

ENROLMENT INFORMATION

Enrolment at Port Macquarie Adventist School (PMAS)

Enrolment at PMAS 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.

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

As places are limited, parents/guardians are advised to book a tour and interview as soon as possible to avoid disappointment. On receipt of an application, arrangements will be made for a tour of PMAS and an interview where parents/guardians and applicants will have the opportunity to inspect our facilities and discuss the education program offered at PMAS.

Applications Process

1. Applicant submits an Application for Enrolment Form accompanied by supporting documentation which includes:
 - **Birth Certificate**
 - **Immunisation History (available from MyGov)**
 - **Previous school reports for the last 2 semesters**
 - **NAPLAN results – where applicable**
 - **Medical reports and action plans - where applicable**
 - **Family Court Orders – where applicable**
 - **Allied Health Reports – where applicable**
 - **Transfer of School Records and Allied Health details – where applicable**
2. PMAS administration will consult with the current and/or previous schools and teachers as applicable.
3. Parents/Guardians and applicants will be invited to attend a collaboration meeting.
4. All applicants will be advised in writing of their enrolment success or failure.
5. Enrolment positions will then be confirmed and held upon receipt of the non-refundable enrolment fee deposit of \$200.00.

Please note that a separate Application for Enrolment form needs to be completed for each applicant.

APPLICATION FORM



GRADE APPLICANT IS APPLYING FOR:

PREFERRED START DATE:

STUDENT'S PERSONAL DETAILS

FIRST NAME

SURNAME

MIDDLE NAME/S

GENDER

STREET ADDRESS

TOWN

STATE

POSTCODE

NATIONALITY

RELIGION

DATE OF BIRTH

APPLICANT LIVES WITH:

DOES THE STUDENT IDENTIFY AS:

ABORIGINAL

TORRES STRAIT ISLANDER

NEITHER

EDUCATIONAL INFORMATION

PREVIOUS SCHOOL/S ATTENDED

BEHAVIOURAL INFORMATION

Has the applicant ever been:

EXPELLED

REFUSED ADMISSION TO A SCHOOL

SUSPENDED

HAD OTHER BEHAVIOURAL OR DISCIPLINE DIFFICULTIES

If yes, please provide detail:

MEDICAL INFORMATION

MEDICARE NUMBER

POSITION ON CARD

EXPIRY

MEDICAL INFORMATION CONTINUED

DOCTOR'S NAME

DOCTOR'S PHONE

DOCTOR'S ADDRESS

Does the applicant have private health cover? YES NO

If yes, please provide company and membership number:

Does the student suffer from:

<input type="checkbox"/>	ASTHMA*	<input type="checkbox"/>	ADHD
<input type="checkbox"/>	DIABETES*	<input type="checkbox"/>	EPILEPSY*
<input type="checkbox"/>	ASD*	<input type="checkbox"/>	MIGRAINES
<input type="checkbox"/>	DISABILITY*	<input type="checkbox"/>	HEART CONDITION
<input type="checkbox"/>	OTHER	<input type="text"/>	

Has applicant ever received early intervention? YES NO

Is applicant immunised? YES NO

Does applicant take daily medication? YES NO

Please note if prescription medication is to be administered at school by our Office team, we must, by law, have a copy of a letter from the prescribing medical professional.

Does applicant have permission to be administered paracetamol or ibuprofen by our student services team if required?

PARACETAMOL IBUPROFEN

Does the applicant suffer from allergies to:

<input type="checkbox"/>	PENICILLIN	<input type="checkbox"/>	FOODS
<input type="checkbox"/>	ENVIRONMENTAL	<input type="checkbox"/>	MEDICATION
<input type="checkbox"/>	OTHER	<input type="text"/>	

Is allergy life threatening? i.e., anaphylactic*? YES NO

***A written, updated management and/or action plan must be provided by a Medical Professional.**

Please provide detail and attach relevant medical reports:

FAMILY DETAILS

GUARDIAN 1

TITLE

FIRST NAME

LAST NAME

RELATIONSHIP TO APPLICANT

HOME PHONE

WORK PHONE

MOBILE PHONE

COUNTRY OF BIRTH

RELIGION

STREET ADDRESS

TOWN

STATE

POSTCODE

EMAIL ADDRESS

GUARDIAN 2

TITLE

FIRST NAME

LAST NAME

RELATIONSHIP TO APPLICANT

HOME PHONE

WORK PHONE

MOBILE PHONE

COUNTRY OF BIRTH

RELIGION

STREET ADDRESS

TOWN

STATE

POSTCODE

EMAIL ADDRESS

EMERGENCY CONTACTS (OTHER THAN GUARDIAN 1 OR 2)

FULL NAME

FULL NAME

RELATIONSHIP TO APPLICANT

RELATIONSHIP TO APPLICANT

CONTACT NUMBER

CONTACT NUMBER

FAMILY DETAILS CONTINUED

Does the applicant have any siblings?

YES

NO

SIBLING NAME AND AGE

CURRENT SCHOOL

SIBLING NAME AND AGE

CURRENT SCHOOL

SIBLING NAME AND AGE

CURRENT SCHOOL

Is the applicant related to any other students at Port Macquarie Adventist School? Please list.

Are there any court orders in relation to the applicant?

YES

NO

If yes, please provide further detail and a copy of the papers.

PRE-KINDY ENROLMENT

All children enrolled at Pre-Kindy must be eligible to commence Kindergarten at PMAS in the following school year, that is, turning 5 by 31 June in their Kindergarten year. Please note, students can attend Pre-Kindy up to 4 days per week.

Please tick your preferred Pre-Kindy days:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

MARKETING INFORMATION

Where did you first hear/see information about Port Macquarie Adventist School?

WEBSITE

PROSPECTUS

NEWSPAPER

SOCIAL MEDIA

DRIVE-BY

OTHER

WORD OF MOUTH

CHURCH

Why did you choose Port Macquarie Adventist School?

MARKETING INFORMATION CONTINUED

Do you give permission for your child's photo to be published in/on the following:

SCHOOL NEWSLETTER (sent weekly to all school parents and guardians)

PMAS FACEBOOK & INSTAGRAM (photos published to our school Facebook & Instagram pages from school events and activities)

YEARBOOK (distributed to school parents and guardians after the school year)

VOLUNTEER PARTICIPATION

We would love to invite you to participate in our parent/carer volunteer program which involves volunteering in the canteen and/or assisting in the classroom. Please note volunteers are required to attend an induction session and hold a valid Working with Children Check prior to coming onsite.

Would you like to volunteer at PMAS?

YES

NO

WWCC NUMBER:

EXPIRY DATE:

FEE INFORMATION

Person(s) responsible for payment of fees:

FULL NAME:

SIGNATURE:

RELATIONSHIP TO APPLICANT:

FULL NAME

SIGNATURE:

RELATIONSHIP TO APPLICANT:

OFFICE USE ONLY:

OFFICE USE ONLY:

CONTACT DETAILS (IF DIFFERENT FROM PREVIOUS PAGE)

Payment of Fees Terms and Conditions

1. This document represents an agreement between Port Macquarie Adventist School and the person(s) responsible for the payment of school fees.
2. All families are expected to pay the standard fees in accordance with the following terms unless an alternate arrangement has been negotiated with the School's Business Manager. This will be evidenced by a variation, in writing, to this agreement.
3. A non-refundable \$200 enrolment fee applies to each new enrolment and is payable at the school office by cash, EFTPOS or credit card.
4. Continuation of enrolment for each successive year of study is subject to:
 - a) Fees for current and past years being paid in full; or
 - b) An approved payment plan with the School's Business Manager to be in place prior to commencement of the following year.
5. On termination of enrolment, outstanding school fees are due and payable immediately unless an agreed arrangement has been entered into with the School's Business Manager.

6. Families are required to give one (1) term's written notification of a student's withdrawal from the school. In the absence of such notification a fee equivalent to one (1) term's fees will be payable.
7. Ongoing application of any fee variation is subject to periodic review with regard to financial circumstances and/or performance under this policy.
8. If payments are not made or are in arrears and no alternative arrangement agreed, a reminder notice will be issued. Failure to respond may result in the matter being referred for recovery action and continued enrolment at Port Macquarie Adventist School being placed under consideration by the School Executive Committee.
9. Any cost of recovery action being taken by Port Macquarie Adventist School will be charged to the outstanding account.
10. The parent/guardian who is nominated as the person responsible for payment of fees accepts full responsibility for payment. Where a student lives with both parents, each parent is to be nominated.
11. All overdue accounts, not subject to an arrangement approved by the School's Business Manager, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.
12. Where there is an outstanding balance on fees and an agreed payment plan such as Direct Debit or Centrelink payment is cancelled without prior written notification to the School's Business Manager, an administrative charge of \$25 may be applied to your fee account.
13. Where an annual payment plan is selected but fees are not paid by the 2nd Friday of Term 1, and if there is no agreement in place with the School's Business Manager, the person(s) responsible for paying fees will be required to move to a term-by-term payment plan.
14. Where a term-by-term payment plan is selected but fees are not paid by the 2nd Friday of any term, and if there is no agreement in place with the School's Business Manager, the person(s) responsible for paying fees will be required to move to a regular weekly or fortnightly payment plan.
15. Any discounts applied to the school fee account will be reverted if fees are not paid by the required date.

CONDITIONS OF ENROLMENT

Parents and Carers must read and agree to the following conditions of enrolment:

Parents/Carers support the Christian ethos, principles, and moral standards of the school and endeavor to support and uphold the principles, practices and policies of the school in every way.

Parents/Carers will abide by all school policies and directions and support their child/children to comply with these policies.

Parents/Carers permit 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.

As part of enrolling your child at PMAS you agree to be, both jointly and severally, ultimately responsible for payment of fees and will ensure fee payment is made in line with the terms and conditions stated within the PMAS Fee Policy. Parents/Carers acknowledge that failure to pay the school fees account or failure to respond to communication regarding outstanding school fees may result in the account being forwarded to a collection agency at our expense to recover outstanding fees.

Parents/Carers will provide their child with the correct uniform and support the school's uniform code.

Parents and Carers agree to uphold a standard of behaviour that allows students to learn to their full potential, teachers to teach and other community members to be free from harassment, violence, intimidation, or vilification.

At school events, including sporting events on and off campus, parents and Carers agree to:

- ◆ Encourage students to participate and ensure they are following the expectations set by staff
- ◆ Never ridicule, berate, discourage, or interfere with your child or another child
- ◆ Uphold the principles of fair play and sportsmanship
- ◆ Never use foul or abusive language or encourage violence
- ◆ Treat staff with respect

Parents/Carers have a responsibility to ensure that their child abides by the PMAS Student Code of Conduct.

Parents/Carers agree to bring any grievances or complaint inquiries directly to the teacher concerned or the Principal, in confidentiality with only those involved, at the earliest opportunity. Should a parent be unable to resolve an issue internally, they may lodge a complaint with Seventh-day Adventist Schools (NNSW). Information on this process is available from the school office.

Parents/Carers are expected to deal with all staff in a way that is always courteous and respectful.

Parents/Carers are not to approach or interact with children who are not their own, either in person or via social media, without the permission of the child's Parent or Carer. Parents/Carers are not to post on social media or share videos or images of children from the school who are not their own.

Whilst acknowledging that students come from varied religious and ethnic backgrounds, enrolment in PMAS presupposes that students will behave, both in and out of school, in a manner that does not contravene the 'Christian Code of Conduct.' Parents and Carers agree to support the school with ensuring the student adheres to this code.

Parents/Carers read and accept the conditions of enrolment and to the best of their knowledge, all the information provided on this application is true and correct.

Parents/Carers agree to communicate with the school via our student management databases SEQTA and Consent2Go, phone, letter, email and/or sms.

Any breaches of the condition of enrolment may lead to withdrawal of the Parent/Carer privilege to visit the school campus and interact with staff and in serious cases, may result in withdrawal of children from PMAS.

Please note all parents/guardians must sign to acknowledge agreement to the above points:

GUARDIAN'S NAME	GUARDIAN'S NAME	GUARDIAN'S NAME
SIGNATURE	SIGNATURE	SIGNATURE
DATE	DATE	DATE

STUDENT CODE OF CONDUCT

This form must be read and signed by all students and their parents/guardians. All signatures on this code of conduct are binding and valid throughout the student's time at PMAS. The behaviour expected of each student should contribute towards an environment that is most conducive to growth and learning.

I, agree to:

(STUDENT NAME)

- ◆ support and be respectful of the school's values.
- ◆ demonstrate respect for students and staff and treat others with consideration and kindness.
- ◆ use language that is respectful and kind to others.
- ◆ ensure that all use of electronic media, whether it be mobile phones, personal or school computers or devices, will be used in accordance with the school's IT policy and values.
- ◆ not use physical violence toward others in any way.
- ◆ accept that I am responsible for my behaviour at all times.
- ◆ positively engage in the learning and faith-based activities provided by the school and understand I am not to interfere with each student's right to learn and the teacher's right to teach.
- ◆ I will wear the school uniform with pride and in line with the school's uniform policy.
- ◆ I will not use or distribute illicit substances. If I do, this will result in a review of my enrolment by the PMAS Student Management Committee.

I understand a breach in any of the above points may lead to a formal disciplinary process with the PMAS Student Management Committee.

STUDENT SIGNATURE

DATE

The following information is required for the collection and reporting of information on student background characteristics in all government and non-government schools by all State, Territory and commonwealth Education Ministers. For more information regarding the government collection of information please go to <http://www.mceectya.edu.au/mceectya>

All information that could identify or would reasonably identify individuals is removed from national reporting so that no personal information is reported publicly. Information collected from this form will be covered by Port Macquarie Adventist School's Privacy Policy. A copy of this policy is available from the PMAS office.

Guardian 1 Details

Guardian 2 Details

Guardian 3 Details

- YEAR 12 OR EQUIVALENT
- YEAR 11 OR EQUIVALENT
- YEAR 10 OR EQUIVALENT
- YEAR 9 OR EQUIVALENT

- YEAR 12 OR EQUIVALENT
- YEAR 11 OR EQUIVALENT
- YEAR 10 OR EQUIVALENT
- YEAR 9 OR EQUIVALENT

- YEAR 12 OR EQUIVALENT YEAR 11
- OR EQUIVALENT
- YEAR 10 OR EQUIVALENT
- YEAR 9 OR EQUIVALENT

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

Guardian 1 Details

Guardian 2 Details

Guardian 3 Details

- BACHELOR DEGREE OR ABOVE
- DIPLOMA/ADVANCED DIPLOMA
- CERT I, II, III, IV, TRADE
- NO NON-SCHOOL QUALIFICATION

- BACHELOR DEGREE OR ABOVE
- DIPLOMA/ADVANCED DIPLOMA
- CERT I, II, III, IV, TRADE
- NO NON-SCHOOL QUALIFICATION

- BACHELOR DEGREE OR ABOVE
- DIPLOMA/ADVANCED DIPLOMA
- CERT I, II, III, IV, TRADE
- NO NON-SCHOOL QUALIFICATION

OCCUPATION:

OCCUPATION:

OCCUPATION:

What is the language spoken the most often at home?

Guardian 1 Details

Guardian 2 Details

Guardian 3 Details

LANGUAGE:

LANGUAGE:

LANGUAGE:

What is the occupation of the parents/guardians? (Please choose from the list on the next page).

If the person is not currently in paid work but has worked in the last 12 months please use the last occupation. If the person has not been in paid work for 12 months or more please enter '8'.

GUARDIAN 1

GUARDIAN 2

GUARDIAN 3 (IF APPLICABLE)

GROUP NUMBER:

GROUP NUMBER:

GROUP NUMBER:

LIST OF PARENT/GUARDIAN OCCUPATIONAL 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

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/childcare 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, farmhand, horse trainer, nursery/green keeper, 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]