



**SOPHIA  
MUNDI**

Steiner Education and IB World School

# ENROLMENT FORM – Classes 7-12

Sophia Mundi - Steiner Education and IB World School

Name:

Date of Application:



**ENROLMENT FORM**

PHOTO  
(please attach a recent photo)

**Student's Name & Surname**

Middle Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Male  Female  Other (please tick)

Student Email: \_\_\_\_\_ Student Mobile: \_\_\_\_\_

Proposed Year of Entry: \_\_\_\_\_ Class: \_\_\_\_\_

Previous School attended Name/Address \_\_\_\_\_

Contact Name & Position \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Parent/Guardian 1 (Mr/Mrs/Ms/Miss/Dr) Name & Surname:**

Occupation \_\_\_\_\_ Organisation/Position \_\_\_\_\_

Home Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

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

Please indicate what correspondence this parent/guardian should receive

general mail  school reports  emails or  no correspondence

Drivers License Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

**Parent/Guardian 2 (Mr/Mrs/Ms/Miss/Dr) Name & Surname:**

Occupation \_\_\_\_\_ Organisation/Position \_\_\_\_\_

Home Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

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

Please indicate what correspondence this parent/guardian should receive

general mail  school reports  emails or  no correspondence

Drivers License Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

**Billing Details**

Name 1	%
<hr/>	
Name 2	%
<hr/>	
100%	
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**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.  

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Does your son/daughter watch television/DVDs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (please tick)
Estimated watching time?	<input type="checkbox"/> hrs/day	<input type="checkbox"/> hrs/week
Does your son/daughter use a computer/games/social media	<input type="checkbox"/> Yes	<input type="checkbox"/> No (please tick)
Estimated usage time?	<input type="checkbox"/> hrs/day	<input type="checkbox"/> hrs/week

What language/s are spoken at home (other than English)?  

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

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Is your son/daughter able to partake in normal physical activities?     Yes                       No (please tick)

If no, please explain:  

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What are your son/daughter's interests?  

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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).  

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**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. This information will help the school to provide your child with the appropriate support, if required. Children currently under suspension from their previous school cannot be enrolled until the suspension period is over. Children who have previously been suspended or excluded from school may be required to enter into behavior agreement with the school if enrolment is accepted.  

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## STUDENT'S MEDICAL AND HEALTH INFORMATION

Name of Doctor

Telephone

Address

Medicare number

Ambulance member number

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:

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

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

If yes, please give details:

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

If yes, please give details:

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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 co-operatively, 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)*

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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:

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Does your son/daughter have a developmental delay or disability including intellectual, sensory or physical impairment, or a learning difficulty?  Yes  No *(please tick)*

If yes please give details:

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

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Has your son/daughter suffered any traumas or abuse?

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

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## DECLARATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

I, *(please print full name)*

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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

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Date

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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.)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

**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       Other

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	<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')

	Parent 1/ guardian 1	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?

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	<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"/>

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, nuseryman, 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)



## **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 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)

## **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 meet 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.

Parent/ Guardian 1 name

Signature (Parent/Guardian 1)

Date

Parent/Guardian 2 name

Signature (Parent/Guardian 2)

Date

## STUDENT IMAGE CONSENT

Photographs of students, short video clips, examples of work done by students and notices of academic, sporting or other school related achievements are used for school promotional purposes. In order to use these images, we need your consent.

Below are examples of where we use these photos. Please advise if you do, or do not give your consent for us to use your child's image in the following mediums. Please be aware that a digital copy of school publications such as the Newsletter and Chronicle are made available on the school website.

	I give consent	I do not give consent
Social Media:		
Sophia Mundi Facebook page and Blog	<input type="checkbox"/>	<input type="checkbox"/>
Sophia Mundi Instagram	<input type="checkbox"/>	<input type="checkbox"/>
Sophia Mundi Website	<input type="checkbox"/>	<input type="checkbox"/>
Publicity and advertising (print and online)	<input type="checkbox"/>	<input type="checkbox"/>
School Publications		
Fortnightly Newsletter	<input type="checkbox"/>	<input type="checkbox"/>
Sophia Mundi News/Alumni Emails	<input type="checkbox"/>	<input type="checkbox"/>
Chronicle	<input type="checkbox"/>	<input type="checkbox"/>
School Handbooks	<input type="checkbox"/>	<input type="checkbox"/>
Promotional material	<input type="checkbox"/>	<input type="checkbox"/>
<i>e.g. Flyers, Posters, Billboards</i>		

This consent form will be used for the duration of your child's enrolment at Sophia Mundi. Should your consent change over the years, please submit a new consent form to the office.

