

Application for Enrolment



VICTORY
Lutheran College

CONFIDENTIAL

Application for Entry into Year *(please circle)*

Foundation 1 2 3 4 5 6 7 8 9 10 11 12

Commencing in **Year 20** _____ *(please insert year)*

The information provided on the enrolment form is being obtained for the purpose of processing the prospective student's application for enrolment and to meet the requirements of the Commonwealth Schools Assistance Act as administered by the Ministerial Council on Education, Employment, Training and Youth Affairs.

OFFICE USE ONLY

Received: _____ Date: _____

Entered: _____



STUDENT INFORMATION

Student's Surname _____

Given Names _____

Preferred Name _____

Date of Birth _____ Male/Female _____

(Copy of birth certificate required)

Residential Address _____

_____ Post Code _____

Postal Address (if different to above) _____

_____ Post Code _____

Religion / Denomination _____ Baptised Yes No

(please attach copy if applicable)

Home Congregation _____

(Where family is in membership if applicable)

In which country was the student born? Australia

Other - please specify _____

(If other than Australia/New Zealand, state type of visa held, date of issue and provide a copy)

Type of Visa _____

Date of Issue _____

Date of Arrival in Australia _____

Resident Status Permanent Temporary

Entry Status Refugee Business Migrant Special Humanitarian

New Zealand Passport Other

Is this child of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

For persons of both Aboriginal and Torres Strait Islander origin tick both 'yes' boxes.

Language Spoken at Home _____

Order in the Family _____ of _____ (eg. 2nd of 2 children)

Sibling's Name _____ DOB _____

Sibling's Name _____ DOB _____

Sibling's Name _____ DOB _____

Sibling's Name _____ DOB _____

Name(s) of other siblings currently or previously at Victory Lutheran College

Sibling's Name _____ Year Level / Year Left _____

Sibling's Name _____ Year Level / Year Left _____

Sibling's Name _____ Year Level / Year Left _____

Sibling's Name _____ Year Level / Year Left _____

Why did you choose Victory Lutheran College? Sibling

Relatives College Website Word of Mouth Friends

Old Scholar (Graduating Year _____) Open Day Tour

Other _____

EDUCATIONAL DETAILS

Name of Preschool and/or Schools attended

Date(s)

Year Level(s)

Do you give permission for your current school to forward any relevant information about your child?

Yes No

Do you give permission for Victory to contact your child's current school?

Yes No

Has your child previously been enrolled in a Victorian School?

Yes No

If yes, provide VSN No. _____

Has your child previously been enrolled in VCE/VCAL?

Yes No

If yes, provide VCAA No. _____

Has your child repeated or consolidated a year level?

Yes No

Has your child accelerated or skipped a year level?

Yes No

Has your child received English as a Second Language (ESL) support?

Yes No

Does your child currently have the support of an Integration Aide (Learning Support)?

Yes No

Will your child require special education assistance?

Yes No

If you answered Yes to the above, please provide full details of those needs and any interventional support that your child may be currently receiving. Supporting documentation must be provided.

SPECIAL NEEDS/HEALTH

Has your child ever had an assessment for difficulties/disabilities? Yes No

If Yes, please indicate below:

Physical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Autism/Aspergers	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degenerative Condition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioural Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Learning Difficulty	<input type="checkbox"/> Yes <input type="checkbox"/> No	Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visually Impaired	<input type="checkbox"/> Yes <input type="checkbox"/> No	A.D.D. / A.D.H.D	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dyslexia	<input type="checkbox"/> Yes <input type="checkbox"/> No
Speech Impaired	<input type="checkbox"/> Yes <input type="checkbox"/> No	Social/Emotional	<input type="checkbox"/> Yes <input type="checkbox"/> No	Allergies/Chronic Illness	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hearing Impaired	<input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intellectual	<input type="checkbox"/> Yes <input type="checkbox"/> No	Personal Care Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please specify:	

If you answered Yes to any of these, please provide full details of those needs and any interventional support that your child may be currently receiving. Supporting documentation must be provided.

