



## Enrolment Application

Student Name

Year Level



**STUDENT INFORMATION**

Year Level  
(Eg Year 1)

Entry Year  
(Eg 2020)

Entry Term  
(Eg Term 3)

Given Names

Surname

Preferred Name

Date of Birth

Country of Birth

Nationality

Female

Male

Residential Address

Post Code

Student Mobile

Student Email

Is the student an Australian resident?

Yes  No

Is the student of Aboriginal or Torres Strait Islander Origin?

No  Both Aboriginal and Torres Strait Islander

Yes Aboriginal  Yes Torres Strait Islander

Language spoken at home

Attach recent  
photo of  
student here

**MOTHER/LEGAL GUARDIAN**

Title

Full Name

Residential Address *(if different from student)*

Post Code



Home Phone

Work Phone

Mobile

Email

Country of Birth

Nationality

Language spoken at home

Occupation

Employer

Mother's School Education *(Tick the highest level completed)*

Yr 9 or equivalent  Yr 11 or equivalent

Yr 10 or equivalent  Yr 12 or equivalent

Mother's Post School Education *(Tick the highest level completed)*

Certificate I to IV  Diploma Adv/Diploma

Bachelor Degree or above  No post school education

Marital Status

Single  Married  Separated

Divorced  Defacto  Widowed

Spouse/Partner Name *(if applicable)*

Did you attend Charlton as a student?  Yes  No

Name enrolled as Charlton student

**FATHER/LEGAL GUARDIAN**

Title

Full Name

Residential Address *(if different from student)*

Post Code



Home Phone

Work Phone

Mobile

Email

Country of Birth

Nationality

Language spoken at home

Occupation

Employer

Father's School Education *(Tick the highest level completed)*

Yr 9 or equivalent  Yr 11 or equivalent

Yr 10 or equivalent  Yr 12 or equivalent

Father's Post School Education *(Tick the highest level completed)*

Certificate I to IV  Diploma Adv/Diploma

Bachelor Degree or above  No post school education

Marital Status

Single  Married  Separated

Divorced  Defacto  Widowed

Spouse/Partner Name *(if applicable)*

Did you attend Charlton as a student?  Yes  No

**EMERGENCY CONTACT** (List two people who can be contacted if either the Mother/Father/Guardian are unavailable during an emergency)

Full Name

Home Phone  Mobile

Relationship to student

Full Name

Home Phone  Mobile

Relationship to student

**SPECIAL FAMILY CIRCUMSTANCES** (If applicable attach copies of Family Court Orders. Originals must be sighted by the Principal or Enrolments Registrar)

Students live with:  Both Parents  Mother  Father  Grandparents  Shared arrangement  Legal Guardian

Is there a court order in place for this child?  Yes  No

School Reports sent to:  Mother/Father  Mother only  Father only  Other

Fee invoices sent to:  Mother/Father  Mother only  Father only  
 Step-Mother/Father  Step-Father/Mother  Other

Do you have any other children?  Yes  No

Child's Name	DOB	Age	Sex	Child's Name	DOB	Age	Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child's Name	DOB	Age	Sex	Child's Name	DOB	Age	Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**CHURCH INFORMATION**

Is the family associated with a Christian Church?  No  Yes (if yes provide details below)

Mother's Church <input type="text"/>	Father's Church <input type="text"/>
Pastor/Minister <input type="text"/>	Pastor/Minister <input type="text"/>
Postal Address <input type="text"/>	Postal Address <input type="text"/>
<input type="text"/> Post Code <input type="text"/>	<input type="text"/> Post Code <input type="text"/>
Attendance <input type="checkbox"/> Weekly <input type="checkbox"/> Regularly <input type="checkbox"/> Occasionally	Attendance <input type="checkbox"/> Weekly <input type="checkbox"/> Regularly <input type="checkbox"/> Occasionally

**STUDENT SCHOOLING OR PRE-SCHOOL INFORMATION**

How is the student managing at their current school/pre-school?

