



ENROLMENT APPLICATION FORM

1. STUDENT INFORMATION

Last name	
Given names	
Age	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Commencing calendar year sought at WCC (e.g. 2022)	
Grade Level sought at WCC	
Current/Last school attended	
Present/Last class and year attended	

2. PARENT/CARER INFORMATION

PARENT/CARER 1:	
Relationship to Student	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last name	
Given names	
Date of Birth	
Phone	Home/Mobile
	Work
Email	
Residing at same address as student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No
PARENT/CARER 2:	
Relationship to Student	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last name	
Given names	
Date of Birth	
Phone	Home/Mobile
	Work
Email	
Residing at same address as student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No



3. ADDRESS DETAILS			
MAIN CORRESPONDENCE ADDRESS			
Title			
Address			
Email			
Phone	Home		
	Work		
	Mobile		
STUDENT RESIDENTIAL ADDRESS as above <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if no, please fill in the below boxes</i>			
Address			
ADDITIONAL CORRESPONDENCE ADDRESS			
Title			
Address			
Phone	Home		
	Work		
	Mobile		
Relationship to Student			
Details of Contact			
What information is to be sent to this address		<input type="checkbox"/> Correspondence <input type="checkbox"/> Account <input type="checkbox"/> Academic Report	
ACCOUNT CORRESPONDENCE – Person/s Responsible for Fees			
Same as main correspondence address <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if no, please fill in the below boxes</i>			
Title			
Address			
Phone	Home		
	Work		
	Mobile		
Email			



4. PHOTOGRAPH PERMISSION

The College under the Commonwealth Privacy Act is required to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

William Campbell College uses images of students in a variety of ways to recognise growth and achievement, to inform parents/caregivers and the local community of school matters, to publicise events and to promote our College:

- College communications such as parent/caregiver newsletters and websites.
- Promotional materials such as the college handbook, brochures, posters, videos and social media.
- Or any medium in relation to college-related activities such as articles for newspapers.

We request your permission to use images of your student in some or all of the ways listed above. You are of course at liberty to withdraw consent at any time by contacting the College in writing.

Please advise of your decision below

Student Name	
For marketing purpose as set out in the information above	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	

5. GENERAL INFORMATION

Please tick the way it is anticipated that your student would travel to and from school

<input type="checkbox"/> Private Car	<input type="checkbox"/> Assisted Transport	<input type="checkbox"/> Public Transport
Bus/Train Company		
Bus/Train Route		

OTHER CHILDREN IN THE FAMILY

Name	Age	Applying for Admission	Current Class	Grade/Year at Commencement

NB: Individual Application Forms are required for each child applying for admission.



6. PARENT ENROLMENT AGREEMENT

CODE OF CONDUCT:

1. Parents/Carers are to be courteous to students and staff at all times, setting a good example.
2. Respect the role of the teacher and school in the development of the child and be accepting of decisions made by staff of the school. If you have a grievance or complaint, follow the Grievance and Complaints procedure.
3. Do not become involved in bad language, harassment or aggressive behaviour towards staff or students at the school.
4. Encourage the efforts of your child to participate fully in school activities.
5. Do not engage in disrespectful conduct including profanity, offensive remarks, taunting or other actions that are demeaning to the staff, students or the school either verbally or through social media.
6. Participate in positive support of all students and staff of the school.
7. At all times follow the directions of the school's staff.
8. Do not attend the school, or any school events, under the influence of alcohol or illegal substances.
9. Appreciate that inappropriate actions can affect the achievement of learning and other goals for a child, so focus on encouraging your child's efforts and performance.

DECLARATION:

I have read, understood and undertake to follow all aspects of the William Campbell College Code of Conduct for Parents and Caregivers as a condition of the students continuing enrolment at the School. I understand that a violation of this Code of Conduct may result in cessation of my child's enrolment at the school.

Please sign only if you can give this assurance.

Parent/Caregiver's Name (*please print*)

Signature

Date

THE SCHOOLS STANDARDS AND VALUES

The School expects parents/Caregivers to support its policies and procedures, to cooperate with staff members in a respectful manner, and to encourage their children to do likewise

EXCLUSION FROM THE SCHOOL

- a. If the Principal, or any person deputising for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the Principal or authorised representative may exclude the student permanently or temporarily at their absolute discretion.
- b. If the Board of Governors/Campus Council or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent/caregiver and school has broken down to the extent that it adversely impacts on that relationship, then the Board of Governors or the Principal may require the parent/caregiver to remove the student from the school.

