ENROLMENT FORM – Classes 7-12
Sophia Mundi - Steiner Education and IB World School

Name:

Date of Application:
**ENROLMENT FORM**

**Student's Surname**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Male</th>
<th>Female <em>(please tick)</em></th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

Victorian Student Number (VSN) *(if known)*

**Proposed Year of Entry:**

<table>
<thead>
<tr>
<th>Class</th>
</tr>
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**Previous School attended Name/Address**

<table>
<thead>
<tr>
<th>Contact Name &amp; Position</th>
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<table>
<thead>
<tr>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

**Parent/Guardian 1 (Mr/Mrs/Ms/Miss/Dr)**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Organisation/Position</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
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<table>
<thead>
<tr>
<th>Suburb</th>
<th>Postcode</th>
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</table>

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Work phone</th>
<th>Mobile</th>
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</table>

<table>
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<tr>
<th>Email</th>
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</thead>
</table>

Does the student live with this parent/guardian? | Yes | No *(please tick)* |

Please indicate what correspondence this parent/guardian should receive

<table>
<thead>
<tr>
<th>general mail</th>
<th>school reports</th>
<th>emails or</th>
<th>no correspondence</th>
</tr>
</thead>
</table>

**Parent/Guardian 2 (Mr/Mrs/Ms/Miss/Dr)**

<table>
<thead>
<tr>
<th>Occupation</th>
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</tr>
</thead>
</table>

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</table>

**Drivers License Number**

<table>
<thead>
<tr>
<th>Expiry Date</th>
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</table>

*(please attach a recent photo)*
Billing Details

Name 1

Name 2

100%

FAMILY PICTURE (CONFIDENTIAL)

It is important to fully disclose all information requested to enable the school to access any support which may be required.

What is your son/daughter’s ordinal position in the family? 1st, 2nd, 3rd etc.

Does your son/daughter watch television/DVDs? Yes No (please tick)
Estimated watching time? hrs/day hrs/week

Does your son/daughter use a computer/games/social media? Yes No (please tick)
Estimated usage 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 son/daughter able to partake in normal physical activities? Yes No (please tick)
If no, please explain:

What are your son/daughter’s interests?

Is there any other information about your son/daughter you would like to share with the school?
(Use this space to add any further information and feel free to add separate sheets).

SUSPENSIONS & EXCLUSIONS

Has your son/daughter ever been suspended and/or excluded from school Yes No (please tick)
If yes, please provide dates and details.
<table>
<thead>
<tr>
<th>Name of Doctor</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Medicare number</td>
<td>Ambulance member number</td>
</tr>
</tbody>
</table>

**STUDENT’S MEDICAL AND HEALTH INFORMATION**

- **Does the student have any allergy or sensitivity (including bites?)**
  - No
  - Yes

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

- **Does the student have any dietary restrictions?**
  - No
  - Yes

- **Do you consent to your child being administered with Panadol?**
  - No
  - Yes

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

---

**Please list any surgery your son/daughter has had, with approximate dates:**

---

**Has your son/daughter had any serious injuries or accidents?**
- No
- Yes

If yes, please give details:

---

**Is your son/daughter on any continuing medication?**
- No
- Yes

If yes, please give details:

---

**Has the student been immunised?**
- Yes
- No

**CONSENT**

- During outbreaks of head lice at school do you consent to your son/daughter being checked for head lice by an authorised adult?
  - Yes
  - No

- If your son/daughter 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

- If your child requires welfare support, do you consent for your child to be referred to Student Welfare?
  - Yes
  - No
SPECIAL NEEDS STUDENTS

The core school program provides for the needs of a student who can benefit from a regular provision of teaching resources. Students with special needs will be catered for to the degree that the school can resource such programs. The school will consult parents about the needs of the student and the availability of resources, in order to find cooperatively, the most effective ways to meet any such needs. Please ensure that full disclosure of special needs is made available to the school so that timely and effective assistance and resources can be provided.

Have there been any reports done on your son/daughter that are/or may be relevant to his/her enrolment? These would include all educational, auditory, visual, psychological and other reports to their development academically, physically or emotionally. (please provide details)

Are there any unusual concerns/problems with your son/daughter’s development e.g. eyes, feet, speech, coordination etc?  □ Yes  □ No (please tick)
If yes please give details:

Does your son/daughter 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 son/daughter had learning support from a previous school or independent provider? (please provide details)

Has your son/daughter suffered any traumas or abuse?

Has your son/daughter been supported by a psychologist, welfare support or mental health professional? (please provide details)

DECLARATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

I, (please print full name)

A person with lawful authority of the student 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 student referred to in this enrolment form if she/he becomes unwell at school
• consent to the staff of the school 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 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.

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. )Please see Privacy Statement on page 10).

