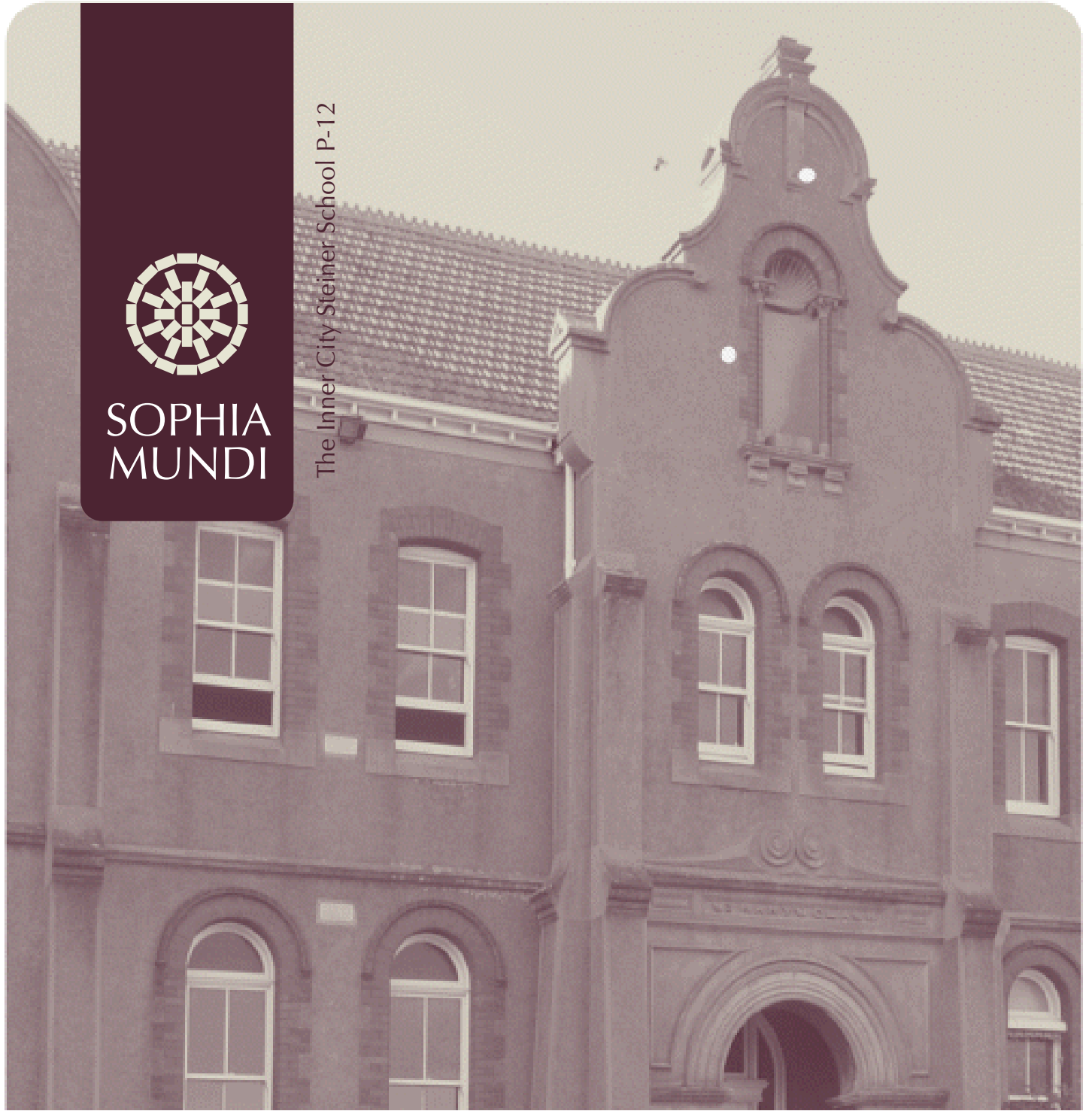




SOPHIA
MUNDI

The Inner City Steiner School P-12



Enrolment Form

Steiner Programme

An inspirational education experience.

SOPHIA MUNDI STEINER SCHOOL

St Mary's, Abbotsford Convent. 1 St Heliers Street, Abbotsford Victoria 3067 Australia

T 03 9419 9229 F 03 9419 0835 E enquiries@sophiamundi.vic.edu.au www.sophiamundi.vic.edu.au

Enrolment Form

Student's Surname

First Name

Middle Name

Male Female (please tick)

Date of Birth

Is the Student a Torres Strait Islander or of Aboriginal descent?

