

Student Name:	
Grade	/20
500 Ocean Drive, Port Macquarie, NSW 2444	
Phone: 02 6582 2271	
Email: admin@pmas.nsw.edu.au	
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ENROLMENT INFORMATION

Port Macquarie Adventist School is a co-educational Pre-Kindy to Year 8 School that operates within the policies of the Board of Studies (NSW) while providing an education underpinned by Christian values and principles. The School is owned and operated by Seventh-day Adventist Schools (NNSW) Limited.

In this application for enrolment, "School" means Port Macquarie Adventist School (PMAS) and where the context permits, "our child" means the child referred to on the application under the heading "Student Details" being the child in whom this application is made.

Enrolling at Port Macquarie Adventist School

Enrolment at the School is open to families of all faiths and religious backgrounds who have regard for Adventist Christian faith and wish for their children to fully participate in all aspects of the school program. Fees are competitively structured to provide affordable access to private Christian education.

As places are limited, parents/guardians are advised to submit an Application for Enrolment without delay to avoid disappointment. On receipt of an application, arrangements will be made for an interview with the principal where parents/guardians will have the opportunity to inspect the school's facilities and discuss the education program offered at the School.

Enrolment Policy

Each application will be processed in accordance with the school's Enrolment Guidelines with due consideration being given to applicants' support for the ethos of the School. A copy of the school's enrolment policy is available from the school office.

Enrolment Process for New Applicants

All applications are processed in the following way:

1. An applicant submits an enrolment application (this document) accompanied by supporting documentation (see below).
2. School administration will consult with the current and/or previous schools, teachers and referees, as applicable.
3. Parents/guardians and students will be invited for an interview with the principal and tour of the school.
4. Enrolment positions will be confirmed and held on receipt of the enrolment fee deposit.
5. The enrolment fee is \$200.00 per child and is applied to the family account upon commencement of a child's education. A term's notice must be given in writing to withdraw a child otherwise a term's tuition fees will be charged. Please refer to the current year's Fee Schedule document for more information.

Enrolment Checklist

When submitting an Application for Enrolment, please ensure that it is accompanied by the following:

- Copies of school reports from the previous two years, if applicable
- NAPLAN results, if applicable
- Birth certificate
- Immunisation certificate OR

I am a conscientious objector/non-vaccinator please circle – Yes / No

I agree as a conscientious objector that if there is an outbreak of a contagious condition eg. Measles, that I am to keep my child/children at home until the school advises that my child/children can return.

- A booking for testing with Learning Enrichment
- Fee Agreement
- Any relevant medical record, where applicable
- Any relevant Family Court or other order, where applicable
- Pre-Kindy – notification to school of preferred days



APPLICATION FOR ENROLMENT

STUDENT DETAILS

Please complete a separate **student details form** for each child enrolling.

Student surname: Student first /Given name:

Student second name: Preferred name:

Student email: Student mobile:

Please list the year and grade that you wish your child to be enrolled in (e.g. Year 4 / 2018) /

Previous schools attended	Grade	Date entered	Date left
.....
.....
.....

School currently attending
.....

Gender: Male Female Date of birth: / /

Place of birth: Country of birth:

Residential address: Street

Town: State: Postcode:

Home phone number: Religion:

Residential Status

- Citizen – please progress to next question
- Permanent resident Overseas student Arrival date: Passport number:
- Visa number: Visa subclass: Visa expiry

Is the student of Aboriginal or Torres Strait Islander origin?
(If both Aboriginal and Torres Strait Islander origin please tick both boxes)

No Aboriginal Torres Strait Other

Is English spoken at home? Yes No If no, please state the child’s first language:

1. Sibling name: Age:
Enrolled at Port Macquarie Adventist School? Yes No

Applying for admission to Port Macquarie Adventist School? Yes No Current School:

2. Sibling name: Age:
Enrolled at Port Macquarie Adventist School? Yes No

Applying for admission to Port Macquarie Adventist School? Yes No Current School:

Behavioural information

Has the applicant ever:

Been expelled, suspended or refused admission to another school? Yes No

If yes, give details:
.....

Had discipline difficulties? Yes No

If yes, give details:
.....

Medical Information

Medicare Number													
Number on card					Expiry Date								

Does your child have ambulance cover? Yes No If yes, please provide number

Private Health Fund provider: Yes No If yes, name of fund:

Doctor's name: Doctor's telephone:

Doctor's address:

Emergency Contact (other than parent)

Name: Home phone:

Work phone: Mobile:

Relationship to student:

Second Emergency Contact (other than parent)

Name: Home phone:

Work phone: Mobile:

Relationship to student:

Does your child suffer from:

Asthma If yes, please provide details

Epilepsy If yes, please provide details

Allergies (please list) e.g. peanuts, milk allergies

—————> Is this allergy life threatening? Yes No

Hearing problems If yes, please provide details

Sight problems If yes, please provide details

Does your child wear glasses or contact lenses? Yes No

Medical condition If yes, please provide details

Physical disability If yes, please provide details

.....

ADHD If yes, please provide details

Other Please provide details

Immunisation details (please tick)

Attached is a copy of my child's most current **Immunisation Statement**.

(An Immunisation Statement for your child to the age of 4 years old is required. If your child's statement is incomplete, please ensure you provide the office with a full statement once all immunisations are complete)

OR

Attached is a copy of my child's **Immunisation exemption / Conscientious Objection Form**

Is any routine medication or treatment required?

Has your child had a serious accident, illness or operation?

Should restrictions be placed on your child's activities?

If you require more space for any of the above answers, please use the space below.

Are there any other medical issues that the School should be aware of?

.....

Please supply a copy of all reports on the student's condition and management requirements.

FAMILY DETAILS

Mother's surname: Title: Father's surname: Title:
First/Given name: First/Given name:
Occupation: Occupation:
Nationality: Nationality:
Country of birth: Country of birth:
First language: First language:
Employer: Employer:
Religion: Religion:
If Adventist, church attending: If Adventist, church attending:
Place of worship: Place of worship:
Home phone: Home phone:
Business phone: Business phone:
Mobile: Mobile:
Address: Address:
Town: Town:
State: Postcode: State: Postcode:
Email: Email:

If a separate report is required, contact details MUST be filled in above:

Reports Reports

Tick whichever applies Parents separated Parents divorced
 Mother deceased Father deceased
 Mother remarried Father remarried

Where relevant, please attach copies of Family Court or other court order

Primary Caregiver (if not mother or father)

Guardian Stepmother Stepfather Other

Surname: Title: First/Given name:
Occupation: Nationality:
Country of birth: First language:
Employer: Religion:
Place of worship: Home phone:
Business phone: Mobile:
Address:
State: Postcode: Email:

Spiritual details

Are you happy for applicant to participate in the spiritual life of the School? Yes No

.....
.....

FEE INFORMATION

Please refer to policy in Conditions of Enrolment.

If a bill is split between two parties, please indicate what percentage each party is responsible to pay.

Person/s responsible for payment of fees:

Name: Signature:

% of fee if applicable: Relationship to applicant:

Email Address:

Billing address:

If different to parent/guardian on page 6, please provide the following:

Residential Address: Street

Town: State: Postcode:

Contact phone: Mobile:

Information gathered may be used for debt collection purposes for outstanding fees.

Withdrawal: Please note that one full term's notice of withdrawal must be given or one term's tuition fee will be charged in lieu of such notice.

GENERAL INFORMATION

I am willing for my child to have his/her photo:

No Restrictions

OR

Specific permission given:

Allowed for internal use (school newsletter)

School Promotions

Public Display

The internet

How did you hear about Port Macquarie Adventist School?

Newspaper

Friends

Church

Radio

Drive-by

Flyer

Bus sign

Church promotion

Other:

Where did you get your information about Port Macquarie Adventist School?

Expo

School website

Friends

Prospectus

Flyer

Open Day

Google

Other:

Why did you choose Port Macquarie Adventist School?

.....
.....
.....
.....
.....

