



FRASER COAST
ANGELICAN COLLEGE

Application for Enrolment

CRICOS Provider Number: 01592G

Enriching Body, Mind & Spirit

DETAILS OF STUDENT APPLICANT

Desired Year Level **Entry Year** **Entry Term**

STUDENT DETAILS

Surname

Christian Names Preferred Name

Is the Student known by any other name:.....

Residential Address

..... Postcode

Postal Address (if the same as Residential Address please write "as above")

..... Postcode

Male Female Date of birth: / / Country of Birth

RESIDENCY STATUS

Is the Student Applicant an Australian Citizen? Yes / No

If the Student is not an Australian Citizen, do they have Permanent Residency Status? Yes / No

If No, are they in Australia on a temporary Visa? Yes / No

If No, please specify the Country of Passport.....

- *Please attach a copy of the Student Applicant's Birth Certificate, Permanent Residency Visa, Certificate of Australian Citizenship, other Visa, or Passport (whichever applies).*

CURRENT & PREVIOUS SCHOOLING

CURRENT SCHOOL	YEAR LEVEL	REASON FOR LEAVING
PREVIOUS SCHOOL	YEAR LEVEL	REASON FOR LEAVING

Contact Details for Current school.....

.....

Has your child ever been suspended, expelled or refused admission to another school? Yes / No

If Yes, please provide details

.....

PARENT / GUARDIAN CONTACT INFORMATION

FATHER / LEGAL GUARDIAN

Title Surname First Name

Resides with student Yes No Past FCAC student Yes No

Address..... Postcode.....

Home Phone..... Work Phone.....

Mobile Email.....

Occupation..... Employer.....

MOTHER / LEGAL GUARDIAN

Title Surname First Name

Resides with student Yes No Past FCAC student Yes No

Address..... Postcode.....

Home Phone..... Work Phone.....

Mobile Email.....

Occupation..... Employer.....

With whom should the College communicate regarding this application?

Mother Father Legal Guardian

Name of Stepfather / Stepmother / Legal Guardian (attach official documentation if applicable)

.....

For billing purposes please indicate to whom the College's account should be sent:

.....

SPECIAL CIRCUMSTANCES

Family Court Orders, Parenting Plans or Domestic Violence Orders that pertain to this student must be provided with this application. Please make the College aware of any special circumstances we need to be aware of in relation to your child (health, guardianship etc.) in writing with this application.

Are there any Parenting Plans, Specific Issues Orders, Consent Orders (relating to residence / contact) or Care and Protections Orders in place that affect the Student Applicant? YES / NO

.....

If YES, please provide a copy of all documents with this application.

ASSOCIATION WITH THE COLLEGE

Does the Student have siblings who currently attend the College? Yes / No

If Yes, please identify name of current student and year level below:

NAME	Gender	Date of Birth	Present School	Year Level

Have any previous family members attended Fraser Coast Anglican College? Yes / No

If Yes, please identify the name, relationship and final year the past student attended below:

NAME	Gender	Date of Birth	Relationship	Exit Year

Please indicate which Sports 'House' any previous or current students are associated with?

Andromeda (Light Blue)
 Capella (Green)
 Centauri (Maroon)
 Orion (Navy Blue)

Will the Student have siblings who will apply to attend the College in the next 5 years: Yes / No

MARKETING INFORMATION

How did you find out about us?

Word of Mouth
 Print Media
 Social Media
 Radio Television
 Friends / Relatives
 Website
 Other Parents
 Our Students

What are the main reasons for choosing to enrol at FCAC?

Curriculum
 Academic Results
 Christian Ethos
 Facilities
 Location
 Extra-Curricular
 Scholarship
 Tradition

Other reasons:

.....

STUDENT APPLICANT PROFILE

The information sought in this section will assist the College to make an informed decision with respect to its ability to meet the Student Applicant's educational needs, including the feasibility of any reasonable adjustments that may be required. Your responses to these questions will be treated in accordance with our confidentiality and privacy policy.

Does your child speak a language other than English at home? Yes / No

If YES, please provide details of the language/s spoken

For the purpose of assessing possible English as a Second Language (ESL) support, please indicate your child's proficiency in English:

Fluent Good Satisfactory Poor

Do you wish to speak with someone regarding possible ESL support for your child? Yes / No

Please advise of any educational support which may be required for your child

.....

Does your child have any identified special needs? Yes / No

If Yes, please identify:

Intellectual (eg: learning disorders, speech / language delays):.....

Behavioural (eg: ADHD, Autism Spectrum Disorder):.....

Physical (Asthma, Diabetes, Epilepsy):.....

Social / Emotional:.....

Does your child have a medical, congenital or developmental condition that could affect our duty of care? Yes / No

If Yes, please provide details below (eg: Date of Diagnosis):

.....

.....

State whether your child is allergic to ANY substance:

.....

Are there any special instructions in relation to College staff administering medical assistance or First Aid to your child? Please specify:

.....

.....

What are your child's interests at school:

- Music Sport Visual / Performing Arts

Other:

Has your child ever been elevated a year level at school: Yes / No

Has your child ever been involved in any enrichment or gifted student program: Yes / No

Does your child have any special achievements you would like to tell us about? Yes / No

Please advise of any other educational support which may be required for your child

Immunisation records:

Please attach the latest immunisation record for the Student Applicant. Please note that we require confirmation that his / her immunisation status is up to date before enrolment can be finalised.

ENROLMENT PROCESS

WHAT HAPPENS NEXT?

- o Your application will be acknowledged by email.
- o Further information may be sought if required or if the application is incomplete.
- o Your child's name will be placed on the waiting list for the class and entry year you have requested.
- o We will invite you, along with your child/ren to attend an interview if a position becomes available.
- o The interview will be conducted by the Head of School for the relevant sub-school.
- o An interview does not mean that a place will be offered.
- o If a place is not available, your child's name will be held on the waiting list unless you advise otherwise.
- o If your application is unsuccessful you will be notified by our College Registrar.
- o Offers of Place will be forwarded by mail as soon after the interview as practicable.
- o Acceptance of the Offer is required within 21 days by paying the confirmation fee of \$300 per child.
- o Acceptance of the Offer is confirmed by signing an Enrolment and Financial Contract provided by the College.

ENROLMENT PRIORITY

Please note that places are offered in accordance with the following factors:

- o Current siblings at the College
- o Children of staff at the College
- o Children of past students at the College
- o Special circumstances at the Principals discretion
- o Chronological order of receiving an application for enrolment

Placements can only be made if there are suitable vacancies in the required year level and upon the outcome of a satisfactory family interview with the relevant Head of the College sub-school.

CERTIFICATION

Please note that until all documents are received we cannot proceed with the application for enrolment process. Return the completed Application for Enrolment form to administration for the College Registrar's attention.

PARENTAL SIGNATURES

- I / We as the Parent/Guardian of the Student Applicant certify that all information given in this Application for Enrolment is correct and complete and that I/We will notify the College immediately of any changes.
- I / WE understand that this application for enrolment does NOT guarantee entry to the College but places my child on a waiting list for consideration of placement.
- I / WE understand that after an enrolment interview and upon the College's acceptance of my child for enrolment, a non-refundable confirmation fee of \$300.00 per student is payable in order to secure my child's place at the College.
- I / We acknowledge responsibility for payment of the school fees.

Parent / Legal Guardian.....Date.....

Parent / Legal Guardian.....Date.....

ENROLMENT APPLICATION FEE

A non-refundable payment of \$80 must accompany this completed application for enrolment

Credit Card details for \$80.00 application fee VISA MASTERCARD

Card number: _____ Expiry date: ____ / ____

Name on CardSignature

APPLICATION CHECK LIST

- Copy of your child's most recent school reports (not applicable to Prep applicants).
- Copy of your child's last NAPLAN results (completed in Year 3, 5, 7 or 9).
- Certified copy of your child's Birth Certificate. If student was not born in Australia, proof of residential status will need to be provided, as follows:
 - Copy of your child's VISA / Citizenship Certificate; and
 - Photocopy of your child's Passport with student's name, photo, date of arrival
- Copies of reports from Doctors or Specialists (where applicable)
- Certified copy of Family Court Order or Parenting Plan (if applicable)
- Copy of any Individual Education Plan or Learning Plan (if applicable)
- Copy of your child's current Immunisation History Statement
- The non-refundable enrolment application fee of \$80 per student

DATA COLLECTION FORM

Attached to this enrolment form is a document titled Data Collection Form. It is a requirement that you complete this form and return with the Application for Enrolment. The information you provide in completing the Data Collection form is asked and collected in accordance with the Education Council's *Data Standards Manual: Student background Characteristics*.

The nationally comparable data collected is required to:

- Monitor and report on progress towards the achievement of national goals and targets at various points of schooling; and
- To provide the evidence base to underpin future policy reforms and improvement.

The reporting of student outcomes data, disaggregated by the student background characteristics, is a standard component of national performance reporting requirements and applies to all government and non-government schools.

The information collected in the Data Collection Form will be used for our required reporting purposes only and not for any other purpose. It will be used and stored in accordance with our Privacy Policy relating to personal information we collect from you. A copy of our Privacy Notice is below.

PRIVACY NOTICE:

Your privacy is important. All information collected from this form is covered by the College's Privacy Policy.

The primary purpose of collecting and recording this information is to enable the provision of a quality education to your child. In addition, some of the information we collect and record is to satisfy laws governing or relating to the operation of schools and the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians.

