



**STAINES
MEMORIAL COLLEGE**

A PO Box 561, Redbank Plains, 4301 • 227-263 School Road, Redbank Plains, 4301

P 07 3814 8600 E info@staines.qld.edu.au W www.staines.qld.edu.au

ABN 96 105 961 105 A Christian Community Ministries College

transforming lives



Enrolment Process

First Contact



- Face to face, phone or email enquiry
- Attend a tour of the College
- Attend an information session

Commence the Enrolment Process



- Application can be submitted by post, email or in person
- To ensure a timely enrolment process please include:
 - Application form
 - Child's birth certificate
 - Recent reports & relevant information

Enrolment Consideration



- The College will review the application
- Further testing may be required for some students

Enrolment Interview



- The College will contact you to arrange a suitable time
- You will meet with a Senior Staff member

Securing a Placement



- The College will contact you to advise if a place is secured. If so,
 - Required forms are to be submitted
 - College will issue Enrolment Contract to be signed and submitted by you.
 - Confirmation *Fee is paid

Getting Ready for Day 1



- Registrar will arrange a start date with you
- You will receive an information letter and receipt
- Purchase uniforms and booklists

*This fee will be credited to your fee account. This is non-refundable.

Student Information

Surname _____

First Names _____

Preferred First Name _____

Sex (as per birth certificate) Female Male

Note: Uniforms, use of amenities and other single-sex functions of the College will be determined by the birth certificate sex of the child.

Date of Birth _____

Student's Residential Address _____

Student's Mobile Phone Number _____

Country of Birth Australia Other _____

Is your child an Australian Citizen? Yes (Please provide birth certificate and citizenship documents)

OR New Zealand Citizen Yes (Please provide birth certificate and visa documents)

OR What is the child's Citizenship? _____

Visa Sub-class: _____
(Please provide Birth Certificate, Visa and Passport)

Language spoken at home English Other _____

Is your child of Aboriginal or Torres Strait Islander Origin? No Aboriginal Torres Strait Islander

When do you want your child to start at the College? eg Jan 2017 _____

In what year level will your child start? eg Year 1 _____

Present School _____

Present Year Level eg Year 1 _____

Present Church/Youth Group/Kids Club etc. _____

School History

Name of Schools/Childcare/Kindergarten attended previously	Year Level	Years (eg 2000 – 2005)	Full-time or part-time

Student Learning and Development

To enable us to have Nationally Consistent Collection of Data, please complete the following:

Has your child ever repeated a year level? Yes No

If yes, please give details _____

Has your child ever been accelerated (skipped a year)? Yes No

If yes, please give details _____

Has a specialist ever assessed the student for exceptional development, learning or behavioural characteristics? Yes No

If yes, please give details and attach any related documentation _____

Does your child have a special need? If yes, please identify type.	Yes	No
ADD/ADHD		
Anxiety Disorder		
Auditory Processing Difficulty		
Autism/Aspergers		
Dyslexia		
Eating Disorder		
Foetal Alcohol Syndrome		
Hearing Impairment		
Intellectual Impairment		
Learning Difficulty		
Mental Health Concerns		
Non Verbal Learning Disorder		
Post-Traumatic Stress Disorder		
Physical Impairment		
Reactive Attachment Disorder		
Social/Emotional		
Self-Harm		
Speech/Language Difficulty		
Vision Impairment		
Other (please give details)		

If your child has one of the listed special needs, how does it impact on the student as a learner and in the school environment? Please attach details.

Has your child ever received "Learning Support" assistance? Yes No

If yes, for what subjects/skill areas? _____

Has your child ever been ascertained or had an EAP (Education Adjustment Program) or an IEP (Individual Education Plan)? Yes No

If yes, for what subjects/skill areas? _____

Has your child ever been suspended, expelled or excluded from another school or childcare facility?