FAMILY INFORMATION

MOTHER / PARENT 1 / GUARDIAN 1

Title	Surname	Given Name
Email		
Home Phone	Work Phone	Mobile
Residential Address		
Post Code		
Postal Address (if different to above)		
Post Code		
Relationship to Child		
Religion	Congregation	
Occupation	Employer	
Do you speak a language other than English at home? <input type="checkbox"/> No, English Only <input type="checkbox"/> Yes _____ (please specify)		

FATHER / PARENT 2 / GUARDIAN 2

Title	Surname	Given Name
Email		
Home Phone	Work Phone	Mobile
Residential Address		
Post Code		
Postal Address (if different to above)		
Post Code		
Relationship to Child		
Religion	Congregation	
Occupation	Employer	
Do you speak a language other than English at home? <input type="checkbox"/> No, English Only <input type="checkbox"/> Yes _____ (please specify)		

OTHER GUARDIAN *(for shared parental care or dual living arrangements)*

Title	Surname	Given Name
Email	Relationship to Child	
Home Phone	Work Phone	Mobile
Residential Address		
Post Code		

FAMILY RELATIONSHIPS

Student resides with Mother and Father Mother Only Father Only Shared Parental Care
 Grandparents Guardian Other _____

Are parents separated/divorced? Yes No

Are Family Court orders in place where parents are separated/divorced? *(Please attach current copy if applicable).* Yes No

Both parents will have access to a student and their records unless the College is provided with a certified copy of any relevant court order.

PARENT DETAILS

The following questions are a Government Data Requirement in order for the College to receive Government funding. Should you require any further information, please contact the Registrar.

Highest level of secondary school?	Mother / Parent 1	Father / Parent 2	Highest level of qualification?	Mother / Parent 1	Father / Parent 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I to IV (inc. Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma / Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent / below	<input type="checkbox"/>	<input type="checkbox"/>	Unknown / Not applicable	<input type="checkbox"/>	<input type="checkbox"/>

Occupation Group of the Mother / Parent 1 / Guardian 1

Occupation Group of the Father / Parent 2 / Guardian 2

Please select the appropriate Parental Occupation from the group list below.

If the person is not currently in paid work but has had a job 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, please enter an '8'.

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 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/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/service 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

Tradesman/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesman/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).

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, salon assistant, animal attendant).

Labourers and related workers.

Defence Forces ranks below senior NCO not included in previous groups.

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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).

EMERGENCY CONTACTS

Please give the name and number of a person other than Parents/Guardians already listed who will act as a contact should your child become ill at the College and you are unable to be contacted.

EMERGENCY CONTACT 1

Name	Relationship to student
Phone (Business Hours)	Mobile
Phone (After Hours)	

EMERGENCY CONTACT 2

Name	Relationship to student
Phone (Business Hours)	Mobile
Phone (After Hours)	

ABOUT YOUR CHILD

To enable the College to learn about your child, please briefly fill in the following:

CULTURAL INTERESTS / ACHIEVEMENTS

SPORTING INTERESTS / ACHIEVEMENTS

ACADEMIC INTERESTS / ACHIEVEMENTS

OTHER INTERESTS / HOBBIES

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Should there be any changes to student's circumstances regarding living arrangements, contact details, emergency contacts and medical information, Parents/Guardians agree to alert the College as soon as reasonably possible. Parents | Guardians must disclose all information about your child that could possibly impede their learning or the learning of others.

IMAGE CONSENT

At certain times throughout the year, our students have the opportunity to be photographed or filmed at College events for publications, such as our newsletter, website, Victory promotional materials and social media, or to promote the College in local newspapers and other media.

I give permission for photographs and videos of my child to be published, without acknowledgment and remuneration.

I understand and agree that if I do not wish to consent to my child's photograph | video appearing in any, or all, of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the College in writing.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

STANDARD (STUDENT AND PARENT) COLLECTION NOTICE

Victory Lutheran College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the College is also bound by the Health Privacy Principles contained in the Health Records Act 2001 (Vic).

The College is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the College. For further information, please refer to the Victory Lutheran College Privacy Policy.

1. The College collects personal information, including sensitive information about students and parents/carers/guardians ("parents") before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act, in addition to the Health Privacy Principles under the Health Records Act. We may ask you to provide medical reports about your child from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Lutheran Education Australia, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Failure to obtain such information referred to in the above may impede the ability of the College to be able to enrol or continue the enrolment of students.
7. Personal information collected from students is regularly disclosed to their parents.
8. The College may from time to time store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. The Victory Lutheran College Privacy Policy sets out how parents or students may seek access to personal information collected 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 College's duty of care to the student, or where students have provided information in confidence.
10. The Victory Lutheran College Privacy Policy also sets out how you may make a complaint about a breach of privacy and how the College will deal with such a complaint.
11. The College, from time to time, may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to internal organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, social media, magazines and on our website.
13. Photographs of student activities such as sporting events, student activities, College camps and excursions may be taken for publication in College newsletters, social media, magazines and on our website.
14. The College may include contact details in a class list, College roll or on the College's information database. Such information is used solely to make contact with parents or guardians for the purposes of reporting emergencies, making other necessary contact or the fulfilment of the purposes of educational, financial and clerical administration. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform these people that such information has been disclosed to the College; why the information has been disclosed; and that they are able to access that information. However, the College does not usually disclose any information to third parties without appropriate consent.

SPECIFIC INFORMATION

For the purposes of making arrangements for designated College activities, including but not limited to, excursions, camps, tours, trips, work experience/placement and vocational education, the College may collect personal and sensitive information of students engaged in these activities. This may include passport details and medical information. By supplying this information, consent is deemed to be given for the purposes of that activity. This personal information will be disclosed to travel agents and event organisers accordingly. Failure to obtain such information will result in the student being unable to attend the activity.

DECLARATION BY PARENTS / GUARDIANS

I / We

- are aware of the Christian character and aims of Victory Lutheran College. I/We will support and co-operate with the College in the pursuit of these aims and agree that my child shall treat these with respect. I/We agree to abide by and support the policies and guidelines of the College including using the TASS Parent Lounge portal.
- undertake to fully support, willingly and freely, the stated aims of Victory Lutheran College. I/We understand that confirmation and continuing enrolment of my child is based on an honest and accurate response to all questions on this Application for Enrolment Form. I/We understand that failure to disclose information is neither in the best interests of my child nor the College and that the College cannot guarantee acceptance of a child's enrolment in these circumstances.
- understand that for enrolment of siblings the Family fee account must not be in arrears, otherwise preference is forfeited.
- understand that the College requires a full term's notice in writing prior to the withdrawal of a student from the College. If such notice is not given a full term's fees will be charged in lieu of notice.
- understand that the College reserves the right to terminate the enrolment where tuition fees are not paid.
- understand that in the event that the College pursues debt recovery action on your account, I/we agree to pay all debt recovery fees, legal costs and court fees incurred by the College in addition to the outstanding debt.
- accept responsibility for the payment of all fees incurred in the education of my child.

By undersigning this Enrolment Application, I/we have read, understood and consent to the Standard (Student and Parent) Collection Notice, Image Consent, Notification of Change in Circumstances and the above declaration.

Mother/Parent 1/Guardian 1 Signature

Date

Print Name

Father/Parent 2/Guardian 2 Signature

Date

Print Name

(Both parent signatures are required unless one parent is sole custodian)

CHECKLIST

- Copy of our child's Birth Certificate
- Copy of our child's Baptism Certificate (if applicable)
- Copy of current Medicare summary of our child's immunisation details (Foundation - Year 6)
- Copy of the latest two school reports (Years 1-12)
- Copy of our child's latest NAPLAN Results (Years 3-12)
- Include a non refundable Application Fee of \$100 (see below)

Payments by cash, cheque, credit card or EFTPOS can be made at Victory Lutheran College Administration Office between 8.30am and 4.00pm Monday to Friday.

Cash (in person only at the Administration Office) Cheque (make out to Victory Lutheran College)

Credit Card (please complete the following details) Mastercard Visa

Card Number ____ / ____ / ____ / ____ Expiry Date ____ / ____

Name on Card _____

Signature: _____

The information collected is for the purpose of enrolment only and subject to the requirements of the College Privacy Policy.

Please return completed Enrolment Form with relevant documents to

**Ms Margaret Moore, Registrar
Victory Lutheran College**

PO Box 822, Wodonga VIC 3689 OR 28 Drage Road, Wodonga