



Shellharbour Anglican College Application for Enrolment 2021

APPLICATION FOR ENROLMENT - INSTRUCTIONS

Welcome to Shellharbour Anglican College! We are a leading Prep to Year 12 school, just south of Wollongong on NSW South Coast. We offer an authentic education and have a dynamic vision for the future as we continue to grow. Our aim is to build confident, resilient and compassionate young people who are empowered to explore opportunity, celebrate success and embrace life's challenges. Christian values live at the heart of the College, empowering students to live with purpose and make a difference in their community and beyond. Our families come from a diverse range of backgrounds, and as the Illawarra grows, we are excited to grow and change with our community. We know that finding the right school for your child is an important decision, we look forward to meeting with your family and would love you to partner with us to give your child the skills and dispositions that will help them thrive in life.

Please use the Application for Enrolment to register for a position at the College. Please note that your submission of this completed Application for Enrolment does not guarantee Acceptance by Shellharbour Anglican College. Acceptance to the College is subject to a satisfactory interview with at least one Parent/Carer/Guardian and the prospective student with the Head of Senior School or Head of Junior School or their delegate prior to the date of commencement and an appropriate student vacancy being available at the College.

INSTRUCTIONS

1. Complete all sections of the *Application for Enrolment*, by filling in the response boxes in BLOCK LETTERS or ticking options.
2. Write 'NA' if not applicable.
3. Attach document* copies where requested.
4. Ensure that Part F, H and I have been signed and dated where appropriate.
5. Complete the checklist in Part H to ensure Application for Enrolment is complete.
6. Retain a copy of this *Application for Enrolment* for your records.
7. Return* completed *Application for Enrolment* and supporting documentation with \$50 non-refundable Application fee to:

Community Engagement Officer
 Shellharbour Anglican College
 PO Box 4147
 Shellharbour PO NSW 2529
enrol@shellharbourac.nsw.edu.au

* Please note your application cannot be processed until all supporting documentation is received by the College.

SURVEY INFORMATION					
How did you hear about Shellharbour Anglican College?					
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Website	<input type="checkbox"/> Broadcast Media	<input type="checkbox"/> Social Media	<input type="checkbox"/> Print Media	<input type="checkbox"/> Church
<input type="checkbox"/> Family already here	<input type="checkbox"/> Friends/Neighbours	<input type="checkbox"/> Local Knowledge	<input type="checkbox"/> Google search	<input type="checkbox"/> Staff Member	<input type="checkbox"/> Other
What are your top three (3) reasons for applying for a place at Shellharbour Anglican College?					
<input type="checkbox"/> Academic Results	<input type="checkbox"/> School Uniform	<input type="checkbox"/> Affordability	<input type="checkbox"/> Location	<input type="checkbox"/> Pastoral Care	
<input type="checkbox"/> Christian Ethos	<input type="checkbox"/> Subject Choice	<input type="checkbox"/> Reputation of College	<input type="checkbox"/> Siblings Attend	<input type="checkbox"/> Am a Staff Member	
<input type="checkbox"/> Cocurricular opportunities	<input type="checkbox"/> Facilities	<input type="checkbox"/> P-12 Campus	<input type="checkbox"/> Quality of Teaching	<input type="checkbox"/> Other	
For office use only					
Application	Student #	Family Debtor #	Interview Date	Offer Date	Acceptance
Paid \$					Paid \$
Date					Date

PART A: STUDENT DETAILS (Please use a separate form for each student to be enrolled)