Yes No

If yes, please give details? _____

Has your child ever been involved in disciplinary action resulting from involvement in/with bullying, fighting, drugs, alcohol or tobacco? Yes No

If yes, please give details? _____

Are there any other facts that the College should know about your child? Yes No

If yes, please give details? _____

Physical Development and Health

Has physical development been normal? Yes No

If no, please give details _____

Has your child had a hearing check? Yes No

If yes, does your child have any issues and/or need to wear any device? _____

Has your child had a vision check in the last two years? Yes No

If yes, does your child have any issues and/or need to wear lenses? _____

List any medication which your child is taking regularly. _____

Other important medical information which the College should be aware of _____

Various health conditions may impact student learning. Please indicate 'yes' for any condition the student has and provide details including any action to be taken if required. Please attach additional information where necessary.

Health Condition	Yes	No	Details Please provide information for any condition to which you answer Yes. Include any action to be taken if required. Please attach additional information where necessary.
Allergies <ul style="list-style-type: none"> • Foods • Ointments • Band-aids/elastoplasts • Penicillin • Other drugs • Anesthetic • Plants • Animals • Any Other 			
Anaphylaxis			
Asthma or Respiratory Problems Puffer/Spacer required			
Back, Bone, Joint or Muscular Problems			
Behavioural/Emotional Disorders			
Blood Pressure			
Brain or Head Injury			
Blackouts/Dizzy Spells			
Cancer			
Chronic Fatigue			
Convulsions			
Diabetes			
Epilepsy			
Glandular Fever			
Hay Fever			
Heart Problems			
Kidney Problems			
Migraine			
Phobias			
Recent Illness			
Skin Problems			
Surgical Operations			
Tourette Syndrome			
Travel Sickness			

Additional Information

Please attach copies of the following information:

- | | |
|---|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> NAPLAN Results (for Years 3,5,7 and 9) |
| <input type="checkbox"/> Bus Application Form (if applic) | <input type="checkbox"/> ESL Assessment (if applic) |
| <input type="checkbox"/> ASC Application Form (if applic) | <input type="checkbox"/> Special Needs Documentation/
Paediatrician Reports/IEP etc.(if applic) |
| <input type="checkbox"/> Court Documents (if applic) | <input type="checkbox"/> College testing results eg: PAT Test,
Brigance or equivalent |
| <input type="checkbox"/> Medical Reports | <input type="checkbox"/> Technology Loan Agreement (if applic) |
| <input type="checkbox"/> Medicare Number _____ | <input type="checkbox"/> Responsible Behaviours Agreement and
Internet & Computer – Student Usage
Agreement Form |
| Child Reference _____ | |
| <input type="checkbox"/> Immunisation History | |
| <input type="checkbox"/> School Reports – Most recent | |

Secondary Students (Years 10, 11 and 12) may also need to meet with Careers Advisor– for Subjects and pathways discussion.

Potential students may be required to undertake testing so that the student’s education needs can be evaluated along with a review of report cards and other previous learning results.

Family Information

Person 1 – Responsible for Child’s Education and Contract with the College

Relationship to Child Mother Father Other _____

Title _____

Surname _____

First Name _____

Home Address _____

Postal Address _____

Proof of Address (eg: Drivers Licence, Passport, other Photo ID, Centrelink Documents) _____

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____ Work Phone _____

Country of Birth Australia Other _____

First Language/ spoken at home English Other _____

Aboriginal or Torres Strait Islander Origin No Aboriginal Torres Strait Islander

Are you the legal guardian of the child? Yes No If No, please give details

Is this child in the care of the state? Yes No If Yes, please give details

Are there any court orders or legal documentation relating to this child? Yes No

If yes, please give details and copies of documentation? _____

The College has a Christian Faith Foundation.

I share a Christian Faith and I am willing to support the Christian Ethos of the College.

I do not share a Christian Faith but will support the Christian Ethos of the College.

