

Student First Name: _____ Student Surname: _____

Entry year: Year ____ 20 _____

APPLICATION TO ENROL



trades
norwest
ANGLICAN SENIOR COLLEGE

Address: **1000 Old Windsor Road**
Glenwood NSW 2768

*Please note: the entrance to the College is only possible heading north-west towards Windsor on Old Windsor Road.
(The College is close to Celebration Drive and directly opposite Bella Vista Station site)*

Postal Address: P.O. Box 305
Stanhope Gardens NSW 2768
Telephone: (02) 8008 1300
Email: info@tradesnorwest.nsw.edu.au
Website: www.tradesnorwest.nsw.edu.au

Before submitting this application please:

- Check that all sections of this form have been completed.
- Ensure that Part D and Part F have been signed and dated where appropriate.

Please ensure that the following documents* are enclosed with this application:

- Copy of Birth Certificate
- Last 2 School Reports (if applicable)
- Copy of Year 9 NAPLAN Report
- USI Unique Student Identifier (see back page)
- Copy of White Card (if this qualification has been completed)

*Please note that the application cannot be processed until all of the above documents have been received by the College.
Upon receipt of the above documentation the Registrar will contact you to organise a meeting with the Principal or a representative of the Principal. Thank you.

When completed, please return this **Application to Enrol** form to Enrolments
Trades Norwest Anglican Senior College
PO Box 305 Stanhope Gardens NSW 2768

Please note that your submission of this completed *Application to Enrol* form does not constitute acceptance by Trades Norwest Anglican Senior College.

PRIVACY OF INFORMATION

1. *The Anglican Schools Corporation (both independently and through its Schools) 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. *Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.*
4. *Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.*
5. *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.*
6. *The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards [government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), and for the Nationally Consistent Collection of Data on School Students with Disability (NCCD), medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.*
7. *In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.*
8. *The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.*
9. *Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.*
10. *Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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.*
11. *As you may know 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.*
12. *On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website.*
13. *We may include your contact details in a class list and School directory.*
14. *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 the information to third parties.*
15. *The School may utilise service providers to provide certain services including data storage to the school and its staff and students. The School may provide your personal information to such service providers in connection with the provision of these services. The School's email service provider may store and process emails outside Australia. The School's service provider may also store data outside Australia.*

TechWest Sydney may disclose personal information (information or an opinion about students), such as name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including ethnicity or health information) to the Department of Industry, Skill and Regional Development which may disclose Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of training, the determination of eligibility to receive subsidised training for any Fee Exemptions or Concessions. Personal Information may also be disclosed to other third parties if required by law.

PART A: STUDENT DETAILS

Proposed Year/Term of entry	20____, Term 1 / 2 / 3 / 4	Year level/Form	Year _____
First Name		Other Name	
SURNAME		Preferred name	
Date of Birth		Gender	Male / Female
Residential Address			
	Suburb		Postcode
Home Phone		Student Mobile No.	
Student email address: (please write clearly)			
Present or Last School Attended:		Board of Studies No.	
Proposed Industry Area for apprenticeship (please tick box)	<input type="checkbox"/> Automotive <input type="checkbox"/> Electrotechnology	<input type="checkbox"/> Carpentry <input type="checkbox"/> Early Childhood	<input type="checkbox"/> Other : please specify
Religious Denomination		Church Attended	
Country of Birth		Nationality <i>If not Australian Citizen, attach copy of current Visa</i>	
Language spoken at home		Ability to speak English: <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> No at all	
Is the student of Aboriginal or Torres Strait Islander origin? (please ✓ one)	<input type="checkbox"/> Aboriginal but not Torres Strait <input type="checkbox"/> Torres Strait but not Aboriginal <input type="checkbox"/> Both Aboriginal and Torres Strait <input type="checkbox"/> Neither Aboriginal nor Torres Strait		

PART B: STUDENT MEDICAL AND EDUCATIONAL INFORMATION

Does the student suffer from any illness or medical condition which may have an impact on school life or learning? <i>(If Yes, please provide consultant's reports if available, preferably less than 12 months old.)</i>														
Does the student have any special educational needs requiring support? <i>(If Yes, please provide full details on a separate sheet, and including any reports, assessments if available.)</i>														
What are the student's interests, sports and hobbies?														
Has the student ever been suspended from, or asked to leave any school? <i>(Please note that all information is strictly confidential.)</i>														
Please provide any other details, particular interests, character traits, achievements or other issues you believe are relevant to the application.														
Please tell us why you would like your son/daughter to attend the school.														
How did you hear about Trades Norwest Anglican Senior College?														
<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Word of Mouth</td> <td style="border: none;"><input type="checkbox"/> Website</td> <td style="border: none;"><input type="checkbox"/> Letterbox drop</td> <td style="border: none;"><input type="checkbox"/> Radio</td> <td style="border: none;"><input type="checkbox"/> Newspaper</td> <td style="border: none;"><input type="checkbox"/> Church</td> <td style="border: none;"><input type="checkbox"/> Other (please specify)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Drive past</td> <td style="border: none;"><input type="checkbox"/> College vehicle</td> <td colspan="5" style="border: none;"></td> </tr> </table>	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Website	<input type="checkbox"/> Letterbox drop	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Church	<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Drive past	<input type="checkbox"/> College vehicle					
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Website	<input type="checkbox"/> Letterbox drop	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Church	<input type="checkbox"/> Other (please specify)								
<input type="checkbox"/> Drive past	<input type="checkbox"/> College vehicle													

