

ENROLMENT APPLICATION

Date: _____

School Year Applying for: ☐ Year 9 ☐ Year 10

☐ Repeating current year on enrolment

**Attach
photograph
here**

STUDENT DETAILS

Family Name		First Name	
Middle Name(s)		* Preferred Name	
Gender	☐ Male ☐ Indeterminate ☐ Female ☐ Other	Preferred Pronoun	☐ He/Him ☐ They/Them ☐ She/Her

*** Please note that preferred name will be used for class rolls and reports.**

Date of Birth		Country of Birth	
Place of Birth		Country of Citizenship	
Passport Number		Passport Expiry	
Student's First Language		Religion	
Aboriginality	No ☐ Aboriginal ☐ Torres Strait Islander ☐	Aboriginal & Torres Strait Is	☐
Permission to Photograph	☐ Yes ☐ No	Phone Number	
Email Address			

Previous School History

Have you successfully completed:

Year 7	☐ Yes ☐ No	Year 8	☐ Yes ☐ No	Year 9	☐ Yes ☐ No
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Recent/Current School

Name of School	Location	Enrolment Period

Previous School

Name of School	Location	Enrolment Period

Reason for change:



PARENT/GUARDIAN CONTACT DETAILS

Parent/Guardian 1

Relationship to Student			
Title	Mr /Mrs /Ms /Dr	Family Name	
First Name		Middle Name(s)	
Preferred Name		Date of Birth	
Gender	☐ Male ☐ Female	Aboriginal/ Torres Strait Islander	☐ Yes ☐ No
Email Address			
Phone Number			
Residential Household for this Student ☐ Yes ☐ Shared ☐ No			
Residential Address			
Suburb	Postcode		
Mailing Address			
Suburb	Postcode		
Is a Primary Contact	☐ Yes ☐ No	Is an Emergency Contact	☐ Yes ☐ No
Authorised to Pick Up	☐ Yes ☐ No	Day to Day Care	☐ Yes ☐ No
Long Term Care	☐ Yes ☐ No	Household Billing Address	☐ Yes ☐ No
Employer		Workplace Location	
Occupation			

Parent/Guardian 2

Relationship to Student			
Title	Mr/Mrs/Ms/Dr	Family Name	
First Name		Middle Name(s)	
Preferred Name		Date of Birth	
Gender	☐ Male ☐ Female	Aboriginal/ Torres Strait Islander	☐ Yes ☐ No
Residential Household for this Student ☐ Yes ☐ Shared ☐ No			
Residential Address			
Suburb	Postcode		
Mailing Address			
Suburb	Postcode		
Email Address			
Phone Number			
Is a Primary Contact	☐ Yes ☐ No	Is an Emergency Contact	☐ Yes ☐ No
Authorised to Pick Up	☐ Yes ☐ No	Day to Day Care	☐ Yes ☐ No
Long Term Care	☐ Yes ☐ No	Household Billing Address	☐ Yes ☐ No
Employer		Workplace Location	
Occupation			



EMERGENCY CONTACT DETAILS

Emergency Contacts

If we cannot contact you in the event of an emergency, please provide contact details of **at least two other contacts**.

Contact 1

First Name		Family Name	
Relationship to Student		Authorised to Pick Up	☐ Yes ☐ No
Phone Number		Alt. Phone Number	

Contact 2

First Name		Family Name	
Relationship to Student		Authorised to Pick Up	☐ Yes ☐ No
Phone Number		Alt. Phone Number	



FAMILY INFORMATION

Confidential

Are there any current court orders relating to the student? ☐ Yes ☐ No

If yes, please specify and provide copy:

Special Circumstances

Are there any special circumstances about the student seeking to be enrolled which the school should know prior to enrolment?