Person 2 – Responsible for Child’s Education and Contract with the College

Relationship to Child Mother Father Other _____

Title _____

Surname _____

First Name _____

Home Address _____

Postal Address _____

Proof of Address (eg: Drivers Licence, Passport, other Photo ID, Centrelink Documents) _____

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____ Work Phone _____

Country of Birth Australia Other _____

First Language/ spoken at home English Other _____

Aboriginal or Torres Strait Islander Origin No Aboriginal Torres Strait Islander

Are you the legal guardian of the child? Yes No If No, please give details

Is this child in the care of the state? Yes No If Yes, please give details

Are there any court orders or legal documentation relating to this child? Yes No

If yes, please give details and copies of documentation? _____

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Other Authorised Adults who may have involvement with the child while at school

Relationship to Child Mother Father Other _____

Title _____

Surname _____

First Name _____

Home Address _____

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____

Work Phone Number _____

Are there any other details you would like to tell us: _____

Other Family Members

Other Children in the family – not enrolled with this College

Name: _____ D.O.B. _____ age _____

Name: _____ D.O.B. _____ age _____

Name: _____ D.O.B. _____ age _____

Name: _____ D.O.B. _____ age _____

Other Children in the family - studying at this College?

Name: _____ Year Level _____

Name: _____ Year Level _____

Name: _____ Year Level _____

Has your family had any previous involvement in the College Yes No

If yes, please give details? _____

Emergency Contact other than parents

Relationship to Child _____

Title _____ Sex Male / Female

First Name _____

Surname _____

Home Address _____

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____ Work Phone _____

Are there any other details you would like to tell us: _____

Request and Agreement to Enrol

NOTE: Whilst the family section of the enrolment form may be completed on behalf of multiple children, this form needs to be personally signed for each student you are enrolling.

I/We would like to enrol my child at the College on the following basis.

1. The College collects information about pupils and parents or guardians before and during the student's enrolment at the College. This information is treated in accordance with our Standard Collection Notice and Privacy Policy, both of which are available on our College website.
2. Every student will be enrolled subject to one semester's probation. Following the successful completion of a semester, the probation will be deemed to have been passed.
3. I/We agree, within a reasonable timeframe following confirmation of enrolment, to attend an information session designed to give us a more in-depth understanding about the ethos of the College and the fundamentals of the Christian Faith which underpin this.
4. I/We agree to allow the student to participate fully in the life of the College.
5. I/We commit to support the visions and goals of the College at all times.
6. I/We agree to encourage our student(s) to behave in a way which is consistent with the expectations of the College as set out in various College policies.
7. I/We commit to following established College processes when dealing with any concerns that I/we may have with the College.
8. I/We agree to empower the Principal to discipline the student whilst at the College.
9. I/We agree for the College to contact the referees below to seek referee statements to confirm any aspect of this enrolment.
10. I/We agree that this enrolment is only valid whilst our financial obligations to the College are being met.
11. I/We have read the College Privacy Policy including the section regarding the use of student photographs.

Person 1 – Responsible for Child's Education and Contract with the College

Name _____

Signature _____ Date _____

I am to be listed as a responsible person for payment of tuition fees.

Person 2 – Responsible for Child's Education and Contract with the College

Name _____

Signature _____ Date _____

I am to be listed as a responsible person for payment of tuition fees.

Referee Details

Name _____	Name _____
Phone _____	Phone _____
Email _____	Email _____
Relationship with Family _____	Relationship with Family _____

Government Data Collection

Schools are required by government authorities to collect other statistical information on their behalf. This should be seen as routine and of no cause for any reservation. If you have any concerns about supplying this information, please contact us.

The following information is required by the government for reporting purposes ...

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')

<i>(Mark one box only in each column)</i>	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
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.....	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/guardians have completed?

<i>(Mark one box only in each column)</i>	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
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 certificates).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualifications.....	<input type="checkbox"/>	<input type="checkbox"/>

From the information given on the following page please answer these questions:

What is the occupation group of the mother/parent 1/guardian 1?

What is the occupation group of the father/parent 2/guardian 2?

- Please select the appropriate parental 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.

Government Data Collection

List of Parental Occupation Groups

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/refuge/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]