

Application For Enrolment

Launceston Church
Grammar School

Nurture, Challenge, Inspire



Student Details

Surname <input type="text"/>		Given Name(s) <input type="text"/>	
Preferred Name: <input type="text"/>	Date of Birth: Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Religion: <input type="text"/> (Optional)	
Proposed Date of Entry: <input type="text"/>	Entry Grade: <input type="text"/>		
Day Student <input type="checkbox"/>	Boarder <input type="checkbox"/>	Present Grade: <input type="text"/>	in 20 <input type="text"/>
Present School: <input type="text"/>			
Co-curricular interests: <input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Additional Information (Please provide additional information regarding the student to support this application - include details of the student's strengths and interests e.g. sport, music etc., and the level of achievement attained):

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Details of siblings: names, dates of birth, schools & current grades:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Is this student of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'yes' boxes.

Yes, Aboriginal Yes, Torres Strait Islander No

In which country was the student born?

Australia Other – please specify:

Does this student have Australian Citizenship? YES NO

Does this student have Permanent Resident status? YES NO

If NO to both questions, please provide a copy of their passport and relevant visa. (Overseas fees may apply)

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? YES NO
(If more than one language, indicate the one that is spoken most often).

If Yes, please specify who: Student Mother / Parent 1 / Guardian 1 Father / Parent 2 / Guardian 2

Language spoken:

Parent / Guardian Details

Surname:

Given Name(s):

Preferred Title: Mr / Mrs / Miss / Ms / Dr / Rev / Prof

Residential Address:
 P/code:

Postal Address:
 P/code:

Tel: Fax:

Mobile:

Email:

Occupation:

Employer:

Business Tel:

Marital Status:

Relationship to student:

Parent / Guardian Details

Surname:

Given Name(s):

Preferred Title: Mr / Mrs / Miss / Ms / Dr / Rev / Prof

Residential Address:
 P/code:

Postal Address:
 P/code:

Tel: Fax:

Mobile:

Email:

Occupation:

Employer:

Business Tel:

Marital Status:

Relationship to student:

Correspondence

Parent / Guardian with whom the student lives: Both Parents / Mother / Father / Other (please specify)

Correspondence will be sent to this Parent/Guardian.

Is additional correspondence from the School required? NO YES If YES, please complete details:

Name:

Address (if not already supplied) Suburb Postcode

Email: Relationship to student:

All Correspondence: YES NO

Reports Only: YES NO

Custody / Guardianship

Is there a Family Court Order or Parenting Plan relevant to the child? NO YES If yes, please provide a certified copy

Are any other conditions enforced by law? NO YES If yes, please provide a certified copy

Please list below any special family circumstances of which the School needs to be aware in order to provide maximum support to the student:

Fees

Person(s) responsible for payment of school fees: Name:

Address (if not already supplied)

Suburb

Postcode

Email:

Tel:

Relationship to Student:

Signed:

Date:

Launceston Church Grammar School Connections

Does your child have a sibling/s who is/are a current or past student at Launceston Grammar?

YES

NO

Name:

Current Grade/
Exit Year:

House:

Name:

Current Grade/
Exit Year:

House:

Is your child's father/grandfather or mother/grandmother an Old Launcestonian or Broadland House Old Girl?

YES

NO

Name:

Exit Year:

House:

Relationship to child:

Name:

Exit Year:

House:

Relationship to child:

Does your child have other relatives who are current or past students at Launceston Grammar?

YES

NO

Name

Current Grade/
Exit Year:

House:

Relationship to child:

Name

Current Grade/
Exit Year:

House:

Relationship to child:

Educational Support

Are you aware of any special needs that the student may have requiring educational support?

Please indicate by placing a tick in each appropriate box.

Gifted & talented – please specify in what areas:

English as an additional language Hearing impairment Speech and language delay Intellectual impairment*

Physical impairment* Autism Spectrum Disorder Visual impairment ADD/ADHD

Mental health* Special need requiring educational support* Dyslexia

*Details of special need:

Has your child ever undertaken specialist assessments with a professional eg. Speech Pathologist, Psychologist, Physiotherapist, Occupational Therapist, Audiologist etc?

NO

YES

If 'YES' please submit any reports or relevant documentation with this form.

Has the student received in the past, or is the student currently receiving any educational support?

YES

NO

(If 'YES' please provide details in an attachment).

Privacy Policy

- The School collects personal information, including specific information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide appropriate and effective schooling for your son/daughter.
- 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.
- Certain laws governing or relating to the operation of schools require that certain information is collected. This includes Public Health laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
- 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.
- The School may disclose personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
- Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities(including photographs and video footage) and other information is published in School newsletters, magazines, on our website, digital networking spaces and through the media.
- Parents may seek access to personal information collected about themselves and their son/daughter by contacting the School. Students may also seek access to personal information about them. All requests must be made in writing addressed to the Headmaster. There may however be occasions when access is denied. Such occasions could include where there is unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care, or where a student has provided information in confidence.
- The School from time to time engages 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 School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- We may include your contact details in a class list and School directory. If you do not agree to this you must advise the Headmaster in writing.
- If you provide the School with the personal information of others, such as doctor or emergency contact, we encourage you to inform them that you are disclosing that information to the School and why. They can access that information if they wish.

Consent

These consents are ongoing. If you wish to withdraw consent, please do so in writing to the Headmaster, Launceston Church Grammar School, PO Box136, Mowbray Heights 7248.

Consent to publications

Photographs of students and their work may be published to enable the student to share about the School community. Photographs and video footage on Websites and Digital Networking spaces may be available to the global community. Access to the School newsletter is password protected and hence this information is not available globally.

There are instances where photographs and video footage may be posted on the School Website and Digital Networking Sites. Students' safety is ensured by names not being linked to images or videos.

- | | |
|--|------------------------------|
| 1. I give consent for photographs that include the student to be published in school print publications, such as the News From Grammar and other Marketing collateral. | YES <input type="checkbox"/> |
| | NO <input type="checkbox"/> |
| 2. I give consent for photographs and video footage that include the student to be published in the school e-newsletter. | YES <input type="checkbox"/> |
| | NO <input type="checkbox"/> |
| 3. I give consent for photographs and video footage that include the student to be published on the School Website and Digital Networking Space. | YES <input type="checkbox"/> |
| | NO <input type="checkbox"/> |
| 4. I give consent for the student to be photographed, filmed or interviewed, and their names and surname to be published by newspaper, radio and television in stories about education and school activities. The media may also publish the name of the school the student attends. | YES <input type="checkbox"/> |
| | NO <input type="checkbox"/> |
| 5. I give consent for my name, home address, telephone & mobile number, and email address to be included on my child/childrens' Grade parent contact list. This list will be distributed to all families within each Grade. | YES <input type="checkbox"/> |
| | NO <input type="checkbox"/> |

Launceston Church Grammar School

Conditions of Enrolment

1. The enrolment fee accompanying this application is non-refundable.
2. Fees are payable on a monthly basis and shall be those fixed from time to time by the School Board. Some fees will be used for capital purposes. Failure to pay fees when due may result in a student's attendance being suspended or enrolment terminated.
3. (a) The School has the right to charge interest on a monthly basis, at published bank overdraft rates on overdue accounts.
(b) The applicant shall be responsible for payment of any legal and collection costs incurred by the School for, and incidental to, recovery of overdue fees.
4. The School expects parents to comply with its requirements for the funding of maintenance and the upgrading of infrastructure as may be necessary from time to time. Participation in the School's Capital Works Programme is a condition of enrolment. Parents may provide a Capital Loan to the School to meet this obligation, or they may choose to make a voluntary gift to the School's Building Fund. (Please refer to the Schedule of Fees for detail).
5. Ten school weeks' notice of intention to remove a student from the School or change status between day and boarding must be given in writing to the Headmaster. Where less than 10 weeks' notice has been given, parents will be liable for the payment of one additional term's tuition fees (being one quarter of the annual tuition fee). This does not apply to Early Learning students who are covered by point 6 below.
6. For Early Learning students, 4 school week's notice of intention to remove a student from the School must be given in writing to the Headmaster. Where less than 4 week's notice has been given, parents will be liable for the payment of 4 weeks fees.
7. (a) In the event of a student being absent without prior notice for illness, or any other reason whatever, the School should be notified immediately.
(b) Parents are expected to ensure attendance of students throughout the school year. Leave of Absence is granted only in exceptional circumstances on written application to the Heads of Campus (Junior or Senior Campus).
8. The Headmaster may, if he considers he has adequate cause for doing so, forthwith suspend or terminate a student's enrolment.
9. Should a student's enrolment in any term be suspended or terminated by the School the fees payable shall be calculated to the end of the term in which such suspension or termination occurs.
10. Students shall comply with all requirements the School may make in respect of dress, general appearance, behaviour and participation in the School's programme of sports and activities.
11. At all times during any excursion the staff in charge shall have the same powers of control and guardianship as the parent/guardian would have if present, including the power to consent to medical, surgical or hospital treatment and the parent/guardian will be responsible for any expenses so incurred for or on behalf of the student.
12. The School will not be responsible for the loss of or damage to clothes and effects of students no matter how caused. (It is suggested that parents ensure that their own insurance policy provides adequate cover.)
13. The parent will be responsible for all breakages and damage to School property caused by a student. (The cost of repairs or replacement will be added to the School account.)
14. These conditions are subject to alteration from time to time by the School. Any such alteration shall be notified in writing to parents. Continuing enrolment of a student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised conditions.
15. Where more than one person has applied for enrolment of a student the liability of each hereunder shall be joint and several.
16. You must advise the School immediately if there is any change to personal information that you have provided to the School in this application.

CONDITIONS OF ENROLMENT (TO BE SIGNED BY ALL PARTIES ACCEPTING RESPONSIBILITY FOR ENROLMENT) *Enrolment is conditional upon the Headmaster being satisfied with the suitability of the student for admission.*

In making application for my/our child to be considered to be admitted as a student at the Launceston Church Grammar School,

I/We

and

hereby accept the Conditions of Enrolment. I/We acknowledge that all parts of this Application for Enrolment and Schedule of Fees have been read and understood.

Dated this

day of

20

Signed

(Parent/Guardian)

Signed

(Parent/Guardian)

To the best of my/our knowledge the above information is complete and correct. I/We acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the School may refuse or terminate the enrolment of my/our child.

Application Fee Payment

A fee of \$100 (inclusive of GST) is required to be submitted with this Application of Enrolment. This fee is non refundable and does not ensure an offer of a place at Launceston Grammar.

Cheque (payable to Launceston Church Grammar School) **OR** Visa MasterCard

Total Amount: \$

Cardholder's Name:

Credit Card Number:

CCV (Credit Card Verification number - last three numbers on reverse of card):

Expiry Date: / Cardholder's Signature:

Documents to accompany this Application for Enrolment

- Copies of two most recent school reports (if school age).
- Copies of NAPLAN reports (if applicable).
- Copies of medical, psychological or other reports relevant to meeting child's needs.
- Copies of passport and residency/citizenship documents (if applicable).

Thank you for your application. Please return to:

The Registrar
Launceston Church Grammar School
PO Box 136
Mowbray Heights TAS 7248

T: 6336 6052
E: registrar@lcgs.tas.edu.au

FOR OFFICE USE ONLY

Application received Parent No. Student No.
Application acknowledged Year & Grade at entry 20 / Gr. Enrolment Fee

Launceston Church
Grammar School
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