our website).

I give consent for photographs that include the student to be published in School Internet site and in other electronic publications.

I give consent for photographs that include the student to be published in other publications, such as websites, reports and brochures. (with the understanding that these photos may be selected from the newsletter).

I give consent for samples of work by the student to be published in print publications within school programme such as the newsletter, if he/she agrees for it to be used. (with the understanding that this work will be published on our website).

I give consent for samples of work by the student to be published on an internet site and in other electronic publications within school programme, if he/she agrees for it to be used. (with the understanding that this work may be selected from the newsletter).

YES

NO

### Consent to the media

I give consent for the student to be photographed, filmed or interviewed, and their given name and age to be published by newspapers, radio and television in stories about education and School activities. The media may also publish the name of the School the student attends.

YES

NO

### Consent for minor excursions

Minor excursions include visits on foot or using vehicular transport to places of educational value within the local community that last one day or less. All other excursions that are overnight or have an inherent risk will require you to sign a separate consent form. The School will notify parents/guardians prior to an excursion being conducted, in a timely manner. Parents/guardians have the opportunity to withdraw their child, in writing to the College Chair, from any excursion.

YES

NO

## Parent/Guardian Information

### What is the occupation group of the parent or guardian?

Please select the appropriate parental occupation group from the last page of this form and write the number in the box provided.

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 provided.

First Parent or Guardian Occupational Group Number	Second Parent or Guardian Occupational Group Number
Occupation	Occupation:
Name of workplace for contact in School hours	Name of workplace for contact in School hours
Work phone	Work phone
Mobile phone	Mobile phone

### What is the highest year of primary or secondary school the parent or guardian has completed?

- For persons who have never attended school, tick 'Year 9 or equivalent or below'.

First Parent

Second Parent

<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 9 or equivalent or below

### What is the level of the highest qualification that the parent or guardian has completed?

<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Bachelor degree or above
<input type="checkbox"/> Advanced diploma/Diploma	<input type="checkbox"/> Advanced diploma/Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
<input type="checkbox"/> No non-school qualifications	<input type="checkbox"/> No non-school qualifications

### Does the parent or guardian speak a language other than English at home?

- If more than one language, indicate the one that is spoken most often.

First Parent

Second Parent

<input type="checkbox"/> No, English only	<input type="checkbox"/> No, English only
<input type="checkbox"/> Yes, Other – please specify:	<input type="checkbox"/> Yes, Other – please specify:

## Conditions of Enrolment

1. For the purposes of Conditions of Enrolment 'student' and 'child' refer to the child for whom the enrolment application is made.
2. Tarremah Steiner School is referred to as *Tarremah* or *the School*.
3. Fees are invoices prior to the beginning of each term.
4. Fees are to be paid in full by the first Friday of that term – refer to the *Fee Payment Policy*.
5. Failure to pay fees according to the *Fee Payment Policy* may result in cancellation of enrolment.
6. In the event that a student is withdrawn from the School, one full term's notice in writing is required, or one term's fees in lieu of notice – refer to the *Fee Payment Policy*.
7. Both parents/guardians are jointly and severally liable for the payment of all fees and charges, unless the School is notified in writing by both parents/guardians.
8. The School will not be responsible for the loss or damage to personal property of students, no matter how caused.
9. The parent/guardian will be responsible for all breakages and damage to School property and/or to the personal property of another student caused by their child.
10. These conditions are subject to alteration from time to time. Continuing enrolment at the School shall be deemed to constitute acceptance of these conditions.
11. The signatures of those who have signed the Enrolment Application Form have agreed to these Conditions of Enrolment and undertake to abide by the Conditions of Enrolment.

## Declaration by Parents/Guardians

**Please note: By signing this form you agree to all policies of Tarremah Steiner School.**

To sign this form you must be

- the parent/s or guardian/s or other person who has a Court order proving they have care and control of the enrolled student.

I/we certify that the information provided in this form is correct.

I/we acknowledge that I/we have read and undertake to abide by the Condition of Enrolment as set out in this application form.

**PLEASE NOTE: BOTH PARENTS / GUARDIANS MUST SIGN THIS FORM.**

**First Parent/Guardian Signature** \_\_\_\_\_

Date \_\_\_\_\_

**Second Parent/Guardian Signature** \_\_\_\_\_

Date \_\_\_\_\_

## Personal Information Protection Statement

Personal information will be collected from you for the purpose of obtaining and verifying student related details. It will be used by Tarremah Steiner School and by the Federal Government, as authorised by the Education Act 1994 and related State Commonwealth Acts and Regulations.

Disclosure of personal information is regulated by the Personal Information Protection Act 2004. Personal information may be disclosed to government and other authorised agencies for the purpose stated above, and to health practitioners to support a student's health requirements.

You may access your personal information by application to the School Chair.

## Enrolment Application Checklist

Please ensure you have included the following with your Enrolment Application Form:

- Most recent school report
- Immunisation History Statement or Statutory Declaration

If applicable:

- Professional Screening Report/s
- Anaphylaxis Action Plan
- Asthma Action Plan
- Court Orders
- Passport or Citizen Certificate

## Enrolment Application Fee Payment Options

**BY MAIL** By cheque with your completed Enrolment Application Form to:  
Tarremah Steiner School  
PO Box 494, Kingston, TAS 7051

**IN PERSON** Payment may be made at the School Office between 8:00am and 4:00pm

**EFT** BSB 037 001 Account 688088  
Tarremah Steiner School Foundation Inc  
Please include your family name as reference

**CREDIT CARD** You can pay by credit card by completing the details below or by phoning the School on 6229 7007

Visa  MasterCard

Number \_\_\_\_\_

Expiry Date \_\_\_/\_\_\_ CVV \_\_\_

Amount \$ \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

## Parent/Guardian Occupation Groups

Please use the following to complete the occupation group questions

### **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).

**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).



**Standard Collection Notice**

1. The School collects personal information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter, and your permission to access information from your child's previous school.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils 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, medical practitioners, and people providing services to the School, including specialist visiting teachers and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as special achievements, pupil activities and other news is published in the School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. 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 pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fund raising activities. Information received from you may be used to make an appeal to you. We will not disclose our personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now. Phone lists may not be used for purposes other than as a personal contact directory.
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.