(e.g. living apart from parental supervision, out of home care arranged by the state) ☐ Yes ☐ No

If yes, please provide a brief description of the circumstances:



STUDENT MEDICAL INFORMATION

Medical Practice Details

GP Name			
GP Address			
Suburb			Postcode
GP Phone Number			

Other Medical Information

Vaccinations/Immunisations	☐ Yes ☐ No	Date of Last Tetanus Injection	
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Medicare Number			
Expiry Date		Position on Card	

Private Medical Fund	☐ Yes ☐ No	
Private Medical Fund Name		
Ambulance Cover	☐ Yes ☐ No	
Ambulance Cover Provider		

Permission for Student to Self-Administer Over the Counter Medicine:

(Note: The school does not supply these medications to students)

Salbutamol (Ventolin)	☐ Yes ☐ No	Ibuprofen/Nurofen (not for asthmatics)	☐ Yes ☐ No
Paracetamol (Panadol)	☐ Yes ☐ No	Antihistamine (e.g., Claratyne)	☐ Yes ☐ No

Assessment/Support Details

Is the student currently receiving assistance from any of the following:

- | | |
|--|---|
| ☐ Psychologist | ☐ Headspace |
| ☐ Psychiatrist | ☐ Other Practitioner |
| ☐ Behavioural Therapist | ☐ None |

If yes, please complete their details below and attach an outline of results or copy of report.

Type of Service	
Name of Service	
Duration of contact with practitioner	

Current Medications	☐ Yes ☐ No	If yes, please list below.		
	Name	Frequency of Dose	Time Taken	

STUDENT MEDICAL INFORMATION *Continued*

The school needs to be aware of relevant medical history of students in their care.

Has your young person ever had or do they currently have:

Asthma. If yes, list medication and specifics:

☐ Yes

☐ No

Allergy. If yes, list medication and specifics:

☐ Yes

☐ No

Anaphylaxis

☐ Yes

☐ No

If yes, please provide the school with an **Anaphylaxis Action Plan**, an **EpiPen** and list all specifics here:

Diabetic. If yes, list medication and specifics:

☐ Yes

☐ No

Epilepsy or Seizures. If yes, list medication and specifics:

☐ Yes

☐ No

*Frequent or severe attacks of hay fever or allergy

☐ Yes

☐ No

*Frequent colds, sinusitis, or bronchitis

☐ Yes

☐ No

*Collapsed lung

☐ Yes

☐ No

*Claustrophobia or agoraphobia

☐ Yes

☐ No

*Migraine headaches

☐ Yes

☐ No

*History of blackouts or fainting

☐ Yes

☐ No

*Diabetes

☐ Yes

☐ No

*Inability to perform moderate exercise (e.g., walk 2km in 15 mins)

☐ Yes

☐ No

*History of ear or sinus surgery

☐ Yes

☐ No

*History of ear disease, hearing loss or problems with balance

☐ Yes

☐ No

*Current skin conditions

☐ Yes

☐ No

Please provide details, if YES to any of the above*

List any special dietary requirements? (If applicable)

Other Medical Issues. Please specify any significant (disabilities, physical restrictions, recent surgery, Etc.) the school should be aware of and supply supporting documentation.



STUDENT SPECIAL NEEDS & BEHAVIOUR

SPECIAL NEEDS:

As a Special Assistance School, we cater for students with disabilities or additional learning needs.

As a result, the school needs to be aware if the student has any condition that may impact on full participation in the school program, or require special attention and support.

Please indicate if the student has had symptoms/treatment or diagnoses for any of the following conditions.

Dyslexia	☐	Dyscalculia	☐	Acquired Brain Injury	☐
Dysgraphia	☐	ADD/ADHD	☐	Intellectual Disability	☐
Sensory Processing Disorder	☐	Autism Spectrum Disorder	☐	ODD Behaviour Disorder	☐
Vision Impairment	☐	Hearing Impairment	☐		

Other (Please specify) ☐

If the student has any of the above special needs, how does it impact on the student as a learner?

Does the student require support for learning because of disability?

☐ Yes

☐ No

If yes, please specify:

Is there anything that you do, or modify at home, that may help us at school to meet the student's educational needs?

