Illawarra Christian School
Application for Enrolment

Thank you for your interest in enrolment at Illawarra Christian School. Please complete the Student Enrolment Form enclosed to register for a position on the school’s list of prospective students. If your application is for a year AFTER next year, please complete the Student Pre-Enrolment Form and a Student Enrolment Form will be forwarded to you for completion the year prior to entry.

Enrolment process

- Parents/ Carers read the Conditions of Enrolment and Statement of Faith prior to completing the Student Enrolment Form.
- Students cannot commence Prep until they have turned 3 years old. Students enrolling in Kindergarten must turn 5 by the 30th April of the year they start school. Students enrolling in Year 1 must turn 6 by the 30th April. There is no minimum age requirements for other classes.
- Parents/carers return the completed and signed Student Enrolment Form for each student they wish to enrol and enclosures as required. Incomplete applications cannot be processed. Please note: completion of the Student Enrolment Form does NOT constitute acceptance by the School.
- If there are no vacancies in the desired class parents/carers are advised that the student has been placed on our waiting list.
- The school undertakes an interview with the parent/carer and the student completes an age appropriate student assessment. A non-refundable assessment fee of $50 per student will be charged at the time of the student assessment.
- Should the enrolment application be successful, parents/carers will be sent a letter of offer.
- Parents/carers accept/decline the letter of offer in writing within 14 days.
- If accepting the letter of offer the $400 advance payment of fees (or $100/day for prep enrolments) must accompany the acceptance of offer.
- Enrolment is confirmed by the School in writing. It is expected the enrolment will continue until the completion of year 12 unless the enrolment is terminated by either the school or parent/carer in writing.
- Further information about the enrolment process can be found in our Enrolment Policy.

Illawarra Christian School—Tongarra Campus
234 Calderwood Rd, Albion Park NSW 2527
Ph: 4230 3700 Fax: 4257 0949

Illawarra Christian School—Cordeaux Campus
4 Tyalla Pl, Cordeaux Heights NSW 2526
Ph: 4239 5200 Fax: 4272 2989

www.ics.nsw.edu.au
ABN: 66 001998 385
CONDITIONS OF ENROLMENT

Please read these conditions carefully. You will be asked to declare on the Student Enrolment Form that you agree to abide by them. These conditions continue to apply while ever you have a child enrolled at the school.

1. I understand that acceptance of students for enrolment at the School will be solely at the discretion of the Board. The Board may accept or reject an application at its discretion without explanation.

2. I understand that a student's enrolment will be effective from the date on which he/she commences at the School. All benefits, services, responsibilities and conditions of the School are to be effective from that date.

3. I agree to allow and encourage my child/ren to share fully in the curriculum and all activities of the School, including sporting events, devotions, excursions and other activities integral to the curriculum of the School.

4. I agree to actively support and be involved in the life of the School community, e.g. classroom assistance; task forces; local committees, etc.

5. I agree to attend a working bee for four hours each year (K-12) unless alternate arrangements are made with the Business Manager.

6. I agree to support and adhere to the Uniform Policy.

7. I agree that my child/ren will undertake to comply with school rules and policy concerning behaviour. (Student Behavior Policy)

8. I agree to allow the release of appropriate personal details to authorised State and Federal Government departments.

9. I understand that the School, being Parent-Partnered is viewed as an extension of the home and as such the teachers can exercise, on behalf of the parents, such lawful discipline as they deem wise and expedient for the student. Similarly, I agree to uphold the School's authority and right to administer the appropriate lawful discipline, in line with the Biblical principles on which the policies of the School Association are based.

10. I understand that the School, in conjunction with the Board, may at their discretion terminate enrolment for serious problems or breaches of the School's standards.

11. I agree to declare and update any health or educational difficulties as required. I also agree to allow the School authorities to seek qualified medical help in the event of an apparently serious accident or illness.

12. I agree, when a position is offered in the School, to make a payment of $400 in advance. Prep families pay a deposit of $100 per day. Failure to take up the position reserved will result in forfeiture of the deposit paid. A refund will only be paid at the discretion of the Board in exceptional circumstances.

13. I agree to pay all fees as and when they fall due and to notify the Business Manager if I am having difficulty in the payment of fees in accordance with the current payment terms.

14. I understand that failure to pay fees due may lead to cancellation of enrolment.

15. I agree to give at least one term's written notice of termination of enrolment. For prep families, two weeks notice is to be given. Failure to do so will render me liable for the payment of one term's fees unless there are mitigating circumstances acceptable to the Board.

16. I understand that a refund of unused fees on termination of enrolment for any reason whatsoever will be entirely at the discretion of the Board.

17. I am prepared to communicate and cooperate with staff for the benefit of my child/ren.
PARENTAL OCCUPATION

Refer to this list to assist you with completing the Family Details section of the Student Enrolment Form. (Disregard this page if you are completing the Student Pre-Enrolment Form.

Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian 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 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.


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/insurance/broker, credit/loan 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.


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, 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 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 [laborer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]
STATEMENT OF FAITH

This Statement of Faith contains a summary of the Biblical principles by which the School operates. You will be asked to declare on the Student Pre-Enrolment Form and the Student Enrolment Form that you have read the Statement of Faith.

You will be asked to indicate whether you personally believe and accept the Statement of Faith, and/or that you are willing for your child/ren to be enrolled at the School knowing that the school holds to these principles.

I believe that:
1. There is one and only one God, who created me in his image to live in relationship with Him. The true nature and characteristics of God are revealed only in the Bible.
2. I, along with all people, have sinned by turning away from God and have therefore brought his judgement upon me so that I am deserving of death and everlasting separation from God.
3. God in his love sent His only Son, Jesus Christ, to live on this earth as a man and to suffer the punishment that I deserve, though He was without sin, by laying down his life or me on the cross. I receive full and free pardon by believing in Him, and not by doing good works.
4. Jesus rose again on the third day, ascended to heaven and is now seated at the right hand of God the Father, as ruler of all creation and head of His church of which I am part.
5. The risen Jesus has sent his Holy Spirit to me to equip me, to lead me in all truth and to renew me in His likeness until He returns.
6. This Jesus will return again in power to judge all people, living and dead, and to receive me to Himself so that I may live forever with him in heaven.
7. The Bible is God’s infallible word and is in all things the supreme standard by which my life is to be judged and lived in glad submission.

SCHOOL POLICIES

Parents/carers are encouraged to make themselves aware of the policies of the school at the time of enrolment. All students (and their families) enrolled at Illawarra Christian School are expected to abide by the policies of the school. Any questions regarding school policies can be raised at the parent/carer interview.

An example of some of the policies relevant to new enrolments include:

- Enrolment policy
- Uniform policy
- Fee Policy
- Student behavior policy
- Homework Policy
- Discipline Policy
- Student Code of Behaviour
- Fee Remission Policy
- Bullying Policy

These are available for viewing at www.ics.nsw.edu.au/policies or please request a hard copy from the Business Centre.

For further information regarding the enrolment process, please contact:
The Operations Manager
Business Centre, Illawarra Christian School. PO Box 80, Albion Park NSW 2527
Ph: 02 4230 3719 or email registrar@ics.nsw.edu.au