

# APPLICATION TO REGISTER

Application Fee \$270

Payment details page 5

Use this form to register your child on the waiting list at Northern Beaches Christian School.  
Please use BLOCK LETTERS.

## Student Details

Surname: \_\_\_\_\_ Gender:  Male  Female

First name: \_\_\_\_\_ Second names: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ *\*MANDATORY REQUIREMENT: Please attach birth certificate and evidence of Australian Citizenship or Residency (Passport and/or current Visa).\**

What is the desired entry grade for your child? \_\_\_\_\_ Desired calendar year of entry: \_\_\_\_\_

Would you like to carry this application over to subsequent years if places are not available?  Yes  No

Home address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different to above): \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Is the student of Aboriginal or Torres Strait Islander Origin?  No  Aboriginal  Torres Strait Islander

## Education

Current school: \_\_\_\_\_ Current grade: \_\_\_\_\_

Years attending: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Previous school: \_\_\_\_\_

Years attending: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Has your child ever been asked to leave a school or refused enrolment?  Yes  No

↳ If yes, please state the reason: \_\_\_\_\_

Is the student currently receiving additional educational support?  Yes  No

Is the student currently receiving additional extension work?  Yes  No

May the student require educational support or extension work in the future?  Yes, education support  Yes, extension work

## Family Details

### PARENT / GUARDIAN 1

Relationship to child: \_\_\_\_\_

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Second names: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Title: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of employer: \_\_\_\_\_

### PARENT / GUARDIAN 2

Relationship to child: \_\_\_\_\_

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

Second names: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Title: \_\_\_\_\_

Mobilephone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Are the individual/s listed above, the natural or legal parents of the child?

↳ Parent/Guardian 1:       Yes       No

↳ Parent/Guardian 2:       Yes       No

If not natural/legal parents, please specify relationship to the child: \_\_\_\_\_

Do both natural/legal parents support this application?       Yes       No

If no, please give reasons why: \_\_\_\_\_

### CURRENT FAMILY STRUCTURE (PLEASE ANSWER THE FOLLOWING AS RELEVANT)

Are the natural/legal parents married to each other?       Yes       No

Are both natural/legal parents still alive?       Yes       No

If divorced, is the custodial parent remarried?       Yes       No       Not applicable

If divorced, is the non-custodial parent remarried?       Yes       No       Not applicable

Do both natural/legal parents have access to the child?       Yes       No

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

\_\_\_\_\_  
\_\_\_\_\_

## Family Details (continued)

If the addresses for Parent 1 and Parent 2 are the same, you may list the details only once.

### PARENT / GUARDIAN 1 HOME ADDRESS

*A post office box is not acceptable as a home address.*

Street address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

The student lives at this address:  All the time  Part time

Please list other location/s where the child resides: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PARENT / GUARDIAN 2 HOME ADDRESS

*A post office box is not acceptable as a home address.*

Street address: \_\_\_\_\_

\_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

The student lives at this address:  All the time  Part time

Please list other location/s where the child resides: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SIBLINGS

*Please list any siblings under the age of 18 years*

Name: \_\_\_\_\_

Gender:  Male  Female

Date of birth: \_\_\_/\_\_\_/\_\_\_\_\_

Current school: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Gender:  Male  Female

Date of birth: \_\_\_/\_\_\_/\_\_\_\_\_

Current school: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Gender:  Male  Female

Date of birth: \_\_\_/\_\_\_/\_\_\_\_\_

Current school: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_

Gender:  Male  Female

Date of birth: \_\_\_/\_\_\_/\_\_\_\_\_

Current school: \_\_\_\_\_ Grade: \_\_\_\_\_

## How did you hear about NBCS?

- Student's sibling currently enrolled at NBCS       Student's sibling currently on the waiting list
- Other relatives with past or present connections with the school (for example, a parent or grandparent is a past student):
- ↳ Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Leaving Year: \_\_\_\_\_
- ↳ Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Leaving Year: \_\_\_\_\_

If you did not have any prior connections, we are interested to know how you found out about NBCS. Please indicate all that apply:

- Print advertising       Social media       Personal contact       Internet search
- Other \_\_\_\_\_

## Church Affiliation

Church your family attends: \_\_\_\_\_

Denomination: \_\_\_\_\_ Minister/Pastor: \_\_\_\_\_

Family involvement in church: \_\_\_\_\_

\_\_\_\_\_

## Reference Contact (Principal, Year Coordinator, Teacher at current school)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

## General Consent

**THIS IS A DECLARATION BY PARENTS OR A GUARDIAN RESPONSIBLE FOR FEES**

- i. We apply to have the above-named student considered for admission to Northern Beaches Christian School.
- ii. We agree to provide, when requested, any information concerning the student's education or medical history.
- iii. We enclose with this Application, a Registration Fee of \$270 (which includes 10% GST), which we understand is non-refundable and does not guarantee the offer of a place. [PAYMENT DETAILS ARE ON PAGE 6]
- iv. We enclose birth certificate and evidence of Australian Citizenship or Residency (Passport and/or current Visa).
- v. We undertake to confirm to the rules, procedures and regulations made by the School, upon offer of a placement.
- vi. We understand that our residential address (not including names) will be forwarded to the Department of Education to be used for Australian statistical information for funding purposes.

Parent 1's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date/Month/Year)

Parent 2's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date/Month/Year)

# ENROLMENT POLICY

## Selection criteria and ethos

Our selection criteria is established to reflect the ethos of our School. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand and are supportive of the Christian aims and objectives of the School. We will assess all applications to enrol against these criteria.

## Entry Points

### POINTS AT WHICH WE TAKE IN NEW STUDENTS

Our normal entry points are Kindergarten, Year 3, 5 and 7. We will consider applications for entry to other years, but only if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry. We have limited places to offer. We will draw up a waiting list and will use this list to make later offers of enrolment if students to whom initial offers were made decide not to accept places offered, or if students already enrolled withdraw from the School.

## Deferring an offer

### YOU CANNOT DEFER AN OFFER

If we offer a student a place for a particular entry point, that offer only applies to that point of entry: it does not apply for a later entry point. For example, if we offer a child a place at the School starting in Year 7, but the parents then decide that they wish to defer the child's entry until Year 10, they cannot defer the original offer to take it up at the later entry point. In these circumstances, we will place the child on the normal application waiting list and will reconsider their application at the next entry point.

## Fees during the enrolment process

We will charge:

- An Application Fee of \$270 (including GST) to be paid by the parents and forwarded with the Application to Register form. The Application Fee is non-refundable and does not guarantee a place at the school.
- An Enrolment Fee of \$200 and Bond of \$1050, to be paid by the parents when they accept an offer of a place. The Enrolment Fee and Bond are non-refundable if the parents should subsequently decide not to proceed with the enrolment offer. All Offers are forfeited if funds are not paid by the advised date.
- Additional requirement for entrance into Year 7: Parents are required to pay the Enrolment Fee, Bond and First Term deposit in advance before the expiry date of the offer, as a confirmation of acceptance. This deposit is then credited to the Term 1 school fees invoice when the child commences school. All Offers are forfeited if funds are not paid by the advised date. If the child does not commence school, the Bond, Enrolment Fee and Term 1 fees are non-refundable.

## How to pay

- Cash
- Cheque
  - ↳ Payable to Northern Beaches Christian School)
- Credit Card
  - ↳ Visa or Mastercard only
- Electronic Transfer
  - ↳ Account number: **00783503**  
Account Name: Northern Beaches Christian School  
(with the child's surname as the narration).  
BSB: **062205** (Commonwealth Bank)

# ENROLMENT POLICY (continued)

## Privacy of information supplied

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

## Enrolment Contract

Parents may accept a place for their child by signing the Enrolment Confirmation and paying the Enrolment Fee and Bond (and Term 1 fees for Year 7). This will establish the parents agreement to support the school rules and policies, to pay the School Fees, to accept the Enrolment Terms and the consequences of suspension or termination.

## Parents' declaration

In completing the Student Enrolment Form we will ask the Parents to declare that to the best of their knowledge they have:

- disclosed any special needs of their child
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- completed fully the Student Information Form.

If a parent withholds information relevant to the registration and enrolment process, then we will reserve the right to refuse or terminate the enrolment process on these grounds.

## Obligation to attend all school activities

When a place at the school is accepted the student will be expected to attend all the activities of the school, including classes, sports training and matches on weekdays and weekends, extra-curricular activities and special school functions (such as concerts and inter-school sporting events.)

## School Fees

School Fees for the first term of enrolment must be paid before school starts and by the date specified on the invoice (with the exception of Year 7 which are paid the year before entry) or the offer is forfeited. Term 1 School Fees are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. The current School Fees will be set out in the Fee Schedule which will be included in the enrolment pack. All fees and charges are reviewed annually.

## When guardians or carers are enrolling children

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children, so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child's application.

## Our Enrolment Policy may change

The School reserves the right to alter its Enrolment Policy. Parents are encouraged to contact the School to find out if there have been any changes.

# ENROLMENT TIMELINE

## 1 Lodge Application

Parents may have their child placed on the list of prospective students by completing an Application to Register form and paying the Application Fee.

We develop a list of prospective students from completed Application to Register forms.

*The Application Fee is non-refundable and paying it does not guarantee a place.*

*As we receive each form we add the child's name and contact details to our list of prospective students for the relevant year.*

## 2 Confirmation of Registration

We will send a confirmation letter to confirm receipt of your application.

If parents wish to proceed with their application they will complete the Enrolment Interview Questionnaire Form (see Step 3) and return it by the specified date with copies of two recent school reports.

## 3 Interview

We will select students to interview and notify parents.

Attend interview with their child at the time arranged.

*Parents must bring copies of the two most recent school reports.*

*An interview does not guarantee an offer of a place.*

## 4 Offer of Place

Offer of a place which includes sending a Student Enrolment Information Form.

Parents must complete and submit Student Enrolment Information Form.

To accept the offer of a place, parents must sign the Enrolment Confirmation and pay the non-refundable Enrolment Fee and Student Bond.

Year 7 Term One fees Deposit, Enrolment Fee and Bond must be paid in advance before the expiry date of the offer to confirm acceptance.

*We will send offers of places by:*

*The number of places offered reflects the number of positions available. We will advise parents if we are offering a place, if we are placing their child on a waiting list, or if we are not able to consider their child for a place.*

*The Enrolment Fee and Bond payable for each student for whom a place is accepted.*

*Enrolments are not final until funds have been cleared for Fees, Bonds and School Uniforms.*

*The Application Fee is non-refundable.*

## How to lodge this Form

- NBCS School Office
  - ↳ 1 Echunga Road
  - Terrey Hills
- Post
  - ↳ PO Box 230
  - Terrey Hills NSW 2084

## Contact

- (02) 9450 1311
- [enrol@nbcs.nsw.edu.au](mailto:enrol@nbcs.nsw.edu.au)
- [www.nbcs.nsw.edu.au/enrolment](http://www.nbcs.nsw.edu.au/enrolment)
- ABN: 25 002 024 839