☐ Yes

☐ No

If yes, please specify:

Does the student have an Individual Learning Plan (ILP) or Individual Education Plan (IEP) in place at their current school?

☐ Yes

☐ No

If yes, please provide copy.

Which of the following accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school? (Please supply copies of all learning/assessment reports)

Alternative Teaching and Learning Strategies	☐	Signing	☐
Reader or Scribe	☐	Access to Technology	☐
Modifications to equipment, furniture and learning spaces	☐	Personal Carer Support	☐

Other: ☐ (Please specify)



STUDENT SPECIAL NEEDS & BEHAVIOUR *Continued*

BEHAVIOUR HISTORY:

The school has a responsibility to assess and manage any risk of harm to its staff and students.

This application gives you the opportunity to provide information which will facilitate the smooth transition of the student into our school. It will assist the school to develop appropriate strategies to meet the particular needs of the student.

If the information provided is incomplete or misleading, any decision made regarding enrolment may be revised.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to the student, other students, or staff at the school?

☐ Yes ☐ No *If yes, please provide a brief description:*

Has behaviour management ever been an issue with the student in a school or other environment?

☐ Yes ☐ No *If yes, please provide details:*

Has the student ever been involved in, or with, any form of bullying? ☐ Yes ☐ No

☐ Victim ☐ Perpetrator (Please provide details)

Has the student ever been found to be involved with illegal substances?

☐ Yes ☐ No *If yes, please provide details:*

Has the student ever been found in possession of a weapon, or any item used to cause an injury?

☐ Yes ☐ No *If yes, please provide details:*

Has the student ever been suspended (internally/externally) or expelled from school or any educational facility?

☐ Yes ☐ No *If yes, please provide details:*

Have you ever withdrawn the student from any school/educational facility following a behaviour management incident?

☐ Yes ☐ No *If yes, please provide details:*



STUDENT EDUCATIONAL INFORMATION

ACADEMIC ABILITY:

Please use the scale below to indicate your young person's academic ability

1	2	3	4	5
Needs intensive individual support				Works independently (minimum support)

Do the school reports reflect this description?	☐ Yes	☐ No
Has the student ever repeated a year? <i>If yes, which year was repeated?</i> School name:	☐ Yes	☐ No
Has the student ever been accelerated by a year? <i>If yes, please specify:</i>	☐ Yes	☐ No
Has the student been in a Learning Support program at another school? <i>If yes, please specify:</i>	☐ Yes	☐ No

What other information would you like to share about your young person's school experiences?

(Please specify below)



How did you hear about Allegra School?



PARENT/GUARDIAN – BACKGROUND DATA

Under the Federal Privacy Act 1988 and the New South Wales Privacy and Personal Information Protection Act 1998, we wish to inform you that the Australian Government collects Student Background Data. This data is to be used by the Australian Curriculum Assessment and Reporting Authority (ACARA) in research addressing the impact of Student Background on School Achievement.

Does the student or their Parent/Guardians **speaking a language other than English** at home?

Language	Code	Student	Parent1/Guardian1/Carer1	Parent2 Guardian2/Carer2
No, English only	1201	☐	☐	☐
Yes, Other – please specify		☐ _____	☐ _____	☐ _____

What is the **highest year of secondary schooling** completed for each Parent/Guardian/Carer? (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) Mark one box only in each column.

	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
Year 12 or equivalent	☐	☐
Year 11 or equivalent;	☐	☐
Year 10 or equivalent	☐	☐
Year 9 or equivalent or below	☐	☐

What is the **highest post-secondary qualification** that each Parent/Guardian/Carer has completed? Mark one box only in each column.

	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
Bachelor's degree or above	☐	☐
Advanced Diploma/Diploma	☐	☐
Certificate I to IV (includes a trade certificate)	☐	☐
No non-school education	☐	☐

What is the **occupation group** for each Parent/Guardian/Carer?

