



WORK – GROW - SUCCEED

Enrolment Application Form

Western Grammar School

15 Cannery Road, Plumpton NSW 2761

Western Grammar School

Application for enrolment

Office use:

WGS:

Year /class applied for: _____ Year of Entry: _____

Student Details

Please fill this form as clearly as you can

First Name

Middle Name

Last Name

Gender Male Female

Date of Birth: ___/___/_____

Sibling's attending WGS

Does this student have any brothers or sisters currently enrolled at WGS? Yes No

If **Yes**, please provide details. Sibling criteria will apply and the children of parent in full compliance to the school rules and school policies will be given priority.

First Name

Last Name

Gender

Year

Class

Date of birth

Indigenous Identifier

Is the student of Aboriginal or Torres Strait Islander Origin?

No Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

Languages other than English spoken at home

Does the Student speak a language other than English at Home? Yes No

If **YES**, please specify the language: _____

What is the country of birth of the student seeking enrolment? _____

Student medical details and health conditions

It is essential you inform the school before your child is enrolled if he or she has any medical conditions. This must include any known allergies. You should also contact the school as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child. This is important information for your child's safe participation at the school.

Doctor' Name:	Phone Number:
Student's Medicare Number:	Number on card: Expiry Date:
Ambulance Cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Private Health Care: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Health Fund:	

Please specify any allergies/medical alerts relating to the student applying for enrolment (e.g.: allergies to nuts, penicillin, bee stings etc.)

Allergies to: _____

Has a doctor diagnosed this allergy? Yes No

Anaphylaxis is a severe, potentially life-threatening, allergic reaction.

Has your child been hospitalised with a severe allergic reaction (anaphylaxis) or any other allergy? Yes No

If yes, which hospital? _____

Does your child have an ASCIA Action Plan for Anaphylaxis? Yes No

If yes, is this plan attached? Yes No

Has your child been prescribed an adrenaline auto injector (i.e. EpiPen®)? Yes No

What is the expiry date of the adrenaline auto injector that will be provided to the school? ____/____/____

Does your child have an ASCIA Action Plan for any Allergic Reactions? Yes No

If yes, is this plan attached? Yes No

It is important that any updated plan is provided to the school.

Please list any other medication prescribed for this allergy

If your child has been prescribed an adrenaline auto injector, you will need to provide the school with one (and renew prior to expiry date).

Each time your child is prescribed a new adrenaline auto injector the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that any updated plan is provided to the school.

MEDICAL CONDITIONS OTHER THAN ALLERGIES AND ANAPHYLAXIS (EG ASTHMA, SEVERE ASTHMA, DIABETES, EPILEPSY)

Medical condition: _____

Has your child been hospitalised with this condition? Yes No

If **yes**, which hospital? _____

Does your child have a documented action plan from a doctor (e.g. asthma action plan)? Yes No

If **yes**, is this plan attached? Yes No

Is your child taking prescribed medication for this condition? Yes No

If **yes**, what is the prescribed medication? _____

If you answer yes please provide full details of those needs and any assessment, intervention, or support that they may be currently receiving (supporting documentation must be provided)

Physical Yes No

Educational Yes No

Behavioural Yes No

Sensory (vision or hearing impairment) Yes No

Other Yes No

Disability

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 (forms) and provide all relevant information may result in the school's inability to accommodate your child's needs and may affect your child's continued enrolment.

Does your child have a known disability, e.g. intellectual, physical, mental health, hearing or vision?

Yes No Provide details and supporting documentation:

Are there external supports/services involved with your child, e.g. psychologist, physiotherapist, occupational therapist, speech pathologist?

Yes No Provide details and supporting documentation:

Did your child receive support for behaviour, learning or emotional issues in his/her previous setting?

Yes No Provide details and supporting documentation:

Does your child have any mental health issues?

Yes No Provide details and supporting documentation:

Are there any issues that need to be addressed by the school with regards to mobility and access?

Yes No Provide details and supporting documentation:

Does your child require any assistance to enhance communication, e.g. hearing aids, acoustic considerations, glasses, vision aids, scribes, tutors?

Yes No Provide details and supporting documentation:

Can your child manage personal care needs independently, e.g. toilet, dressing, eating?

Yes No Provide details and supporting documentation:

Parent/Carer Declaration:

I/We declare that the information provided above is true, accurate and complete.

I/We acknowledge that false, misleading or incomplete information provided above may entitle the School to cancel my child's enrolment.

Signature: _____ (Father / Carer) _____ (Mother / Carer)

Date: _____

Date: _____

Student's history relevant to risk assessment

The NSW Department of Education has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide schools with information that will help facilitate the smooth transition of the student into this specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history not listed in above) which might pose a risk of any type to this student, other students, or staff at this school? Yes No

If **yes**, please provide a brief description of the student's medical or other history, which might pose a risk of any type to him or her, other students, or staff at this school.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does the student have any history of violent behaviour? Yes No

If **yes**, please provide details:

Has the student ever been suspended or expelled from any previous school? Yes No

If **yes**, what was the reason: _____

Actual violence to any person? Yes No

Possession of a weapon or any item used to cause harm or injury? Yes No

Threats of violence or intimidation of staff, students, or others at the school? Yes No

Illegal drugs? Yes No

Are you aware of any other incidents of the kind listed above in which the student has been involved outside of the school setting? Yes No

If **yes**, please provide a brief outline of these incidents: _____

Transport

Western Grammar School has a student pick up and drop off service available to parents. This service is heavily subsidized by the school and is very cost effective. It is also one of the criteria of enrolment.

Would you use the school transport for pick up and drop off for your children?

Yes No If yes, please request transport form from the office.

Behaviour and Discipline

Western Grammar School maintains a strong commitment to upholding high standards of student behavior and personal responsibility. By enrolling, parents and students acknowledge the importance of discipline in fostering a respectful and focused learning environment.

Has your child ever been suspended in their previous school?

Yes No If yes, please provide the reason below:

Has your child ever been expelled from any previous school?

Yes No If yes, please provide the reason below:

Emergency Contact Details

Details	Emergency preference 1	Emergency Preference 2
Relationship to student		
First Name		
Middle Name		
Last Name		
Address		
Home Phone Number		
Mobile		
Work Phone Number		

Permissions

Medical Treatment	I authorize the school to seek necessary medical attention for my child and agree to pay all costs	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Excursions	I give permission for my child to attend school outings within the general locality	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photos and Videos	I give permission for photos and videos of my child to be used for school/Websites/Magazine/Newsletters and other publications	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enrolment Interview

You may be invited to discuss this application at an interview, at which time the school and families will have an opportunity to discuss specific behavioural, pastoral and/or welfare issues. Please assist the school manage your interview by informing the school's enrolment officer of any special interview requirements such as:

- Access Provisions Interpreter required (specify language)
 Other (specify) _____

Interviewer Notes:

Parent Occupation Group

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool. You will need to use this table to complete the 'Occupation Group' section. The four groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group (1, 2, 3, or 4) that you think best describes your occupation. If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

Group 1

- 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

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
- Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- Associate professionals generally have diploma/technical qualifications and support managers and professionals.
- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
- 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 generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- Skilled office, sales and service staff.
- Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4

- Drivers, mobile plant, production/processing machinery and other machinery operators.
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- Office assistants, sales assistants and other assistants.
- Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- Labourers and related workers
- Defence Forces ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Enrolment Declaration

Application for enrolment of your child at WGS means that you are choosing a private education (within the independent sector). It requires your commitment to support the Islamic ethos, values and aims of the School and a willingness to co-operate in the implementation of policies and procedures. Specifically, it means:

- That your child will learn Arabic, Islamic Studies and Quran and participate in daily prayers.
- Islamic values are emphasised
- Academic excellence and the acquisition of skills are promoted within an Islamic framework

Your child is expected to adhere to the school's standards for:

- behaviour, dress and self-discipline,
- application to course work and study,
- participation in school activities.

Your co-operation is essential to assist your child attain these goals. Parents are expected to participate in school events and or activities including: Parent/Teacher interviews and special assemblies.

Each person signing below agrees:

- I. I agree to adhere to the policies, procedures and any guidelines determined by the School.
- II. I agree to pay all school fees, building funds, levies and charges incurred while my child is enrolled. All school fees are to be paid at the beginning of each term.
- III. I understand that school fees, building funds & other levies are not refundable if student leaves the school during the academic year.
- IV. I acknowledge that false, misleading or incomplete information on this form may entitle the School to cancel my child's enrolment.
- V. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes)
 - Birth certificate
 - Citizenship documentation (where applicable)
 - Most recent previous school reports and any external test results (where applicable)
 - Relevant Family Court Orders (where applicable)
 - Relevant medical and or special needs information including clinical/educational assessments (where applicable)
 - Immunisation certificate
- VI. I/we understand that if this application is successful the information that I/we provide must be kept up to date throughout the period of enrolment.
- VII. I/we have included the application fee of \$50 with this application for enrolment and I/we understand that this money is non-refundable if the application is unsuccessful.
- VIII. I/we have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.
- IX. I/we have read and understood all the policies located under <http://www.wgs.nsw.edu.au/policies/> and shall adhere with the best of my ability.

Enrolment Overall Criteria & Terms & Conditions:

As per enrolment policy and procedures following criteria may apply for new admission.

- Priority will be given to the children of existing parents who are cooperative towards the efforts of school for academic and welfare of their children.
- Parents who are proactively participating in extracurricular activities including but not limited to the parenting programs, info session and parent teacher interviews (minimum annual attendance criteria for the parents will be applied).
- Parents who are none complaint with the payment of their existing children's school fee may not be offered enrolment at WGS.
- Sibling of the students who are not in compliance with the school rules and polices, including attendance, behaviour and uniform may not be offered enrolment at WGS.
- The enrolment offer to the new students is subject to the satisfactory interview

Signature _____ (Father / Carer) _____ (Mother / Carer)

Date _____

Date: _____