

Office Use:	Parent Code:	
	Student Code :	



ST HILDA'S SCHOOL GOLD COAST

APPLICATION FOR ENROLMENT

To commence

Grade _____ Term _____ Entry Year _____ Day Student Boarder

Preferred Pre Prep Program

Full Time Five Day Fortnight MT (W) Five Day Fortnight TF (W)

Student Information

NB. Unless legal proof of a change of name is supplied, your daughter will be enrolled under the legal name recorded on her birth certificate or passport

Student's Surname _____ Given Names _____

Is your daughter known by any other name (for reports) _____ Date of Birth _____ Religion _____

Does your daughter have any siblings currently enrolled? YES/NO Name _____

Student's Main Place of Residence _____

Current School/Kindergarten/ _____

Child care Centre _____ Contact Details _____

Has your daughter attended any previous schools/ kindergartens /child care centers? YES/NO

If YES, please provide details including attendance dates: _____

Citizenship / Residency Status Australian Citizen New Zealand Citizen Permanent Resident Temporary Visa

Passport Information Country of Issue _____ Passport No. _____ Expiry Date _____

Please attach a copy of your daughter's Birth Certificate, Permanent Residency Visa, Certificate of Australian Citizenship and or other Visa/Passport

Parent/Guardian Information

Parent 1/Legal Guardian

Title _____ Name in Full _____

Postal Address _____ Postcode _____

Residential Address _____ Postcode _____

Email Address _____ Occupation _____

Mobile _____ Telephone (Home) _____ Telephone (Work) _____

Parent2/Legal Guardian

Title _____ Name in Full _____

Postal Address _____ Postcode _____

Residential Address _____ Postcode _____

Email Address _____ Occupation _____

Mobile _____ Telephone (Home) _____ Telephone (Work) _____



Parents/ Guardians are Married Separated Divorced DeFacto Deceased _____
Student lives with Both Mother Father Step-.... Guardian

Are there any parenting plans, specific issues orders, consent orders (relating to residence/contact) or care and protection orders in place that affect your daughter? YES/NO If YES, please provide a copy.

With whom should the School communicate regarding this application?

Mother Father Stepmother/ Stepfather/ Guardian

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

For billing purposes, please indicate to whom the School's account should be sent.

Student's Profile

The information sought in this section will assist the School to make an informed decision with respect to its ability to meet your daughter'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 daughter speak a language other than English at home? YES/NO If YES, please provide details _____

For the purpose of assessing possible English as an Additional Language (EAL) support, could you please indicate your daughter's proficiency in English

Fluent Good Developing Beginners

Please advise of any educational support which may be required

Does your daughter have any identified special needs? YES/NO

If YES, please identify:

Intellectual (e.g. learning disorders, speech/ language delays) _____

Behavioural (e.g. ADHD, Autism Spectrum Disorder) _____

Physical (Asthma, Diabetes, Epilepsy, speech delays) _____

Social/Emotional _____

Does your daughter have a medical, congenital or developmental condition that could affect our duty of care? YES/NO

If YES, please provide details below (e.g. date of diagnosis)

State whether your daughter is allergic to ANY substance _____

Are there any special instructions in relation to school staff administering medical assistance or first aid? (Please specify)

Student's Interests

What are your daughter's interests at school: Music Sport Visual/ Performing Arts

Is there any information you would like us to know about your daughter that will assist us in providing her with a quality education?

Does your daughter have any special achievement you would like to tell us about?

Has your daughter participated in any enrichment or gifted student programs? Yes No

Please advise of any educational or classroom support which may be required for your daughter:

Connections with St Hilda's School (or The Southport School)

Have family members attended St Hilda's School or TSS previously, or are other family members presently attending or enrolled to attend, or on staff?
YES/NO If YES, please provide details (e.g. Name and relationship to your daughter)

Marketing Information

How did you hear about St Hilda's School?

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Open Day | <input type="checkbox"/> Daughter of Old girl | <input type="checkbox"/> Social Media | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> Radio Advertising | <input type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Friend / Relatives | <input type="checkbox"/> The Southport School |

What is your most important reason for choosing St Hilda's School?

