



# ENROLMENT APPLICATION

*"In Whom are hidden all the treasures of  
Wisdom and Knowledge" Colossians 2:3*

## **CONTACT US**

### **Primary Campus**

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Bexley NSW 2207

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Fax: 02 9599 1165

### **Secondary Campus**

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Rockdale NSW 2216

Phone: 02 9597 4833

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### *Postal Address*

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Bexley NSW 2207

### *Email*

[office@stmary.nsw.edu.au](mailto:office@stmary.nsw.edu.au)

ABN 12 088 941 913

V 01052022

# CHECKLIST

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Have you included all necessary documents? The Application is not complete without the following:

- \$150 Application Fee
- Photocopy of Birth Certificate
- Baptismal Certificate
- Immunisation History Statement
- Photocopy of recent School reports for each child you wish to enrol (except Kindergarten)
- Photocopy of Years 3, 5, 7 or 9 NAPLAN results (if applicable)
- Photocopies of Medical, Psychometric , OT or any other pertinent reports for each child
- Evidence of visa status (VEVO) if both parents were born overseas or evidence of Australian citizenship
- Evidence of visa status (VEVO) for each child, if he/she was born overseas or evidence of Australian citizenship

## OFFICE USE ONLY

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Interview Date                    ...../...../.....

Starting Date                    ...../...../.....

Enrolment Fees Paid             Application Fee \$ .....                    Payment Date. .... / ..... / .....

Invoice Number .....

Bond \$ .....                    Payment Date. .... / ..... / .....

Invoice Number.....

# STUDENT INFORMATION

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Child's Surname .....Child's First Name .....

Preferred Name .....Date of Birth ...../...../.....

Gender  Male  Female

Child's Residential Address .....

Household Postal Address (if different from above) .....

Country of Birth .....

*If not born in Australia, please fill in the following information:*

Date of arrival to Australia ...../...../.....

Australian (other)  Permanent Resident

*Desired Grade & Year of Entry*

Grade ..... Year .....

This is a Sibling Application / This child is a sibling to ..... Year .....

Current School ..... Grade .....

Reason for Leaving .....

Main language spoken at home. .... Secondary language. ....

Religious background. ....

Can partake in Holy Communion  Yes  No

# MEDICAL INFORMATION & CONSENT FORM

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Child's Surname ..... Child's First Name .....

Date of Birth ..... / ..... / ..... Gender  Male  Female

Medicare No: ..... Position No: ..... Expiry. .... / .....

Private Health Fund ..... Membership No: ..... Expiry ..... / .....

Mother/Guardian Name .....

Address .....

Mobile. .... Home Ph. .... Work .....

Father/Guardian Name .....

Address .....

Mobile. .... Home Ph. .... Work .....

General Practitioner Name: ..... Ph No. ....

**Please indicate if your child has been immunized against any of the following:**

Polio  Yes  No Measles  Yes  No

Mumps  Yes  No Diphtheria  Yes  No

Tetanus  Yes  No Rubella (German Measles)  Yes  No

**Please tick if your child suffers from any of the following:**

ADD/ADHD Allergies (Drug, Food, Other Anaphylaxis Asthma  Yes  No

Diabetes Eczema Epilepsy Fainting/Fits/blackouts  Yes  No

Hay fever Migraines/Headaches Heart condition Sight/hearing problems  Yes  No

Other: .....

**If you have ticked any of the above, an Emergency Treatment Plan must be provided. Plans are available from the school office.**

**MEDICATION**

**In accordance with the School's Medical Policy, parents MUST give written permission and directions for prescription medications to be administered during school hours or after hour's school activities. If a student is on permanent medication please complete an Emergency Treatment Plan (available from the School Office).**

Is the student taking long-term medication? (Please specify) .....

**I hereby consent for my child,**

To be given paracetamol for pain relief  Yes  No

To receive attention for minor cuts, abrasions, splinters anmd other First Aid needs  Yes  No

In the case of a medical emergency, to be taken by car/ambulance to a Medical Centre/Hospital for professional treatment  Yes  No

Name (Please Print) .....Date. .... / ..... / .....

Signature..... Relationship to Child.....

# LEARNING AND DEVELOPMENT PROFILE

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Is your child of Aboriginal or Torres Strait Islander origin?  Yes  No

Aboriginal  Torres Strait Islander

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

What language? .....

