



Student Enrolment Application

Student Details

Student's Name _____

Preferred Name _____

Proposed Entry to King's College:

Year Level _____ in the Year _____

Victorian Student Number (if issued) _____

Note: Application must be fully completed to be considered

Please note all information obtained by the school is regarded highly confidential. All information regarding enrolments will be destroyed after a 2 year period should you decide not to process your enrolment.



KING'S COLLEGE

Christian Education Kindergarten to Year 12

Enrolment Application

Please complete the attached form and return it with the documentation listed below. Forms emailed must be in PDF format and will NOT be accepted in any other format.

Applications without all documentation or payment will not be accepted or processed.

- Enrolment Application Form
- Birth Certificate
- Immunisation Certificate (Kinder and Primary applications)
- Copy of the most current school report
- Copy of the most current NAPLAN results (NAPLAN conducted Yr 3, 5, 7 and 9)
- Child Health Record Book (Kinder Enrolment only)
- \$100 Application Fee or \$30 Application Fee for Kinder (non-refundable)

Once your application has been submitted, you will be contacted for an enrolment interview with one of our Senior Leadership Team as follows:

Kinder Students:

- For 3-year-old Kinder, interviews will take place in Term 3 or Term 4 of the year prior to entry.
- During this time, consideration will be given to the child's readiness to start Kinder.

Prep to Year 12 Students:

- Students and parents will be invited to attend an interview.
- Interviews with students and parents are conducted by a Senior Staff Member.
- Consideration will be given to academic and behavioural history.
- Offers for placement are at the Principal's discretion.

To accept an offer of placement, a further non-refundable \$100 Enrolment Fee (\$70 for Kinder) will be required to secure your child's position (capped at \$200 per family) at the College.

Prior to entry (P- Yr12), a \$500 Confirmation payment (per student) will be required. This amount will be deducted from your child's invoice in Term 4 of the year of entry. Further documentation will be required at this time.

The Enrolments Officer
King's College
44 Balmoral Road
(PO Box 681)
Warrnambool VIC 3280



KING'S COLLEGE

Christian Education Kindergarten to Year 12

Student Information

		Date:		
Child's Given Names:		Gender M <input type="checkbox"/> F <input type="checkbox"/>		
Preferred Name:		DOB:		
Child's Surname:				
Year Level and Year of entry you would like your child to start at King's College: Year Level _____ Year 20__				
Is the student of Aboriginal or Torres Strait Islander descent? <input type="checkbox"/> NO <input type="checkbox"/> ABORIGINAL <input type="checkbox"/> TORRES STRAIT ISLANDER				
Current School <i>If Applicable</i>		Year Level(s)		
Previous School(s)		Year Level(s)		
Do you currently have, or have you had, any other child attend at King's College? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Please list other brothers/ sisters including those already enrolled at King's College (a separate application form must be submitted for each student)				
Surname <i>(where different)</i>	Given Name(s)	Date of Birth	Current School <i>(if applicable)</i>	Current Year Level <i>(If applicable)</i>
Health Care Card Information (if applicable)				
Parent	CRN	Type	Expiry	
Student	CRN	Type	Expiry	

NON- AUSTRALIAN NATIONALS

Does the child have permanent residency status? YES* NO

**A copy of the residency certificate or Passport and Visa must be attached for all non- Australian nationals.*

ADDITIONAL DOCUMENTATION REQUIRED

FOR PREP* STUDENT REGISTRATIONS
Please attach the following information

- Birth Certificate
- Immunisation Certificate

*Children enrolled for Prep must be 5 years old by 30th April in the year they start Prep

*Kinder children must be 3 years old by 30th April in the year they start 3 year-old Kinder

FOR ALL OTHER STUDENT REGISTRATIONS
Please attach the following information

- Birth Certificate
- Immunisation Certificate
- Most current school report
- Most current NAPLAN test results

FURTHER INFORMATION

Does your family attend church on a regular basis*: YES NO

**Answering 'No' will not have an impact on your enrolment*

Name of Church:

King's College has an open enrolment policy. However, our school is based on the Christian faith and every child is exposed to these principles, which are woven throughout the entire curriculum.

Education Support Information

This is to ensure that King's College is able to provide your family with the best care and to ensure that the appropriate resources are available. Should your child receive any of the above services, please provide written documentation. Please tick the box if your child has ever received or currently receiving any of the following services.