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Co-Curricular Activities | <input type="checkbox"/> Scholarship/Bursary | <input type="checkbox"/> Mother is an old girl |
| <input type="checkbox"/> All girls education | <input type="checkbox"/> Convenient/Close to home | <input type="checkbox"/> Boarding facilities | <input type="checkbox"/> Reputation |
| <input type="checkbox"/> School ethos / Anglican | <input type="checkbox"/> Recommendation of friends | <input type="checkbox"/> Open Day | <input type="checkbox"/> Other |

Data Collection

It is a requirement that you complete the following information and the information you provide in completing the Data Collection 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 agreed student background characteristics, is a standard component of national performance reporting requirements and applies to all government and non-government schools.

The information collected 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 Policy is in the enrolment pack and on our website.

Attachment 1 to this application form is a document titled List of Parental Occupation Groups which require to complete the section below.

Is your daughter Aboriginal or Torres Strait Islander descent? Yes No Aboriginal Torres Strait Island Both

Was your daughter born inside Australia? Yes No If No, what country? _____

Do you and your daughter speak only English at home? Yes No If No, what language? _____

		Mother/ Parent 1 /Guardian 1	Father/ Parent 2 /Guardian 2
What is the highest year of primary or secondary school the parents/guardians have completed?	Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
What is the level of the highest qualification the parents/guardians have completed?	Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I- IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
	No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of Mother/ Parent 1/ Guardian 1? What is the occupation group of Father/ Parent 2/ Guardian 2?

Please select the appropriate parental occupation group from the attached list (1, 2, 3 or 4).

- 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 space above.

Supporting Documentation

Please attach **copies** of the following documents:

- Daughter's Birth Certificate or Daughter's passport (if not an Australian citizen) Certificate of Australian Citizenship/ Permanent Residency Visa/other Visa/Passport (whichever applies)
- Daughter's last two (2) school reports, (translated into English and certified as a true and correct copy if necessary)
- Daughter's most recent NAPLAN test results
- Copy of Parenting Plans, Specific Issues Orders, Consent Orders (relating to residence/ contact) or Care and Protections Orders in place that affect your daughter (if applicable)

Publicity

You agree that images, videos & testimonials of your daughter may be used in School publications (including websites) and for promotional and publicity purposes:

Please indicate YES / NO

Declaration

I/We hereby apply to have the above named student enrolled at St Hilda's School. I/We:

- understand we will be required to agree to the School's Conditions of Entry of Enrolment, if our daughter is subsequently offered a place at the School and we accept
- have declared all relevant information in relation to our daughter and understand that failure to disclose any condition relevant to the School's ability to educate her may result in cancellation of the enrolment
- give St Hilda's School permission to contact our daughter's current or previous school and obtain information relating to conduct of our school account
- understand that receipt of this Application by the School does not constitute admission or guarantee a place for our daughter

Signature of Both Parents Required

Signed by Parent/ Legal Guardian Signature Date

Full Name

Relationship to student

Signed by Parent/Legal Guardian Signature Date

Full Name

Relationship to student

Office Use:	Receipt No:	
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APPLICATION FEE

I/We enclose our payment of the **Application Fee of \$110 (including GST)**. I/we understand this fee is to cover administrative costs and is **not refundable** irrespective of the outcome of the application.

- Cheque made payable to St Hilda's School Cash (payable in person)
- * Credit Card: Visa Mastercard American Express Diners Club

Card Number: _____/_____/_____/_____ Expiry Date: _____/_____ CVV _____

Signature of Cardholder _____ Date _____

Name of Cardholder _____

**Please note that St Hilda's School Council recovers the cost of accepting credit card payments directly from the cardholder. All credit card payments received through Smartapay, over the telephone, in person and in writing will incur a fee at the current rate as charged by the cardholder's institution. This will apply throughout the School including the Uniform Shop, the Aquatic Centre and the Accounts Office. It does not apply to donations to the School Building Fund or to other fundraising contributions.*

**Please complete and return this form, together with your payment of the Application Fee to
The Head of Admissions, St Hilda's School, PO Box 290, Southport, Qld 4215**

List of Parental Occupation Groups

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 (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople 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 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)