Is English tuition required?  Yes  No

Has your child received Special Education?  Yes  No

Has your child received Specialist Services?  Yes  No

Does your child have any Specialist reports: e.g. Psychometric, Speech, etc. (If yes, please include these reports with this application)  Yes  No

Does your child have ADD or ADHD?  Yes  No

**'Disabilities'** e.g. Intellectual, physical, behaviour disorder, autism or **'Learning Difficulties'** (Please provide details)

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

Special Gifts/Talents (Please provide details)

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

Students with special needs - Is your child a young person with

- autism
- mental health issues
- behaviour disorders
- a physical disability
- a hearing impairment
- a vision impairment
- an intellectual disability
- other (please specify) .....
- a language disorder

What accommodations and/or learning adjustments may be required for your child at this School?

- none required
- personal care support
- Braille
- a reader or scribe
- alternative teaching and learning strategies
- other (please specify)
- access to technology
- modifications to equipment, furniture & learning spaces .....
- signing

Is there anything that you do or modify at home that may help us at School to meet your child's special needs?

.....  
.....

**Kindergarten Students ONLY**

In the year before school, has the student been in non-parental care on a regular basis and/or attended any other educational programs?  Yes  No

**If yes, indicate any of the following that apply and show if this was part-time or full-time.**

Preschool	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
Long day care (with a preschool program)	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
Long day care (without a preschool program)	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
Family day care	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
Grandparent	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time
Other formal or informal care (e.g. occasional care, playgroup, other relative, nanny, friend, neighbour)	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time

Name of Preschool/Early Childhood Service attended:  
 .....



# FAMILY INFORMATION

## Father / Guardian

Name .....

Address (if different from child) .....

Country of Birth ..... Language (if other than English) .....

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

Email ..... Fax .....

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

Please choose the group that best describes your occupation. Mark one box only and see page 13 for more information and examples.

Group 1

Group 2

Group 4

Group 3

Group 8

What is the highest level of schooling completed? (If never attended school, tick Year 9 or equivalent or below).

Year 12 or equivalent

Year 10 or equivalent

Year 11 or equivalent

Year 9 or equivalent or below

What is the highest qualification completed?

Bachelor degree or above

Certificate I to IV (including trade cert)

Diploma/Advanced diploma

No non-school qualification

Do you speak a language other than English at home?  Yes  No (if yes, please specify) .....

**Mother / Guardian**

Name .....

Address (if different from child) .....

Country of Birth ..... Language (if other than English) .....

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

Email ..... Fax .....

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

Please choose the group that best describes your occupation. Mark one box only and see page 13 for more information and examples.

Group 1

Group 3

Group 2

Group 4

What is the highest level of schooling completed? (If never attended school, tick Year 9 or equivalent or below).

Year 12 or equivalent

Year 10 or equivalent

Year 11 or equivalent

Year 9 or equivalent or below

What is the highest qualification completed?

Bachelor degree or above

Certificate I to IV (including trade cert)

Diploma/Advanced diploma

No non-school qualification

Do you speak a language other than English at home?  Yes  No (if yes, please specify) .....

Are the individuals above the natural parents of the child?

Mother  Yes  No (specify relationship to child) .....

Father  Yes  No (specify relationship to child) .....

If your relationship structure involves shared custody of the child for whom this application is made, please outline arrangement:

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

**Citizenship Status: If both parents were born outside of Australia please provide one of the following:**

A. Visa Details - copy of VEVO (Visa Entitlement Verification Online)

B. Proof of Citizenship

**Other children in the family**

Name .....

Date of Birth ..... / ..... / .....

Date of Birth ..... / ..... / .....

Attending the College  Yes  No

Attending the College  Yes  No

Name .....

Name .....

Date of Birth ..... / ..... / .....

Date of Birth ..... / ..... / .....

Attending the College  Yes  No

Attending the College  Yes  No

Name .....

Name .....

Date of Birth ..... / ..... / .....

Date of Birth ..... / ..... / .....

Attending the College  Yes  No

Attending the College  Yes  No

Name .....

**Emergency contact 1**

Name .....

Address .....

Relationship to child .....

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

Email .....

**Emergency contact 2**

Name .....

Address .....

Relationship to child .....

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

Email .....

# RELIGIOUS INFORMATION

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Date of Child's Baptism . . . . . / . . . . . / . . . . . Parish where Baptised. . . . .