1. Academically  Very Good  Good  Average  Poor  Very Poor

2. Socially  Very Good  Good  Average  Poor  Very Poor

3. Behaviourally  Very Good  Good  Average  Poor  Very Poor

School currently attending  Current Year Level

Name of teacher or Principal  School Phone  School Fax

Reason for leaving

Has the current school been advised you are leaving?  Yes  No Are there any outstanding fees owing?  Yes  No

Name of previous school/s attended  Year Level/s

Reason for leaving

## STUDENT SCHOOLING OR PRE-SCHOOL INFORMATION

Has the student ever been expelled, suspended or refused enrolment to another school?  Yes  No

If yes, please state reason

Has the student/s;

Please describe below;

- (1) Repeated a year level?  Yes  No
- (2) Ever had any disciplinary difficulties at home/school?  Yes  No
- (3) Ever been in trouble with the law, arrested, etc?  Yes  No
- (4) Ever used alcohol, tobacco or illegal drugs?  Yes  No
- (5) Received EAL (English Additional Language) support?  Yes  No
- (6) Previous school received funding for any of the above?  Yes  No
- (7) Received additional tuition/classroom support?  Yes  No

Specialist Services*	Yes/No	Name of Centre	Date of first visit	Student currently attending	Copy of report
1. Speech Pathologist					
2. Occupational Therapist					
3. Physiotherapist					
4. Psychiatrist					
5. Audiologist					
6. Educational Psychologist					
7. Paediatrician					
8. Specialist Clinic (Hospital/Private)					
9. Other (ie Optometrist)					

\* Please provide student's assessment reports from the above specialists.

Are there any areas of concern you may have with your child's progress at school?

Does your child display special gifts/talents or strengths in any particular subject area? *(please provide details)*

What are you child's hobbies/interests?

What are you child's abilities/strengths?

## LEARNING HISTORY (Reports need to be no older than 2 years)

Has your child ever been diagnosed/verified as having any of the following?

Disability/Impairment	Yes/No	Date of diagnosis	Report attached ✓
1. Autistic Spectrum Disorder (including Aspergers)			
2. Hearing Impairment			
3. Intellectual Impairment			
4. Development Delay			
5. Physical Impairment			
6. Social/Emotional Impairment			
7. Speech Language Impairment			
8. Vision Impairment			
9. Learning Difficulty/Disability			
10. Dyslexia			
11. Anxiety			
12. Behaviours that interfere with learning (ie ADD/ADHD/OCD/ODD)			
13. Sensory Processing Disorder			
14. Other (please specify)			

## FACTORS INFLUENCING LEARNING

Has your child had;

- (1) Prolonged absences from school?  Yes  No
- (2) Frequent short absences from school?  Yes  No
- (3) Numerous changes of school?  Yes  No
- (4) Schooling in another state/country?  Yes  No
- (5) Several changes of teachers?  Yes  No
- (6) Come from a non-English speaking background?  Yes  No
- (7) Difficulty learning in their first language?  Yes  No
- (8) Overseas/home schooling?  Yes  No
- (9) Long term illness or hospital stay?  Yes  No

List details below;


## MEDICAL HISTORY

Medicare Number

Position on Card

Expiry

Is your child's vaccinations up to date?  Yes  No  
(please provide details)

Doctors Name

Work Phone

Has your child had their;

- (1) hearing checked?  Yes  No
- (2) vision checked?  Yes  No

Does your child suffer from?

- (1) Asthma  Yes  No
- (2) Diabetes  Yes  No
- (3) Epilepsy  Yes  No
- (4) Heart Problems  Yes  No
- (5) Depression  Yes  No
- (6) Migraines  Yes  No
- (7) Anorexia  Yes  No
- (8) Respiratory problems  Yes  No

List medical details below;


## MEDICAL HISTORY - ALLERGIES

Does your child suffer from an allergy?  Yes  No

If yes, please describe

Is your child Anaphylaxis?  Yes  No Do they require an EpiPen?  Yes  No

If yes, please describe

Do you give the first aid personnel permission to administer the following:

(1) Paracetamol  Yes  No

(2) Antihistamine  Yes  No

Will the first aid personnel be required to administer medications on a regular basis?  Yes  No

If yes, please describe

Does the child require a special diet?  Yes  No

If yes, please describe

## STATEMENT OF FAITH

### We believe

**There is one God, existing eternally as Father, Son and Holy Spirit.** He is the Creator of all things visible and invisible. He created human beings to be in a loving relationship with Him. God is holy, loving, good, just and wise.