PART C : PARENT/CARER/GUARDIAN/DEBTOR DETAILS

Parent/Carer/Guardian/Debtor 1 *(Primary contact for matters relating to the student and the College.)*

First Name		Other Name	
SURNAME		Title	
Relationship to prospective student		Relationship to Parent/Carer/Guardian/Debtor 2	
Residential Address	Suburb		Postcode
Postal Address <i>(If different to above)</i>	Suburb		Postcode
Home phone		Mobile phone	
Email address	<i>(home)</i>		
	<i>(work)</i>		
Occupation		Work phone	
Employer			

Parent/Carer/Guardian/Debtor 2

First Name		Other Name	
SURNAME		Title	
Relationship to prospective student		Relationship to Parent/Carer/Guardian/Debtor 1	
Residential Address	Suburb		Postcode
Postal Address <i>(If different to above)</i>	Suburb		Postcode
Home phone		Mobile phone	
Email address	<i>(home)</i>		
	<i>(work)</i>		
Occupation		Work phone	
Employer			

PART D: BILLING INFORMATION

Responsibility for Payment of Fees and Charges

Invoices for fees and charges will normally be sent to both parents, jointly.	<p>In the event of acceptance by the College, I/we agree to be held jointly and severally responsible for the payment of all fees and charges to the College, as set from time-to-time by the College.</p> <p>Signature of Parent/Carer/Guardian 1:</p> <p>Signature of Parent/Carer/Guardian 2:</p>
Billing Address <i>(If different to residential address)</i>	

PART E: RELATIONSHIPS

The following information is helpful to avoid confusion or embarrassment.

Please complete if relevant:	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Parents divorced	<input type="checkbox"/> Father deceased <input type="checkbox"/> Mother deceased
With whom does the student normally reside?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Shared/other arrangement
First contact	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian
Preferred communication via	<input type="checkbox"/> Phone (mobile) <input type="checkbox"/> Phone (home) <input type="checkbox"/> Email	<input type="checkbox"/> Phone (mobile) <input type="checkbox"/> Phone (home) <input type="checkbox"/> Email	<input type="checkbox"/> Phone (mobile) <input type="checkbox"/> Phone (home) <input type="checkbox"/> Email
Communication regarding day-to-day matters is with whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian
Copies of the School academic reports should be sent to whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian
Email and SMS communication should be sent to whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian

PART F: APPLICATION AND DECLARATION

- I/We apply to have the prospective student named in Part A admitted to Trades Norwest Anglican Senior College as stated in Part A.
- I/We certify that all personal details supplied with this application are true and correct.
- In the event of acceptance by Trades Norwest Anglican Senior College, I/we agree to be bound by the *Conditions of Enrolment* as stated on page 6 of this *Application to Enrol* and by the regulations that may be made from time-to-time for the conduct of Trades Norwest Anglican Senior College, including the requirement for participation in all activities that are organised by the College as part of its regular academic and co-curricular program.
- 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 presented as the spiritual and moral basis of life, and students will be encouraged to consider a personal faith in Jesus Christ.

Signature/s of Applicant/s (both Parents/Guardians are to sign unless there is only one Parent/Guardian):

Signature

Parent/Carer/Guardian/Debtor 1:

Date:

Signature

Parent/Carer/Guardian/Debtor 2:

Date:

CONDITIONS OF ENROLMENT

Anglican Schools Corporation from 1 January 2012 (published June 2011)

These Conditions form part of the enrolment contract between the Parents and Anglican Schools Corporation from 1 Jan 2012.

Interpretation

"Corporation" means Anglican Schools Corporation, ABN 63 544 529 806.

"Parents" means the Student's mother and father; or, where the Student has only one parent, that parent. "Parents" also includes the Student's guardian.

"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 she or he is known, and/or his or her nominee.

"School" means the school or college of the Corporation at which the Student is enrolled.

Fees and Charges

1. The Parents are to pay to the School all fees and charges for school fees, extra subjects, excursions, camps and the supply of other goods and services to the Student, as determined by 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, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts 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 account for Fees and Charges within 21 days of the due date they will be liable to pay an overdue charge which reflects the administrative and financial cost to the Corporation in 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. If an account 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 to the Student and/or terminate the Student's enrolment.

4. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the School one term's school fees, plus GST as applicable. The Parents agree that this amount is a genuine estimate by the School of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.

5. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, or expulsion.

6. 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.

7. The Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the Student which the School is not able to otherwise recover.

Students' Obligations

8. Students are to demonstrate high standards of behaviour and:

- (a) abide by the School rules as they apply from time to time;
- (b) act courteously and considerately to each other and to staff at all times;
- (c) support the goals and values of the School;
- (d) attend and, as required, participate in:
 - (i) chapel services and assemblies;
 - (ii) the School sports programme;
 - (iii) important School events such as Speech Day / Night or other events determined by the Principal;
 - (iv) camps and excursions that are an integral part of the School curriculum;
- (e) wear the School uniform as prescribed and follow conventional standards of appearance in accordance with the School's guidelines and the expectation of the School community; and
- (f) attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

Parents' Obligations

9. The Parents:

- (a) are to accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
- (b) acknowledge the Corporation's Philosophy of Education published on the Corporation's website www.sasc.nsw.edu.au;
- (c) are to support the goals, values and Christian foundation and activities of the School;
- (d) are to read the School newsletter;
- (e) are to advise the School in writing of any change of home, mailing, email address or contact details or other 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 Parent or has mail returned to it;
- (f) are to ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;
- (g) are to communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- (h) are to use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.

Exclusion of Students

10. The Principal may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or expel the Student for:

- (a) breaches of rules or discipline;
- (b) behaviour prejudicial to the welfare of the School, its staff or students; or
- (c) where parents have failed to comply with these Conditions of Enrolment.

11. The Principal also may terminate the Student's enrolment if 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

12. 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. Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrival at the beginning of the day.

Content of Courses attended

13. The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.

Special needs, Health and Safety

14. The Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. The Parents are to complete the Student's medical form accurately and provide annual updates.

15. The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all students.

16. 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.

17. The Student's personal property is not insured by the School, and the School does not accept any responsibility for loss of or damage to the Student's personal property.

18. Parents are to observe School security procedures for the protection of students.

19. In accepting these conditions the Parents:

- (a) acknowledge that the School may from time to time collect personal information about parents and students for the School's function or activities;
- (b) authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the Student's education, health, care, welfare and development; and
- (c) acknowledge that they have read the School's Privacy Policy and Standard Collection Notice, as displayed on the School's website, or as otherwise published.

20. The Parents give permission for photographs and videos of the Student to be placed in the School's records; displayed from time to time around the School; and published in School publications, on its website and in other marketing and promotional material, unless the Principal has been advised or is advised in writing that the Parents do not give this permission.

Court Orders and Provision of Reports

21. The Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.

22. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

General

23. The Corporation may change these Conditions of Enrolment with effect from the beginning of a calendar year, provided the Corporation gives the Parents at least two terms' notice.

24. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.

**Additional information required for Registration and Enrolment (All students)
Business Services / White Card / First Aid/ Carpentry / Electrotechnology**

Trade Course: _____ Year Commencing: _____

PERSONAL DETAILS

Surname: _____ First Name(s): _____

*** USI: is COMPULSORY to advise us now.** USI NO.: _____

Since 1 January 2015, the Australian Government Department of Industry requires all students undertaking national recognised training in an apprenticeship, skill set, certificate or diploma course, delivered by a Registered Training Organisation, to be issued with a Unique Student Identifier no.

If you do not have a USI, you can create one via the USI website (<https://www.usi.gov.au>) or we can secure one for you. To do so we require a copy of one of the following documents:

I have provided and attached a certified copy of the following form of identification to be used to create my USI. **(One Only)**

- | | |
|--|---|
| <input type="checkbox"/> Drivers Licence | <input type="checkbox"/> Visa (with Non-Australian Passport) |
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Birth Certificate (Australian) |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Certificate of Registration by Descent |
| <input type="checkbox"/> Citizenship Certificate | <input type="checkbox"/> Immicard |

DISABILITIES/IMPAIRMENT

Do you have any disability? Yes No

If Yes, please disclose the disability, impairment or long term medical condition:

- | | |
|--|---|
| <input type="checkbox"/> Physical | <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent... Specify..... |
| <input type="checkbox"/> Hearing/Vision | Specify..... |
| <input type="checkbox"/> Intellectual | Specify..... |
| <input type="checkbox"/> Medical Condition | Specify..... |
| <input type="checkbox"/> Mental Illness | Specify..... |
| <input type="checkbox"/> Acquired Brain Impairment | Specify..... |
| <input type="checkbox"/> Other | Specify..... |

EDUCATION

School Level Completed: Year 12 Year 11 Year 10 Year 9 or lower Year Completed:.....

COLLECTION OF INFORMATION AND CONSENT

The Australian Government regularly gathers non personal information from both public and private providers of Vocational Education and Training for the purpose of strategic planning. Your permission is sought for this information to be provided on request to the Australian Government for this purpose (see Page 2).

I hereby give permission for non-personal information contained on this registration form to be provided to Australian Federal and State Government Departments for the purpose of statistical analysis

Signature: _____ Date: ____/____/____

If under 18: Parent/Guardian Signature: _____ Date: ____/____/____

Parent/Guardian Name (please print) _____