

1. Student Information

Surname															
First Names															
Date of Birth	D	D	/	M	M	/	Y	Y	Y	Y	Gender (✓)	Male		Female	
Proposed year of entry							Year Level								

Residential status (✓)	Australian Citizen		Permanent Resident		New Zealand citizen	
	Temporary Visa Holder (Specify Visa Number and Class)					
Country of birth						
Is the student of Aboriginal or Torres Strait Islander origin? (✓)	No		Yes, Aboriginal		Yes, Torres Strait Islander	
	Yes, both Aboriginal and Torres Strait Islander					
Does the student speak a language other than English at home (✓)	No, English only					
	Yes (please specify)					

Current Child Care Centre		Years attended	
Current School		Years attended	
Schools previously attended		Years attended	
		Years attended	
		Years attended	
Reason for school transfer			
Have you advised your present school that you are leaving?	Yes		No
Do you have any outstanding fees owing?	Yes		No

SIBLINGS Currently attending Silkwood School, who have attended in the past, or who may attend in the future			

Would you like your child to be considered for the Arrowsmith Program?	Yes		No	
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2. Student profile

What are you specifically seeking for the success of your child's education at Silkwood School?

It is important for Silkwood School to be informed when a prospective pupil has any particular special requirements (such as medical, physical, learning or psychological needs that may impact upon learning). Please identify these requirements in the sections below and attach further documentation if required.

Through the enrolment process which will follow, Silkwood School will consider the educational needs of the applicant and the resources required to meet those learning needs.

Failure to provide full and frank disclosure may result in the School withdrawing any offer.

Has your child ever been assessed by a specialist? (✓)
Please specify specialist and reason for assessment (attach report)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Has your child ever been assessed for learning? Please specify (✓)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Has your child ever received learning support assistance or Early Intervention? Please specify (✓)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does your child have a disability (ASD,SLI,HI,VI,PI,SE) that is identified through the education adjustment program or has an Individual Education Program (IEP)? (✓)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify:			
What level of support has your child received? Level 2, 3 or 4?			

Has your child participated in a learning enrichment program, ie. a Gifted and Talented program? Please specify (✓)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Has your child ever been assessed for a learning enrichment program? Please specify (✓)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Has your child ever been accelerated (skipped a year)? (✓)
If so, which year level?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Has your child ever repeated a year? (✓)
If so, which year level and why?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<p>Does your child have any physical impairment that affects his/her involvement in physical activities? (please specify)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="text"/></p> <p><input type="text"/></p>
<p>Does your child have health/medical needs? Please specify (✓) Health care plans may be required.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="text"/></p> <p><input type="text"/></p>
<p>Does your child take medication on a regular basis that may affect our duty of care? * Please specify (✓)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="text"/></p> <p><input type="text"/></p>
<p>If you have specified that your child has additional needs, what is the impact on him/her as a learner?</p>		<p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>

* If the medication is to be administered at school, a medication management plan is required.

<p>Does your child have any social and/or emotional difficulties that may affect our duty of care and/or student and staff safety? If yes, briefly describe. (✓)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="text"/></p> <p><input type="text"/></p>
<p>Has your child ever required a behavioural support plan? (If yes, briefly describe and forward relevant documentation to the school) (✓)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="text"/></p> <p><input type="text"/></p>
<p>Has your child ever been suspended (internally or externally), excluded or expelled from school? (If yes, provide relevant reports and/or documentation) (✓)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>

Attach all supporting documentation. All documents/reports must be received by Silkwood School.

3. Parent/Guardian Details

Please provide details for both parents (or legal guardians). It is appreciated that applicants' family backgrounds differ widely. The following information is sought to avoid errors in mailing correspondence.

Parents/Guardians are required to notify the School in writing forthwith upon any change in family circumstances (including the information set forth in this Application for Enrolment). So that future correspondence is addressed correctly, we ask that you notify the school of any change of contact details; address, email or telephone number(s).

Mother/Guardian Surname			
First Names			
Relationship to child			Gender (✓) <input type="checkbox"/> Male <input type="checkbox"/> Female
Home address			
Suburb			
State	Postcode		
Mailing address (if different)			
Suburb			
State	Postcode		
Home telephone number			
Work telephone number			
Mobile telephone number			
Email			
Occupation			
Employer's name			
Does the applicant reside with you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Government requirement for assessment and reporting purposes

Parental occupation groups (see page 9) (✓)	1		2		3		4	
	8							

- If 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 in the last 12 months, tick the "8" box above.

Parental education (✓)	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"/>
Parental post school education (✓)	Bachelor degree or above	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
	Certificate I to IV (including trade)	<input type="checkbox"/>	No non school qualification	<input type="checkbox"/>
Languages spoken at home by parent/guardian (✓)	No, English only	<input type="checkbox"/>		
	Yes (please specify)			
Country of birth				

Father/Guardian Surname			
First Names			
Relationship to child		Gender (✓)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home address			
Suburb			
State	Postcode		
Mailing address (if different)			
Suburb			
State	Postcode		
Home telephone number			
Work telephone number			
Mobile telephone number			
Email			
Occupation			
Employer's name			
Does the applicant reside with you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Government requirement for assessment and reporting purposes

Parental occupation groups (see page 9) (✓)	1		2		3		4	
	8							

- If 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.
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Parental education (✓)	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"/>
Parental post school education (✓)	Bachelor degree or above	<input type="checkbox"/>	Advanced Diploma/Diploma	<input type="checkbox"/>
	Certificate I to IV (including trade)	<input type="checkbox"/>	No non school qualification	<input type="checkbox"/>
Languages spoken at home by parent/guardian (✓)	No, English only	<input type="checkbox"/>		
	Yes (please specify)			
Country of birth				

Please complete if natural parents are not living together (please attached copies of orders/plans, if relevant).

Is there a Family Court Order or Parenting Plan in place? (✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is there a Protection Order? (✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

4. Parent 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, and 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 four 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, and 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, saloon assistant, animal attendant).
- Labourer 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).

5. Privacy Statement

Standard collection notice - student enrolments

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, and volunteers, eg. parent helpers on camps.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
8. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
9. The school, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. On occasion information such as academic, sporting and music achievements, pupil activities and similar news is published in School newsletters and magazines, School Facebook pages, and on our website. Photographs of pupil activities such as festivals, sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines, School Facebook pages and on our website. If you do not agree to the publication of such details you must advise the School immediately and complete a Non-Publishing Agreement.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.
12. Any concerns you may have regarding privacy and the school can be address to the Business Manager, who may be contacted by phone 07 5655 0300 or email: businessmanager@silkwood.qld.edu.au.

6. Enrolment Policy - Terms and Conditions

A priority for enrolments is to ensure that Silkwood School creates a community that will both nurture and support the school ethos.

We seek enrolment of students from families who desire a developmental student-centred education for their children and who are able in their home life to support the ethos of the School. In this way we are looking to ensure that values and aims at home and at school are in harmony.

PRINCIPLES

- Enrolment numbers of Silkwood School are determined by the School Facilitator.
- The School Facilitator reserves the right to offer or decline an offer of place.
- The School Facilitator reserves the right to offer placement in a year level appropriate to the individual student.
- Applications found to contain misleading information may deny successful completion of enrolment or the continued enrolment at Silkwood.
- Full and frank disclosure is required throughout the admission and enrolment procedure.
- Parental expectations need to be within the school's human and physical resourcing capacities.
- Acceptance of the enrolment application and any subsequent interview is not a guarantee of a place being offered at Silkwood.
- Silkwood is committed to a philosophy of working to develop strong ties between parent and school so as to enhance and maintain the long-term enrolment of individual students.

PROCEDURE

- 6.1 Application for admission of a student can only be made on an official Enrolment Application form and accompanied by:
- a) non refundable application fee of \$100;
 - b) copy of the prospective student's birth certificate, extract of birth entry or passport;
 - c) photo of the student - passport or similar size;
 - d) copies of last two years school reports or a Childcare, Kindergarten or Pre-Prep Report (Transition Statement);
 - e) national testing reports, ie. NAPLAN for 3, 5, 7;
 - f) school reference form completed by current teacher (if applicable);
 - g) current relevant medical reports/information - eg. allergies, asthma or diabetes (this is required for the purpose of enabling Silkwood School to assess how to meet any medical or health needs of the student);
 - h) other relevant allied health professional reports which may refer to social/emotional, behavioural or additional learning needs that are pertinent to the student, eg. speech, language, occupational therapy, psychologist, vision or audiologist - in some cases an updated report may be requested by the school (this is required for the purpose of enabling Silkwood School to assess how to meet any health or other needs of the student); and
 - i) if any court or parenting order exists pertaining to the guardianship arrangements for the student; this must be provided.
- All of the above information/reports must be presented with the Enrolment Application form. The application will not be processed or assessed until all of the above information/reports have been provided (where applicable).
- 6.2 On receipt of a complete Application for Enrolment, the School will:
- a) Reply promptly with a letter acknowledging receipt of application.
 - b) Record the applicant on the school waiting list for the entry year and level indicated on the application form or the year level list that the School deems to be appropriate with regard to the child's age and/or educational level.
 - c) Process applications for future Prep intake two years prior to the intended year of entry and make offers of placement eighteen months prior to commencement.
 - d) If a vacancy arises throughout the year in any current year level, the Administrative Assistant will contact families on the waiting list to organise a formal interview with a Syndicate Leader and/or Class Teacher. Where possible, both parents are asked to accompany their child to this interview and the most recent school report must be provided.
 - e) If an offer of enrolment is made, parents and students are asked to complete all necessary documentation and amend any personal details which may have changed. Enrolments are finalised on receipt of payment of the Family Bond (\$800) or in the case of a sibling, an enrolment deposit on the first term's fees (\$400) by the specified date. If payment is not received by the due date, offer of enrolment will be withdrawn and the student will be removed from the waiting list.
 - f) If you decide not to proceed with enrolment and terminate the Enrolment Contract, you must provide us with at least three months (one terms) notice in writing. If you do not provide us with one term's notice,

the Family Bond and enrolment deposit fees will be forfeited. The School commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. We may have difficulty filling the student's position at short notice. Special consideration may be given in some circumstances but this must be applied for in writing to the School's Management Committee.

6.3 In determining an offer of enrolment, the following factors shall be considered:

- a) class size/places available in the relevant year and class composition;
- b) siblings (of current students) and children of former students;
- c) children of Silkwood employees;
- d) the ability of the school to meet the child's needs;
- e) capacity to resource identified additional learning and/or support needs - where a student has been identified as having additional needs, an initial enrolment interview with parents may be requested and an assessment of the students' needs may be undertaken by the school or an independent body;
- f) how well the student's developmental phases have and will continue to be supported at home, eg the student's use of and access to electronic devices and media, diet, quality imaginative play opportunities;
- g) any history of aggression or pattern of behaviours disrespecting others;
- h) date of receipt of enrolment application; and
- i) the student and family's preparedness and ability to embrace the school's ethos.

Enrolment guidelines exist to maximise the opportunities for enrolment of students from families in financial hardship, families with special needs students, and students from families of other countries, ethnic backgrounds or cultures; with reference to the stewardship of resources.

The well-being of the class as a whole is given consideration in the enrolment process. As the school is small and age-based, each enrolment is considered for suitability to a particular class and social group. The school will determine how well the student would integrate with the remainder of the class to achieve a positive and supportive social group.

The school will not discriminate against students according to disability, race, gender, or denomination.

6.4 Tours of the school and Parent Introductory Courses are conducted on advertised days as any early phase of the enrolment process.

6.5 Programs and subjects offered may vary from time to time.

6.6 Silkwood School - expectation of parents:

- a) Involvement and commitment in the school;
- b) Prompt payment of term fees by the specified date;
- c) Willingness to work through issues, when or if they arise, in an atmosphere of mutual respect;
- d) Willingness to obtain additional assessment/s if requested to assist in the student's future learning;
- e) Abide by the conditions as statement in the enrolment agreement and other school policies; and
- f) Agree to adhere to school's procedures, eg. students arriving at school on time.

6.7 Silkwood School - expectation of students to meet and respect:

- a) Attendance requirements (as governed by the Education General Provisions Act 1989 and other relevant Acts);
- b) Behavioural expectations;
- c) Educational expectations;
- d) Homework expectations (when applicable);
- e) Uniform policy; and
- f) Participation in all programs of the school - camps, excursions, festivals, sporting and co curricular activities as required.

Any matters relating to additional needs of the student will be raised in discussion. Further information is provided under 'Special Programs Students'.

In confirming an enrolment, parents accept or agree to adhere to all Silkwood School policies. A range of policies are available from the school office.

7. Authority and Consent

I/We the undersigned hereby apply to enrol our child as a student at Silkwood School.

I/We understand that the initial and continuing enrolment of my child at Silkwood School is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our child.

I/We enclose the sum of \$100 as a non-refundable application fee and understand that this does not guarantee an offer of enrolment.

I/We understand that all offers of placement are made at the discretion of the School Facilitator of Silkwood School.

I/We agree to keep the School informed if our family experiences any difficulties which could impact on our child's performance and attendance at school (such as changes to family living arrangements), and of any changes of address and other contact details.

I/We agree to be jointly and severally liable for the payment of all accounts rendered by the School in respect of our child's tuition and other expenses and to comply with the School's terms of payment.

I/We agree that three months (one term) notice must be given in writing to terminate an Enrolment Contract or the Enrolment Bond will be forfeited (see the Enrolment Policy on page 8).

I/We undertake to support the ethos of the school and its rules, regulations and work programs, including any changes that may be introduced in the future.

I/We accept that the School Facilitator reserves the right to cancel my/our child's enrolment at the school in the following circumstances:

- for breach of the rules and regulations;
- for non payment or late payment of school fees;
- if I/we have provided any false or misleading information to school;
- if I/we have failed to disclose relevant information that was requested by Silkwood School;
- if my/our child/ren's circumstances change and those circumstances affect the ability for Silkwood School to provide the necessary resources to accommodate my/our child/ren's needs.

I/We have read and understand the School's Privacy Statement.

I/We have read and understand the terms and conditions of the School Enrolment Policy and agree to be bound by these terms and conditions (including any changes that may be introduced in the future).

I/We give permission for Silkwood School to: (please tick)

- Contact my/our child's previous/current school/Early Education Centre or nominated allied health professional, to seek further documentation.

I/We have read and understand the Privacy Statement.

I/We have read, understand agree to the Terms and Conditions of the Enrolment Policy.

Student Name			
Signature of Parent/Guardian		Full Name	
Signature of Parent/Guardian		Full Name	
Date			

8. Payment

Payment of the \$100 Enrolment Registration Fee must be with made with this Enrolment Application.

This fee is non-refundable.

Please tick payment option: VISA MASTERCARD CASH CHEQUE *Made payable to Silkwood School*

Card Number

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Expiry Date

M	M	/	Y	Y
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Name on Card

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Signature

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

How did you first hear about Silkwood School?

Google / Internet Search

School Bus Advertising

Haven Magazine (formerly Coast Kids)

Parent/Student/Staff of Silkwood

Facebook / Twitter

Arrowsmith Program

Private Schools Guide

Local Newspaper

Kids on the Coast Magazine

Professional Recommendation

Radio Advertising

9. Checklist for Enrolment Application

Birth Certificate

Two most recent School Reports (if applicable)

Previous School Reference (if applicable)

Reports relating to student's medical, physical, learning or psychological assessments (if applicable)

Copy of Visa or Passport (which shows current Visa arrangement, if applicant not born in Australia)

\$100 Application Fee (non-refundable)

Recent Photograph of Applicant

Family Court Orders or Protection Orders (if applicable)

For further information regarding the Enrolment process at Silkwood School please contact the school office.

Telephone 07 5655 0300

Email reception@silkwood.qld.edu.au

Your Privacy

The information supplied in this form is collected to enable Silkwood School to provide education for your child and to satisfy the School's legal obligations especially with regard to its duty of care. The information is used for general educational purposes as intended under the contract for enrolment and for meeting other legislative requirements. The information will only be used for the purposes for which it has been provided.

Silkwood School undertakes to enable individuals to examine and authorise changes to their personal information held by the School, by contacting the School or in annual update forms. By submitting this information you have consented to its use under the information management processes and policies at Silkwood School and as outlined above.

OFFICE USE ONLY

- Birth Certificate
- \$100 Application Fee Paid
- Report(s)
- Photograph of Applicant
- Reference from previous school
- Student Assessment
- Family Court Orders or Protection Orders
- Copy of Passport (current Visa arrangement)

FAMILY ACCOUNT CODE: _____

STUDENT CODE: _____