If the caregiver 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 their last occupation. **(Please see over page for Parental Occupation Definitions)**

	Parent1/Guardian1/Carer1	Parent2/Guardian2/Carer2
1. Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals	☐	☐
2. Other business managers/professionals and associate professionals.	☐	☐
3. Tradespeople and advanced/intermediate clerical, office, sales, carer, and service staff	☐	☐
4. Machine operators, sales/office/service/hospitality staff, assistants, labourers, and related workers	☐	☐
8. Not in paid work in last 12 months	☐	☐



PARENTAL OCCUPATION DEFINITIONS

Parental Occupation is defined as the main work undertaken by the caregiver. If a caregiver has more than one job, report their main job.

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 another 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, 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/refuge/childcare 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 attendance, 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 attendance, 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.

GROUP 8: Not in paid work in the last 12 months



PERSONAL INFORMATION PROTECTION

Personal information and medical details are collected so that school staff can develop a medical action plan and provide support for the student. Personal information may be disclosed to health practitioners, schools, support services and other government agencies to support and manage student requirements.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the school.

- ☐ I certify that the information provided in this form is correct.
- ☐ I have read and understood the Personal Information Protection Statement.

Parent/ Guardian Name:

Signature:

Date:

Student Name:

Signature:

Date:

INFORMATION RELEASE

From time to time, it is necessary for staff from Allegra School Coffs Harbour to access records or information regarding a student so that we may be better placed to support their needs during their enrolment with us.

As a rule, if we are to access external information, we discuss this need with the student/parents concerned and inform them of the explicit purposes of needing the information. However we are also required to have permission given to us in writing.

Examples of reports which may be required:

- | | |
|--------------------------|------------------------------------|
| ◆ School | ◆ Counsellor |
| ◆ Behavioural Assessment | ◆ Health Assessment |
| ◆ Juvenile Justice | ◆ Case Worker |
| ◆ Centrelink | ◆ Department of Community Services |

☐ **I give permission** for Allegra School Coffs Harbour to request or access any records or information which may be required to support the ongoing placement of me /my child at Allegra School Coffs Harbour.

I am aware that all records, reports, or case notes will be filed in the student's individual file and will be maintained under the Privacy & Confidentiality Policy, which includes storage in a locked filing cabinet and access granted only to authorised staff.

☐ **I DO NOT give permission.**

Parent/ Guardian Name:

Signature:

Date:

Student Name:

Signature:

Date:

ICT ACCEPTABLE USE AGREEMENT

At Allegra School Coffs Harbour, every student must use school ICT systems in a responsible way to ensure that there is no risk to their safety, or to the safety and security of the ICT systems and other users.

The school also has the right to take action against a student if they are involved in incidents of inappropriate behaviour that are covered in this agreement, when they are out of school, and where they involve their membership of the school community (examples would be cyber-bullying, use of images or personal information).

If students fail to comply with this Acceptable Use Agreement, they will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, exclusions, contact with parents and in the event of illegal activities, involvement of the police.

For their own personal safety:

- ◆ Students will only use their designated account to access the school ICT and network.
- ◆ Students will not download, copy, or distribute any illegal, offensive, or inappropriate material content to any other person.
- ◆ Students understand that the school will monitor access to and usage of the ICT network, devices, and digital communications.

I understand that everyone has equal rights to use technology as a resource and:

- ☐ I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- ☐ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- ☐ I will not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have permission of a member of staff to do so.
- ☐ I will only use social media sites with permission and at the times that are allowed. This includes both school and personal devices.
- ☐ By signing this document, I acknowledge that I accept the above principles and guidelines and understand my responsibilities in using ICT whilst enrolled at Allegra School Coffs Harbour.

Parent/ Guardian Name:

Signature:

Date:

Student Name:

Signature:

Date:



MOVIE PERMISSION

Films are a compulsory part of the Australian Curriculum for all students in New South Wales schools. Therefore, as part of our syllabus programming we anticipate showing a range of 'G,' 'PG,' 'M' and 'MA' rated films to students in Years 9 and 10.

You should be aware that movies with an 'M' or 'MA' rating are defined by the Commonwealth Censor as being recommended for mature audiences, 15 years and older. These movies typically include violence and adult themes.

Notice of individual films programmed for viewing may not be provided.

☐ I give permission for my child to view films of a G, PG, M and MA Rating.

Parent/ Guardian Name:

Signature:

Date:

☐ I DO NOT give permission.

Parent/ Guardian Name:

Signature:

Date:



PUBLICATION PERMISSION

Allegra School Coffs Harbour will regularly promote activities and achievements either internally through staff newsletters or externally through the school newsletter or public media such as local newspaper, television news and digital media (e.g., the Allegra website and Facebook). This promotion may include the use of the student's image, voice and either identified or unidentified samples of their work.

If a student is under the age of 16, we require parental consent to be able to use their image or voice. If a student is 16+ we are happy for them to sign the consent form but like to inform parents of the regulations around use of student images and opinions.

The points of importance are:

- ◆ Whenever a student is involved in photographs or opinions for publication, we always ensure a staff member has approved the story and is present during the photography.
- ◆ We only ever have stories and use images that are appropriate and related to the learning environment.
- ◆ The school will take all care possible to ensure that any image or opinion is used for legitimate purposes but in the case of newspaper and television the image taken by them remains their property.

☐ I have read the above, and give permission for my child's photograph/video and name to be used by the school in the agreed publications listed below, without acknowledgement, remuneration or compensation.

- | | |
|--------------------------------|------------------------|
| ◆ Graduation | ◆ Newsletter |
| ◆ Social Media | ◆ Public/Digital Media |
| ◆ Printed promotional material | |

☐ I DO NOT give permission.

Parent/ Guardian Name:

Signature:

Date:

LOCAL LEARNING EXCURSION

Throughout the year we like to take the opportunity to take both impromptu and organised short excursions within the Coffs Coast Region. These excursions may aid in meeting subject outcomes and students' learnings experiences. We would like to know that you support us in our ability to enhance learning by giving your permission for us to take your student on any excursions.

These local excursions may consist of, but are not limited to:

- ◆ A walk to the nearest sport grounds including Fitzroy Oval and Brelsford Park
- ◆ Workplace visits
- ◆ Reward days
- ◆ Regular trips to the library and gallery (Yarrila Place)
- ◆ Bush walks
- ◆ Transition visits to CHEC and other agencies
- ◆ Walks to various locations in the CBD including Botanic Gardens, Coffs Creek (for observations), Gym (including Anytime Fitness) and Cex Coffs

As many locations are not accessible within walking distance, the Vehicle Travel Permission form must be completed as well.

☐ **I give permission for my child to participate in Local Learning Excursions**

Parent/ Guardian Name:

Signature:

Date:

☐ **I DO NOT give permission**

Parent/ Guardian Name:

Signature:

Date:



SCHOOL VEHICLE TRAVEL PERMISSION FORM

Student Details

Student's Name

Year Level

Date of Birth

Travel Details



Taxi



Bus (Charter)



Public Transport (Bus/Train)



Private Parent- Transport



Private- Teacher Transport

Acknowledgement

Prior to all travel, checks will include:

- ◆ The proposed driver is licensed for the vehicle they will be driving and, if issued with a provisional licence, complies with relevant peer passenger conditions.
- ◆ The proposed driver is not disqualified or suspended from driving; and is not subject to any impediments to his/her ability to drive a motor vehicle or other vehicle (as relevant).
- ◆ The vehicle in which the student is to be transported is registered and covered by NSW compulsory third party insurance or interstate equivalent.
- ◆ To the best of my knowledge the vehicle in which the student is to be transported is roadworthy, safe for normal road use and suitable for the work-related purpose to which it will be put.
- ◆ The number of passengers will not exceed the number of seatbelts.
- ◆ I am not aware of anything in the background of the proposed driver that would preclude them from working with a student. I have advised that good safety practice is for the student to travel in the back seat of the vehicle where possible.

Parent/Guardian or Caregiver Consent

- ☐ I have read the above and consent to my child undertaking vehicle travel as part of the school's learning arrangements.