Present Family Parish. . . . .

Kind of Service at Parish (Sunday School, Deacon, Bookshop etc):

Father. . . . . Mother . . . . .

Father's Confession Father. . . . .

Mother's Confession Father. . . . .

## DECLARATIONS

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I am/We are prepared to support my child in maintaining the College rules. I/We accept the College's efforts to do the same.  Yes  No

I/We understand that photos and/or videos may be taken at School of my child and give permission for photos to be used by the School for promotional/publication/educational purposes  Yes  No

I/We give permission for my child to walk, travel by private car or travel by bus in the local area on occasions such as swimming, visits to the local library, heritage walks and other local area excursions.  Yes  No

I/We give permission for my child to participate in planned school excursions or events outside of the local area, such as representative sport, visits to Sydney CBD museums, galleries, landmarks and nature reserves, all of which may involve travel by bus, train and/or ferry.  Yes  No

I/We give permission for teachers to administer any necessary first aid treatment in the event of any illness and/or injury

I/We give permission for my child to be assessed for the national consistent collection of data requested by the Commonwealth government  Yes  No

I/We give permission for the College to assess the social, emotional and physical progress and development of my child if a need is identified. This may include seeing the College Counsellor.  Yes  No

I am/We are aware that the Application Fee paid is non-refundable  Yes  No

I/We understand that tuition fees are subject to review  Yes  No

I/We understand that I must give at least one term's written notice to the Principal of intention for my child to leave the School otherwise one term's fees will be payable in lieu of notice  Yes  No

I/We declare and agree to pay the school fees in full, The signature below is my signature and has not been signed on my behalf by another person and I declare that I have definite access to the funds for the school fees every year  Yes  No

I/We have read, understood and accept the Conditions of Enrolment  Yes  No

Signed.....Date...../...../.....

Signed.....Date...../...../.....

Father/Guardian

Mother/Guardian

## **CONDITIONS OF ENROLMENT AND FEES POLICY [Kindergarten to Year 12] to be read as an integral part of the Application for Enrolment**

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### ***Expectations and Behaviour***

- 1 Students are to abide by all College rules. Students are to wear the correct college uniform and do all work set for them, including homework.
- 2 Parents are to actively encourage their children to support the College's goals and to do their utmost to realise those goals in their lives, both within the College and away from it as outlined below.

St Mary & St Mina's Coptic Orthodox College is a school that works in partnership with parents to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices and where students and staff feel secure and supported by all members of school community.

The distinctive, sincere and continuous practice of Christian love, service and humility provides students with the opportunity to develop and display a high moral standard.

Our Students are challenged to strive to achieve excellence and succeed in all areas of the curriculum by attaining their full potential, having confidence in who they are as Christian individuals and becoming active participants in church and the Australian community.

- 3 Parents understand that the Coptic Orthodox Church is morally conservative, and all students are expected to respect the teachings of the Church and to live by them at all times. For example, disrespect, obscenity, alcohol, tobacco, drugs, dancing, violent or immoral music, dating and pre-

marital physical relations are all strongly rejected. It is the aim of the College to help young people learn to live a life of purity and holiness without fear or shame, and to be living practical witnesses to the truths of the Bible. Morals should not be left behind at the school gates every afternoon!! Parents will support the College in this aim at all times.

- 4 Parents agree to actively encourage and support their children to partake in the spiritual programme set by the College fully and with sincerity. I understand that at present, this includes the following activities:

Morning prayers and hymns each day from the Coptic Orthodox tradition  
Classroom prayers and devotions each day from the Coptic Orthodox tradition  
School Masses on a regular basis

### ***Community Service Projects***

Christian attitudes and behaviour are to be actively encouraged in the classroom and playground.

- 5 Parents are to actively encourage and support their children to partake fully in the Curriculum as set by the College. This includes the curriculum prescribed by the Board of Studies Teaching and Educational Standards BOSTES with the addition of three compulsory courses:
- Arabic Language
  - Coptic Language and Hymns
  - Coptic Orthodox Studies (Religion).
- 6 Parents and guardians are expected to co-operate with the College in matters of discipline, attendance, completion of homework and the wearing of the full school uniform (including blazer Terms 1 to 4).
- 7 Parents understand that the curriculum also includes compulsory activities, excursions, carnivals and other events organised by the College.
- 8 Parents understand that St Mary & St Mina's College has designed its Student Management Policy with the aim of using it to teach our children right from wrong and how to live according to the commandments of God. This includes encouraging and rewarding good behaviour and discouraging and punishing bad behaviour.



- 9 Parents agree to work in partnership with the College and fully support the College's policies relating to student management and discipline, and will at all times encourage their children to obey College rules and accept any punishments that may be given for breaking those rules by any staff member, within the College's Discipline Policy.
- 10 The College reserves the right to discipline, suspend or expel any student whose attitude or behaviour does not meet the expectations of the College.

### ***School attendance***

- 11 Students must attend college during specified school hours, except where leave is granted or in case of ill health. The college may require appropriate documentation including medical certificates to support leave.

### ***School Fees***

- 12 Fees are fixed at the lowest level possible commensurate with costs of establishing and maintaining good educational standards and facilities.
- 13 Tuition fees are set by the School Board and are variable at the discretion of the Board.
- 14 Fees are charged three times per annum – posted prior to the commencement of each of Terms 1 to 3, and are due and payable within the first 2 weeks of term commencement.
- 15 Fees in advance for all new enrolments should be paid within 3 weeks from date of offer.
- 16 A Service Charge will include costs for camps, school diary, swimming lessons, sporting costs, class resources and IT levies and subscriptions. Fee will also include the recommended contribution to the Building Fund. Although voluntary, the School Board expects the support of parents for the Library and Building Fund.
- 17 Parents are urged to contact the Head of College if it is anticipated that temporary financial difficulty might be experienced.
- 18 To complete enrolment in the school, parents are to pay the Enrolment Fee as listed in the Schedule of Fees and Charges or as indicated in the Letter of Offer.

- 19 A full term's notice is required in writing to the Head of College if a student is to be withdrawn from the College. If such notice is not given then one term's tuition fees will be charged.
- 20 A final statement of fees, following a student's withdrawal, will be sent to those responsible for payment.
- 21 For each full fees paid, a 10% sibling discount is allowed on tuition fees for the 2nd child, 20% for the 3rd child and 30% for the 4th child , after full fees are paid for the 1st child. Only one type of discount is available per child.
- 22 A bond of \$350 per child shall be paid before an offer made by the College. This shall be refunded in full at the completion of schooling provided all outstanding liabilities have been met by the parents and at least one term's notice is given.
- 23 Parents and Guardians must be prepared to abide by the Rules and Regulations that govern the College and be responsible for payment of fees and charges. Continued enrolment is at the sole discretion of the Head of College.
- 24 Failure to pay fees by due date may result in your account being forwarded to an external debt collection agency. Signatory will be liable for all overdue fees and any additional expenses incurred by the debt collection commission, contingent expenses and legal costs incurred by the external debt collection agency for enforcement of obligations and recovery of outstanding fees.

### ***Health and Safety***

- 25 Parents acknowledge that they have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, parents agree to notify the School immediately. Parents also agree to complete the student's medical form accurately and provide annual updates.
- 26 Parents acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. Parents also acknowledge that to this end the principal or his/her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Head of college may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.

27 If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if parents are not readily available to authorise such treatment, Parents authorise the school or a responsible member of the School staff, to give the necessary authority for such treatment.

**Personal Belongings**

28 Parents/Guardians acknowledge and agree that the student is solely responsible for loss or damage to personal property brought to the school.

29 The college at its discretion may seek to recover from you any damage to the college’s property caused or contributed to by the student. If the damage is covered by insurance we agree to pay the excess.

**General**

30 The Head of College has the final authority to approve a course of instruction consistent with the objectives of the school: to determine all matters relating to order and discipline, and may be called upon to arbitrate on matters pertaining to a student’s eligibility to enrol.

31 Parents agree to provide the following when filling out the Application for Enrolment Form:

- A copy or extract of the student’s birth certificate (if not Australian, proof of Residential Status must be provided).
- If the student is born on or after the 1st August 1986, a copy of one parent’s “proof of residential status” (e.g. birth certificate, Certificate of Australian Citizenship, current passport) is required.
- A copy of the immunization register/certificate.

I/We have read, understood and accept the Conditions of Enrolment

Signed. ....Date. .... / ..... / .....

Signed. ....Date. .... / ..... / ...

Father/Guardian

Mother/Guardian

# 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

**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.