COURT ORDERS RELATING TO THE STUDENT

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

☐ 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 student outside the service by a staff member of the service:
      consent to the medical treatment of the student:
      request or permit the administration of medication to the student:
      collect the student, AND/OR
   b) give these powers to someone else, please describe these changes and provide the contact details of any person given these powers

EMERGENCY CONTACTS

There may be times when the student 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 student after accident, injury, trauma or illness (including any person who has lawful authority to consent to the medical treatment of the student; request or permit the administration of medication to the student.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone (home)</td>
<td>(work)</td>
</tr>
</tbody>
</table>

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</table>
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 9419 9229

Name of student
First name       Last name

Home address of student:
Street Address
Suburb         Postcode

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 Gender
☐ 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    ☐ Vietnam    ☐ Sri Lanka
☐ Other—please Specify

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

Student       Parent 1/ guardian 1       Parent 2/ guardian 2

No, English only
☐ Yes, Italian
☐ Yes, Greek
☐ Yes, Vietnamese
☐ Yes, Cantonese
☐ Yes, Arabic (inc. Lebanese)
☐ Yes, Mandarin
☐ Yes, Turkish
☐ Yes, Macedonian
☐ Yes, Tagalog (Filipino)
☐ 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')

Paarent 1/ guardian 1       Parent 2/ guardian 2

Year 12 or equivalent
☐ Year 11 or equivalent
☐ Year 10 or equivalent
☐ Year 9 or equivalent or below
☐
5b What is the level of the highest qualification that parents/guardians have completed? Please refer to Page 14 for list of parental occupation groups. 
(Mark one box only in each column).

Parent 1/ guardian 1 Parent 2/ guardian 2

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate 1 to IV (including trade certificate)
- No non-school qualification

Please select the appropriate parental occupation from the list (see next page).

- 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 below

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

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

LIST OF PARENTAL OCCUPATION GROUPS (FOR QUESTION 6) (please circle the most appropriate description)

**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, 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)

**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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/manager)

**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)
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

- Air/sea transport (aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller)

ADDITIONAL REQUIREMENTS FOR ENROLMENT IN THE SENIOR SCHOOL

All applicants seeking admission to Senior School at Sophia Mundi Steiner School must proceed through the enrolment procedure.

In addition applicants seeking to enter the International Baccalaureate Diploma Programme (DP), or enter a Vocational pathway will be expected to:

- Submit two school reports, covering the last two years of schooling,
- Provide a school report for Class 10, which indicates a capacity for further education,
- Demonstrate a willingness to further their education,
- Present a folio of work samples

If seeking to enter the DP, students will be expected to:

- Demonstrate a minimum grade of C’s or above in (VELS referenced) English, Mathematics, Science, a Humanities subject and ideally, a Modern Foreign Language.

In addition, the following conditions of entry apply to the International Baccalaureate programme:

1. Acceptance of the CAS (Creativity, Action and Service) programme
2. Acceptance of the TOK (Theory of Knowledge) course
3. Acceptance of the Extended Essay
4. Acceptance of attendance requirements

The school reserves the right to offer an applicant a place within Class 10, should it become evident that another year is required to met the levels necessary to participate in the full Diploma course.

All prospective applicants and their parents/guardians will be invited to discuss their application with the IB Coordinator.

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 may 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. 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.

7. 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.

8. 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.

9. 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.

10. 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.
DECLARATION

I/We declare that the information provided in this enrolment form is true and correct to the best of our knowledge. We have not withheld any information that could assist the school in assessing the educational needs of the student.

Mother’s/ Guardian’s name

Signature (Mother/Guardian)          Date

Father’s/Guardian’s name

Signature (Father/Guardian)          Date

WHAT HAPPENS NEXT

Once we are in receipt of the Application Form (along with the application fee in full) and the Enrolment Form, interviews will be arranged for the Student and their Parent/s and/or Guardian to meet with the Principal, the Class Teacher/Guardian and the Business Manager.

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 Principal 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

Parents may be required to cover the cost of an initial extra lesson assessment or other recommended assessment before an enrolment is accepted.

When a place has been offered to the Student a formal letter of offer shall be issued. At this time you will receive an invoice for the Confirmation fee, Term fees and an Enrolment Agreement.

Payment of this invoice due within 14 days (or prior to commencement and/or signing of the Enrolment Agreement) is deemed as acceptance of the offer of a place at the school.

WHAT TO BRING TO THE INTERVIEW

☐ A copy of the student’s two most recent school reports
☐ A recent drawing
☐ All reports relevant to the Student’s enrolment including reports carried out by school or private clinicians
☐ Documentation that provides confirmation or details of any disability, physical or mental illness that the child is known to have and/or procedure that is to be followed if the child needs support at school
☐ A copy of the Student’s Birth Certificate
☐ A copy of the Student’s Immunisation Certificate
☐ An ID/Passport photo
☐ Completed and signed enrolment form (if not returned earlier)