<input type="checkbox"/> Counselling Support	Therapy Support: <ul style="list-style-type: none"> <input type="checkbox"/> Hearing Impairment Services <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Physiotherapy <input type="checkbox"/> Physical Impairment <input type="checkbox"/> Speech Therapy <input type="checkbox"/> Visual Impairment Services
<input type="checkbox"/> Early Intervention Services	<input type="checkbox"/> Teacher Aide Support
<input type="checkbox"/> Special Education Support	<input type="checkbox"/> Curriculum Program Support: for example, Individual Learning Plans.
<input type="checkbox"/> Hospitalisation for any extended period of time	<input type="checkbox"/> Psychological Assessments (testing of Intellectual Function such as a WISC test)
<input type="checkbox"/> Ongoing treatment for a medical condition	<input type="checkbox"/> Programs for Intellectually Gifted children
<input type="checkbox"/> Other support Services	
<input type="checkbox"/> Other significant health issues	

PARENTAL INFORMATION RELATING TO THE CHILD

The child currently resides with: BOTH PARENTS MOTHER ONLY FATHER ONLY OTHER
**If you selected 'other' please provide details:*

PARENT / GUARDIAN		PARENT / GUARDIAN	
Title:	Relationship:	Title:	Relationship:
Given Names:		Given Names:	
Surname:		Surname:	
Address:		Address:	
Home Phone: <i>(Indicate with 'S' if silent number)</i>		Home Phone: <i>(Indicate with 'S' if silent number)</i>	
Mobile:		Mobile:	
Email:		Email:	

Working with Children's Check is required for all College activities.
Please attach a copy of each parent/guardian's card.

Are you the primary carer? YES NO

Are you the primary carer? YES NO

FINANCIAL INFORMATION

Please supply name, address and contact details for the person(s) responsible for paying fees.
 Please note that we cannot 'split' fee invoices.
*NB: Final responsibility for the payment of fees rests with the person/s signing the Application Form.
 Therefore, if an arrangement has been made with another person to pay the fees and they default, the College has no alternative but to pass the account back to the original applicant/s.*

Father and Mother Jointly <input type="checkbox"/>	Mother <input type="checkbox"/>	or	Father <input type="checkbox"/>	Other <input type="checkbox"/> <i>(Please complete section below)</i>
Surname:		Given Name(s):		
Billing Address:			Postcode:	
Contact Phone:		Mobile:		
Contact Email:				

I/ We _____
 accept full responsibility for payment of all fees from King's College for
 _____ (student's name)

Signed _____ Date _____

Registration Statement

I / We hereby apply for the above-named child to be enrolled at King's College.

- I/ We have read and retained a copy of the Enrolment Package and Fee Schedule and agree to support and co-operate with the College in all matters contained therein.
- I/ We agree to support the policies and rules of the College that exist now or may apply.
- I/ We undertake one full term's notice in writing will be given before the removal of a student and acknowledge that one term's tuition fee will be charged in lieu of notice.
- I/ We further agree that an offer of enrolment is subject to my/ our acceptance of the College's terms and conditions of enrolment that exists now or any changes that are made in future.
- I/ We agree to be bound by any policy changes contained in the most recent Fee Schedule issued to families. I understand that a copy of the updated Fee Schedule is available on the College website.
- I/ We agree to be solely/ jointly responsible for the payment of all fees and charges. I/ We understand that, where the College incurs cost relating to unpaid College accounts, all legal and all debt collector fees/charges/commissions or any other costs associated with the recovery of my/our outstanding account. If King's College considers it relevant, I/we agree to the College obtaining a Commercial Credit Report from a Credit Reporting Agency.
- I/ We agree in signing this form we grant permission for King's College to publish the student's image, work and/ or name in College community publications and/or publications aimed at the wider community both in print, electronic and video form.
- I/ We request that our child be registered for placement. I/ we acknowledge that this form is NOT a confirmation of enrolment or a guarantee of placement and that final enrolment is conditional upon places becoming available and completion of enrolment procedures.

SIGNED

PARENT/ GUARDIAN

PARENT/ GUARDIAN

___/___/___

NB: This application will not be processed until all parents/ guardians of the child have signed this form and payment has been included.

Please complete a separate form for EACH child you are seeking to REGISTER with King's College. This must include a \$100 non-refundable application fee per child (capped at \$200 per family). Applications will not be processed without this fee. Receipt of this form, complete with payment, will place your child on the appropriate waiting list.

Please be advised that it remains your responsibility to inform us of any change of details during the enrolment process in order for us to be able to continue to keep you up to date with all details and make offers for places as they become available.

Student Medical Information

Emergency Contact 1 (other than Parent or Guardian)		
Name		
Relationship to child	Mobile	
Address	Postcode	

Emergency Contact 2 (other than Parent or Guardian)		
Name		
Relationship to child	Mobile	
Address	Postcode	

Medical Practitioner	
Doctor's Name	Phone
Clinic	
Address	
Medicare Number _ _ _ _ _ - _ _ _ _ _ - _ _	Expiry

Insurance	
Private Health Fund	Membership Number
Ambulance Cover	Membership Number

Student Medical Details

Please provide a management plan signed by your doctor prior to commencing, including ALL relevant details which might affect the student's wellbeing at school

Allergies	<i>Please specify</i>
<i>Medication Required:</i>	
Anaphylaxis	<i>Please specify</i>
<i>Medication Required:</i>	
Asthma	<i>Please specify</i>
<i>Medication Required:</i>	
ADHD	<i>Please specify</i>
<i>Medication Required:</i>	

