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## ENROLMENT PROCESS AND APPLICATION

**Student's Full Name:** \_\_\_\_\_

**Desired Entry Level: Year \_\_\_\_\_ in 20\_\_\_\_**

This is an explanation of the process for enrolling a student at Faith Lutheran College, Redlands. If you have any questions about this process, please contact our Enrolment Registrar Mrs Susanne Manthey on (07) 3820 5515 or email: enrolments@flcr.qld.edu.au

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### **Step 1**

You complete the application for enrolment form and send it to us with :

- ***Copy of full birth certificate (compulsory at time of lodging this application);***
- ***Passport and Visa if new to Australia (only if current Residency Visa has been issued)***  
*(Faith Lutheran College, Redlands is not Federal Government accredited to take overseas students);*
- ***Copies of last two school reports;***
- ***Copies of Year 3, 5, 7 and 9 Queensland Numeracy and Literacy Testing Results as applicable to your child;***
- ***Copies of Family Court Orders, Parent Agreements and/or Restraining/Violence Orders if applicable;***
- ***Ascertainment documentation and current Individual Educational Plan (IEP) if your child has special needs for referral to Support Learning if applicable;***
- ***Documentation where indicated on this application if you have answered yes to certain questions; and***
- ***A non-refundable Application Fee of \$100 per student is payable with this application.***

The application fee pays for the administration of the enrolment process at the College. It will not be refunded.

Payment can be made by completing the credit card payment form in this application or cash or cheque payable to Faith Lutheran College, Redlands or payment by Eftpos at our Link Road Campus.

### **Step 2**

1. Upon receipt of your application, we will confirm the student's pending enrolment for the year you have nominated on the application form.
2. The enrolment will still depend on a final interview with you and the student as well as a review of current information about the student at the time of entry. It is also possible that all places for the year of entry will have been filled. Where this is the case, we will give you as much notice as possible.

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### **Step 3**

1. In the year prior to the year of entry, we will contact you either by phone or correspondence to arrange an interview. We will ask you to provide the student's academic history including details of any special education provided, English as a second language report and any other material relevant to the student's past and future academic performance. Upon arrival at the interview, you will be required to complete the Principal's interview form for your child.
2. A Letter of Offer may be handed to you at the completion of the interview, solely at the discretion of the Principal. All the documentation contained in the Enrolment Contract (listed below) is required to be completed and must be returned to the College by the due date stated along with the Enrolment Bond which is currently \$500 on a reduced sliding scale for siblings. **PLEASE NOTE:** The College reserves the right, should there be a wait list for the year level you wish your child to be placed and you fail to return the documentation and Bond by the due date, that your child's application may be placed on the wait list and the position offered to someone else. Documentation includes:
  - a. Enrolment Contract (copy will be returned to parents once signed by the Principal);
  - b. Student Medical and Excursion Form;
  - c. Network Agreement (Year 3 – 12);
  - d. Image Permission Form; and
  - e. Government Data Collection Form.
3. Letter of Confirmation of Acceptance will be forwarded on receipt of the abovementioned Enrolment Contract documentation and payment of the Enrolment Bond.

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### **Step 4**

If you would like to see the current form of the Enrolment Contract, please telephone our Enrolment Registrar or send us an email requesting a copy.



PO Box 5400, Victoria Point, Queensland 4165  
Junior School: 132 Link Road, Victoria Point P: (07) 3820 5200 F: (07) 3820 5225  
Middle/Senior School: 1-15 Beveridge Road, Thornlands P: (07) 3820 5500 F: (07) 3820 5511  
www.faithlutheran.qld.edu.au ABN: 12 305 614 245

**All applications are treated on the same basis with places first being offered to Lutherans, existing student's siblings, Faith Alumni and then in chronological order of receipt of application. In determining an offer of enrolment the capacity to resource identified additional learning support is also considered. Where a student has been identified as having additional needs, an initial enrolment interview with parents may be requested and an assessment of the student's needs may be undertaken by the College or an independent body. Failure to disclose accurate information may invalidate this application. Completion of this form does not guarantee a place at the College. A separate application must be completed for each student. At all times the Principal has discretion in applying the Enrolment Policy.**