Yes

No (please tick)

Is the Student an Australian Citizen?

Yes

No (please tick)

If No please advise of Residency Status

Proposed Year of Entry: 20..... Prep or Class (please tick)

Previous Kindergarten or School attended (please tick)

Previous Kindergarten/School Address

Contact Name & Position

Contact Telephone Number

Address

Email

Mother's full name (or Guardian)

Street Address

Suburb

Post Code

Home phone

Work phone

Mobile

Does the student live with this parent/guardian?

Yes

No (please tick)

Father's full name (or Guardian)

Street Address

Suburb

Post Code

Home phone

Work phone

Mobile

Does the student live with this parent/guardian?

Yes

No (please tick)

Billing Details

Street Address

Suburb

Post Code

Telephone No.

Email

Family Picture (Confidential).

What is your child's ordinal position in the family? 1st, 2nd, 3rd etc.

Does your child watch television/videos?

Yes No (*please tick*)

Estimated watching time?

hrs/day hrs/week

Does your child use a computer/video games?

Yes No (*please tick*)

Estimated watching time?

hrs/day hrs/week

What language is spoken at home?

Please explain the family situation e.g. married, divorced, separated, adopted etc.

Is your child able to partake in normal physical activities?

Yes No (*please tick*)

If no, please explain:

What are your child's interests?

Are there any unusual concerns/problems with your child's development

e.g. eyes, feet, speech, coordination etc?

Yes No (*please tick*)

If yes please give details:

Does your child have a developmental delay or disability including intellectual, sensory, sensory or physical impairment, or a learning difficulty?

Yes No (*please tick*)

If yes please give details:

Has your child had learning support from a previous school? (*please specify*)

Has your child suffered any traumas or abuse?

Have there been any reports done on your child that are/or may be relevant to his/her enrolment? If so please detail below. These would include all educational, auditory, visual, psychological and other reports to your child's development academically, physically or emotionally.

Is there any other information about your child you would like to share with the school?

(Use this space to add information about any of the above and feel free to add separate sheets).

Data Collection Form (MCEETYA)

Ministerial Council on Education, Employment, Training and Youth Affairs

Information required for assessment and reporting purposes

If you need help with this form please telephone the school office on 9416 3011

Name of student

First name

Last name

Home address of student:

Street Address

Suburb

Post Code

Sophia Mundi is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
A copy of the school's Privacy Policy is available upon request.

1 Sex

Male

Female

2 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No

Yes, Aboriginal

Yes, Torres Strait Islander.....

3 In which country was the student born?

Australia

China

India

South Africa

New Zealand

Philippines

Hong Kong

England

Viet Nam

Sri Lanka

Other-please Specify

4 (If more than one language, indicate the one that is spoken most often.)

	Student	Mother/parent 1 guardian 1	Father/parent 2 guardian 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic. (inc. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Turkish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other-please specify			

5a What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who never attended school, mark 'Year 9 or equivalent or below')

	Mother/parent 1 guardian 1	Father/parent 2 guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

5b What is the level of the highest qualification that parents/guardians have completed?

(Mark one box only in each column).

	Mother/parent 1 guardian 1	Father/parent 2 guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

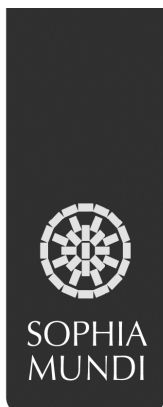
6a What is the occupation group of the mother/parent 1 /guardian 1?

6b What is the occupation group of the father/parent 2 /guardian 2?

Please select the appropriate parental occupation from the attached list.

- 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
- If the person has not been in paid work in the last 12 months, enter '8' in the box above

Thank you for your time. Please return this form to the school in the enclosed envelope.



The Inner City Steiner School P-12

Sophia Mundi Ltd (Incorporated in Victoria) A.B.N. 44 006 411 016

St Mary's Campus - Classes 1 - 12
1 St Heliers Street Abbotsford 3067

T 9419 9229 F 9419 0835

E enquiries@sophiamundi.vic.edu.au www.sophiamundi.vic.edu.au

For more information or to book a guided tour of the school please contact the school office.

The school office is open Mon-Fri: 8.45am - 4.30pm. Please visit our website www.sophiamundi.vic.edu.au

List of Parental Occupation Groups (for question 6)

Group 1 Senior Management in large business organization, government administration and defence and qualified professionals

- Senior executive/manager/department head in industry, commerce, media or large organization.
- 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, of fice/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 4 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, bond clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer service 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, salon assistant, animal attendant)
- Labourers 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, nuserman, 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)



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The Inner City Steiner School P-12

Privacy Statement

1. The 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. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
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 operations 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 from time to time.
5. 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, medical practitioners and providing services to the School, including specialist visiting teachers, sport coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. 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 our website.
8. Parents may seek access to personal information collected about them and their children 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 the breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. From time to time the School engages in fundraising activities. Information received from you will be used for this purpose; your personal information will not be released to third parties without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this please advise us of this now.
11. If you provide the School with 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.

Standard enrolment questions developed following Department of Human Services guidelines
Confidential: (information collected from this form will be covered by the School's Privacy Policy.
More information about the Privacy Policy is located on page seven).

Child's given names _____

Child's surname _____

Court orders relating to the child:

Are there any court orders relating to the powers and responsibilities of the parents in relationship to the child or access to the child?

No Go to the next section

Yes Please complete the following:

1. Please provide the original court order/s to the office for photocopying to accompany this enrolment form;

2. If these orders:

a) change the powers of a parent/guardian to:

authorize the taking of the child outside the service by a staff member of the service:

consent to the medical treatment of the child:

request or permit the administration of medication to the child:

collect the child, AND/OR

b) give these powers to someone else, please describe these changes and provide the contact details of any person given these powers

Collecting the child from School

Your consent is required for other people to collect the child from school. Please list below the details of those people who can collect the child. In the event that the child is not collected from the school and the parents or guardians can not be contacted, this list will be used to arrange someone to collect the child. This list may be added to or changed throughout the year)

Name _____

Address _____

Telephone (home) _____

(work) _____

(mobile) _____

Name _____

Address _____

Telephone (home) _____

(work) _____

(mobile) _____

Other persons to be notified

There may be times when the child has an accident, injury, trauma or illness and the parents or guardians can not be contacted. To deal with these situations the school should notify one of the following people who are authorized to collect the child after accident, injury, trauma or illness.

Name _____

Address _____

Telephone (home) _____ (work) _____ (mobile) _____

Name _____

Address _____

Telephone (home) _____ (work) _____ (mobile) _____

Child's Medical and Health Information

Name of Doctor _____ Telephone _____

Address _____

Medicare number _____ Ambulance member number _____

Does the child have any allergy or sensitivity (including bites?) No Yes

Does the child have any medical conditions and needs which are Relevant to the school? (e.g. asthma, epilepsy, diabetes etc) No Yes

Does the child have any dietary restrictions? No Yes

If yes to any of the above, please indicate below the procedure required to be followed and/or a copy of the management plan such as in the case of asthma:

Child's Immunisation Record

Has the child been immunised?

No

Yes

If yes, please provide a copy of one of the below:

- Child History Statement from the Australian Childhood Immunisation Register or
- Immunisation Status Certificate which are available through your Local Council

If no, please provide a copy of Immunisation Status Certificate which is available through your Local Council and they will mark the immunisation as incomplete.

Even if the child's immunisation is classed as incomplete we still require the information returned to us as required by law, to assist the school in an event of a Contagious Infection Outbreak.

Please give dates for any of the following illnesses your child has had:

German Measles

Measles

Whooping Cough

Mumps

Scarlet Fever

Chicken Pox

Other

Please list any surgery your child has had, with approximate dates:

Has your child had any serious injuries or accidents?

No

Yes

If yes, please give details:

Is your child on any continuing medication?

No

Yes

If yes, please give details:

During outbreaks of head lice at school do you consent to your child being checked for head lice by an authorised adult?

Yes

No

If your child suffers from severe medical reactions, epilepsy, asthma, allergy or similar condition, do you consent to that

information being displayed in the School Staff Room?

Yes

No

Declaration and consent to emergency medical treatment

I, *(please print full name)*

A person with lawful authority of the child referred to in this enrolment form:

- declare that the information in this enrolment form is true and correct and undertake to immediately inform the school in the event of any change to this information
- agree to collect or make arrangements for the collection of the child referred to in this enrolment form if she/he becomes unwell at school
- consent to the staff of the children's service seeking, or where appropriate, administering, such emergency, medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the school.

