



**LIVING FAITH**  
LUTHERAN PRIMARY SCHOOL

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Inspiring Minds  
Illuminating Hearts  
Igniting Service  
.....founded on the love of Christ.

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# Application for Enrolment

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**Student's Name** \_\_\_\_\_

**Year Level** \_\_\_\_\_ **Year of Entry** \_\_\_\_\_

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## 1. Prospective Student Details

Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_ Preferred Name \_\_\_\_\_

Date of Birth      /      /      Gender       Male       Female

Residential Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Child currently resides with     Both Parents       Mother       Father  
 Other (specify) \_\_\_\_\_  Family Court or other relevant court order

Aboriginal or Torres Strait Islander origin

No       Yes, Aboriginal       Yes, Torres Strait Islander

Country of Birth \_\_\_\_\_ Date of arrival in Australia      /      /  
(If applicable)

Residency Status       Australian Citizen       Permanent Resident

Approved Visa Subclass      Subclass No. \_\_\_\_\_      Expiry Date      /      /

Home Languages \_\_\_\_\_

Other Fluent Languages \_\_\_\_\_

Religion/Denomination \_\_\_\_\_

Place of Worship \_\_\_\_\_

Minister \_\_\_\_\_

## 2. Enrolment

Year Level to Enter \_\_\_\_\_ Term / Year of Entry \_\_\_\_\_

Most recent Schools / Kindergartens / Day Cares:

1. \_\_\_\_\_ From      /      /      To      /      /

2. \_\_\_\_\_ From      /      /      To      /      /

3. \_\_\_\_\_ From      /      /      To      /      /

4. \_\_\_\_\_ From      /      /      To      /      /

## 3. Learning and Medical Needs

Does the child have any learning difficulties?       Yes       No

Has the child attended any specialised agencies, special schools, units / centres?       Yes       No

Does the child have special needs or considerations? (Disabilities, impediments, allergies, restrictions on physical activity, etc.)       Yes       No

Does the child require any special provisions to be made by the school?       Yes       No

*Where every child matters...*

Does your child suffer from a serious and/or life threatening medical condition?  Yes  No

If YES to any of the above questions, please give details, providing attachments as necessary.

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#### 4. Siblings

1. Name \_\_\_\_\_ Date of Birth    /    /  
Current Educational Facility \_\_\_\_\_  
Sporting House \_\_\_\_\_ Year Level \_\_\_\_\_  
(if existing or former LFLPS student)

2. Name \_\_\_\_\_ Date of Birth    /    /  
Current Educational Facility \_\_\_\_\_  
Sporting House \_\_\_\_\_ Year Level \_\_\_\_\_  
(if existing or former LFLPS student)

3. Name \_\_\_\_\_ Date of Birth    /    /  
Current Educational Facility \_\_\_\_\_  
Sporting House \_\_\_\_\_ Year Level \_\_\_\_\_  
(if existing or former LFLPS student)

#### 5. Biological Parents

Details of the biological mother and father are required regardless of whether or not these are the enrolling adults, in order for the school to fulfil its responsibilities under Australian law.

#### Biological Mother

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_ Preferred Name \_\_\_\_\_

Residential Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_  
(if different from above)

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

## Biological Father

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_ Preferred Name \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_

(if different from above)

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

## 6. Enrolling Parents/Guardians

The enrolling parents/guardians are those with whom the school will enter a Contractual Enrolment Agreement which includes, amongst other things, the responsibility of all required payments.

### Enrolling Parent/Guardian 1

Relationship to student (eg mother, father, step-parent, foster parent) \_\_\_\_\_

'Biological' and 'Enrolling' parent are the same (please proceed to 'Occupation' and complete the remainder)

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_ Preferred Name \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_

(if different from above)

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Former Student of LFLPS? If applicable, graduating year \_\_\_\_\_

Religion/Denomination \_\_\_\_\_ Minister \_\_\_\_\_

Place of Worship \_\_\_\_\_

## Enrolling Parent/Guardian 2

Relationship to student (eg mother, father, step-parent, foster parent) \_\_\_\_\_

'Biological' and 'Enrolling' parent are the same (please proceed to 'Occupation' and complete the remainder)

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_ Preferred Name \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_

(if different from above)

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Former Student of LFLPS? If applicable, graduating year \_\_\_\_\_

Religion/Denomination \_\_\_\_\_ Minister \_\_\_\_\_

Place of Worship \_\_\_\_\_

## 7. Reasons for Enrolment

How did you hear about Living Faith Lutheran Primary School?