## Privacy Policy

**Purpose:** Faith Lutheran College, Redlands is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the College and describes how the College uses and manages personal information provided to or collected by it. - **Scope:** The policy applies to College Council members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the College site; and describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed. **References:** Privacy Act 1988 (Cth) • Privacy Amendment (Enhancing Privacy Protection) Act 2012 • Child Protection Policy • Disabilities Policy

**Supersedes:** Previous—**Authorised by:** Principal—**Date of Authorisation:** 3 March 2014 **Review Date:** Bi-annually (annually), as appropriate, to take account of new laws and technology, changes to College's operations and practices and to make sure it remains appropriate to the changing environment.—**Next Review Date:** 3 March 2015 - **Policy Owner:** Principal with reference to College Council.

**Exception in relation to employee records:** Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

**Policy**—This Privacy Policy sets out how the College manages personal information provided to or collected by it. The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

### What kinds of personal information does the College collect and how does the College collect it?

The type of information the College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

**Personal Information you provide:** The College will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

**Personal Information provided by other people:** In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

**How will the College use the personal information you provide?** The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

**Pupils and Parents**—In relation to personal information of pupils and Parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the College throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the College;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a pupil or Parent, if the information requested is not provided, the College may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

**Job applicants, Staff Members and Contractors**—In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the College (Contractors only); and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

**Volunteers**—The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.

**Marketing and fundraising**—The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the College's Foundation or alumni organisation or, on occasions, external fundraising organisations. Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Who might the College disclose Personal Information to?** The College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- recipients of College publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required to disclose the information by law.

**Sending Information Overseas**—The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a school exchange. However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

**Sensitive Information**—In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**—The College's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

**Access and Correction of Personal Information**—Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation. To make a request to access or update any personal information the College holds about you or your child, please contact the College Principal in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

**Consent and Rights of Access to the Personal Information of Pupils**—The College respects every Parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The College will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the [College Principal]. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the pupil. The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

**Enquiries and complaints**—If you would like further information about the way the College manages the personal information it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles please contact the College Principal. The College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Adopted 2014.

<b>Family</b>	<b>Parent/Guardian Residing with Child</b>	<b>Parent/Guardian Residing with Child</b>	<b>Parent/Other Party Not Residing with Child</b>
<b>Title (eg Mr/Mrs/Ms)</b>			
<b>Surname</b>			
<b>Christian Name/s</b>			
<b>Relationship to Child</b>			
<b>Home Address</b>			
<b>Address for Correspondence</b>			
<b>Home Phone No.</b>			
<b>Mobile Phone No.</b>			
<b>Fax No.</b>			
<b>Daytime Contact No. (+ Extension)</b>			
<b>Email (necessary to receive College information)</b>			
<b>Religion</b>			
<b>Parish</b>			
<b>Occupation</b>			
<b>Employer's Name</b>			

<b>Are any of the following applicable:</b>  Family Court Orders, Parent Agreements and/or Restraining/Violence Orders applicable	<b>Yes / No</b>  If Yes, a copy of any relevant documentation must be attached to this application.
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**Previous / Other Association with Faith Lutheran College, Redlands**

	<b>Name</b>	<b>Year level</b>
<b>Do you have other children studying at Faith? Yes / No</b>		

	<b>Name</b>	<b>Desired year of entry at year level</b>
<b>Do you have other children enrolled to attend Faith Yes / No</b>		

<b>Are any of the family former students at Faith? Yes / No</b>	<b>Name</b>	<b>Relationship, Years of Attendance and House</b>
	<b>Name</b>	
<b>Do you know any students who are currently attending Faith or who will be entering at the same year level? Yes / No</b>		

## **STUDENT DETAILS**

Surname	
Christian Names	
Date of Birth	
Student's Residential Address	
Country of Birth	
If born outside of Australia - Type of Resident / Citizenship / Visa No. Please attach relevant forms	
Is this student of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin mark both 'yes' boxes.	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Language spoken at home if other than English	
Gender	Male / Female
Religion	
Church attended	
Name of Pastor	
Baptised	Yes / No
Confirmed	Yes / No

Does the student have a mobile phone	Yes / No
Will they bring it to school?	Yes / No  If yes, the mobile phone number is: _____
Current Year level	
Current School Reason for Transfer	

Name of Schools/Childcare/Kindergartens attended previously	Year level	Years (eg 2010—2014)	Full-time or part-time: if p/t give days per week

<b>MEDICAL HISTORY</b>	<b>RESPONSE</b> (Please Circle)	<b>DETAILS</b>
Please provide information for any questions to which you answer YES - including any action to be taken if required. Please attach a separate sheet if necessary.		
Pre/Postnatal Concerns	Yes/No	
Birth Concerns	Yes/No	
Vision Concerns	Yes/No	
Hearing Concerns	Yes/No	
Head Injury	Yes/No	
Convulsions	Yes/No	
Allergies • Food • Ointments • Bandaids/elastoplasts • Penicillin • Other drugs • Anaesthetic • Plants • Animals	Yes/No	
Heart Problems	Yes/No	
Respiratory Problems ie asthma and/or others	Yes/No	
Diabetes	Yes/No	
Blood Pressure (High/Low)	Yes/No	
Phobias	Yes/No	
Epilepsy	Yes/No	
Back, Bone, Joint or Muscular problems	Yes/No	
Migraine	Yes/No	
Blackouts/Dizzy Spells	Yes/No	
Behavioural/Emotional Disorders	Yes/No	
Attention Deficit Disorder	Yes/No	
Hay Fever	Yes/No	
Surgical Operations	Yes/No	
Travel Sickness	Yes/No	
Aspergers Syndrome	Yes/No	
Kidney Problems	Yes/No	
Puffer/Spacer required	Yes/No	
Skin problems	Yes/No	
Tourette Syndrome	Yes/No	
Dyslexia	Yes/No	
Glandular Fever	Yes/No	
Recent illness	Yes/No	
Special Needs	Yes/No	

List any medication which your child is taking regularly \_\_\_\_\_

Other important medical information which the College should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STUDENT LEARNING AND DEVELOPMENT

Has the student ever repeated a year level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details.	
Has the student ever been accelerated (skipped a year)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details.	
Does the student have a special need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify type.  Auditory Processing Difficulty Speech/Language Difficulty Social/Emotional Non Verbal Learning Disorder Vision Intellectual Physical Learning Difficulty Hearing Autism/Aspergers ADD/ADHD Other (please give details)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
If the student has one of the above special needs, how does it impact on the student as a learner and in the school environment?	
Has the student had a vision check?  If Yes, Date of Exam Summary of Results Are aides necessary eg. Glasses	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student had a hearing check?  If Yes, Date of Exam Summary of Results Are aides necessary eg. Hearing aide	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a specialist ever assessed the student for exceptional developmental, learning or behavioural characteristics?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, please give details and attach any related documents.

Has the student ever received "Learning Support" Assistance? (This is ongoing Assistance for the student and/or their teacher provided by a specialist teacher, psychologist or other suitable trained professional practitioner)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe the support received	
For what period was the support given? (Which year and duration?)	
Do you believe ongoing specialist support will be needed?	
Has the student ever been "Ascertained"? (Ascertainment is based on an education need arising from a disability. It is a collaborative decision making process used to recommend the level of specialist educational support needed by students with learning disabilities. This education support is provided by or accessed through specialist teaching personnel.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state current classification and level	Ascertainment Classification _____ Ascertainment Level _____
Is an Individual Educational Plan (IEP) currently in place? If Yes, please attach a copy of the plan to this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have any social difficulties with other children? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any school ever requested that the student leave the school. If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been suspended from any school? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been withdrawn from any school following any disciplinary incident? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been involved in, or with, any form of bullying? If Yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been found to be involved with illegal substances? If Yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No

### A GUIDE TO ASSIST IN CHOOSING THE CORRECT YEAR OF ENTRY

Legislation was updated late in 2014 to allow for exceptions to the current age of entry cut off for Prep so that schools can consider students born in July.

Year of Birth	Prep Year	Year 1	Year 7	Year 8
1/7/2003 to 30/6/2004	2009	2010	2016	2017
1/7/2004 to 30/6/2005	2010	2011	2017	2018
1/7/2005 to 30/6/2006	2011	2012	2018	2019
1/7/2006 to 30/6/2007	2012	2013	2019	2020
1/7/2007 to 30/6/2008	2013	2014	2020	2021
1/7/2008 to 30/6/2009	2014	2015	2021	2022
1/7/2009 to 30/6/2010	2015	2016	2022	2023
1/7/2010 to 30/6/2011	2016	2017	2023	2024
1/7/2011 to 30/6/2012	2017	2018	2024	2025
1/7/2012 to 30/6/2013	2018	2019	2025	2026
1/7/2013 to 30/6/2014	2019	2020	2026	2027
1/7/2014 to 30/6/2015	2020	2021	2027	2028
1/7/2015 to 30/6/2016	2021	2022	2028	2029
1/7/2016 to 30/6/2017	2022	2023	2029	2030
1/7/2017 to 30/6/2018	2023	2024	2030	2031

<b>FEES</b>	
Name and Address for Fee Invoices/ Statements	
Mobile/Daytime phone number	
Email address	

<b>SIBLINGS</b> – List Brothers/Sisters in age order (each student must complete a separate application)			
Name	Year of Birth	Year Level	School

### **PAYMENT FORM**

Payment of \$100.00 Enrolment Fee

Cash       Cheque payable to "Faith Lutheran College Redlands"       Credit Card

Card Holder's Name: \_\_\_\_\_

**VISA      BANKCARD      MASTERCARD      (Please circle)**

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

Amount: \$ \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Office Use only  
**Enrol Fee paid \$ \_\_\_\_\_**  
**Eftpos \_\_\_\_\_ Cheque \_\_\_\_\_ Cash \_\_\_\_\_**  
**Date Paid: \_\_\_\_\_**

**STUDENT'S NAME:** .....

In the event of this application for the abovementioned being accepted, I undertake:

- A. To support and encourage by example, the Christian hopes and ideals of the College.
- B. To co-operate with the College in matters of policy, e.g. discipline, uniform.
- C. To give one term's notice in writing to the College before withdrawing the student from the College or the payment of a full term's fees in lieu may be charged and the enrolment bond forfeited.
- D. To lodge an Enrolment Bond with the College **within 14 days of receiving an offer of a place or if not taking up the offer to advise the College in writing or email.**
- E. To pay fees within the first fortnight of each term.
- F. To comply with any decisions of the College relating to student's continued enrolment.

I/We have read and understood the implications of the Privacy Legislation Information Collection Notice in the Prospectus and read the Child Protection Policy located on our website [www.faithlutheran.qld.edu.au](http://www.faithlutheran.qld.edu.au)

I/We certify the information given in this form is true and correct and understand that inaccurate or misleading information will place the enrolment in jeopardy.

Signature: ..... Date: ..... Signature: ..... Date: .....

Signature: ..... Date: ..... Signature: ..... Date: .....

A non-refundable Application Fee of \$100.00 per student should be forwarded with the application, which is lodged at the same time. Completion of this form does not guarantee a place at the College. Applicants will be advised, in writing, of their enrolment status. **This application will not be processed until Birth Certificate and/or Passport and/or Family Court documents are received by the Enrolment Registrar.**