Following is a short excerpt from this policy. For the full policy please refer to our website www.fcac.qld.edu.au

How will the College use the personal information you provide?

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents / Guardians: In relation to personal information of pupils and Parents / Guardians, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of Parents/ Guardians and the needs of the pupil through the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and Parents / Guardians include:

- to keep Parents / Guardians informed about matters related to their child's schooling, through correspondence, newsletters, magazines and the College website;
- day-to-day administration;
- looking after pupil's educational, social and medical well-being;
- seeking donations and marketing for the College;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a pupil or Parent / Guardian, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

Marketing and fundraising: The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality-learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation. Parents / Guardians, staff, contractors and other members of the wider College community may, from time to time, receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.



Note: If you need help with this form please telephone Mrs Kate Beard on 4124 5411

Name of student/s:

	First name	Last name
Child 1		
Child 2		
Child 3		
Child 4		

Home address of student/s:

Number and Street name	Suburb	Postcode

Information collected from this form will be covered by the College's Privacy Policy

1. Sex

Child 1	Male.... <input type="checkbox"/> 1	Female.... <input type="checkbox"/> 2
Child 2	Male.... <input type="checkbox"/> 1	Female.... <input type="checkbox"/> 2
Child 3	Male.... <input type="checkbox"/> 1	Female.... <input type="checkbox"/> 2
Child 4	Male.... <input type="checkbox"/> 1	Female.... <input type="checkbox"/> 2

2. Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of BOTH Aboriginal and Torres Strait Islander origin, tick BOTH "Yes" boxes. 3)

Child 1	No.... <input type="checkbox"/> 4	Yes, Aboriginal.... <input type="checkbox"/> 1	Yes, Torres Strait Islander... <input type="checkbox"/> 2
Child 2	No.... <input type="checkbox"/> 4	Yes, Aboriginal.... <input type="checkbox"/> 1	Yes, Torres Strait Islander... <input type="checkbox"/> 2
Child 3	No.... <input type="checkbox"/> 4	Yes, Aboriginal.... <input type="checkbox"/> 1	Yes, Torres Strait Islander... <input type="checkbox"/> 2
Child 4	No.... <input type="checkbox"/> 4	Yes, Aboriginal.... <input type="checkbox"/> 1	Yes, Torres Strait Islander... <input type="checkbox"/> 2

3. In which country was the student born?

Child 1	Australia..... <input type="checkbox"/> 1101	Other – Please specify _____
Child 2	Australia..... <input type="checkbox"/> 1101	Other – Please specify _____
Child 3	Australia..... <input type="checkbox"/> 1101	Other – Please specify _____
Child 4	Australia..... <input type="checkbox"/> 1101	Other – Please specify _____

4. Does the student or their mother/guardian1 or their father/guardian2 speak a language other than English at home?

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

Mother/Guardian1	English only... <input type="checkbox"/> 1201	Other – Please specify _____
Father/Guardian2	English only... <input type="checkbox"/> 1201	Other – Please specify _____
Child 1	English only... <input type="checkbox"/> 1201	Other – Please specify _____
Child 2	English only... <input type="checkbox"/> 1201	Other – Please specify _____
Child 3	English only... <input type="checkbox"/> 1201	Other – Please specify _____
Child 4	English only... <input type="checkbox"/> 1201	Other – Please specify _____

5(a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, tick 'Year 9 or equivalent or below'.)

Mark one box only in each column

	mother/guardian1		father/guardian2
Year 12 or equivalent.....	<input type="checkbox"/> 4	<input type="checkbox"/> 4
Year 11 or equivalent.....	<input type="checkbox"/> 3	<input type="checkbox"/> 3
Year 10 or equivalent.....	<input type="checkbox"/> 2	<input type="checkbox"/> 2
Year 9 or equivalent or below.....	<input type="checkbox"/> 1	<input type="checkbox"/> 1

5(b) What is the level of the highest qualification the parents/guardians have completed?

Mark one box only in each column

	mother/guardian1		father/guardian2
Bachelor degree or above.....	<input type="checkbox"/> 7	<input type="checkbox"/> 7
Advanced diploma / Diploma.....	<input type="checkbox"/> 6	<input type="checkbox"/> 6
Certificate I to IV (including trade certificate).....	<input type="checkbox"/> 5	<input type="checkbox"/> 5
No non-school qualification.....	<input type="checkbox"/> 8	<input type="checkbox"/> 8

For questions 6(a) & 6(b) below:

Please select the appropriate answer from the enclosed "List of Parental Occupation Groups".

- *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, enter '8' in the box below.*

6(a) What is the occupation group of the mother/guardian1?

6(b) What is the occupation group of the father/guardian2?

Thank you for your time.

LIST OF PARENTAL OCCUPATION GROUPS

(for “Data Collection Form” question 6)

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 4 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]

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, kitchenhand, 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 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]