No remission of fees will apply in either case.

**APPLICATION AGREEMENT**

To ensure the application process flows smoothly please ensure you provide all the documentation as soon as possible.

The following criteria must also be met on application: -

- Your child must desire a fresh start and be able to commit to William Campbell College. They must demonstrate a willingness to be an active participant in the school and have a desire to be a part of the school community.
- If your child is found to be using any form of illegal drug or misusing a legal substance, their enrolment will be re-evaluated and suitable drug/alcohol treatment recommended.
- Children who have mental health disorder must show that they are being supported by their Psychologist or receiving regular counselling.
- You must reveal any Police History that your child may have.
- We reserve the right to limit the number of students with various disorders and conditions within our program.

Supporting Documentation:

In order for us to assess your child's eligibility against our enrolment criteria, the application must be accompanied by supporting documentation. This may include, but is not limited to:

- Description of behaviour impacting learning
- Description and/or diagnosis of behaviour that is characteristic of mental health problems as listed in the DSM-V in the area of anxiety, depression and post-traumatic stress disorder
- Description and frequency, duration and intensity of behaviour in the home, school and community to a level that seriously affects educational functioning and emotional wellbeing
- Description of the impact on the student's education and a list of strategies to address the student's needs at home and at school.
- Attendance records
- Copies of any relevant reports from psychologists and counsellors
- Copies of any relevant court orders that have an impact on the enrolment of the child at the school
- Copies of the child's two most recent school reports
- Copies of most recent Behaviour Management Plan, Individual Learning Plan or Personalised Learning and Support Plan
- Referral letter from current principal or teacher

Once all the paperwork has been submitted our Principal will assess the application to determine suitability for enrolment at William Campbell College. If your application is successful an enrolment interview will be booked with the Principal. A decision is then made as to whether the application has been successful.

All new enrolments are placed on a 1-month trial period and continued placement will be assessed at the end of this time, or beforehand if appropriate. The trial period is for the benefit of the student, parents/caregiver and the school to assess ongoing compatibility.

A letter of offer will be issued and an appointment will be made with the class teacher to create a Behaviour Management Plan. The meeting to create the plan with the teacher must occur before the student can attend the school.



The Letter of Offer will outline the starting date for your child and include details of the Enrolment Deposit. Please note; your child can not start attending William Campbell College until a signed Letter of Offer and Enrolment Deposit has been received.

As part of the enrolment process, relevant information will be made available to key personnel (teachers and support staff). This will enable staff to plan for your child with regards to educational programs and group allocation. If your application is unsuccessful, all information will be destroyed. We make a commitment to the security and confidentiality of any information you make available to us as a school.

ENROLMENT AGREEMENT

We have read and understood the information contained in the relevant policy documents and should our student be enrolled as a student. We/I agree:

- With and support the Vision, Mission and Core Values of the school.
- That our student will be involved in Christian education and we accept the Christian ethos of the school.
- To support the ethos, policies and rules of the school as expressed on the website www.williamcampbellcollege.nsw.edu.au). We will ensure to the best of our ability that our student will also support these policies and practices.
- To allow the school to make reasonable enquiries to previous schools for matters relevant to this application.

FEE RESPONSIBILITY AGREEMENT

We/I understand that payment of school accounts is our/my responsibility. We/I agree:

- To pay all accounts as and when they fall due as per the current school fee schedule.
- To pay interest on overdue amounts at a rate set by the Board of Governors. The current rate is 12% per annum or 3% per term. (This rate is subject to review at the discretion of the Board of Governors)
- To pay or reimburse the school for all expenses incurred in pursuing recovery of any amounts owing to the school.
- That any judgement obtained by the school for any amount owing may be reported to credit reporting agencies.
- That if more than one parent/caregiver or party is responsible for the payments, we agree we are liable jointly and separately for all of the amounts.

Please note that completion of this Enrolment Application Form does not guarantee enrolment. The student will need to be offered a place in writing by the Principal before enrolment can be confirmed.

Please note that if we are unable to make contact with you within a six week timeframe, this application for entry will be cancelled.

PRIVACY STATEMENT

The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter. In this regard the school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. For more information refer to the school's Privacy policy.

7. DECLARATION

I/we declare, to the best of my/our knowledge, that all the information presented above is true and correct.

Parent/Carer 1 Signature		Parent/Carer 2 Signature	
Date		Date	