\_\_\_\_\_

What prompted you to choose Living Faith Lutheran Primary School for your child's education?

\_\_\_\_\_

\_\_\_\_\_

## 8. Check List

Please enclose the following:

- Birth certificate, extract of birth entry or passport
- Australian Citizenship Certificate or current Visa documents
- Immunisation record/s
- Current school report/s (if applicable)
- National testing reports (NAPLAN), applicable to Years 3 and 5
- Medical reports/information, eg allergies, asthma or diabetes (if applicable)

- Documentation relating to special needs (if applicable)
- Baptismal certificate (if applicable)
- Letter of support/reference from your minister of religion (if applicable)
- Court or parenting order pertaining to guardianship arrangements (if applicable)

## 9. Application Fee (\$100.00) Payment Method

- Cash/EFTPOS
- Credit Card (Mastercard or Visa only)

Card No. \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cardholders' Name \_\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

**PRIVACY STATEMENT:** You can be assured that the privacy of your personal information is of the utmost importance to us. The information provided by you in this Application for Enrolment is used by Living Faith Lutheran Primary School, Living Faith Lutheran Kindergarten and Living Faith Lutheran Church to organise and conduct its business. By applying for enrolment you consent to provide such details as are on this form. Your information will not be disclosed without your consent for any other purpose unless required by law. You may request access to your information and request that our records of that information be corrected by contacting the school or by writing to Living Faith Lutheran Primary School. You are also referred to our Privacy Policy which is available from the school office.

## 10. Application Process

The school will acknowledge receipt of the Application for Enrolment associated documentation and the non-refundable Application Fee of \$100.00. The child's name will then be placed on the applicants list for the appropriate year of entry and year level.

Applications for enrolment will be considered using the enrolment priorities as per our Terms and Conditions section 11.2.

## 11. Terms and Conditions

A priority for enrolments is to ensure that Living Faith 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 undertake to support the beliefs and values that underpin Living Faith Lutheran Primary School.

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

11.1 Application for enrolment of a student can only be made on this official Application for Enrolment form; which is accompanied by:

- (a) non-refundable application fee;
- (b) copy of the prospective student's birth certificate, extract of birth entry or passport;
- (c) a copy of the prospective student's Australian Citizenship certificate or Visa documents
- (d) a copy of the prospective student's immunisation record/s;
- (e) copies of latest school report/s;

- (f) national testing reports (NAPLAN), applicable to Years 3 and 5;
- (g) current relevant medical reports/information - eg allergies, asthma or diabetes (this is required for the purpose of enabling Living Faith Lutheran Primary School to assess how to meet any medical or health needs of the student);
- (h) other relevant allied health professional reports which may refer to social/emotional, behavioural or additional learning needs that are pertinent to the student, eg speech, language, occupational therapy, psychologist or audiologist. In some cases, an updated report may be requested by the school (this is required for the purpose of enabling Living Faith Lutheran Primary School to assess how to meet any health or other needs of the student);
- (i) baptismal certificate (if applicable);
- (j) a letter from your minister (if applicable); and
- (k) court or parenting orders pertaining to guardianship arrangements for the student (if applicable).

*This application will not be processed until all of the above information/reports have been provided.*

11.2 Enrolment priorities are determined from time to time by Living Faith Lutheran Primary School. Enrolment priorities as at January 2017 are:

- (a) active communicant members of the Living Faith Lutheran Church;
- (b) siblings of existing or former students;
- (c) children who attend the Living Faith Early Learning Centre or Living Faith Lutheran Kindergarten;
- (d) active members (identification of 'active members' shall be done in consultation with the appropriate minister) of other Christian denominations; and
- (e) children of families who desire a Christian education for their children.