**The Lord Jesus Christ is the eternally existing one and only Son of God** who became a human being through conception by the power of God and a virgin birth. He was without sin; truly God; truly man. In love, Jesus Christ voluntarily suffered the penalty of death by crucifixion for the sin of the whole world. He was buried and rose from the dead on the third day. He is now seated at the right hand of God.

**The Holy Spirit is the eternally existing Spirit of God.** He reveals the Truth and convicts people of sin, leads them to repentance, creates faith within them and regenerates them. He comforts, guides, instructs and empowers Christians for godly living and service.

**By personal faith in Jesus Christ** people can know the complete forgiveness of sins, be reconciled to God, become members of the family of God and receive eternal life. Christ lives in every Christian by the Holy Spirit from the moment they commit their lives to Jesus and become part of God's family. People can have two-way communication with God through prayer.

**The Church, called the Body of Christ, is composed of all believers in the Lord Jesus Christ.** Members use their God-given gifts to build up and minister to each other and the wider community.

**The Bible in its entirety was inspired by the Holy Spirit, and is the infallible Word of God.** It is the sole authority for Christians and is absolutely binding in matters of Faith and conduct. The Word of God is living and active and has power to change lives.

**Satan comes to kill, rob and destroy.** He is the originator of all evil and because of him sin, suffering and sickness came into the world through the disobedience of Adam and Eve, the first humans. All people are fallible and sinful, unable by their own efforts or work, to meet the standards of a holy God. However, Jesus brings abundant life which believers receive by grace through faith.

**The Lord Jesus Christ will return in person to receive all believers to Himself and to set up His kingdom.** At that time all believers will be united with Him eternally but those who have rejected Jesus Christ as Saviour will be separated from God eternally. Then there will be a new heaven and a new earth in which God's sovereignty will be unchallenged.

## ENROLMENT AGREEMENT/CONTRACT

Enrolment at the College is subject to the following terms and conditions:

1. That I/we will support the ethos, philosophy and practices of the College including the Statement of Faith, and order their own lives and home so that the child/children will be given every opportunity to develop their faith and a life foundation based on Christian values.
2. That I/we give permission to contact my child's current/previous school regarding academic and behavioural progress and development in relation to enrolment.
3. That I/we will agree to allow the child to share fully in the life and programme of the College, including devotional activities, Chapels and Christian Studies lessons. This is reflected in the College's Statement of Faith which all parents have sighted prior to the initial interview.
4. That I/we will provide the child with the correct uniform approved by the College, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform (refer to uniform policy for more details). I/we will provide the child with all necessary textbooks, equipment and devices required to enable the child to participate fully in the education program.
5. That I/we acknowledge that signing this Enrolment Application covers any permissions for my child/children to attend sports carnivals, sporting gala days, subject related activities (including field work), FUEL electives, some excursions such as art galleries and museums. I/we acknowledge that this is the College's all-in-one permission consent. I/we understand that overnight excursions or camps are not included in the all-in-one permission consent and that the College will send separate permission notes for all overnight excursions and camps.
6. That I/we will assist and encourage their children to participate in and do their best in all school activities, including homework and extra-curricula experiences, including the camping/ excursion program which is an integral and compulsory part of the College's educational planning.
7. That I/we will assist as able in varying aspects of College life. This could include areas such as helpers in the classroom and the library, working bees, ground maintenance, and College activities as organised by the Parents' Association.
8. That I/we understand that students need to behave in a way that supports the College's expectations and values and accept the right of the College to employ such discipline consistent with the College's Discipline and Behaviour Management Policy, and agree to uphold the College's authority in this area.
9. That I/we (or the person/s nominated on the fee account) are responsible for fees are billed each semester (twice a year). For current fee structure, due payment dates and options please refer to our fee schedule. For further information regarding fee payments please arrange to speak with our Business Manager.
10. That I/we understand that the final responsibility for the payment of fees rests with the person/s who signs this application form. Therefore, if an arrangement has been made with another person to pay the fees and they default, the College has no alternative than to pass the account back to the original applicant/s.
11. That I/we understand that each student who has been accepted for enrolment must pay an enrolment bond. The bond is \$500 per family. The bond will be refunded after the last child leaves the College provided all outstanding liabilities have been met by the parents. I/we understand that the enrolment application fee of \$55 (\$70 max per family) is non-refundable.
12. That I/we understand that a minimum of one term's notice in writing to the Principal is required if enrolment is withdrawn. Failure to do so may render you liable for one term's fees in lieu of notice. The enrolment bond will be used to cover unpaid fees. Should there be any outstanding fees after the bond has been relinquished the College may take legal action for recovery of unpaid fees. I/we understand that we may be required to pay any associated costs for this.
13. That I/we understand the College is subject to the legislation in regard to 'Child Protection' and has a policy and procedures in place with regard to these matters.
14. That I/we understand photos will be taken of my child/children to be used in publications such as the College Newsletter, Social Media and Website. If you do not wish for your child's/children's photo to be published, please notify the Principal in writing.
15. That I/we understand by signing this Application Form it does not guarantee the applicant an interview or position at the College. The College Enrolments Registrar will arrange an interview with the Principal and all positions offered will be notified in writing.
16. That I/we understand that in the event of an accident or other emergencies resulting in the need of immediate medical attention, I give permission for any staff member to arrange for my child/children to receive assistance from the ambulance service, medical centre staff or hospital assistance and agree to meet any and all medical expenses thereby incurred. I/we understand if I/we or our emergency contact are uncontactable, I/we give permission for the doctor contacted is authorised to give immediate medication, anaesthetic or surgery if necessary to my child/children.
17. That I/we understand the College may suspend or terminate enrolment at its discretion for failure to comply with these conditions.

I/we accept the Conditions of Enrolment as set out above and hereby apply to have my/our child enrolled at Charlton Christian College.

### SIGNATURES OF ALL PARENTS/LEGAL GUARDIANS

Mother/Legal Guardian Signature

Date

Father/Legal Guardian Signature

Date

### SIGNATURES OF PERSON/S RESPONSIBLE FOR FEE ACCOUNT

Full Name

Signature

Date

Relationship to student

Full Name

Signature

Date

Relationship to student



## ADDITIONAL INFORMATION

1. How did you first hear about Charlton Christian College?

- Friend    Relative    Signage    Website    Facebook    Google    Local Newspapers    Pre-School Flyer    Play School  
 Open Morning Event   Other

2. What are the main reasons for choosing Charlton Christian College?

3. In your opinion, which school would have been your main alternative to Charlton Christian College and why?

4. Please list your main expectations for your child's schooling

## PARENT CHECKLIST

- Completed all sections of this form
- Copies recent School Reports (2 years where applicable)
- Copies of last NAPLAN Test results
- Copies of medical, psychological or medical documents
- Immunisation Certificate
- Birth Certificate (passport or citizenship certificate if student was not born in Australia)
- Court Orders (if applicable)
- Recent photo of applicant
- Application Fee paid via our Business Office. THIS IS A NON-REFUNDABLE ADMINISTRATION FEE. \$55 per student (max \$70 per family)
- Return Enrolment Application to:  
The Enrolments Registrar  
PO Box 605 Toronto NSW 2283  
p. (02) 4959 9111 e. office@charlton.nsw.edu.au







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[www.charlton.nsw.edu.au](http://www.charlton.nsw.edu.au)