Please select if applicable:

Blood Disorder	
Chronic Fatigue	
Diabetes	
Eating Disorder	
Epilepsy	

Glandular Fever	
HIV	
Heart Condition	
Hepatitis B or C	
Migraine	

<i>Medication Required:</i>
<i>Other medical concerns? If so, please specify</i>

Confidential Family Information

Parent/ Guardian 1			
Name	Surname		
Occupation	Employer		
Work Address			Postcode
Work Phone	Work Email		

Parent/ Guardian 2			
Name	Surname		
Occupation	Employer		
Work Address			Postcode
Work Phone	Work Email		

Australian Government Reporting Requirements			
<p><i>(For Australian Government data collection only- not for school use)</i> The Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) require the completion of the following information. Does the student or their Parent/ Guardian speak a language other than English at home? If Yes, please indicate language below. If more than one language, please indicate the one that is spoken most often. If not, please go to the next question.</p>			
Language	Student	Parent Guardian 1	Parent Guardian 2
English Only <i>(select)</i>			
Languages other than English <i>(please specify)</i>			
Parent/ Guardian Country of Birth			
<p>What is the highest year of primary or secondary schooling completed by the student's parent/ guardians? For persons who have never attended school, please mark 'Year 9 or equivalent or below'.</p>			
<i>(Please mark one box ONLY in each column)</i>		Parent Guardian 1	Parent Guardian 2
Year 12 or equivalent			
Year 11 or equivalent			
Year 10 or equivalent			
Year 9 or equivalent or below			

Australian Government Reporting Requirements continued

What is the level of the highest tertiary qualification completed by the student’s parent/ guardians?

<i>(Please mark one box ONLY in each column)</i>	Parent/ Guardian 1	Parent/ Guardian 2
Bachelor Degree or higher		
Advanced Diploma/ Diploma		
Certificate I to IV (including trade certificate)		
No non-school qualification		

Please select the appropriate parent/ guardian occupation group from the categories listed below. If the person is not currently in paid work but has held a job 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 ‘N’ in the box.

<i>(Please indicate the relevant occupational group code in each column)</i>	Parent/ Guardian 1	Parent/ Guardian 2
Occupational Group Code (see below)		

SCHOOL FAMILY OCCUPATION PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.
OCCUPATION GROUP A
 Senior management in large business organisations, government administration and defence and qualified professionals

Senior Executive / Manager /Department Head in industry, commerce, media or other large organisation
 Business [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
Media [e.g. newspaper editor, film/television/radio/stage producer/director/manager]
Public Service Manager (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]

Defence Forces Commissioned officer
Qualified 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, teach others
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

OCCUPATION GROUP B
Other business owners/managers, arts/media/sportspersons and associate professionals
Business Owner / Manager
 Farm/business owner/manager building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]

Specialist manager [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
Financial services manager [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]
Arts /media / sportspersons
 Artist/Writer [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor] Sports [e.g. sportsman/woman, coach, trainer, sports official]
Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration
 Medical, science, building, engineering, computer technician/associate professional
Health/social welfare [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
Law [e.g. police officer, government inspector, examiner or

assessor,occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
Business/administration [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
Defence Forces [e.g. senior non-commissioned officer]
OCCUPATION GROUP C
Tradesmen/women, clerks and skilled office, sales and service staff. Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship
Office [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Carer [e.g. aged/disabled/refugee care worker, child care assistant, nanny]
Service [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]
OCCUPATION GROUP D
Machine operators, hospitality staff, office assistants, labourers and related workers. Drivers, mobile plant, production/processing machinery and other machinery operators
Production/processing machine operator [e.g.

engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
Machinery operator [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]
Hospitality, office staff
 Sales staff [e.g. 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, sales demonstrator, shelf stacker. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
Assistant/aide [e.g. trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]
Labourers and related workers [e.g. farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner
Defence Forces [other ranks (below senior NCO) without trade qualification not included above]
Other worker [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

assessor,occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
Business/administration [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
Defence Forces [e.g. senior non-commissioned officer]
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OCCUPATION GROUP D
Machine operators, hospitality staff, office assistants, labourers and related workers. Drivers, mobile plant, production/processing machinery and other machinery operators
Production/processing machine operator [e.g.

OFFICE USE ONLY		
Surname	Given Name	Date of Birth
Proposed entry to King's College	Entry Year Level (eg. Year 7)	Entry Year (eg. 2020)
Original Birth Certificate Sighted? Copy of Birth Certificate Retained?	Immunisation Records Received? Copy of Health Care Card (if applic)	Form Completed with all signatures?
APPLICATION DOCUMENTS		
Date Application Documents Received ____/____/____	Amount \$	Receipt number
Enrolment Acceptance Documents		
Date Enrolment Fee Received	Amount \$	Receipt number
Compass Code Allocated:	Offer Made?	