

Please return completed Application for Enrolment, with a copy of your child's Birth Certificate and most recent school report (if applicable) to:

Tim Wilson, Director of Enrolments

St John's Grammar School

PO Box 234

Belair SA 5052

e: registrar@stjohns.sa.edu.au t: 08 8278 0210



Application for Enrolment

St John's Grammar School

Application Checklist (please include):

- Completed Application for Enrolment Form
- Copy of Birth Certificate or Passport
- Copy of most recent school report (for Reception to Year 12 enrolment)

Learning to Soar





Application for Enrolment

STUDENT DETAILS

Surname: _____

Given Name(s): _____

Date of Birth: _____

Preferred Name: _____

Country of Birth: _____

Nationality: _____

Gender: _____

Please detail which language/s (if any) other than English

Is the child Aboriginal or Yes No

are spoken at home? _____

Torres Strait Islander Origin?:

Is English the child's second language?: Yes No*Australian Citizen Yes No

Current ELC/Childcare Centre/School (if applicable):

Permanent Resident Yes No

*If the child is not an Australian Citizen, please include proof of permanent or temporary residency status.

Current Year Level: _____

Parent/Guardian 1

Title: _____ Surname: _____

Title: _____ Surname: _____

Given Name: _____

Given Name: _____

Relationship to student: _____

Relationship to student: _____

Residential Address: _____

Residential Address (if different from Parent/Guardian 1):

Postcode: _____

Postcode: _____

Postal Address (if different): _____

Postal Address (if different from Parent/Guardian 1):

Postcode: _____

Postcode: _____

Telephone (Home): _____

Telephone (Home): _____

Telephone (Work): _____

Telephone (Work): _____

Telephone (Mobile): _____

Telephone (Mobile): _____

Email: _____

Email: _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Country of Birth: _____

Country of Birth: _____

First Language: _____

First Language: _____

Language(s) spoken at home: _____

Language(s) spoken at home: _____

Marital Status of parents: Married De Facto Divorced Separated WidowedWith whom does the student reside the majority of the time?: Both parents Mother Father

Any other information: _____

PARENT/GUARDIAN DETAILS



Application for Enrolment

Year of Entry: 20 _____

Approximate Date/Term: _____

Early Learning Centre

Program for three year-olds Program for four year-olds

Days requested: Monday Tuesday Wednesday Thursday Friday

Will your child be progressing to Reception at St John's Grammar?: Yes No

(If no, please provide details of the school your child will be attending): _____

Junior School

Reception Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Middle and Senior School

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Does your child have special needs or considerations?: Yes No
(e.g. disabilities, allergies, restrictions on physical activity, special talents, special achievements etc)

If yes, please specify: _____

Does your child require any special provisions to be made by the School?: Yes No

If yes, please specify: _____

Has your child ever been assessed by a psychologist or speech pathologist?: Yes No
If yes, please supply copies of any reports.

Has your child attended any specialist agencies or special education units?: Yes No

If yes, please specify: _____

I/We consent to the writers of any supplied reports being contacted by St John's Grammar School Yes No

Is a court order applicable to this student?: Yes No
If yes, please supply a copy.

Sibling 1 Name: _____

Year Level: _____

School: _____

Sibling 2 Name: _____

Year Level: _____

School: _____

Sibling 3 Name: _____

Year Level: _____

School: _____

Are any members of your family Old Scholars of St John's Grammar? Yes No

N.B. Enrolment priority is given to families who have current or previous association with the School.



Application for Enrolment

FEEDBACK

What initially prompted you to inquire with and / or visit the School? *(Please tick all that apply)*

- Friend's child attends / Recommendation
 General reputation / Word of mouth
 Local awareness
 Advertisement *(please provide further details below)*
 Online / Social Media *(please provide further details below)*
 Other *(please provide further details)* _____

What factors influenced your decision to apply to the School? *Please tick all that apply)*

- Reputation
 Educational Programs
 Co-curricular Opportunities
 School Values
 Pastoral Care
 Anglican Principles
 Convenience / Location
 Facilities
 Old Scholar / Family Connection
 Other *(please provide further details)* _____

CONDITIONS FOR APPLICATION

1. The Application for Enrolment should be completed and returned, along with a copy of your child's birth certificate and any relevant reports or documents to:

Director of Enrolments
 St John's Grammar School
 PO Box 234
 Belair SA 5052
2. Upon receipt of the Application for Enrolment, the applicant's name will be placed on a waitlist for the required year and level of entry, Application does not guarantee enrolment at the School.
3. Offers of placements will be made according to the following priorities:
 - a) Applicants with siblings attending St John's Grammar School.
 - b) Children of Old Scholars and current staff of St John's Grammar.
 - c) Students of St Peter's Woodlands Grammar School
 - d) Order in which Applications are received.
 - e) Special circumstances (at the discretion of the Principal)
4. Acceptance of an offer made by the School will involve the completion of a contractual Enrolment Agreement and the payment of a non-refundable enrolment fee and deposit.
5. Applicants may wish to defer the offer of a placement to another year. This must be done in writing or via email to the Director of Enrolments. The Applicant may be placed on a waitlist for the requested year and level of entry, but guarantees will not be made that a placement is secured for that time.
6. The Privacy Statement for St John's Grammar can be found at www.stjohns.sa.edu.au, on the Enrolment Agreement, or requested from the Privacy Officer of the School.
7. Failure to accurately complete all sections of this Application may result in the School's inability to accommodate a child's individual needs, and may affect his/her continued enrolment.
8. It is the responsibility of the Parents/Guardians to advise the Director of Enrolments of any changes of address, email and telephone numbers. Failure to do so may result in the Applicant not being offered a placement at the School.

DECLARATION

- I/We have completed this form to the best of my knowledge
 I/ We have attached a copy of my child's Birth Certificate and any relevant reports or other documents
 I/We have read the Conditions of Application and agree and abide by them

Signed Parent/Guardian 1: _____

Date: _____

Signed Parent/Guardian 2: _____

Date: _____

Privacy Collection Notice

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the School, exercise its duty of care, and perform necessary administrative activities, which will enable them to take part in all the activities of the School.
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.
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 pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act (1988). We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialists visiting, teachers, sport coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
8. The School's Privacy Policy, accessible on the School's website, sets out how parents or pupils may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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 pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reason if appropriate.
9. The School's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The School will obtain permissions from the pupils' parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory.
13. 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 and why.