

Enrolment Application

Pacific Coast Christian School ABN: 50 130 519 318

Student Details

Student's Family Name _____ Given Names _____

Street Address _____

Suburb: _____ State: _____ Postcode _____

Date of Birth: ____/____/____ Male / Female

Desired commencement date at Pacific Coast Christian School ____/____/____

School Year level _____

Family Details (Parent/Guardian)

Father

Full Name _____

Living with child Yes / No

Phone: Home _____

Work _____

Email _____

Mobile _____

Occupation _____

Employer _____

Church _____

Marital Status _____

Active Church Member Yes / No

Mother

Full Name _____

Living with child Yes / No

Phone: Home _____

Work _____

Email _____

Mobile _____

Occupation _____

Employer _____

Church _____

Marital Status _____

Active Church Member Yes / No

Brothers & Sisters

Christian Names _____

Date of Birth ____/____/____

____/____/____

____/____/____

____/____/____

____/____/____

Previous Schools (including current school)

Name of School	Year Levels	Years of Attendance
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Has your child been expelled, suspended or refused admission to a school?
Yes / No

If so please explain:

Has your child experienced disciplinary difficulties at a previous school?
Yes / No

If so please explain:

Has your child been the subject of any police investigation? Yes / No

Please indicate if the student is: _____ Aboriginal / Torres Strait Islander

Student's country of birth _____

Does the student have: ADD ADHD ODD OCD Other

Are there special reports available which would help us with your child's education?
e.g. speech, psychological. If so, please include with application.

Do you agree to have your child assessed prior to enrolment? Yes / No

Has the student any disabilities which could affect their education? Yes / No

Comment _____

Has the student any learning difficulties which could affect their education?

Yes / No

Comment _____

Has the student any special gifts or talents which the school could assist with developing? Yes / No

Comment _____

Please Attach:

- a) Copy of extract of child's Birth Certificate/Passport
- b) Copy of most recent School Report
- c) \$30 Application Fee
- d) Copy of parent's driver's licence/18+ card/Passport
- e) Copy of relevant Court Orders in respect of separated families

Lodgement of this enrolment form does not ensure enrolment. This will depend on the outcome of an interview and availability of places in the school.

I am requesting enrolment for my child/children and agree that my responses to these questions are true and honest.

Signed: _____ Date: ____/____/____
_____ / ____/____

Parent(s) or Guardian(s)

OFFICE USE: Application Accepted Application Not Accepted

_____ *Principal* _____ *Date*

Student Record

OFFICE USE: Registration Number _____

Student Details

Full Name: _____

Date of Birth: ____/____/____

Street Address: _____

Suburb: _____ Postcode: _____ State: _____

Mother/Guardian

Home: _____ Work: _____ Mobile: _____

Father/Guardian

Home: _____ Work: _____ Mobile: _____

Emergency Contacts

It is a requirement that the school has an alternate emergency contact person who is not the parent and can take responsibility for your child if the parent/s listed above cannot be contacted.

Contact 1

Name: _____ Relationship to child: _____

Address: _____

Home: _____ Work: _____ Mobile: _____

Contact 2

Name: _____ Relationship to child: _____

Address: _____

Home: _____ Work: _____ Mobile: _____

Family Details

Do the Parents/Guardians speak a language other than English at home?

Mother/Guardian Yes / No

Father/Guardian Yes / No

Please specify language spoken at home. If more than one, kindly indicate the one spoken most often _____

What is the highest year of primary or secondary school the parents have completed?

Mother/Guardian

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or below

Father/Guardian

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or below

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

Mother/Guardian

- Bachelor Degree or above
- Advanced diploma / Diploma
- Certificate I to IV /Trade Certificate
- Non-school Qualification

Father/Guardian

- Bachelor Degree or above
- Advanced diploma / Diploma
- Certificate I to IV /Trade Certificate
- Non-school Qualification

What is the occupation group of the Mother/Guardian? _____

What is the occupation group of the Father/Guardian? _____

Note: Please select the appropriate parental occupation group from the attached list. If the person is not currently in paid work but has had employment 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 employment in the last 12 months, please enter '8' in the box above.

How did you find out about our School?

- Internet/Website
- Open Day
- Local Paper
- Friend / Neighbour / Relative
- Radio
- Letterbox Drop
- Signage
- Other _____

Medical Information

In the event that your child is unwell at the commencement of any school day, it is school policy that your child be kept at home. In the interest of health and safety, any child who is legitimately unwell will be sent home immediately to avoid spreading illness. Should your child require urgent medical attention, the school will call the Ambulance Service and have your child transported to Tweed Heads District Hospital and you will be advised immediately.

Regular Doctor _____

Medical Centre _____ Phone: _____

Address _____

Note: Should you not wish to list a Doctor, your child will be sent to Tweed Heads District Hospital in cases of emergency.

Medicare Number: _____ Child's Ref No. (1-5): _____

Card Expiry Date: _____

Immunisation

Date of last tetanus inoculation: _____

Details of medical illnesses, allergies, personal circumstances or conditions that may affect your child at school:

Treatment and/or medication needs:

Is the School required to administer medications? Yes / No

If so, please provide details:

If required, can Panadol be given to your child? Yes / No

If required, can Stingoes and/or Savlon be applied to your child's skin? Yes / No

Privacy Statement

Pacific Coast Christian School will only use the information you have chosen to provide us with, for the reason you provided it. We will not use it for any other purpose without your direct consent.

Only authorised Administration staff can access your personal information and access is only for approved purposes. Under no circumstances will you or your child's personal details be disclosed to anyone who is not a direct employee of Pacific Coast Christian School or an authorised party without your consent.

Pacific Coast will refer any requests for personal information of a student to the student's parents/guardians. The school will treat consent given by parents as consent given on behalf of the students.

I hereby state that all information I have provided is correct at the time of writing and I agree to the policies and statements set out in this document.

I accept the responsibility to inform the Office at Pacific Coast Christian School in writing if any of the stated details change.

Name: _____ Signed: _____

Name: _____ Signed: _____

Date: / /

Photographs

I give permission for _____ to be photographed within the school setting, including sports events, school concerts, class photographs, school excursions and similar events of a specific school related nature. I understand that photographs may be used from time to time in school newsletters, at presentation nights and photographic displays within the school.

I give my permission for _____ image to appear in the local newspaper / TV or other external media.

I do not give permission for _____ to be photographed.

Name: _____ Signed: _____

Date: / /

Parental Occupation

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 a 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 professionals**: Business Management, consultants, business analyst, accountant, auditor, policy analyst, actuary, valuer: Air / Sea Transport aircraft/ship's captain / officer/ pilot/ flying officer, flying instructor, air traffic controller.

GROUP 2: Other business managers, arts/ media/sports persons 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 a diploma / technical qualifications and support managers and professionals; **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/ associate professionals. **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 four 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 Staff** Secretary, personal assistant, desktop publishing operator, switchboard operator; **Skilled Sales Staff** Company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher; **Skilled Service Staff** 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, laborers 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** typist, word processing, data entry, business machine operator, receptionist, office assistant; **Sales Staff** Sales assistants, 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** Trade's Assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/ gallery attendant, usher, home helper, salon assistant, animal attendant; **Defence Forces** ranks below senior NCO not including above **Agriculture, horticulture, forestry, fishing, mining worker** farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/ fishing hand; **Other worker labourer** factory hand, store person, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.