Signature

Date

Lawful Authority-Parents: All parents have powers and responsibilities in relation to their children that can only be changed by a court order. The Children's Services Regulations 1998 refer to these powers and responsibilities as 'lawful authority'. It is not affected by the by the relationship between the parents, such as whether or not they have lived together or are married. A court order, such as under the Family Law Act, may take away the authority of a parent to do something, or may give it to another person.

Guardians: A guardian of a child also has lawful authority. A legal is given lawful authority by a court order. The definition of 'guardian' under the Children's Services Act 1996 also covers situations where a child does not live with his or her parents and there are no court orders. In these cases, the guardian is the person the child lives with who has day to day care and control of the child. Note: This enrolment form is not complete unless the school's Privacy Collection Statement has been included.

Conditions of Enrolment

- Continued enrolment is dependent upon adherence to the school policies and rules.
- Students entering the school at Class 3 and higher may be required to participate in remedial tutoring and/or Extra Lesson sessions to address gaps in their learning or learning difficulties that would have been addressed by our early years curriculum and remedial programs. This may involve extra charges.
- Parents attend Parent-Teacher Evenings once a term.
- Photographs of Students, examples of work done by students, and notices of academic, sporting or other school related achievements may from time to time, be included by the school in school publications, newsletters and publicity material (including material posted to the school's website) that is for the express purpose of promoting the school. Should you wish to withhold consent, please attach a written statement to this effect.
- The school may display sensitive medical information about particular students in staff-only areas of the school where general knowledge among staff of that information will reasonably assist the school to discharge its duty of care in respect of those students.
- The school may authorise transport of students by teachers in their private cars when there are both compelling reasons to do so and it is impracticable or unreasonable to attain prior approval from a parent or guardian.
- Playground equipment at the school is assessed for safety and physical challenge. This means the school has accepted a level of acceptable risk consistent with the perceived curriculum needs of the children. Parents/ Guardians are urged to inspect the playground equipment to satisfy themselves about the level of safety.
- Fees are payable in advance-within 14 days of receipt of account. Administrative charges may apply to overdue fees.
- In the event of the withdrawal of a pupil from the school without the specified one term's written notice, one term's fees are payable in lieu thereof.
- The school may at its discretion, review and or cancel an enrolment where relevant information has not been adequately disclosed.
- The school may, at its discretion, cancel the enrolment of any student who, in the opinion of the College of Teachers, places the good order of the school into jeopardy.

I/We agree to the above conditions and accept that we are both jointly and severally responsible to pay Sophia Mundi Steiner School fees and charges as set at the time of commencement and revised from year to year by the Directors. I/we have read and understood and agree to the above conditions of enrolment.

Mother's/ Guardian's name

Signature (Mother/Guardian)

Date

Father's/Guardian's name

Signature (Father/Guardian)

Date

School Fee Policy

In enrolling your child in Sophia Mundi Steiner School you clearly understand that you are joining an independent school that relies on the punctual payment of school fees to meet its own financial obligations, therefore setting up a direct debit or Bpay arrangement at enrolment is a condition of student acceptance; credit checks may be conducted as part of the enrolment process. It is a condition of enrolment that parents and guardians agree to be bound by all policies, rules or regulations that the School may notify from time to time. Failure to meet the fee commitments may result in the student not being able to continue in the school.

General Conditions

1. The applicants, whose signatures appear on the enrolment form, shall be jointly and severally responsible for the payment of all fees and charges. Wherever possible, BOTH parents MUST sign the application form in order to have the enrolment accepted.
2. Fees and charges and fee policy are subject to amendment from time to time by the Finance Committee.
3. Fees paid annually in advance will attract a discount at a rate determined by the school.
4. The Capital fee is payable at a rate and in a form determined by the school. (currently in 2008 \$1,000)
5. Fees are billed a term in advance and are due for payment within 30 days of date of invoice.
6. Accounts referred to Collection Agency or Solicitor will have legal costs and commission added to the amount due.
7. A full term's notice in writing to the Dean or the payment of a term's fees in lieu, is required if a student is removed from, or ceases to attend the school for any reason whatsoever.
8. Siblings of existing students with unpaid fees may not be accepted into the school.
9. Payments for other activities as required by the curriculum - such as for the camps and instrumental music lessons - are subject to the conditions of this fee policy.
10. Parents may be required to cover the cost of an initial extra lesson assessment or other recommended assessment before an enrolment is accepted.
11. That the school reserves the right to restrict or prohibit the attendance of a student at school, where issues or grievances relating to the student's education or behaviour remain unresolved between the student or family, and the school.
12. If the number of applications in any one year level exceeds the number of places available, it may be necessary for the school to take some of the under-mentioned factors into consideration in deciding priority for enrolment:

Students who have siblings at the school, Students who have attended the Little Sophia Kindergarten or previously attended the school, Transfer from another Steiner School, Application date, Whether the College of Teachers feels that the School's program would make a marked contribution to the student's growth and development, Fee payment record, Commitment of the family to the principles of Steiner education & Any other special circumstances

Variations to Fee Payments

The school expects all fees to be paid by the due date. If families are unable to make the payment by the due date, they should contact the Dean to discuss their situation. The following options may be considered:

- An arrangement may be agreed to make fee payments on a regular instalment basis. The outstanding balance should be cleared in full by the end of each term, this agreement will be confirmed to them in writing
- A Special Concession application
- A special request to the Finance Committee

Non-Performance of Fee Payments

1. It is the policy of the School that families whose accounts are more than two billings in arrears who have not made a payment arrangement with the Dean will have their accounts referred to the School's Debt Collection Agency.
2. Any monies recoverable by the School from the Parent(s) pursuant to sub-clause 1 above shall be added to the amount otherwise due and shall be recoverable as a liquidated debt.
3. To pursue legal options such as the seeking of a court order for the placement of a caveat or lien on any property to secure the schools interest.
4. To exclude the child/ren from the school.

Withdrawal of Student from School

Parents who wish for any reason to withdraw a student from the school must give a full term's notice in writing to the Dean. Failure to give the required notice will result in a full term's tuition fee being charged. It is also a requirement for parents to give a full term's notice in writing to the Dean, if they wish to withdraw their student for a term or more and still want to keep a place in the school e.g. Travel (they will then be required to pay a holding fee, of \$500 to keep their place available. This fee will be billed at the normal billing times. Failure to pay the holding fee by the due date will mean the school cannot guarantee to hold the place open for the student and the place may be offered to a student on the waiting list. If fees are not up to date at the point of departure, not only will the place not be kept open; procedures will be commenced to collect the outstanding debt. Failure to give the required notice will result in a full term's tuition fee being charged.

If fees are unpaid on the departure of a student from the school, the unpaid amounts remain payable to the school. This debt should be settled as soon as possible prior to their departure, or an arrangement entered into between the school and the parents. If this is not done, the school will immediately refer the account onto the school's collection agency for recovery without further consultation.

Special Needs Students

The core school program provides for the needs of a student can benefit from a regular provision of teaching resources. Children with special needs will be catered for to the degree that the school can resource such programs. Support such as teacher aides and extra or special lessons can be provided where external or private funding can provide a full or substantial under-pinning for the service. The school will consult parents about the needs of the student and the availability of resources, in order to find co-operatively, the most effective ways to meet any such needs.

Private Property

Parents are advised that they should provide comprehensive insurance cover for any private property, which may be brought to school, especially valuable items such as musical instruments. This should be done through their own arrangements such as a domestic insurance policy. The School, while trying to avoid any damage to such items, does not accept any responsibility for damage, or the loss or theft of such items, whether within the school or in transit to or from the school.

We, the parents/guardians of the child/ren enrolled at Sophia Mundi, hereby acknowledge that we have read the school fee policy and conditions and agree to be bound by them.

Name *(please print)*

Signed

Date

Name *(please print)*

Signed

Date

What Happens Next

Once we are in receipt of the Enrolment Application (along with the application fee in full) and the Enrolment Form, an interview will be arranged for the Student and their Parent/s and or Guardian to meet with the Class Teacher/Guardian and also the Dean to discuss the financial commitment to Sophia Mundi Steiner School.

Once a place has been offered to the Student a formal letter of offer shall be issued along with the invoice for the Capital Fee (for all new families to the school only), Holding Bond Account Fee and the Term Fees.

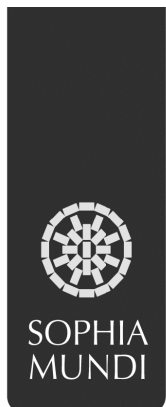
What to Bring:

- A copy of the Student's two most recent school reports (if applicable)
- A recent drawing
- Any reports that may be relevant to the Student's enrolment

Please attached to this form:

- a copy of the Student's Birth Certificate
- a copy of the Student's Immunisation Certificate

Please do not hesitate to contact us if you have any questions.



The Inner City Steiner School P-12

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