Parent/ Guardian Name:

Signature:

Date:

SUPERVISION

Allegra provides supervision within the confines of City Square during break times for students who wish to be outdoors. City Square is the car-free zone directly outside Allegra's entrance and does not extend across Harbour Drive or Park Avenue Lane.

Unless otherwise directed by parents/caregivers, students are permitted to go outside during break times. It is not in breach of school policy for students to utilise the facilities outside of the designated supervision area; however, it is not recommended, and students are expected to return in a timely manner for class.

Students who return after class begins will be marked late/absent on the roll and will be in breach of the behaviour policy.

Hours of operation: 8:30am - 2:00pm
Class times: 9:00am - 1:45pm
Site access & supervision: 8:30am - 2:00pm
Bus stops: 1.45pm to 2pm at the Park Avenue bus stop



Denotes supervised area

Woolworths car park and Park Avenue Lane are out of bounds and students are not permitted in those areas.

☐ **I understand that:**

- The school only actively supervises City Square.
- City Square is a public access area, and the school cannot control who enters the area
- Students are bound by the school's behaviour policy and expectations:
 - o During the hours of supervision
 - o While travelling to and from school
 - o While in the vicinity of the school (e.g., Coffs Central and Woolworths).

☐ **I acknowledge that:**

- It is the responsibility of the parents/carer to organise suitable after school/transport arrangements for my child in line with the school's hours of operation.
- The school advises against students leaving the supervised area during the hours of operation.
- The school may restrict access to City Square and surrounds at the discretion of the principal and/or delegate.
- Restricted access may apply to individual, groups or the whole school and may be enforced without prior warning or communication to parents.

Parent/ Guardian Name:			
Signature:		Date:	
Student Name:			
Signature:		Date:	



ENROLMENT CONDITIONS

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both parent/carer(s) where appropriate unless the school agrees to waive this requirement. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 If parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the student will be placed on a waiting list for the requested year, but enrolment cannot be guaranteed.

2. Conditional Enrolment

- 2.1 All enrolments are conditional upon the school being satisfied in its discretion that the student's needs can be met by the school. The school may cancel the enrolment if it determines prior to the start of the enrolment that the student's needs cannot be met.
- 2.2 The school may require parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the student to support the enrolment.

Competence in English is a prerequisite for enrolment. If the school considers that the English language capabilities of the student are not sufficient it may require the student to undergo an intensive English language course. If the required language level is not reached the school may decide that the enrolment should be cancelled.

3. Progress of Student

3. If the school considers that the progress of a student is unsatisfactory and that it can no longer meet the student's needs, it may cancel the enrolment of the student by giving not less than one term's notice.

4. Fees and Charges

- 4.1 All medical expenses incurred on behalf of a student must be reimbursed by the parent/carer(s).
- 4.2 If incurred, all invoices and charges must be paid on or before the due date set out in the invoice.
- 4.3 If students are undertaking activities which incur extra fees or charges, not less than four (4) weeks' notice must be given to discontinue these activities to receive full or partial refund.

5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the school in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.
- 5.2 If parent/carer(s) wish to withdraw a student from the school, notice given must be not less than one full term's notice to expire at the end of a term.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply from time-to-time.
- 6.2 always behave courteously and considerately to each other and to staff.
- 6.3 not do anything which may bring the school into disrepute, including in print and electronic media.
- 6.4 support the goals and values of the school.
- 6.5 attend and, if required, participate in events, camps and excursions that are an integral part of the school curriculum.
- 6.6 adhere to the school's guidelines for dress and the expectation of the school community.
- 6.7 attend the school during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.



ENROLMENT CONDITIONS *Continued*

7. Obligations of Parent/Carer (s)

The parent/carers(s):

- 7.1 must accept and abide by the requirements and directions of the school Board and the Principal relating to the student or students generally and not interfere in any way with conduct, management and administration of the school,
- 7.2 are required to support the goals, values and activities of the school, and
- 7.3 should view the school's parent portal on a regular basis, respond to email and phone correspondence in a timely manner and read the newsletter.

