



Wyndham
Christian College

Enrolment Application

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Enrolment Application Form

Please return completed form with all supporting documents to enrolments@wyndhamcc.vic.edu.au or in person to our College Reception.

Have you undertaken a College Tour? Yes No

Section 1: Family Information

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Surname:

Proposed Entry to Wyndham Christian College (*Students enrolling in Prep must be 5 years of age by 30 April of that year*)

Year of Enrolment:

Year Level Entering:

Prep Yr 1 Yr 2 Yr 3 Yr 4 Yr 5 Yr 6 Yr 7

Section 2: Student Information

S2	
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(*One form per student: student info, development profile & medical info is all unique*)

Surname:

First Name:

Sex: M F

Name known as (if different) *eg. shortened first name:*

Date of Birth: / / (*A copy of Birth Certificate must be supplied*)

Residential Address:

Suburb:

Post Code:

Nationality

In which country was the student born?

What is the Nationality of the student?

Is the student of Aboriginal or Torres Strait Islander (TSI) origin? Yes, Aboriginal Yes, TSI (if both, tick both boxes) No

Residency

What is the student's residency status?

Australian Citizen:

New Zealand Citizen:

Other:

Permanent Resident:

Temporary Visa holder:

A copy of Residency or Visa must be supplied

If born overseas, on what date did the student arrive in Australia? / /

If the student is a Permanent Resident or Temporary Visa holder please provide the following information:

Visa type:

Current Visa Sub-Class no:

Visa expiry date: / /

Language

Does the student speak a language other than English at home? No Yes If yes, what language:

(If more than one language, please indicate the language that is spoken most often)

Current/Previous School

Please provide details of the school where the student was previously enrolled: *A copy of student's most current school report must be supplied.*

Current School or Pre School:

Phone:

Address of Current School :

Dates of attendance (for example June 2018 to August 2019): _____ to _____

Please list previous Schools :

Has your child ever been expelled? Yes No Suspended? Yes No

Or refused admission to another school? Yes No

If yes, what was the reason?

Are there any factors that may influence your child’s education or which may be relevant to their enrolment at the College?

If yes, please indicate the details briefly:

Does your child have any behavioural difficulties? Yes No If yes, please provide details:

Wyndham Christian College may need to contact the current educational provider to clarify the student’s previous enrolment details including any outstanding fees or payments and educational progress. The provider may require written permission before releasing information. Do you give permission for a signed copy of this Student Enrolment Application Form to be used to provide such authorisation? Yes No

Section 3: Student’s Development Profile

S3

Has the student ever been referred to the Preschool Field Officer (PSFO)? Yes No

Does your child have learning difficulties or need additional assistance? Yes No

Has the student repeated a year level at school? Yes No

Has your child ever received Learning Support? Yes No

If yes, year levels:

Has your child been diagnosed with Dyslexia? Yes No

Has your child been diagnosed with Autism Spectrum Disorder? Yes No

Has your child been diagnosed with: ADD ADHD

Other:

Is your child taking medication for this? Yes No

Type and Dosage:

Has this student ever received special assessment in the following areas? Please tick all that apply.

Learning Difficulties		Intellectual Impairment		Speech-Language Impairment	
Autistic Spectrum Disorder		Physical Impairment		Visual Impairment	
Hearing Impairment		Social/Emotional Disorder		Occupational Therapy	
Child Guidance		Professional Counselling		Psychiatry	
Psychology					

Section 4: Family Details

S4

Legal Guardian

Who is the Legal Guardian of the child? Mother Father Both Other:

Are there any other circumstances that impact the student seeking to be enrolled, that the College should be aware of?

Eg. Shared care arrangements, living apart from parental supervision, subject to court orders, child in foster care, increased privacy or confidentiality etc.

If Yes, please provide details:

A copy of all Court Orders or other legal issues pertaining to the child must be supplied to the College.

Father/Guardian Information

Full name of Father/Guardian:

Residential Address:

Suburb:

Post Code:

Mailing Address:

Suburb:

Post Code:

Home Phone:

Silent

Work Phone:

Mobile:

Email:

Place of Employment:

Occupation:

Marital Status: Married

Single

Separated

Divorced

De Facto

Deceased

Widowed Living with child? Full Time

Shared Care

No

Mother/Guardian Information

Full name of Mother/Guardian:

Residential Address:

Suburb:

Post Code:

Mailing Address:

Suburb:

Post Code:

Home Phone:

Silent

Work Phone:

Mobile:

Email:

Place of Employment:

Occupation:

Marital Status: Married

Single

Separated

Divorced

De Facto

Deceased

Widowed Living with child? Full Time

Shared Care

No

Sibling Information

Please list other children in the family, their ages, the schools they currently attend (if applicable) and their present year level:

Name:	Date of Birth:	Present School:	Present Year Level:
	/ /		
	/ /		
	/ /		
	/ /		

Will any siblings be seeking enrolment in the future? Yes No

If yes, please advise of the year and grade of proposed enrolment:

Religious Beliefs

Church Affiliation/Religion:

Father: Name of Congregation Attendance: Regular Seldom Never

Mother: Name of Congregation Attendance: Regular Seldom Never

Church activities: (if applicable)

Father:

Mother:

In light of the information contained in the Prospectus about the College Philosophy and Aims, please make a statement below about your family's commitment to the spiritual development of your student and your reasons for seeking enrolment at Wyndham Christian College:

Section 5: Data Collection Form

S5

The following information is required by the Federal Government for assessment and reporting purposes.

Mother/Guardian Name:

Father/Guardian Name:

In which Country was the:

Mother/Guardian born:

Father/Guardian born:

What is the Nationality of the:

Mother/Guardian:

Father/Guardian:

Do the parents/Guardians speak a language other than English at Home?

(If more than one language, indicate the one that is spoken most often.)

	Student	Mother/Guardian	Father/Guardian
No, English only			
Yes, Hindi			
Yes, Telugu			
Yes, Afrikaans			
Yes, Cantonese			
Yes, Creole			
Yes, Maori			
Yes, French			
Yes, other – please Specify:			

What is the highest year of school the parents/guardians have completed?

(For persons who have never attended school, mark Year 9 or equivalent or below)

	Mother/Guardian	Father/Guardian
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent (or below)		

What is the level of the highest qualification the parents/guardians have completed?

(Mark one box only in each column)

	Mother/Guardian	Father/Guardian
Bachelor degree or above		
Advanced Diploma/Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

What is the occupation group of Mother/Guardian:

What is the occupation group of Father/Guardian:

Occupation Groups are listed below.

Parent Occupation Groups

Please Note: If the person has not been in paid work in the last 12 months, please write a number '8' in the box.

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Group 1: Senior management in large business organisation, government administration & Defence & qualified professionals	<ul style="list-style-type: none">• 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].
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Group 2: Other business managers, arts/media/sports-persons and associate professionals	<ul style="list-style-type: none"> • 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.
Group 3: Tradesmen/women, clerks and skilled office, sales and service staff	<ul style="list-style-type: none"> • Tradesmen/women [generally have completed a 4 year Trade Certificate, usually by apprenticeship]. All trades men/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	<ul style="list-style-type: none"> • 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. • 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 [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Section 6: Student Medical Information

S6

This information is needed in the case of emergency if your child needs transportation to hospital by ambulance.

Doctor's Name / Medical Centre Name:

Doctor's / Medical Centre Phone:

Doctor's / Medical Centre Address:

In an emergency, which parent/guardian should be contacted first?

Parents must complete a Notification/Request to Administer Medication form when providing medication for students.

Student Medical Details

Does your child suffer from any of the following? If yes, please give specific details.

Condition (Please tick any that apply)	Details (Warning signs/Symptoms/Severity/Occurrence/Treatment/Medications/Restrictions etc.)
Acquired Brain Injury	
Anxiety	
Anaphylactic Reaction	
Asthma	

Condition <i>(Please tick any that apply)</i>	Details <i>(Warning signs/Symptoms/Severity/Occurrence/Treatment/Medications/Restrictions etc.)</i>
Blood Disorders	
Cardiac Condition	
Diabetes	
Eczema	
Epilepsy	
Hay Fever	
Headaches/Migraines	
Hearing/Sight Condition	
Muscular/Joint Problems	
Other (Please specify)	

If your child experiences Asthma (Moderate to Severe), Anaphylaxis, Diabetes (Type 1) or Epilepsy, please provide a copy of their management plan or letter from a medical practitioner explaining what to do in case of emergency.

Has the student been admitted to hospital for Asthma? Yes No

Allergic Reaction Management Plan

Does your child have any allergies e.g. Latex (Band-aids), Nuts, Eggs, Animals, Dairy Products, Bee Stings etc.

Yes No If yes, type of allergy:

Signs and symptoms of reaction:

What medication is taken (if any) for the prevention of allergic reaction:

What treatment is followed if an allergic reaction occurs:

Has the student at any time in the past suffered from:

A Localised reaction (any rash/itching/swelling at the point of contact with allergen)? Yes No

A Systematic reaction (any rash/itching/swelling away from the point of contact with allergen)? Yes No

Has the student been admitted to hospital for an Allergic Reaction? Yes No

Does the student take adrenaline (Epi-Pen) when suffering from an allergic reaction? Yes No

If 'Yes' was the answer to any of the questions above, please provide a copy of the student's Allergy Management Plan and Emergency Routine which your Medical Practitioner has documented.

Section 7: Administration of Medical Care

S7

- I hereby give permission for the provision of any necessary urgent medical treatment for my child/ren. Costs of this treatment will be paid by us the parents/guardians.
- The guidelines for the administration of medication to students are as follows:
 - The College First Aid Officer may only administer medication when the medication is in correct pharmaceutical packaging, is labeled by the pharmacist with the student's full and correct name and the dosage. Parents must write a note requesting the teacher to administer the medication, stating the times and dosage required. We will under no circumstances administer medication without the above and written instruction from the parent.
 - If a student is unwell and the parent/guardian or emergency contact cannot be reached, the student will be admitted to First Aid or alternatively remain in the classroom.
 - Please note that the College is unable to administer Panadol to students. In the event of a student experiencing a headache or other form of pain and being in need of pain relief, the College Office will phone you (the parent/guardian) or emergency contact with the option of collecting your child or bringing appropriate medication to the College to administer to the child yourself.

I have read and understand the above information regarding the administration of medical care.

Signature - Mother/Guardian:

Father/Guardian:

Date: / /

Emergency Contacts Other than Parents *(to be used when attempts to contact parents are unsuccessful)*

If we cannot contact you in the event of an emergency, please provide contact details of at least two other contacts. Ideally, the contact person should be someone who lives in Melbourne and who is able to act on your behalf in an emergency. Please ensure that you have discussed with the people listed on this page their willingness to be emergency contacts.

- Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____ Mobile: _____
- Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____ Mobile: _____
- Name: _____ Relationship to child: _____
Home Phone: _____ Work Phone: _____ Mobile: _____

Section 8: Marketing

S8

How did you hear about Wyndham Christian College? *(Please tick as many as apply to you)*

WORD OF MOUTH

Existing Family	Staff Member	Friend
Pastor	Past Parent/Student	Church

ADVERTISING

Website	Radio	Television
Billboard/Signage	Letter Box Drop	Open Day/Tour
Social Media	Other	

If other, please let us know:

What influenced you to enrol at Wyndham Christian College? *(Please tick as many as apply to you)*

Academic Excellence	College's Reputation	Co-Curricular Activities
Christian Values	Prep to Year 12 School	Unhappy with current school
Discipline	Past Parent/Student	Looking for Independent Education
Locality	College Tour	Existing Parent
Recommended by: Pastor	Staff Member	Other

If other, please let us know:

Section 9: Tuition Fees

S9

Responsibility for paying fees:

Both parents' equal responsibility

Father only

Mother only

Third Party

Contact Name:

Phone:

Do you hold an Australian Government concession card (i.e. Health Care or Pension Card, DVA Gold Card)? Yes No

(If yes, please attach a copy)

S10

Section 10: Student Media Consent and Release Form

Throughout the school year, students may be included in activities to promote Wyndham Christian College learning activities and student achievements. This is understood to be part of the acceptance of the student's enrolment at Wyndham Christian College. The general permission given at enrolment for use of photo / video for a student is for all the time the student is at Wyndham Christian College. Should a parent prefer that their child not appear in photographs, the Head of Campus should be notified in writing or via email.

While every endeavour will be made not to include this student in photographs from then on, the very nature of some team sports and other College activities - and the inability to control all photographic opportunities, means that a complete absence of photographic images may prove impossible, and parents need to understand that this is the case. The College will remind parents and guardians to notify the College if they wish to vary the permissions previously provided. Please note: For specific advertising, promotional and marketing programs in print or digital media, the College will issue an individual permission request.

I hereby consent to Wyndham Christian College and its employees, third-party contractors and authorised media organisations ("Wyndham ") permission to use my child/ren's image in any form of medium Wyndham see fit (including but not limited to television, printed and online publications which may include social media such as Facebook, Youtube and Instagram).

I understand that Wyndham cannot control the action of a third party who may adopt any image of my child published by Wyndham in any form of medium, and I agree I will not hold Wyndham responsible in such an instance.

I hereby give permission for my child to be included in all College publicity. Yes No Date: / /

Signature - Mother/Guardian:

Father/Guardian:

Section 11: Family Reference

S11	
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All new applications **MUST** be supported by a family reference (sibling applications excluded). The letter of reference **MUST** be from someone in a professional capacity who is not related to the family. It **MUST** be written on an official letterhead and signed by the referee.

Referees can include:

- Senior Pastor/ Church leader/ Deacon/ Sunday School leader/ Senior Leadership (at your family's place of worship)
- Family's Doctor, Dentist, Accountant, previous Principal or classroom teacher
- Your Child's childcare or Kindergarten Teacher

The Letter does not need to be more than a few sentences long but must include how long the person has known the family, what the relationship is and that they can attest that your family is of good character.