Proposed Year of Entry	20__		Proposed Starting Term eg Term 2	Term: _____	Grade on Entry eg: Year 7	_____
If Prep Entry (Please √ one)	<input type="checkbox"/> Prep 2 days (Mon-Tue)	<input type="checkbox"/> Prep 2 days (Thur-Fri)	<input type="checkbox"/> Prep 3 days (Mon-Wed)	<input type="checkbox"/> Prep 3 days (Wed-Fri)	<input type="checkbox"/> Prep 4 days (Mon-Thur)	<input type="checkbox"/> Prep 4 days (Tue-Fri)
	I will be enrolling for Kindergarten at Shellharbour Anglican College: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided					
First Name			Other Names			
Surname			Preferred Name			
Date of Birth (dd/mm/yr)	/	/	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Attach passport size photo of proposed student here
Home Phone Number						
Residential Address						
					Postcode	
Religious Denomination				Church Attended (if applicable)		
Current School				Current School Year		
Australian Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Country of Birth (if not born in Australia)			
Language spoken at home (If more than one language, √ the one that is spoken most often)						
	<i>Student</i>		<i>Mother/Carer 1/Guardian 1</i>		<i>Father/Carer 2/Guardian 2</i>	
No, English only	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Italian	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Cantonese	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Arabic	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Vietnamese	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Greek	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Mandarin	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Spanish	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Yes, Other (Please specify)						
Nationality of student, if not Australian (include copy of visa or proof of residence status)						
Is the student of Aboriginal and/or Torres Strait Islander origin? (Please √ one)						
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander						

PART B: ENROLMENT INFORMATION REGARDING STUDENT NEEDS (Medical, disability etc)

In order to assist with the enrolment process, and to identify any aspects of your child's growth and development that may have an impact on their education and/or participation in the programs and opportunities provided by the school, please complete the section below and if required attach copies of all relevant medical and specialist reports.

Area of Need	Yes	No	Details (please add further information if required)
Individual Needs: Does your child have a known disability? E.g.: Intellectual, physical, mental health, hearing, vision, other	<input type="checkbox"/>	<input type="checkbox"/>	
Support Services: Are there external support services involved with your child? E.g.: psychologist, physiotherapist, occupational therapist, speech pathology	<input type="checkbox"/>	<input type="checkbox"/>	
Curriculum Access: Does your child receive support for behaviour, learning or emotional issues in his/her previous setting	<input type="checkbox"/>	<input type="checkbox"/>	
Medical/Health Issues: Are there any health issues, E.g. epilepsy diabetes, asthma, allergies	<input type="checkbox"/>	<input type="checkbox"/>	
Mental Health: Are there any mental health issues?	<input type="checkbox"/>	<input type="checkbox"/>	
Mobility and Access: Are there any issues that need to be addressed by the school with regards to mobility and access?	<input type="checkbox"/>	<input type="checkbox"/>	

Area of Need (cont.)	Yes	No	Details (please add further information if required)
Communication: Does your child require any assistance to enhance communication, E.g. Hearing aids, acoustic considerations, glasses, vision aids, scribes, tutors?	<input type="checkbox"/>	<input type="checkbox"/>	
Independence: Can your child manage personal care needs independently? E.g. toileting, eating, dressing?	<input type="checkbox"/>	<input type="checkbox"/>	
Immunisation: Is your child's immunisation up to date? If No please provide a reason.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of any regular medication (attach further documentation if required)			

Where a student has a disability, it is important that parents/carers provide accurate and up to date information to the school and for the school and parents/carers to work collaboratively to ensure positive outcomes for the student. Failure to accurately complete all sections of the Application for Enrolment form and provide all relevant information may result in the College's inability to accommodate your child's needs and may affect your child's continued enrolment.

PART C: PARENTS/CARERS/GUARDIANS

(i) Parent/Carer/Guardian 1 & 2 will receive all correspondence, reports, SMS and emails from the College.

	Parent/Carer/Guardian 1 <i>The main contact for daily school matters</i>	Parent/Carer/Guardian 2
Title (eg Ms, Miss, Mrs, Mr etc)		
First Name		
Surname		
Relationship to Prospective Student (eg Father, mother, stepmother, etc)		
Home address (Street no. and Street name) (Suburb/Postcode)		
Student lives at this address (please tick)	<input type="checkbox"/> All the time <input type="checkbox"/> Part time <input type="checkbox"/> Not at all	<input type="checkbox"/> All the time <input type="checkbox"/> Part time <input type="checkbox"/> Not at all
Home Phone		
Mobile Phone		
Email Address		
Postal Address (if different from home address)		
Occupation		
Employer		
Work Phone		

(ii) Custody The following information is important to help avoid confusion or embarrassment

Please complete if relevant:	<input type="checkbox"/> Parents divorced	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Mother deceased	<input type="checkbox"/> Father deceased
Student normally resides with:	<input type="checkbox"/> Parent/Carer/Guardian 1	<input type="checkbox"/> Parent/Carer/Guardian 2	<input type="checkbox"/> Other Person (Please specify)	
Details of any other parent not residing with the child (name, address, other contact information)				
Rights of access (if applicable & attach court orders if relevant)				

(iii) Guardianship (if applicable)

Details of Legal Guardianship	
Reason for Guardianship	

(iv) Data Collection (information collected in section (iv) is required for State and Federal Government Data purposes)

Education:		Mother/Guardian	Father/Guardian
Question 1: What is the highest year of Primary or Secondary school the parents/guardians have completed?	Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

Qualifications:			
Question 2: What is the highest qualifications the parents/guardians have completed? Bachelor degree or above Advance diploma/Diploma	No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I to IV (Including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
	Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>

Occupation:		
Question 3: (Refer to Data Collection - Parent Occupation Groups sheet attached for list of groups)	What is the occupation group of the mother/guardian	Group:
	What is the occupation group of the father/guardian	Group:

PART D: EMERGENCY CONTACTS (other than parents/carers/guardians listed in Part C i)

In the event of an emergency and you are unable to reach us, you are to contact, and if necessary release my/our children to any of the following:

Name	Relationship to student	Mobile	Home phone
1			
2			

PART E: SIBLING DETAILS (please give details of siblings who are prospective students of the College where applicable)

First Name	Surname	Date of Birth	Relationship to Applicant	Year/Grade at Entry
				20_ _
				20_ _
				20_ _
				20_ _

PART F: FEES AND CHARGES

Invoices for fees and charges will normally be sent to **BOTH** Parents/Carers/Guardians jointly unless otherwise stated below. If another debtor is nominated, please have this party complete the details below and sign at Part F: Section 1.

1. Responsibility for payment of fees and charges

In the event of acceptance by Shellharbour Anglican College, I/we agree to be held jointly and severally responsible for payment to Shellharbour Anglican College of all fees and charges, as set by the College.

Signature (Parent/Carer/Guardian/Debtor 1)		Date:	
Signature (Parent/Carer/Guardian/Debtor 2)		Date:	
Signature Debtor listed in Part F 1) (where applicable)		Date:	

2. Debtor details if not Parent/Carer/Guardian

Name of Alternate Debtor (Person's name, or organisation name)			
Postal Address (for billing purposes)		Postcode	
Email Address (for billing purposes)		Mobile	
Relationship to Student		Relationship to Parent/Carer/Guardian 1	

PART G: APPLICATION FEE PAYMENT INFORMATION - \$50 per student (non-refundable)

Select payment method by ticking the appropriate box below:

Cheque	<input type="checkbox"/> Payment made to <i>Shellharbour Anglican College</i>		
Credit Card	<input type="checkbox"/> Please complete your credit card details below:		
	Name on Card		
	Card Type:	<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard
	Card Number	/ / / / / / / / / / / / / / / / / /	
	Expiry Date		CCV
	Cardholder Signature:		Payment Date:

PART H: PARENTS'/CARERS'/GUARDIANS' DECLARATION

- I/We apply to have the student named in Part A enrolled at Shellharbour Anglican College.
- I/We certify that all personal details supplied with this application are true and correct.
- I/We acknowledge and accept that, as set out in the *Prospectus* for the College, a copy of which I/we have received and read, Christianity will be taught as the spiritual and moral basis of life and students will be encouraged to come to personal faith in Jesus Christ.
- I/We enclose an application fee with this *Application for Enrolment* as listed in the current *Schedule of Fees and Charges* and I/we acknowledge and agree that this fee is not refundable.
- In the event of Acceptance by the College, I/we agree to be responsible for the payment of all fees and charges and to be bound by the Conditions of Enrolment as stated on page 7 of this *Application for Enrolment* and by the regulations that may be made from time to time for the conduct of the College, including the requirement for participation in all activities that are organised by the College as part of its regular academic and cocurricular program.
- I/We have read fully and accept the Conditions of Enrolment.

As part of the *Application for Enrolment*, I/we enclose:

- Application for Enrolment* form (check that all sections have been completed).
- Passport size photo of student.
- Copy of student's Birth Certificate
- Certified copy of either the parents/guardians/carers Australian State or Territory drivers licence/passport or identity document.
- Evidence of Australian Citizenship (Required if applying from overseas or if both parents are born overseas)
- Evidence of Eligibility to be in Australia – VISA (required if student is not an Australian Citizen)
- Copy of student's current Australian Immunisation Register (AIR) history statement.
- Copies of last 2 school reports (if existing)
- Copy of most recent NAPLAN Report (if existing)
- Copy of current court orders and parenting plans (if existing)
- Copy of all documentation relating to student skills and learning needs eg:
- Psychological Assessment
 - Medical Report
 - Occupational Therapist Report
 - Speech Therapist Report
 - Other
- Application fee \$50 (non-refundable) payable by cheque or credit card.

Signature: <i>(Parent/Carer/Guardian 1)</i>		Date	
Signature: <i>(Parent/Carer/Guardian 2)</i>		Date	

PART I: PERMISSIONS

Publishing Images	<p>I give permission for the College to publish, exhibit, post or copy any image (whether still or moving), photograph, video or film of:</p> <ul style="list-style-type: none">• My child;• My child's performance;• My child's work <p>for student educational purposes and for the promotional or marketing use of the College.</p> <p>I acknowledge that all children enrolled at the College will appear in the College annual Magazine (as part of the class photo). However, should my child be listed on the Do Not Publish List, only their image and their first name will be recorded within that publication.</p> <p>The College undertakes that it will not use the material referred to above other than for the purposes specified and for the education of students.</p> <p>If you wish to withdraw your consent at any time, please contact the College via enrol@shellharbourac.nsw.edu.au</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature: <i>(Parent/Carer/Guardian 1)</i>		Date	
Signature: <i>(Parent/Carer/Guardian 2)</i>		Date	

CONDITIONS OF ENROLMENT - ANGLICAN SCHOOLS CORPORATION (updated June 2020)

In accepting and signing an Acceptance of Offer of Enrolment and these Conditions of Enrolment, those documents set out the terms of the enrolment contract between the Parents and Anglican Schools Corporation.

Interpretation

"Corporation" means the legal entity, Anglican Schools Corporation, ABN 63 544 529 806. "Parents" means the Student's parent/s, carer/s or legal guardian/s, who are responsible for the Student's education.

"Student" means the person who is enrolled as a student at the School.

"Principal" means the principal or acting principal of the School, by whatever title he or she is known, and/or his or her nominee.

"School" means the school or college conducted by the Corporation at which the Student is enrolled and is an operational part of the legal entity, Anglican Schools Corporation.

"Group Office" means the shared administrative and advisory office of the Corporation.

Fees and Charges

1. The Parents are to pay to the Corporation in respect of the School, all fees and charges for school fees, extra subjects, activities including camps and excursions, and the supply of other goods and services to the Student, as determined by the School or the Corporation, or incurred on behalf of the Student from time to time (Fees and Charges).
2. The Parents are to pay all Fees and Charges in advance. Payment may be made using a Corporation-approved payment method and paid either at the end of the first week of each term (where no direct debit arrangement is in place), or via a Corporation-approved direct debit arrangement, other than Fees and Charges on amended invoices raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an invoice for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which reflects (among other things) the administrative and financial cost of collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (for example, excursions, local, interstate or overseas trips).
4. If an invoice for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry of the Student to the School and/or the Principal may terminate the Student's enrolment. The Fees and Charges remain payable to the Corporation in respect of the School. The School may also cancel the future enrolment of a student from the same family where Fees and Charges remain outstanding.
5. The School and/or the Corporation may take all actions it considers appropriate to collect overdue Fees and Charges and all other amounts owed to the School and/or the Corporation. The Parents agree to reimburse the School and the Corporation for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents fees) in connection with any failure to pay the overdue Fees and Charges and all other amounts owed to the School and the Corporation.
6. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. The notice must be given no later than the day before the first day of student attendance of the last term of enrolment. If the Parents do not give one full term's notice of termination of the Student's enrolment, they are to immediately pay to the Corporation in respect of the School, one full term's Fees and Charges.
7. No remission or refund of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, expulsion, or any other reason.
8. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment. This incidental expenditure will be included in the Fees and Charges invoiced to Parents.
9. The Parents are to pay all medical and ambulance expenses incurred by the School and/or the Corporation on behalf of the Student (which the School and/or the Corporation are not able to otherwise recover).
10. The School reviews the Fees and Charges at least annually and these Fees and Charges are generally increased on an annual basis. In general, prior to the end of each year, Parents are advised of the Fees and Charges for the following year, and the timing requirements of the payment options.
11. Requirements of Students
12. Students are to:
13. demonstrate high standards of behaviour;
14. abide by the School rules and code of conduct as they apply from time to time;
15. act courteously and considerately to each other and to staff, visitors and other members of the School community at all times;
16. support the goals and values of the School;

17. meet the minimum standards of effort, attitude and behaviour required by the School;
 - a. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or other electronic media whether during or outside of School hours;
 - b. attend and, as required, participate in:
 - c. chapel services and assemblies;
 - d. the School sports program;
 - e. important School events such as Speech Presentation Day/Night or other events determined by the Principal;
 - f. Christian living/Biblical studies classes;
 - g. activities including camps and excursions that are an integral part of the School curriculum;
 - h. wear the School uniform as prescribed at School and when travelling to and from School, and on all School occasions unless otherwise authorised, and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community; and
 - i. attend the School during school hours, except in the case of sickness or where leave not to attend has been approved.
 - j. Requirements of Parents
 - k. The Parents are to:
 - l. accept and abide by the requirements and directions of the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
 - m. be aware of, acknowledge and support the Corporation's Vision, Mission, Strategic Objectives and Philosophy of Education published on the Corporation's website, www.tasc.nsw.edu.au;
 - n. support the goals, values, and Christian foundation and activities of the School;
 - o. read the School newsletter and any other communications from the School;
 - p. advise the School in writing of any change of previously communicated information including home, mailing, email address, other contact details, and information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parents or has mail returned to it;
 - q. ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks, stationery and other equipment specified by the School;
 - r. accept and abide by the directions of the School and the directions of School staff in relation to picking up and dropping off the Student at or near the School's premises;
 - s. while on the School's premises or attending School activities elsewhere, comply with School procedures, the requests of School staff, any applicable code of conduct of the School or the sporting association of which the School is a member, and encourage others attending in relation to the Student to do the same;
 - t. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or electronic media;
 - u. comply with any School or Corporation community code of conduct, guidelines and policies;
 - v. communicate with students, parents, staff, visitors and other members of the School community in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and

(CONDITIONS OF ENROLMENT CONTINUED)

- w. use their reasonable endeavours to attend parent-teacher interviews, parent forums, and participate in courses offered by the School which are relevant to the Student's education.
- x. Progress
- y. The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If there are deficiencies in any of these areas, the School may require the Student to repeat the academic year, exclude the Student from certain activities, temporarily suspend the Student or exclude the Student from the School in accordance with clause 14 below.

Exclusion of Students

18. The Principal may in his or her absolute discretion, suspend or expel the Student for:
- a. failing to abide by the requirements set out in clauses 11 or 13, above;
 - b. breaches of rules or discipline; and/or
 - c. behaviour prejudicial to the welfare of the School, its staff or students.
19. The Principal may in his or her absolute discretion terminate the Student's enrolment if:
- a. any Parents have failed to comply with these Conditions of Enrolment;
 - b. any Parents have failed to abide by the requirements set out in clause 12; and/or
 - c. the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

20. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal or any other process required by the School. No arrangements or commitments should be made prior to the application being approved. In addition, Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrivals or early departures and should follow any other process relating to absences as required by the School.

Educational Offering

21. The Principal determines the educational and other programs and activities conducted at the School from time to time at his or her absolute discretion, and the method of delivery of those programs and activities. The School may change its programs and activities, and the content and delivery of these programs and activities without notice. This may include discontinuation of teaching subjects and other programs.
22. The Student will be required to participate in all compulsory programs and activities unless the Principal agrees otherwise, and the School will determine which programs and activities are compulsory.

