



Application for Enrolment

BETHANY
Lutheran Primary School
(07) 3288 8799 www.bethany.qld.edu.au

01. Enrolment Policy – Terms and Conditions

A priority for enrolments is to ensure that Bethany Lutheran Primary School creates a community that will both nurture and support Christians in their faith and reveal the gospel of Christ to all members. When children are enrolled, parents will undertake to support the beliefs and values that underpin Bethany Lutheran Primary School.

The Principal reserves the right to offer or decline to offer a place; to offer subjects or activities within the constraints of the school.

1.1 Application for admission of a student can only be made on this official application for admission form and accompanied by:

- (a) non refundable application fee of \$60;
- (b) copy of the prospective student's birth certificate, extract of birth entry or passport;
- (c) photo of the student – passport or similar size;
- (d) copies of last two years school reports or a Childcare, Kindergarten or Pre Prep Report;
- (e) national testing reports, i.e. year 3, 5, and 7;
- (f) current relevant medical reports/information – e.g. allergies, asthma or diabetes (this is required for the purpose of enabling Bethany Lutheran Primary School to assess how to meet any medical or health needs of the student);
- (g) other relevant allied health professional reports which may refer to social/emotional, behavioural or additional learning needs that are pertinent to the student, e.g. speech, language, occupational therapy, psychologist, vision or audiologist – in some cases an updated report may be requested by the school (this is required for the purpose of enabling Bethany Lutheran Primary School to assess how to meet any health or other needs of the student);
- (h) if any court or parenting order exists pertaining to the guardianship arrangements for the student, this must also be provided; and
- (i) written family reference (preferably from your pastor/minister of religion, present parent of the school, family doctor or professional or family friend).

All the above information/reports must be presented with this application. This application will not be assessed until all of the above information/reports have been provided (where applicable).

1.2 In determining an offer of enrolment, the following factors shall be considered:

- (a) siblings (of existing students) and children of former students;
- (b) active communicant members of the Ipswich Lutheran Parish;
- (c) active members of other Christian denominations;
- (d) students returning from an approved leave of absence;
- (e) capacity to resource identified additional learning and/or support needs – where a student has been identified as having additional needs, an initial enrolment interview with parents may be requested and an assessment of the students' needs may be undertaken by the school or an independent body; and
- (f) date of receipt of application.

1.3 Tours of the school are conducted on advertised Open Days and upon request as an early phase of the enrolment process.

1.4 Programs and subjects offered may vary from time to time.

1.5 If a vacancy arises throughout the year in any year level, the Administrative Assistant will contact families in the wait list pool to organise a formal interview with the Principal, or in his/her absence, the Deputy Principal. Where possible, both parents are asked to accompany their child to this interview and the most recent school report must be provided.



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1.6 Bethany Lutheran Primary School – expectation of parents

- (a) involvement and commitment in the school;
- (b) prompt payment of term fees by the specified date;
- (c) willingness to work through issues, of or when they arise in an atmosphere of mutual respect;
- (d) willingness to obtain additional assessment/s if requested to assist in the student's future learning;
- (e) abide by the conditions as stated in the enrolment agreement and other school policies; and
- (f) agree to adhere to school's procedures, e.g. students arriving at school on time.

1.7 Bethany Lutheran Primary School – expectations of students

- (a) attendance requirements (as governed by the Education General Provisions Act 1989 and other relevant Acts);
- (b) behavioural expectations;
- (c) educational expectations;
- (d) homework expectations;
- (e) uniform policy;
- (f) participation in all programs of the school – camps, excursions, carnivals, sporting, cultural and co curricular activities as required; and
- (g) involvement in all aspects of Christian studies, chapels and assemblies.

Any matters relating to additional needs of the student will be raised in discussion.

In confirming an enrolment, parents accept or agree to adhere to all Bethany Lutheran Primary School policies. A range of policies are available from the office and on the Bethany Lutheran Primary School website at www.bethany.qld.edu.au If an offer of enrolment is made, parents and students are asked to complete all necessary documentation and amend any personal details which may have changed. Enrolments are finalized on receipt of payment of the Family Bond (\$350) or in the case of a sibling an enrolment deposit on the first term's fees (\$350) by the specified date. If it is not paid, the enrolment lapses.

