



Enrolment Application Procedure

Thank you for choosing Immanuel Gawler for your child's education.

Step 1 - Complete the Application for Enrolment

Please ensure all sections are completed. If necessary, N/A (not applicable) should be used where appropriate. Failure to accurately complete all sections of the Application for Enrolment form may result in Immanuel Gawler's inability to accommodate your child's needs and may affect your child's continued enrolment.

Step 2 - Submit this form plus any supporting documents and pay the application fee

Once completed, this form can be submitted at our school office or can be emailed to mail@ilsg.sa.edu.au or posted to: Immanuel Gawler, 11 Lyndoch Road Gawler SA 5118.

A non-refundable application fee of \$40 is to accompany this form. We may be unable to process the Application for Enrolment without payment of this fee.

Please provide the following documents for the child being enrolled:

- Birth certificate or birth extract
- Any Court orders relating to custody arrangements
- Documentation to support any special needs and considerations in accordance with Section 3 of this form
- Latest School Report and / or reference from previous school (if applicable)
- Entry Visa (if applicable)

Step 3 – Enrolment Interview

The school will contact you to coordinate an interview with the Principal. At least one parent should attend along with the child you are enrolling.

Step 4 - Acceptance of Enrolment

Should your child be offered a place at Immanuel Gawler you will be required to complete and return an Acceptance of Offer Agreement form and pay an enrolment fee of \$400 to confirm and secure your child's place. We are unable to confirm your child's place at Immanuel Gawler until this process has been completed. The \$400 enrolment guarantee conditions are outlined in the Enrolment Handbook.



APPLICATION FOR ENROLMENT

STUDENT DETAILS:

Surname	
Given Name/s	
Preferred Name	
Male / Female	Date of Birth:
Residential Address	
Postcode	
Postal Address	
Postcode	
Religion / Denomination	
Baptised	
Country of Birth <i>please attach Birth Certificate</i>	
Is your child of Aboriginal? or Torres Strait Island origin?	Yes / No Yes / No
Australian Resident / Citizen Yes / No	If born overseas date of arrival to Australia:
Or Family in Australia on a VISA Yes / No	Visa Type:
Immunisation	Yes / No
Language spoken other than English	
Previous School or Preschool Name: 1.	2.
From date:	From date:
To date :.....	To date:.....
Other Children in Family & DOB	School Attending / Year Level
1.
2.
3.

Proposed Year of Entry to Immanuel

Term of Entry

Year Level _____

Office info:

Application Form Rec'd (date)

Application Fee Paid
 \$

Acknowledgment Letter sent from school (date)

Interview Date

Offer of Enrolment Letter Sent (date).....

Accepted (date)

Enrolment Guarantee fee paid
 \$.....

Comments



FAMILY DETAILS:				
Parent / Caregiver		# 1	Parent / Caregiver	# 2
Title Mr/Mrs/Miss/Dr			Title Mr/Mrs/Miss/Dr	
Surname			Surname	
Given Name			Given Name	
Relationship to Child			Relationship to Child	
Child resides with me			Child resides with me	
Marital Status			Marital Status	
Any Legal or Family court orders relating to the child & documents that the school needs to be aware of? If yes please provide details / a copy of the court order.	<input type="checkbox"/> No <input type="checkbox"/> Yes		Any Legal or Family court orders relating to the child & documents that the school needs to be aware of? If yes please provide details / a copy of the court order.	<input type="checkbox"/> No <input type="checkbox"/> Yes
Residential Address			Residential Address	
Postcode			Postcode	
Postal Address			Postal Address	
Postcode			Postcode	
Home Telephone			Home Telephone	
Mobile			Mobile	
Email			Email	
Religion / Denomination			Religion / Denomination	
Aboriginal? Or Torres Strait Island origin?			Aboriginal? Or Torres Strait Island origin?	
Country of Birth			Country of Birth	
Occupation			Occupation	
Employer / Business Name			Employer / Business Name	
Work Telephone			Work Telephone	
Workplace Address			Workplace Address	
Language spoken other than English			Language spoken other than English	
Old Scholar (if yes – year)			Old Scholar (if yes – year)	

Please give a brief statement setting out your reasons for wishing to send your child/ren to Immanuel Gawler.



Additional Information about the Student

Section 3

The following information is requested by Immanuel Gawler to assist to establish the educational, social and emotional needs of the child. This will enable our school to consider how it can best meet the child's needs.

Does your child have any of the following conditions or considerations:

- | | |
|--|--|
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Autism / Aspergers |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Non-verbal learning disorder |
| <input type="checkbox"/> Social / emotional | <input type="checkbox"/> ADHD |
| <input type="checkbox"/> Learning difficulty | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other medical condition / disability (please specify) |

Has the applicant received any reports associated with diagnosis of any conditions?

No Yes If yes please supply current reports.

Does the applicant require any extra routine health support (include medication management, psychiatric issues).

No Yes If yes please provide details:

Does the applicant receive support from external organisations (including tutors, psychologist, physiotherapist, speech pathologist, occupational therapist).

No Yes If yes please provide details:

Does the applicant receive specialist classroom support?

N/A No Yes If yes please provide details:

Has the applicant attended any specialised agencies, special schools, units or centres?

No Yes If yes please provide details:

Has the applicant participated in a learning enrichment program? (eg gifted & talented, academically accelerated.)

No Yes If yes please provide details:

Is there any other information which would assist Immanuel Gawler to care adequately for the academic and emotional welfare of your child? (please attach a note to this application if needed)

Collection Notice / Privacy Statement

The primary purpose of collecting this information is to enable Immanuel Gawler to provide an education for your child. Immanuel Gawler is committed to respecting the privacy and confidentiality of all personal and sensitive information provided.

Immanuel Gawler may from time to time disclose personal information to others for advisory, administrative, or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purpose, related to the primary purpose, and which the individual would reasonably expect. If Immanuel Gawler does not receive the information referred to above, it may not be able to provide the relevant service to the school, student, school employee or others.

Any questions in relation to the collection, use, disclosure and retention of personal information collected by Immanuel Gawler can be directed to the Principal.



Terms & Conditions of Enrolment

Parent/Caregiver Agreement

In enrolling my / our child at Immanuel Gawler, I / we agree to the following:

1. This Application of Enrolment applies for the duration of my / our child's time at Immanuel Gawler.
2. We will follow the Christian ethos of Immanuel Gawler and comply with all rules and policies, as amended from time to time, and provided with this Application for Enrolment.
3. We will support the teachers and staff of Immanuel Gawler in a positive manner and encourage my / our child in matters pertaining to Immanuel Gawler life.
4. I / we are jointly and severally liable for payment of all fees and other costs invoiced to me / us that are associated with the education of my / our child. Each year, Immanuel Gawler shall publish its fees and charges, including payment options, for the coming year.
5. In the event of default of payment of any amounts due to Immanuel Gawler, all outstanding amounts will immediately become due and payable. Immanuel Gawler may then refer the account to a debt collection agency. In this instance, I / we understand that I / we will incur additional fees which may include debt collection fees and legal fees and I / we expressly agree to be liable for and reimburse Immanuel Gawler the whole amount of such expenses on an indemnity basis.
6. An enrolment may be terminated by me / us at any time, however, one term's notice is required in writing to the Principal. Should one term's notice not be provided, then one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable.
7. An enrolment may be terminated by the Immanuel Gawler in the event of a breach of these enrolment terms and conditions and / or Immanuel Gawler's policies. Any misleading or intentionally inaccurate information in this Application for Enrolment shall also be grounds for Immanuel Gawler to terminate an enrolment. In the event that any breach is committed by my / our child or by me / us of Immanuel Gawler policies, including conduct which brings into disrepute the reputation of Immanuel Gawler, written notice of termination will be provided. I / We will remain liable for any outstanding fees and charges despite the termination of the enrolment.



8. Immanuel Gawler does not accept liability for damage or loss of any personal possessions of my / our child and that insurance for any personal possessions is my / our responsibility.
9. I / we will update Immanuel Gawler in writing in the event that any of the information provided in this Application for Enrolment changes. This must be done at the earliest opportunity and includes, but is not limited to, updating parent / guardian contact details, student information and any relevant family circumstance.

I / we acknowledge that I / we have read and understood and agree to all of the terms set out above. The information provided is accurate to be best of my knowledge.

I give my permission for the Principal to seek further information from my child's current school or site of learning.

With this application form is the \$40 (non refundable) application fee.

(Parent / Caregiver Number 1)

Signature: _____ (print name) _____

Date: _____

(Parent / Caregiver Number 2)

Signature: _____ (print name) _____

Date: _____