



ENROLMENT POLICY – TERMS AND CONDITIONS

Mission Statement

Bethania Lutheran School is a Christ-centred community supporting the educational journey by providing dynamic, innovative teaching and learning, within a nurturing environment.

Philosophy of Learning

We believe that every student is a unique individual created by God with their own special gifts, strengths and needs. In order for students to build their own positive image of themselves as learners and contributors to their communities they are provided with relevant, purposeful and appropriate learning experiences. These learning experiences are structured and presented in a variety of ways with opportunities for both success and personal challenge. Students are encouraged to take ownership of and contribute direction to the learning experience. The school facilitates this learning by providing timely and purposeful feedback and learning environments which promote a positive atmosphere of trust and safe risk taking.

ENROLMENT PROCEDURE

To apply for the enrolment of your child in our school, please complete this form and forward it with a non-refundable application fee of \$50.00 per child, to the school administration. The school will then contact you to arrange a suitable interview time with the Principal after which offers will be made to successful applicants.

For enrolment to be considered the following documentation (if applicable) needs to accompany the enrolment form.

- a) Copy of the prospective student's birth certificate, extract of birth entry or passport;
- b) immunization records;
- c) copies of last two years school reports (including attendance data) or specialist facilities reports eg Autism QLD;
- d) NAPLAN reports, i.e. years 3 and 5 – copies can be obtained from your child's school;
- e) current relevant medical reports/information – e.g. allergies, asthma or diabetes (this is required for the purpose of enabling Bethania Lutheran School to assess how to meet any medical or health needs of the student);
- f) other relevant allied health professional reports which may refer to social/emotional, behavioural or additional learning needs that are pertinent to the student, e.g. speech, language, occupational therapy, psychologist or audiologist – in some cases an updated report may be requested by the school (this is required for the purpose of enabling Bethania Lutheran School to assess how to meet any health or other needs of the student);
- g) baptismal certificate (if available); and
- h) if any court or parenting order exist pertaining to the guardianship arrangements for the student, this must also be provided.



ENROLMENT PRIORITY

In determining an offer of enrolment, the following factors shall be considered:

- (a) siblings (of existing students) and children of former students;
- (b) active communicant members of the Bethania Lutheran Community Church;
- (c) active members of other Christian denominations;
- (d) students returning from an approved leave of absence;
- (e) capacity to resource identified additional learning and/or support needs – where a student has been identified as having additional needs, an assessment of the students' needs may be undertaken by the school or an independent body; and
- (f) date of receipt of application.

BETHANIA LUTHERAN SCHOOL EXPECTATIONS OF PARENTS

- a) involvement and commitment in the school;
- b) prompt payment of term fees by the specified date;
- c) willingness to work through issues, of or when they arise in an atmosphere of mutual respect;
- d) willingness to obtain additional assessment/s if requested to assist in the student's future learning;
- e) abide by the conditions as stated in the enrolment contract and other school policies; and
- f) agree to adhere to school procedures, e.g. students arriving at school on time.

BETHANIA LUTHERAN SCHOOL EXPECTATIONS OF STUDENTS

- a) attendance requirements (as governed by the *Education General Provisions Act 1989* and other relevant Acts, including the *ESOS Act* governing the enrolment of international students);
- b) behavioural expectations;
- c) educational expectations;
- d) home learning expectations;
- e) uniform policy;
- f) participation in all programs of the school – camps, excursions, carnivals, sporting, cultural and co-curricular activities as required; and
- g) involvement in all aspects of Christian studies, chapels and assemblies.



In confirming enrolment parents agree to adhere to all Bethania Lutheran School policies. A range of policies are available from the office and on the school website www.bethania.qld.edu.au

In making application for enrolment for our child I/We understand that the initial and continuing enrolment of my child at Bethania Lutheran School is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our child.

I/We hereby apply to enrol the below named student at Bethania Lutheran School.

1. _____

I/We undertake to support the ethos of the school and its rules, regulations and work programs, including any changes that may be introduced in the future.

I/We accept that the Principal of Bethania Lutheran School reserves the right to cancel my/our child's enrolment at the school in the following circumstances:

- for breach of the rules and regulations;
- for non-payment or late payment of school fees;
- if I/we have provided any false or misleading information to the school;
- if I/we have failed to disclose relevant information that was requested by the school;
- if my/our child/ren's circumstances change and those circumstances affect the ability for Bethania Lutheran School to provide the necessary resources to accommodate my/our child/ren's needs.

I/We understand that once a student commences at the school, one full term's notice in writing to the Principal is required before a student is withdrawn from the school. A full terms fee will be charged in lieu of a term's notice. This does not apply to students exiting at the end of year 6. All offers of place are made at the discretion of the Principal of Bethania Lutheran School.

I/We have read, understand and agree to the terms and conditions of the enrolment policy

.....
Signature of parent/legal custodian

.....
(Please PRINT name)

.....
Signature of parent/legal custodian

.....
(Please PRINT name)

.....
Date:



I/We give permission for Bethania Lutheran School to contact my/our child's previous/current school or nominated allied health professional, _____ to seek further clarification of documentation provided.

.....
Signature of parent/legal guardian

.....
(Please PRINT name)

.....
Date:



APPLICATION FOR ENROLMENT

As a Christian school, Bethania Lutheran School bears witness to God in all aspects of school life.

ENROLMENT PROCEDURE

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PERSONAL DETAILS OF PROSPECTIVE STUDENT

Name _____ Gender M / F
Surname Christian Names

Date of Birth _____ Religion/Denomination _____

Current School	Years attended
Schools previously attended	
1. _____	
2. _____	
3. _____	
Reason for transfer	
Siblings—currently attending Bethania Lutheran School or who have attended in the past, or may attend in the future	
Name: _____	Age: _____
Name: _____	Age: _____
Name: _____	Age: _____

Preschool attended _____

Intended year of commencement at Bethania Lutheran School 20__ into Grade _____.

Who has custody of this child? (*please circle*): Parents Mother Father Other _____ (specify)

Are there any Court Orders current for this child? Yes No

If Yes, are you prepared to provide a copy for our records? Yes No

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

No Country of Birth: _____

Yes, Aboriginal

Yes, Torres Strait Islander Visa No.: _____

Does the student speak a language other than English at home?

No, English only
 Yes (please specify) _____

FAMILY DETAILS

Father/Male Guardian: _____ Home Phone: _____
Surname Christian Names

Address: _____ Postcode: _____

Occupation & Workplace: _____

Work Phone: _____ Mobile: _____ E-Mail _____

Country of Birth: _____ Visa No.: _____ Marital Status: _____

Mother/Female Guardian: _____ Home Phone: _____
Surname Christian Names

Address: _____ Postcode: _____

Occupation & Workplace: _____

Work Phone: _____ Mobile: _____ E-Mail: _____

Country of Birth: _____ Visa No.: _____ Marital Status: _____

What influenced your decision to register your child at Bethania Lutheran School? _____

CHURCH ASSOCIATION

Is the family actively associated with a church? Yes / No Baptised: Yes / No

Name of present congregation: _____ Minister: _____

STUDENT PROFILE

What are you specifically seeking for the success of your child's education at Bethania Lutheran School?

Through the enrolment process which will follow, Bethania Lutheran School will consider the educational needs of the applicant and the resources required to meet those learning needs.

Has your child ever been assessed for learning (please specify) _____ Yes No

Has your child ever received learning support assistance? (please specify) _____ Yes No

Please declare any special needs your child may have

- | | | | |
|--------------------------|--------------------------|-----------------------|--------------------------|
| Visually Impaired: | <input type="checkbox"/> | Hearing Impaired: | <input type="checkbox"/> |
| Intellectual Disability: | <input type="checkbox"/> | Physical Disability: | <input type="checkbox"/> |
| A.D.D. | <input type="checkbox"/> | Autism/Aspergers: | <input type="checkbox"/> |
| Social/Emotional: | <input type="checkbox"/> | Learning Difficulties | <input type="checkbox"/> |
| Speech Impaired: | <input type="checkbox"/> | Gifted: | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> | | |

Has a specialist ever assessed your child for developmental, learning or behavioural problems?

Guidance Officer Occupational Therapist Paediatrician
Child Psychologist Speech Therapist Developmental Optometrist
Other Reports: Yes No Audiologist

Has your child participated in a learning enrichment program? (please specify)

Yes No

Has your child ever been assessed for a learning enrichment program? (please specify)

Yes No

Has your child ever been accelerated (skipped a year)?

If so, which year level? _____

Yes No

Has your child ever repeated a year?

If so, which year level? _____ Reason _____

Yes No

Does your child have other additional needs which may affect the school's ability to provide adequate duty of care and/or appropriate educational provision? (please specify)

Health/medical? (please specify) Health care plans may be required

Yes No

If your child has one of the above additional needs, what is the impact on him/her as a learner?

Does your child take medication on a regular basis?

Yes No

If the medication to be administered is to be given at school, a medication management plan is required.

Does your child have any social and/or emotional difficulties that may affect our duty of care and/or student and staff safety? (If yes, briefly describe)

Yes No

Has your child ever required a behaviour support plan? (If yes, briefly describe and forward relevant documentation to the school)

Yes No

Has your child ever been suspended (internally or externally), excluded or expelled from school (If yes, provide relevant reports and/or documentation)

Yes No

Does your child have any social difficulties with other children?

Yes No

Please specify _____

Has behaviour management ever been an issue with your child in the school setting?

Yes No

Please specify _____

How did you hear about our school?

Family Church Other
Friends Newspaper Past Student
Internet Letter-box Drop

For governmental purposes it is a requirement that schools forward background information on students involved in NAPLAN testing. This information is submitted to Independent Schools Queensland who then collate the data and forward it to the Ministerial Council on Education, Employment, Training and Youth Affairs. The following questions are for this purpose.

Mother/Parent 1/Guardian 1

Father/Parent 2/Guardian 2

Government requirement for assessment and reporting purposes:		
Parental occupation groups (see page 8)	<input type="checkbox"/> Write 1, 2, 3, 4 or 8	<input type="checkbox"/> Write 1, 2, 3, 4 or 8
<p>If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</p> <p>If the person has not been in paid work in the last 12 months, enter "8" in the box above.</p>		
Parental school education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent
Parental post-school education	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade) <input type="checkbox"/> No non school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade) <input type="checkbox"/> No non school qualification
Languages spoken at home by parents	<input type="checkbox"/> English only _____	<input type="checkbox"/> English only _____
Country of birth		

PARENT OCCUPATION GROUPS

Group 1: Senior management in large business organisation government administration and defence and qualified professionals.

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: Other business managers, arts/media/sportspersons and associate professionals.

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, clerks and skilled office, sales and service staff.

Tradesmen/women generally have completed a four 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: Machine operators, hospitality staff, assistants, labourers and related workers.

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, 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, saloon assistant, animal attendant).

Labourer 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).

strong in **values**
strength in **character** *hope*
living



PRIVACY STATEMENT

1. Bethania Lutheran School 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all activities of the School.
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. Laws governing or relating to the operation of a school require that certain information be collected. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors. If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your son/daughter.
6. 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.
7. The School's Privacy Statement sets out how parents or pupils may seek access to personal information collected 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.
8. The School's Privacy Statement also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
9. 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 and Government Departments 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.
10. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters, magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, magazines and on our website. The School will obtain separate permissions from the pupils' parent or guardian prior to publication.
11. We may include pupils' and pupil's parents' contact details in a class list and School directory for which we will seek specific consent.
12. 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 assess that information if they wish and that the School does not usually disclose the information to third parties.