I grant to Sophia Mundi Steiner School, the right to take photographs of my child/children (and their work) and to use these for school marketing purposes as outlined above.

Parent/ Guardian 1 name

Signature (Parent/Guardian 1)

Date

Parent/Guardian 2 name

Signature (Parent/Guardian 2)

Date

SECONDARY STUDENT ENROLMENT FORM - **For the student to complete**

Name

Year level

Age

Date of birth

Who do you live with?

Country of birth

Language/s

Cultural Identity

Other relevant family information

Do you have any sort of job?

Yes  No (*please tick*)

Details:

How do you spend your free time?

What do you enjoy doing the most?

What do you find most challenging, hard or difficult?

Have you or do you have problems with anxiety, depression or any mental illness?  Yes  No (*please tick*)

Comments:

Where or who do you get support from? (e.g. grandparents, friends, relatives, counsellor, social worker)

Have you had counselling?

Yes  No (*please tick*)

If yes, what was your experience?

**Please answer the following questions**

	Always or Most of the time	Sometimes	Rarely or Never
I am motivated and enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a sense of humour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am serious or sad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am impulsive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am anxious about achieving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am easily bored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am shy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am fussy or particular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am late to class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I talk a lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am happy to come to school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have outbursts of temper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy being in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am easily distracted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I prefer to spend time alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I prefer to be the leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I think before I act	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any further comments:

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Steiner Education and IB World School

## Enrolment Agreement

Between Sophia Mundi Steiner School (the school)  
and  
the named and undersigned parents  
(meaning "lawful parents or guardians of the student")

The Enrolment Agreement must be signed and returned prior to commencement. The school reserves the right to cancel or delay enrolment until such a time as the signed Enrolment Agreement is received.

### CONDITIONS OF ENROLMENT

- Continued enrolment is dependent upon adherence to the school policies and rules.
- The School Fee Policy is read and all terms and conditions of the policy agreed to.
- 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
- Students entering the school may be required to participate in remedial tutoring and/or Extra Lesson sessions to address gaps in their learning or learning difficulties that have been identified.
- Parents endeavour to 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.
- The school reserves the right to restrict, suspend 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.

## NON PAYMENT OF FEES

In the event of more than one (1) term's invoiced school fees owing by the parent(s)/guardian(s) for a student, the school has the right to do one or more of the following:

1. To enter into an acceptable payment arrangement with the parent(s)/guardian(s) of a student;
2. To refer the matter to a debt collection agency. The parent(s)/guardian(s) hereby agrees that the money owing to the school as described shall be recoverable as a liquidated debt.
3. To lodge a caveat over any real property owned by the parent(s)/guardian(s). The parent(s)/guardian(s) hereby charges in favour of the school all of his/her/their rights, titles and interests in all of his/her/their property with the repayment of debt to the school under this section; and/or
4. To suspend or terminate enrolment of a student and/or exclude his/her access to extra curricular activities.

## DECLARATION

We agree to be bound by all policies and regulations in place at the school and we will ensure to the best of our ability that our student will likewise comply with the school's policies, practices and procedures.

We accept that the school has the power to suspend, exclude or expel or otherwise discipline students in accordance with the school's disciplinary policies and guidelines, and it is our responsibility to be fully conversant with these policies and guidelines. We understand that in the event of our child being withdrawn from school as a result of any disciplinary circumstances, no fees will be refunded.

We accept that this agreement must be read in conjunction with the Policy statements available on the school website [www.sophiamundi.vic.edu.au/community/handbook-policies](http://www.sophiamundi.vic.edu.au/community/handbook-policies) and agree to abide by all statements, details, policies and procedures outlined in that documentation.

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. We have read the conditions herein and the School Fee Policy and agree to be bound by them.

We, the parents/guardians of the student named below hereby apply for his/her admission. We have read and understood and agree to the above conditions of enrolment.

Student's Name

Date of Birth

Parent/Guardian's name

Signature (Parent/Guardian)

Date

Parent/Guardian's name

Signature (Parent/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
- 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)

Interviews Completed:

Class Teacher/Guardian	Date	Result
Finance	Date	Result
Head of School	Date	Result
Recommended starting date		











**SOPHIA MUNDI Limited**

**St Mary's, Abbotsford Convent**

**1 St Heliers Street, Abbotsford Victoria 3067 Australia**

**T 03 9419 9229 F 03 9419 0835 E [reception@sophiamundi.vic.edu.au](mailto:reception@sophiamundi.vic.edu.au) [www.sophiamundi.vic.edu.au](http://www.sophiamundi.vic.edu.au)**

**A.B.N. 44 006 411 016**