1.8 Should the enrolment not proceed, the Family Bond and enrolment deposit fees are non refundable.

I/We understand that the initial and continuing enrolment of my child at Bethany Lutheran Primary School is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our child.

I/We hereby apply to enrol the below named student at Bethany Lutheran Primary School.

I/We undertake to support the ethos of the school and its rules, regulations and work programs, including any changes that may be introduced in the future.

I/We accept that the Principal reserves the right to cancel my/our child's enrolment at the school in the following circumstances:

- for breach of the rules and regulations;
- for non payment or late payment of school fees;
- if I/we have provided any false or misleading information to school;
- if I/we have failed to disclose relevant information that was requested by Bethany Lutheran Primary School;
- if my/our child/ren's circumstances change and those circumstances affect the ability for Bethany Lutheran Primary School to provide the necessary resources to accommodate my/our child/ren's needs.



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I/We understand that once a student commences at the school, one full term's notice in writing to the Principal is required before a student is withdrawn from the school. All offers of place are made at the discretion of the Principal of Bethany Lutheran Primary School.

I/We have read, understand and agree to the terms and conditions of the enrolment policy

SIGNATURE OF PARENT/LEGAL CUSTODIAN

(PLEASE PRINT NAME)

SIGNATURE OF PARENT/LEGAL CUSTODIAN

(PLEASE PRINT NAME)

I/We give permission for Bethany Lutheran Primary School to (please tick):

- Contact my/our child's previous/current school/Early Education Centre or nominated allied health professional, to seek further documentation;
- Use Social Media (i.e. School Facebook and School Twitter);
- Photograph my child's involvement in school activities or events for the school newsletter;
- Photograph my child for School Advertising; and
- Allow my child to speak with the School Chaplain.

SIGNATURE OF PARENT/LEGAL CUSTODIAN

(PLEASE PRINT NAME)

DATE



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02. Student information

Surname											
Christian names											
Date of birth	D	D	M	M	Y	Y	Y	Y	Gender (✓)	Male	Female
Proposed year of entry	Year Level			Current Year Level							
Religious											
Baptised (✓)	Yes	No									

Residential status (✓)	Australian citizen	Permanent resident	New Zealand citizen							
	Temporary Visa holder (specify Visa Number and class)									

In which country was the student born?										
----------------------------------------	--	--	--	--	--	--	--	--	--	--

Is the student of Aboriginal or Torres Strait Islander origin? (✓)	No	Yes, Aboriginal	Yes, Torres Strait Islander							
	Yes, both Aboriginal and Torres Strait Islander			What indigenous programs have you accessed:						

Does the student speak a language other than English at home? (✓)	No, English only									
	Yes (please specify)									

Current school/Kindergarten/Child Care Centre										
-----------------------------------------------	--	--	--	--	--	--	--	--	--	--

Years attended i.e. P-7										
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Schools previously attended	1									
	2									
	3									

Reason for transfer										

Siblings — currently attending Bethany Lutheran Primary School or who have attended in the past, or may attend in the future										

03. Student profile

What are you specifically seeking for the success of your child's education at Bethany Lutheran Primary School?										



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Through the enrolment process which will follow, Bethany Lutheran Primary School will consider the educational needs of the applicant and the resources required to meet those learning needs.

Has your child ever been assessed for learning? Please specify (✓)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child ever received learning support assistance or Early Intervention? Please specify (✓)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child have a disability (ASD,SLI, HI, VI, PI, SE) that is identified through the education adjustment program or has an Individual Education Program (IEP)? (✓)	Yes <input type="checkbox"/> No <input type="checkbox"/>	What level of support has your child received? Level 2, 3 or 4? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Has your child participated in a learning enrichment program i.e. a Gifted and Talented program? (please specify) (✓)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child ever been assessed for a learning enrichment program? (please specify) (✓)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child ever been accelerated (skipped a year)? (✓) If so, which year level?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has your child ever repeated a year? (✓) If so, which year level and why?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child have other additional needs which may affect the school's ability to provide adequate duty of care and/or appropriate educational provision? (please specify)		
Health/medical? (please specify) Health care plans may be required (✓)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If your child has one of the above additional needs, what is the impact on him/her as a learner?		