Applications within each of these priority areas will be assessed in order of receipt.

11.3 Tours of the school are conducted as an early phase of the enrolment process, prior to an enrolment offer.

11.4 If a vacancy arises throughout the year in any year level, the Enrolment Officer will contact families in the wait list pool to organise a formal interview. Where possible, both enrolling parents are asked to accompany their **child to this interview**.

11.5 Enrolling a child at Living Faith Lutheran Primary School requires the signatories to commit to:

- (a) contributing to the school community;
- (b) prompt payment of term fees by the specified date;
- (c) willingness to work through issues, if 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) adhering to school procedures, eg students arriving at school on time.



11.6 Living Faith Lutheran Primary School expects the following of its students:

- (a) attendance (as governed by the *Education General Provisions Act 1989* and other relevant Acts, including the *ESOS Act* governing the enrolment of international students);
- (b) behavioural development;
- (c) educational growth;
- (d) adherence to Uniform Policy;
- (e) participation in all programs of the school - camps, excursions, carnivals, and sporting, cultural and co-curricular activities as required; and
- (f) involvement in all aspects of the school's worship life, including Christian Studies and chapels.

Any matters relating to additional needs of the student must be raised by the enrolling parents/guardians at the enrolment interview.

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 confirmed on receipt of payment of the Family Enrolment Confirmation Fee and a signed copy of the Enrolment Contractual Agreement by the specified date. In confirming an enrolment, the enrolling parents/guardians accept and agree to adhere to all Living Faith Lutheran Primary School policies. A range of policies is available on the website and Parent Lounge or by request.

**Should the enrolment not proceed, the Application and Family Enrolment Confirmation fees are non-refundable.**

## 12. Privacy Statement/Collection Notice

- 12.1 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.
- 12.2 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.
- 12.3 Certain laws governing or relating to the operation of schools and schools require that certain information be collected. These laws include those pertaining to family data collection (this is obtained when an offer of enrolment is made) of this form, public health and child protection.
- 12.4 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.
- 12.5 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.
- 12.6 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.
- 12.7 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.
- 12.8 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.
- 12.9 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.
- 12.10 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.

## 13. Legal Agreement

I/We understand that the initial and continuing enrolment of my child at Living Faith 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 above-named student at Living Faith 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 non-disclosure of relevant information during the enrolment process;
- 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 Living Faith Lutheran Primary School;
- if my/our child/ren's circumstances change and those circumstances affect the ability for Living Faith Lutheran Primary School to provide the necessary resources to accommodate my/our child/ren's needs.

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. This does not apply to students exiting at the end of Year 6. All offers of place are made at the discretion of the Principal, in accordance with School Policy.

I/We acknowledge that I/we have read and understood the Application for Enrolment.

I/We declare that the information provided in this document is accurate and correct.

I/We have read and understood the Terms and Conditions and Privacy Statement/Collection Notice.

I/We have read, understood and support fully the Legal Agreement.

Signature of Enrolling Parent/Guardian 1 \_\_\_\_\_ Date     /     /

Printed Name \_\_\_\_\_

Signature of Enrolling Parent/Guardian 2 \_\_\_\_\_ Date     /     /

Printed Name \_\_\_\_\_

***This application requires the signatures of all enrolling parents/guardians, who will have equal responsibility for paying all school accounts. If only one enrolling parent/guardian or biological parent is the signatory, the sole signatory will be responsible for paying all school accounts.***

Please return your completed Application for Enrolment and the Application Fee to the

**Enrolments and Marketing Officer**  
Living Faith Lutheran Primary School  
PO Box 383  
KALLANGUR QLD 4503

We thank you for your interest in Living Faith Lutheran Primary School and welcome your family's involvement in our community.

## 14. Office Use Only

Parent Code \_\_\_\_\_ School Tour \_\_\_\_\_

	Fee Amount	Date Received	Rec. No
<b>Application Fee</b> (All families)	\$		
<b>Family Enrolment Confirmation Fee</b> (New families)	\$		
<b>Enrolment Bond</b> (Existing families)	\$		
<b>Advance Fee Payment</b> (New Prep families)	\$		