Medical/Educational Needs

23. The Parents are to disclose fully any needs, or changes in needs, of the Student (including but not limited to any medical, physical, learning or psychological needs) at the time of applying for enrolment and by the stated date to the School. By accepting an Acceptance of Offer of Enrolment, the Parents warrant that they have provided all relevant information (including any report or diagnosis of doctors or other treating professionals) regarding the Student's needs to the School and the School's Offer of Enrolment is conditional upon the Parents having done so. Following enrolment, Parents must inform the School of any needs of the Student, not previously communicated, as soon as they become aware of those needs, and immediately of any changes in needs previously communicated.
24. The Parents are to accurately complete and return the Student's medical form/s or plan/s by the stated date as required by the School. Parents must immediately inform the School of any changes to the Student's health previously communicated on the medical forms/ or plan/s. Parents must also provide any medical information about the Student requested by the School, including medical reports.
25. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions,

surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.

Health and Safety

26. The Parents must notify the School immediately if the Student has a communicable infection or condition or a notifiable condition under public health regulations.
27. The Parents acknowledge that the Student may not be fully covered under any Corporation or School insurance policy for accidental injury during School-related activities.
28. The Principal or delegate may search the Student's bag, locker or other possessions where reasonable grounds exist to do so.
29. The Parents acknowledge that the Student's personal property is not insured by the Corporation, and the Corporation or School does not accept any responsibility for loss of or damage to the Student's personal property.
30. The Parents and Student are to observe School security procedures.
31. Privacy
32. The Parents acknowledge that they have read and understood the Corporation's Privacy Policy and Standard Collection Notice, which are displayed on the Corporation's website, www.tasc.nsw.edu.au, or as otherwise published.
33. Court Orders and Provision of Reports
34. In agreeing to these Conditions of Enrolment, the Parents warrant that any other Parents who have responsibility for the Student's education agrees to the enrolment.
35. The Parents are to provide to the School all current Family Court or other court orders relating to the Student (Court Orders) at the time for applying for enrolment. The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the Corporation's Privacy Policy.
36. The Parents must provide accurate information to the School about any arrangement between Parents in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
37. The School will provide academic reports in writing to the Parents. If the Parents are separated or divorced, reports will generally be sent to each of the Parents on request, to the address notified by each of the Parents unless there is a Court Order that reports are to be sent to only one of the Parents or the School considers that it is in the best interests of the Student.

General

38. The Parents must provide the School with a certified copy of either their Australian state or territory driver licence or passport or another identity document acceptable to the School (Identity Document) and certified copy of the Student's original Identity Document, prior to the commencement of the Student's enrolment at the School. If a Parent's or Student's legal name changes at any time during the Student's enrolment, the Parents must immediately provide the School with a new certified copy of the Identity Document showing the new name.
39. The Student must at all times (including on application to the School) be an Australian citizen or a permanent resident of Australia, or one of the Parents must be an Australian citizen, permanent resident or otherwise hold an eligible and valid visa. In the case of an overseas Student, the Student must, at all times, hold an eligible and valid visa to study in Australia for the duration of the Student's intended study period at the School. The School may require appropriate documentation to satisfy itself that these requirements are met.
40. The Corporation may change these Conditions of Enrolment, provided the Corporation gives the Parents at least one term's notice in writing.
41. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.
42. Unless amended, these Conditions of Enrolment continue to apply to the Student and their Parents for the duration of the Student's enrolment at the School.
43. These Conditions of Enrolment continue to apply to the Student and their Parents until the obligations of the Student and their Parents have been met.

PRIVACY OF INFORMATION

The information requested in this form is required for the purpose of enrolment of a student by the College. The Anglican Schools Corporation of which Shellharbour Anglican College is a part, has a policy that is bound by the National Privacy Principles (NPPs) contained in the Privacy Act 1988. The Principles are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is managed. Personal information is, generally, information or an opinion relating to an individual which can be used to identify that individual.

STANDARD COLLECTION NOTICE - ANGLICAN SCHOOLS CORPORATION (updated June 2020)

1. This collection notice explains how the Anglican Schools Corporation (**Corporation**) handles personal information. The School is part of the Corporation, it is not a separate legal entity. As such, when personal information is handled by the School, it is handled by the Corporation. References to 'the Corporation' below should be read as including the School.
2. The Corporation collects, uses, discloses, holds and stores personal information, including sensitive information about students, and parents, carers and/or legal guardians (**Parents**), before, during and after the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the Corporation to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities which will enable students to take part in all the activities of the School.
3. Some of the information the Corporation collects is to satisfy the Corporation's legal obligations, particularly to enable the Corporation to discharge its duty of care.
4. Laws governing or relating to the operation of the Corporation require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the Privacy Act 1988 and the Health Privacy Principles under the Health Records and Information Privacy Act 2002. The Corporation may request you to provide medical reports about students from time to time.
6. A student's enrolment may be delayed or prevented if the Corporation cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
7. The Corporation may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools, including another school to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection and students with additional needs;
 - providers of learning and assessment tools; • assessment and educational authorities, including the NSW Education Standards Authority (NESA), Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - agencies and organisations to whom the Corporation is required to disclose personal information for education, funding and research purposes;
 - people and organisations providing administrative, technology and financial services to the Corporation;
 - related entities of the Corporation and the Anglican Church Diocese of Sydney;
 - recipients of Corporation publications, such as newsletters and magazines, and the like;
 - students' Parents;
 - anyone you authorise the Corporation to disclose information to; and
 - anyone to whom the Corporation is required or authorised to disclose the information to by law, including child protection laws.
8. Personal information collected from students is regularly disclosed to their Parents.
9. If you make an enrolment application to another school within the Corporation, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of a student within the Corporation.
10. Personal information, including sensitive information, is also shared between schools within the Corporation, with the Corporation's Group Office (which provides administrative and advisory support), and other parts of the Corporation. This sharing will only occur for the primary purpose for which the information was collected by the Corporation (as set out in paragraph 2 above), for a related purpose (or a directly related purpose in respect of sensitive information) that you would reasonably expect, if you have consented or as otherwise required or permitted by law.
11. The Corporation uses information management and storage systems (Systems) either owned by the Corporation or provided by third-party service providers. Personal information is stored with and accessible by the Corporation and the third-party service providers for the purpose of providing services to the Corporation in connection with the Systems and for administering the education of students.
12. The Corporation may use online or 'cloud' service providers to store personal information and to provide services to the Corporation that involve the use of personal information, such as services relating to email, file storage, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored on the 'cloud' service provider's servers which may be situated outside Australia. Further information about the Corporation's use of online or 'cloud' service providers is contained in the Corporation's Privacy Policy.
13. The Corporation's Privacy Policy, accessible on the Corporation's website (www.tasc.nsw.edu.au), sets out how Parents or students may seek access to and correction of their personal information which the Corporation has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the duty of care to a student, where students have provided information in confidence or where the Corporation is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
14. The Corporation's Privacy Policy also sets out how Parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
15. The Corporation may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the Corporation's fundraising activities solely for that purpose. The Corporation will not disclose your personal information to third parties for their own marketing purposes without your consent. Standard Collection Notice 200623 Page 3
16. On occasions information such as academic and sporting achievements, student activities and similar news is displayed from time to time around the School, published in Corporation and School newsletters, magazines, other publications, intranet, website, social media platforms, shared with the Corporation community (including the School community), used for marketing and promotional material, may appear in third party newspapers and other marketing mediums e.g. television or otherwise placed in the Corporation's records. This may include photographs, videos, other images or other identifying material of student activities such as classroom activities, sporting events, concerts and plays, school camps and school excursions. The Corporation will obtain permissions from a student's Parents (and from a student if appropriate) if the Corporation would like to include such photographs, videos, other images or other identifying material in the Corporation's promotional material or otherwise make this material available to the public such as on the internet.
17. The Corporation may include students' and students' Parents' contact details in a class list and School directory.
18. If you provide the Corporation with the personal information of others, such as doctors or emergency contacts, the Corporation encourages you to inform them that you are disclosing that information to the Corporation and why.

DATA COLLECTION – PARENTAL OCCUPATION GROUPS

<p>Group 1:</p>	<p>Senior Management in Large Business Organisation, Government Administration and Defence and Qualified Professionals.</p> <ul style="list-style-type: none"> ▪ Senior Executive/Manager/Department Head: in industry, commerce, media or other large organisations. ▪ 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 and develop or operate complex systems; identify, treat and advise on problems and teach others – <ul style="list-style-type: none"> Health, Education, Law, Social Welfare, Engineering, Science, Computing professional. Business: Management Consultant, Business Analyst, Accountant, Auditor, Policy Analyst, Actuary. Air/Sea Transport: Aircraft/Ship Captain/Office/Pilot, Flight Officer, Flying Instructor, Air Traffic Controller.
<p>Group 2:</p>	<p>Other Business Managers, Arts/Media/Sports Persons and Associate Professionals</p> <ul style="list-style-type: none"> ▪ Owner/Manager: Farm, Construction, Import/Export, Wholesale, Manufacturing, Transport, Real Estate Business. ▪ Specialist Manager: Finance, Engineering, Production, Personnel, Industrial Relations, Sales & Marketing. ▪ Financial Services Manager: Bank Manager, Finance/Investment/Insurance Broker or Credit/Loans Officer. ▪ Retail Sales/Services Manager: Shop, Petrol Station, Restaurant, Club, Hotel/Motel, Cinema, Theatre or Agency. ▪ Arts/Media/Sports: Musician, Actor, Dancer, Painter, Potter, Sculptor, Journalist, Author, Media Presenter, Photographer, Designer, Illustrator, Proof Reader, Sportsman/women, Coach, Trainer or Sports Official. ▪ Associate Professionals: Generally have diploma/technical qualifications and support managers and professionals. <ul style="list-style-type: none"> Health, Education, Law, Social Welfare, Engineering, Science or 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
<p>Group 3:</p>	<p>Tradesmen/women, Clerks and Skilled Office, Sales & Service Staff.</p> <ul style="list-style-type: none"> ▪ Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. ALL tradesmen and 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 and Admissions Clerk. ▪ Skilled Office, Sales & Service Staff <ul style="list-style-type: none"> Office: Secretary, Personal Assistant, Desktop Publishing Operator, Switchboard Operator. Sales: Company Sales Representative, Auctioneer, Insurance Agent/Assessor/Loss Adjuster, Market Researcher. Service: Aged/Disabled/Refuge/Child Care Worker, Nanny, Meter Reader, Parking Inspector, Postal Worker, Courier, Travel Agent, Tour Guide, Flight Attendant, Fitness Instructor, Casino Dealer/Supervisor.
<p>Group 4:</p>	<p>Machine Operators, Hospitality Staff, Assistants, Labourers and Related Workers.</p> <ul style="list-style-type: none"> ▪ Drivers, Mobile Plant, Production/Processing Machinery and other Machinery Operators. ▪ Hospitality Staff: Hotel Service Supervisor, Receptionist, Waiter, Bar Attendant, Kitchen-hand, Porter, Housekeeper. ▪ Office Assistants, Sales Assistants and Other Assistants <ul style="list-style-type: none"> Office: Typist, Data Entry/Business Machine Operator, Receptionist, Office Assistant. Sales: Sales Assistant, Motor/Parts Sales, Cashier, Bus/Train Conductor, Ticket Seller, Station Attendant, Street vendor, Tele-marketer, Shelf Stacker. Assistants/Aide: Trades Assistant, School/Teachers' Aide, Dental Assistant, Veterinary Nurse, Nursing Assistant, Museum/Gallery Attendant, Usher, Home Helper, Salon Assistant, Animal Attendant. ▪ Labourers and Related Workers <ul style="list-style-type: none"> Defence Forces: Ranks below Senior NCO not included above Agriculture, Horticulture, Forestry, Fishing & Mining: Farmer, Shearer, Farm Hand, Horse Trainer, Gardener, Tree Surgeon, Logging Worker, Miner or Seafarer/Fishing Hand. Other: Labourer, Factory Hand, Storeman, Guard, Cleaner, Caretaker, Trolley Collector, Crossing Supervisor.
<p>Group 8:</p>	<p>If person has not been in PAID work in the last 12 months.</p>