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Does your child take medication on a regular basis that may affect our duty of care? (please specify) (✓)

Yes No

If the medication is to be administered at school, a medication management plan is required.

Does your child have any social and/or emotional difficulties that may affect our duty of care and/or student and staff safety? If yes, briefly describe. (✓)

Yes No

Has your child ever required a behaviour support plan? (If yes, briefly describe and forward relevant documentation to the school) (✓)

Yes No

Has your child ever been suspended (internally or externally), excluded or expelled from school? (If yes, provide relevant reports and/or documentation) (✓)

Yes No

Attach all supporting documentation. All documents/reports must be received by Bethany Lutheran Primary School.

04. Parent/Guardian details

Father/Guardian Surname

Christian names

Relationship to child

Home Address

Suburb

State

Postcode

Mailing Address (if different)

Suburb

State

Postcode

Home telephone no.

Work telephone no.

Mobile telephone no.



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Facsimile		
Email		
Occupation		
Industry type – refer below		
Employer's name		
Does this child reside with you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Government requirement for assessment and reporting purposes

Parental occupation groups (see page 10, 11) (✓)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	8 <input type="checkbox"/>			

- 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, tick the "8" box above.

Parental school education (✓)	Year 12 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>
	Year 10 or equivalent <input type="checkbox"/>	Year 9 or equivalent <input type="checkbox"/>
Parental post school education (✓)	Bachelor degree or above <input type="checkbox"/>	Advanced Diploma/Diploma <input type="checkbox"/>
	Certificate I to IV (including trade) <input type="checkbox"/>	No non school qualification <input type="checkbox"/>
Languages spoken at home by parents (✓)	No, English only <input type="checkbox"/>	
	Yes (please specify)	
Country of birth		

Mother/Guardian Surname		
Christian names		
Relationship to child		
Home Address		
Suburb		
State	Postcode	
Mailing Address (if different)		
Suburb		
State	Postcode	



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Home telephone no.	
Work telephone no.	
Mobile telephone no.	
Facsimile	
Email	
Occupation	
Industry type – refer below	
Employer's name	
Does this child reside with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Government requirement for assessment and reporting purposes

Parental occupation groups (see page 10, 11) (✓)	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
	8	<input type="checkbox"/>						

- 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, tick the "8" box above.

Parental school education (✓)	Year 12 or equivalent	<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>
	Year 10 or equivalent	<input type="checkbox"/>	Year 9 or equivalent	<input type="checkbox"/>
Parental post school education (✓)	Bachelor degree or above	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
	Certificate I to IV (including trade)	<input type="checkbox"/>	No non school qualification	<input type="checkbox"/>
Languages spoken at home by parents (✓)	No, English only	<input type="checkbox"/>		
	Yes (please specify)			
Country of birth				

05. Privacy Statement

Standard collection notice – student enrolments

- 1.1 The school collects personal information including sensitive information about students and parents and legal guardians before, during and after 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.
- 1.2 Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
- 1.3 Certain laws governing or relating to the operation of schools and colleges require that certain information be collected. These laws include those pertaining to family data collection, e.g. section 4 of this form, public health and child protection.



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- 1.4 Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act as of December 2001. We may ask you to provide medical reports about students from time to time.
- 1.5 The school from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners and people providing services to the school, including specialist visiting teachers, coaches and volunteers, e.g. parent helpers on camps.
- 1.6 If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
- 1.7 Personal information collected from students is regularly disclosed to their parents or legal guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and website and is, at times, forwarded to local newspapers for advertising and publication purposes.
- 1.8 Parents/legal guardians may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student, or where students have provided information in confidence.
- 1.9 The school, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the school's fundraising activities for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 1.10 If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school. Please also inform them that they can access information if they wish and that the school does not usually disclose such information to third parties.

I/We have read and understood the Privacy Statement.

SIGNATURE OF PARENT/LEGAL CUSTODIAN

(PLEASE PRINT NAME)

SIGNATURE OF PARENT/LEGAL CUSTODIAN

(PLEASE PRINT NAME)

DATE



06. Parent 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 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, 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).



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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, saloon assistant, animal attendant).
- **Labourer 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).