Section 12: Enrolment Application Fee

S12	
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For each student application, there is a non-refundable fee of \$100 to assist with the administration of applications. This fee is due and payable at the time the application is submitted.

Payment can be made via:

Credit card:	At our office or via phone 03 8740 4770
Direct Transfer:	Wyndham Christian College
	BSB: 063-182
	A/C: 11500769
	Ref: Applicant name

Lodgement of this application and payment of the registration fee does not ensure enrolment.

Standard Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians 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 students enrolled at the College, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information collected by Wyndham College 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 (APPs) under the Privacy Act 1988. The College may require medical reports about students to be provided from time to time.

5. The College may disclose personal and sensitive information for educational, legal, administrative, marketing 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 College, including specialist visiting teachers, sports 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, legal and financial services to the College;
 - anyone authorised by the parents or guardians for the College to disclose information to; and
 - anyone to whom the College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College 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 College's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. Information received from parents or guardians may be used to make an appeal for funds. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. Wyndham Christian College will not disclose personal information to third parties for their own marketing purposes without consent.
11. Photographs / video footage of students may be used by the College in print and on digital media in reporting on student activities within the College and to the College community and alumni. This is understood to be part of the acceptance of the student's enrolment at Wyndham Christian College. The general permission given at enrolment for use of photo / video for a student is for all the time the student is at Wyndham Christian College. Should a parent prefer that their child not appear in photographs, the Head of Campus should be notified in writing or via email. While every endeavour will be made not to include this student in photographs from then on, the very nature of some team sports and other College activities - and the inability to control all photographic opportunities, means that a complete absence of photographic images may prove impossible, and parents need to understand that this is the case. The College will remind parents and guardians to notify the College if they wish to vary the permissions previously provided. Please note: For specific advertising, promotional and marketing programs in print or digital media, the College will issue an individual permission request.
12. The College may include students' and students' parents' contact details in a class list and College directory or on the College Portal and make these details available to parents, parent associations, sporting support groups and other co-curricular groups within the College.
13. Parents or guardians are encouraged to inform relevant persons if they do not wish their contact details to be shared with others. For a full copy of the Privacy Policy, please visit the college website: <https://www.wyndhamcc.vic.edu.au>

Parent Check List

Documents required to be submitted with this Application:

**Please tick to ensure you have included all items*

Copy of Birth Certificate

Parents/ Guardian Proof of identification e.g. passport, driver's license

Completed Immunisation Certificate

Latest Reports from current school

All NAPLAN Results if proposed entry is grade 4 and higher *(if applicable)*

Medical Reports i.e. Asthma Plan, Anaphylaxis/EpiPen plan *(if applicable)*

Learning Support/Educational Assessment Documents *(if applicable)*

Copy of Health Care Card/Concession Card *(if applicable)*

Mental Health Reports *(if applicable)*

Current Visa status certificate *(if applicable)*

Current Court/Family Orders *(if applicable)*

Family Reference

Identity documents submitted with the Application (birth certificate, passport etc) are to be scanned or photocopied versions (we cannot accept originals).

Declaration (to be signed by both parents)

I/We declare that the information contained in this Application for Enrolment is true and correct in every particular. I/We will promptly advise the College of any of the information contained in this application changes or becomes inaccurate.

I/We agree that if this Application for Enrolment is accepted, the relationship between me/us and the College shall be regulated by Wyndham Christian College – General Regulations as approved by the Head of Campus of the College from time to time and we accept we are liable jointly and severally for all amounts due to the College.

If my/our child is transferring from another school, I/we authorise you to obtain from that school other information such as student's previous enrolment details including any outstanding fees or payments and educational progress. Both parents' signatures are required, unless the parent is the sole custodian, in which case a copy of the relevant court order (where a custody order exists) should be provided.

I/we have read the Wyndham Christian College statement of faith and agree to support the values and beliefs of the College. I/we understand that Wyndham Christian College will provide a Christian education and that my/our child will be taught the basic truths contained within the Bible.

Parent/Guardian 1:

Name: _____ Signature _____ Date: / /

Parent/Guardian 2 :

Name: _____ Signature _____ Date: / /

OFFICE USE ONLY:

SUPPORTING DOCUMENTS

All documents received: Yes No Date: / /

Documents not received: Yes No Date: / /

Sections not completed:

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

Notes:

APPLICATION PAYMENT

Payment Received:

Receipt Number:

INTERVIEW STATUS

Interview Grated				
Interview Date				
Interview Conducted By				
Application Status	Approved		Not Approved	

Additional Notes: