

Admission Procedures & Enrolment Form

Admission procedures

Thank you for considering becoming part of our Northpine Christian College community. Please complete a separate form for each student and one Fee Payment Agreement per family. To assist you with enrolling please follow these three simple steps:

Step 1 – Application

Please submit the following to College Administration:

- Application for Enrolment and Fee Payment Agreement forms
- Child's birth certificate or passport
- Child's two latest school reports
- Child's Year 3, 5, 7, 9 NAPLAN benchmark test results (where applicable)
- Child's printed immunisation report
- Child's medical action plan if applicable
- Child's visa and passport if applicable
- Court Orders if applicable
- Any medical specialist reports
- Non-refundable application processing fee of \$50.00 for one child or \$100 for a family of two or more children

Step 2 – Interview and Offer

Upon review of available placements at the College and after all required documentation has been submitted, you and your child will be invited to attend a formal interview with the principal.

On successful completion of interview a non-refundable enrolment deposit of \$200 for one child, \$300 for two children or \$400 for three or more children must be paid on the day of the interview to confirm the enrolment position/s. Once the student/s commences at Northpine the non-refundable deposit will be credited to your family fee account. Northpine will also issue a confirmation of enrolment in writing.

Step 3 – Payment of Fees

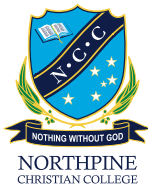
All fees are to be paid in full by the end of week six of each term unless a formal payment plan has been negotiated with the College. Please note, as per the College Handbook, **all new students are required to pay their first term's fees prior to commencing at the College.** A 4% prompt payment discount, tuition only, is allowed if the full term's fees have been received by the College before the commencement of each term. A 4.5% prompt payment discount is available if the full annual fees are paid prior to the commencement of Term 1.

All textbooks required by the student will be provided by the College and must be returned in good condition at the end of the school year. A textbook fee is payable for all students when enrolling in Years 7 – 12. All other classroom consumables are the responsibility of parents. A list is provided each year outlining students' needs for that year.

Privacy Notice

Northpine Christian College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide quality Christian education within the Biblical tradition. Some of the information we collect is also to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care and to comply with Government reporting requirements, Public Health and Child Protection laws. Information collected will be kept secure. For further details, please refer to Page 9, Privacy Statement.

Please Note: full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your student at the College. The obligation to supply information that may affect your student at the College is ongoing.



Application for Enrolment

Please complete Sections A – H and attach supporting documents as required.

The Northpine Christian College Fee Payment Agreement (one form per family) MUST also be completed and submitted with all new enrolment applications.

PART A: STUDENT DETAILS

Surname:					
Christian names:			Preferred name:		
Residential address:				Postcode:	
Postal address (if different from above):				Postcode:	
Gender:	Date of Birth / /		Proposed commencement date / /		
Current Year Level:	Proposed Year Level:		Learner's Unique Identification(LUI) Number: (Years 10 – 12)		
Students applying for Prep must turn 5 years of age by June 30					
Place of Birth (town or city)			Country of Birth		
Nationality			Religion		
Student resides with: mother father stepmother stepfather guardian			Transport: College bus public bus train private		
Student's place in family:	1	2	3	4	5 6
Name of any siblings currently attending Northpine Christian College :			First language:		
Name of any siblings currently attending other Seventh-day Adventist Schools:			School:		
Identifies as Australian South Sea Islander	Yes	No	Australian Citizen		Yes No
Identifies as Aboriginal	Yes	No	Australian Permanent Resident		Yes No
Identifies as Torres Strait Islander	Yes	No	Visa number:		
Passport number:			Visa expiry date:		
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PART B: EDUCATIONAL HISTORY

Previous School(s)	State	Year Level	Semesters Attended

Does your child have any of the following? **(If yes please provide all medical reports pertaining to any disability)**
 This information may assist us to understand if your child has academic/special needs.

	ADD/ADHD	Sensory Processing Disorder	Central Auditory Processing Disorder	Tourettes / Tic Disorder	Dyscalculia / Dysgraphia	Dyslexia	ASD	Anxiety Disorder	Depression
Yes									
No									

	Physical Difficulty	Intellectual Difficulty	Behavioural Difficulty	Non-Verbal Learning Disorder	Degenerative Condition
Yes					
No					

	Obsessive Compulsive Disorder	Oppositional Defiance Disorder	Visual Impairment	Hearing Impairment	Other (please specify)
Yes					
No					

Has your child ever been verified by ISQ or EQ? <u>(If yes please provide all relevant documentation)</u>					Yes	No
Has the student repeated a year?				If yes, indicate which year level	Year	
Has the student been prevented from attending school (suspended, excluded or expelled) as a consequence of serious behavioural issues?					Yes	No

Northpine Christian College reserves the right to deny admission or terminate an enrolment contract when full disclosure of a student's need has not been provided.

PART C: MEDICAL DETAILS

Medicare Number including Individual Reference Number (in brackets)	Private Health Fund
Family Doctor	Family Doctor contact phone

Does the student have a physical disability? (If yes, please attach documentation)	Yes	No
Swimming ability	excellent <input type="checkbox"/> satisfactory <input type="checkbox"/> poor <input type="checkbox"/>	

Medical Conditions	Yes	No		Yes	No
Heart problems			Travel sickness		
Respiratory problems			Phobia		
Operations			Migraines		
Recent illness			Blackouts		
Sleepwalking			Head injury		
Special diet			Allergies		
Eating disorder			Epilepsy		
Diabetes			Anaphylactic (action plan required)		
Cystic Fibrosis			Asthmatic (action plan required)		

Other

Details of medical conditions (including details of medication required to be brought to school)
Attach additional sheet if more space required.

Immunisation History	Yes	No	Date
Measles			
Mumps			
German Measles (Rubella)			
Tetanus			
Whooping Cough			
Diphtheria			
Poliomyelitis			
Hepatitis A			
Hepatitis B			
Meningococcal			
Chicken Pox			

Emergency Contacts (other than the parent/s or carer/s)

Name:	Name:
Address:	Address:
Contact phone:	Contact phone:
Relationship to student:	Relationship to student:

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PART D: PARENT/GUARDIAN DETAILS

D1. Parent/Guardian Details:

Parent/Guardian 1	Parent/Guardian 2
Title:	Title:
First name:	First name:
Surname:	Surname:
Residential Address:	Residential Address:
Postal Address:	Postal Address:
Home phone:	Home phone:
Mobile:	Mobile:
Email: newsletter and other communications are sent via email	Email: newsletter and other communications are sent via email
Occupation:	Occupation:
Employer:	Employer:
Work phone:	Work phone:
First language:	First language:
Religious Affiliation/Local Church Currently Attending:	Religious Affiliation/Local Church Currently Attending:

Parent/Guardian Education and Occupation Details

The collection of the information below is a requirement of the Federal Government for reporting student outcomes. For further details, please refer to page 9, Commonwealth Government Collection Information.

<p>Occupation - please tick one box:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Senior management in large business organisation, government administration/defence, degree or higher qualified professionals <input type="checkbox"/> Other business managers, arts/media/sports and associate professionals <input type="checkbox"/> Tradesperson, clerks, skilled office, sales, service <input type="checkbox"/> Machine operators, hospitality staff, assistants, labourers and related workers <input type="checkbox"/> Not in paid work in last 12 months <input type="checkbox"/> Unknown 	<p>Occupation - please tick one box:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Senior management in large business organisation, government administration/defence, degree or higher qualified professionals <input type="checkbox"/> Other business managers, arts/media/sports and associate professionals <input type="checkbox"/> Tradesperson, clerks, skilled office, sales, service <input type="checkbox"/> Machine operators, hospitality staff, assistants, labourers and related workers <input type="checkbox"/> Not in paid work in last 12 months <input type="checkbox"/> Unknown
<p>Level of School Education - please tick one box:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Unknown 	<p>Level of School Education - please tick one box:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Unknown
<p>Education Beyond School - please tick one box:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No beyond school qualification 	<p>Education Beyond School - please tick one box:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No beyond school qualification

D2. Are there any of the following legal, care and protection matters: (If yes, please provide documentation)	Yes	No
Formal legal arrangements in place where parents are separated		
Children and young people in the care of the State		

PART E: PARENT/GUARDIAN AUTHORISATIONS

	Yes	No
In the case of a medical emergency, if neither parent/carer can be contacted, do you grant permission for the school to seek emergency treatment for your child?		
From time to time the school may use respectful photos of your child(ren) in newsletters / school magazine. The school may also wish to use photos in promotional material. Do you grant permission for photos of your children to be used by the school for promotional purposes?		
As part of the regular program of the school, the students are required to leave the school grounds and travel (usually by bus) to such activities as sport, specific educational presentations, practice for school functions, etc. Parents will be informed if a separate cost for an excursion is required and an appropriate permission form will need to be signed. Do you agree?		

PART F: CODE OF CONDUCT

(The full Code of Conduct statement is available in the School Handbook and the Student Diary)

*To get the greatest benefit from my time at **Northpine Christian College**, I will:*

1. *Treat other pupils with consideration and kindness;*
2. *Obey and respect teachers so that they can teach us;*
3. *Behave in a way that makes it possible for all pupils to achieve the best they can;*
4. *Uphold the standards of the school in all I say and do;*
5. *Behave in a way that is careful of my safety and safety of others;*
6. *Be proud of my school uniform, wearing the appropriate items correctly and neatly;*
7. *At all times behave in a way that brings credit to my school.*

I understand and agree to abide by these standards.

Student's Signature: _____ Date _____
(where student is in Grade 3 or above)

Please Note: full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your student at the College. The obligation to supply information that may affect your student at the College is ongoing.

PART G: PARENT/GUARDIAN DECLARATION

I/We apply for admission of this student to **Northpine Christian College**;

I/We have read and understood the Student Code of Conduct and have discussed it with my child;

I/We do hereby agree to abide by the Code of Conduct;

I/We do hereby agree that **Northpine Christian College** can contact my child(ren)'s previous school(s) for information;

I/We have attached relevant documentation
(applications will not be processed where relevant documentation is not supplied).

Birth Certificate (ALL students)		Immunisation Record (ALL students)		Two most recent School Reports (Years 1 to 12)	
Medical Documents (as applicable)		Custody Documents (as applicable)		Educational Documents (as applicable)	
Passport		Visa			

SIGNATURE OF PARENTS/GUARDIANS

..... Date

..... Date

PART H: MARKETING INFORMATION

How did you discover **Northpine Christian College**? (number in priority if more than one)

Advertisement in print media		Electronic media (radio/television)	
News story in print media		Local Church	
Friend		Family member	
Internet search		School bus signage	
School Website		Local Christian Directory	
Referred by another school family (past or present)		Local Business Referrals	
Name of Referring Family :		Other (Description):	

PRIVACY STATEMENT

Schools operated by Seventh-day Adventist Schools (South Queensland) Limited collect personal information about pupils and their parents/guardians before and during the course of a pupil's enrolment in school. The purpose for collecting this information is to enable the school to provide schooling for your son/daughter. We comply with the Privacy Legislation relating to private sector organisations effective from 21 December 2001.

Please complete all the enrolment information as requested by the school. It is all important and useful information and enables the school to fulfil its duty of care. It is stored securely (both electronic and hard copy) and used for school administrative purposes only. If you do not complete any part of the information requested it might have some bearing on how the school is able to respond to it, and meet the individual needs of each student/family. In particular, it is a requirement that health information is accurate and up to date and so we may, from time to time, request medical reports about your child(ren). A photograph of each child may be attached to the student records.

Personal information obtained by the school is for use by the School in the first instance, but may be disclosed to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and others providing services to the schools, including visiting specialist teachers and volunteers. Information may also be used for the compilation or analysis of statistics relative to public health or public safety. If the school has reason to suspect that unlawful activity has been, is being or may be engaged in, information relevant to such activities may be shared with the appropriate authorities.

On occasions information such as academic and sporting achievements, pupil activities and other news is published in school Newsletters, magazines and on our website. We may include your contact details in a class list and School Directory. If you do not agree you must advise the school.

If you provide the school with information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the school and why, so they can access that information if they wish and inform the school not to disclose the information to third parties.

You may have access to your stored information for the purposes of checking its accuracy by contacting the school Secretary in the first instance. If there are items that you consider need updating or correcting, you have the right to request such changes be made. Access may be denied where it could have an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (South Queensland) Limited Privacy Policy is available from Northpine Christian College.

COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The collection and reporting of student background characteristics is compulsory for 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 publicly.

INTERVIEW NOTES

OFFICE USE ONLY

Date Application Received	Date of Interview	Outcome of Application
Date Outcome Letter posted	Registration Number	Date details entered into MAZE
Class Allocated	Date to Commence	Referred by
Student Key	Family Key	Home Key
Non-refundable Application Fee Paid Date: Amount:	Receipt Number	
Enrolment deposit paid and credited to fees account Date: Amount:	Receipt Number	College Council
Principal	Business Manager	Accounts Officer



NORTHPINE CHRISTIAN COLLEGE

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