Conditions of Enrolment

Enrolment at this school is subject to the following terms and conditions:

1. That the parents/caregivers will support the ethos and philosophy of the school and will endeavour to support and uphold the principles, practices and policies of the school in every way.
2. That the parents/caregivers give permission for their child to take part in all of the school’s activities, including Biblical Studies, devotional activities, sports and school sponsored trips away from the school.
3. That the parents/caregivers will provide their child with the correct uniform as approved by the School Advisory Council (SAC) and will support the school’s uniform code.
4. That the parents/caregivers undertake to provide the child with all necessary equipment of a personal nature that may be needed to enable the child to fully participate in the school’s educational program and to give positive encouragement to help the child complete assigned tasks.
5. That the parents/caregivers accept the right of the school to administer such discipline as it deems necessary for the child and agree to uphold in every way possible the school’s authority and right to administer appropriate discipline in accordance with the Student Behaviour Plan and the Policies of the SAC.
6. The parents/caregivers agree to bring any grievances or complaint enquiries directly to the teacher concerned or the Principal, in confidentiality with only those involved, at the earliest opportunity.
7. Should parents/caregivers either physically or verbally make a threat to a staff member, further action will be taken. This behaviour will not be tolerated.
8. That, while acknowledging that students come from varied religious and ethnic backgrounds, enrolment in Port Macquarie Adventist School presupposes that students will behave, both in and out of school, in a manner which does not contravene the “Christian Code of Conduct”. This code, based on Christian principles of behaviour and lifestyle, is outlined in the School Handbook and the Student Behaviour Plan. Should a student not behave in such a manner, and bring dishonour on the school, his/her enrolment may be jeopardized.
9. The parent/caregiver accepts that if the school is unable to contact or consult them in any medical emergency involving their child they hereby authorise the school to take all necessary steps to provide appropriate medical care for their child.
10. That all fees and charges are payable in accordance with the signed payment agreement. In case of financial difficulty, special arrangements may be made through the Principal who will arrange an interview with the Finance Committee. The enrolment fee is \$200.00 per child and is withheld until the completion of the child/children’s attendance and will be returned provided all fees are up-to-date and a term’s notice has been given.
11. That failure to pay fees by the designated time will disqualify the parents from receiving the prompt payment discount.
12. That if all fees and charges are not paid according to the signed payment agreement and special arrangements have not been made with the Finance Committee, action will be taken by the SAC that may lead to the child/ren not being accepted the following term.
13. That the SAC may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the SAC’s rules and regulations.
14. All children who are accepted to admission are accepted on a provisional basis for one school term.

The SAC reserves the right to amend, modify, add or remove from the ‘Conditions of ‘Enrolment’ such as required from time to time and will undertake to notify parents of such changes in writing while their children remain at the school.

I/We have read and accept the conditions of enrolment as set out above.

All parents/guardians must sign:

Father’s name: Father’s signature: Date:

Mother’s name: Mother’s signature: Date:

Guardian’s name: Guardian’s signature: Date:

COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required by for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with new data collection and reporting arrangements.

All schools must collect information on the gender, indigenous status, geographical location, socioeconomic background and language background of school students to fulfil their functions and obligations under State, Territory and Australian Government legislation.

All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publically. Information collected from this form will be covered by Port Macquarie Adventist School's privacy policy. A copy of the policy is available from the School office.

If you have already completed a form for another student in your family at Port Macquarie Adventist School then you do not need to complete the following questions.

What is the highest level of primary or secondary school the parent/guardians have completed?

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

(Mark one box only in each column)

	Mother / Parent 1 / Guardian	Father / Parent 2 / Guardian
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?

(Mark one box only in each column)

	Mother / Parent 1 / Guardian	Father / Parent 2 / Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I, II, III or IV (or trade cert)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

Language spoken at home

Does the student's mother/guardian or father/guardian speak English and/or another language other than English at home?

If more than one language spoken at home, indicate the one spoken most often.

	Student	Mother/Guardian	Father/Guardian
English	Y / N	Y / N	Y / N
Other language
Most often spoken

What is the occupation of the parent/guardian?

(Please select the appropriate occupation group from attached list)

- If a 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 for the past 12 months, enter '8' above

Mother/Parent 1/Guardian

Father/Parent 2/Guardian

In which country was the parent/guardian born?

	Mother/Parent 1/Guardian	Father/Parent 2/Guardian
Australia	<input type="checkbox"/>	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	<input type="checkbox"/>
Other

List of Parental Occupation Groups

(for Commonwealth Government Collection Information – Parent Occupation, page 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, 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].