The parent/carers(s) must promptly advise the school:

- 7.4 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the school loses contact with the parent or mail is returned.
- 7.5 if the student is absent from the school due to ill health or other reason.
- 7.6 in writing of any orders or arrangements that affect the student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the student's education and welfare and provide copies of any orders to the school.

The parent/carers(s) also:

- 7.7 should communicate with students, parent/carers(s), visitors, and staff members in a courteous manner, and follow the communication guidelines laid down by the school from time-to-time and observe the Parent Code of Conduct,
- 7.8 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the school which are relevant to the student's education.
- 7.9 must not use social media to denigrate the school, staff, students, or other members of the school community.

8. Health and Safety

- 8.1. Parent/carers(s) must advise the school immediately if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- 8.2. Parent/carers(s) must complete and return to the school the required health form for the student prior to the student commencing at the school and provide updates if circumstances change or as required by the school from time to time.
- 8.3. If the student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carers(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the school, may give the necessary authority for such treatment. The parent/carers(s) indemnify the school, its employees, and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4. Parent/carers(s) must observe school security procedures for the protection of students.
- 8.5. Students are responsible for their personal property and the school does not accept any responsibility for the loss of their belongings.
- 8.6. The Principal or the Principal's nominee may search the student's bag, or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1. The school determines the educational and other programs and activities conducted at the school from time to time in its absolute discretion.
- 9.2. The school may change its programs and activities and the content of these programs and activities without notice.



ENROLMENT CONDITIONS *Continued*

10. Reports

The school will send academic reports to the address or addresses notified by the parent/carer(s). Where parent/carer(s) do not live together, reports will be sent to both parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one parent.

11. Leave

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.

12. Suspension and Termination of Enrolment

12.1. 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 Board 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

12.2. The school will only exercise its powers under this clause to expel a student if it has provided the student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. 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.

13. Privacy

The parent/guardian(s) acknowledge that they have read the school's privacy policy.

14. Amendment of Terms and Conditions

The school may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

15. Definitions

In the terms and conditions:

Parent means the parent/guardian(s) who entered into the contract of enrolment with the school.

School means the Allegra School Coffs Harbour

Student means the student who is named in the contract of enrolment.

I confirm that I have read and understood the enrolment conditions listed on Pages 19 - 21.

Parent/ Guardian Name:			
Signature:		Date:	
Student Name:			
Signature:		Date:	



CHECKLIST & DOCUMENTS

Please ensure you have completed all sections of the application form and attach the required documents listed below.

PLEASE ATTACH COPIES OF DOCUMENTS ONLY

Items attached:

- ☐ Copy of Birth Certificate (full or extract) or Passport
- ☐ Copy of Medicare Card
- ☐ School Reports: Mid-Year and End of Year Reports for Years 7, 8, 9 and 10
- ☐ Copy of Immunisation History
- ☐ Copy of current Court Orders (if applicable)
- ☐ Copy of Individual Learning Plan (ILP) OR Individual Education Plan (IEP) – if applicable
- ☐ Letter from treating Medical Provider if you ticked 'yes' for:
 - Disability/Medical condition
 - Allergy/Anaphylaxis (action plan)
 - Assessment/Support Details

Important Information

An application will not progress any further until all supporting documents have been provided. If you have difficulty obtaining information, please contact Allegra School Coffs Harbour.

A final decision regarding a student's placement will only be decided AFTER all required information has been provided and an interview with the student has been conducted.

Places at Allegra School Coffs Harbour are in high demand, therefore, potential students who have made application for a position within the school, are not automatically entitled to a place.



FOR OFFICE USE ONLY

Enrolment Application Review

☐ Annotated during interview

Date

I confirm that the annotations recorded on this enrolment form are a true and accurate reflection of the enrolment interview.

Parent/ Guardian Name:

Parent/ Guardian Signature:

Staff Representative Name:

Staff Representative Signature: