



SOPHIA
MUNDI

The Inner City Steiner School P-12

Enrolment Policy

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1. Policy

1.1 Policy Statement

Sophia Mundi aims to offer enrolment in the School to all families seeking a Steiner education for their children subject to space availability, on time payment of school fees and agreement to abide by school rules. In situations where enrolment applications exceed available spaces, priorities have been established for the review of enrolment applications – see section 2.11

1.2 Principles

- Sophia Mundi does not discriminate on the basis of race, religious belief or gender.
- Enrolment processes shall be fair, open and transparent.
- Sophia Mundi may, from time to time, grant bursaries for enrolled students in cases of unforeseen financial hardship. Bursaries shall not be granted on enrolment. Bursaries are covered in more detail under the School Bursary Policy.

1.3 Relevant Legislation or Authority

- Disability Discrimination Act 1992 (Commonwealth)
- Education Services for Overseas Students Act 2000 (Commonwealth)
- Family Law Act 1975 (Commonwealth)
 - Schools Assistance (Learning Together – Achievement Through Choice and Opportunity Act 2004 (Commonwealth))

1.4 Definitions

1.4.1 *Appropriate Education Program*

An organised set of learning activities designed to enable a student to develop knowledge, understanding, skills, and attitudes relevant to the student's individual needs.

1.4.2 *Disability*

A condition which:

- is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent;
- may or may not be of a chronic or episodic nature; and
- results in:
 - a substantially reduced capacity of a person for communication, social interaction, learning mobility; and
 - the need for continuing support services.

1.4.3 *Parent and Guardian*

In this policy the term 'parent' will be used for brevity, and also includes legal guardian.

1.4.4 Siblings

Sibling is defined as:

- a brother or sister of the child (with at least one biological parent in common or adopted), irrespective of their place of residence;
- a stepbrother or sister of the child (where the spouse or de facto partner of the child's parent is not the child's parent), whose usual place of residence is the same as that of the child; or
- a child officially in care or foster care and living at the same place of residence with another child enrolled at the school.

2. Procedures

2.1 Information Relevant to the Enrolment Decision at Sophia Mundi

Opportunities for prospective parents to find out more about the school include the school's web-site, school tours (held monthly), Information Evenings, Open Days and prospectus. It is recommended all prospective parents attend a school tour. The Registrar is the primary contact point for information concerning the enrolment process. The Registrar will enter family details of all prospective students into the school database.

2.2 Enrolment Application

Parents wishing to enrol their child at Sophia Mundi Steiner School will provide a completed *Application Form* to the Registrar (refer to Appendix B), together with the Enrolment Fee. The prospective student may be placed on a waiting list for a current or future class. For students with a disability, additional procedures are required to be followed as included in section 2.7.

2.3 Formal Teacher Interview

Two teachers, one of whom is the class teacher (class guardian / International Baccalaureate Coordinator (IBC) or Principal), shall conduct an in-depth interview with the student and parents. Copies of recent reports, samples of work shall be reviewed. If necessary, a Special Ed teacher shall be present.

Prior to the Formal Teacher Interview, the Enrolment Form (refer Appendix C) must be completed and returned to the Registrar.

Copies of two recent reports (covering the last two years of schooling), any reports of assessments carried out by school or private clinicians and samples of work shall be reviewed.

If the applicant is successful, following the interview the class teacher / guardian or IBC, will endorse the Application Form and advise the Registrar.

2.4 Interview with Business Manager

The Registrar will arrange an interview with the Business Manager who will meet with the parents to ensure they fully understand the school fee structure and associated financial policies.

2.5 Offer of a place

The Registrar will contact the parents to advise of the offer of a place or otherwise within 5 days of the interview with the Business Manager.

2.6 Applications to the Senior School (Classes 11 and 12)

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.

2.7 Acceptance of Offer

Successful applicants are required to advise the Registrar within seven days of the date of Offer, and make payment of the Capital Fee and returnable Holding Bond. Payment is deemed as acceptance of the offer of a place at the school. Once the school contacts database has been updated with the new student details and the Enrolment and Admission forms have been filed in the student's file, the enrolment process is complete.

2.8 Enrolment Records

2.8.1 Particulars To Be Recorded

Following acceptance of the *Application Form*, the Registrar will obtain from the parent of the student the following information which is essential at the time of enrolment (refer to Appendix B - *Application Form* and Appendix C - *Enrolment Form*):

- enrollee's legal name, usual place of residence and date of birth;
- details of legal provisions for care, welfare and development of the enrollee;
- country of residence of enrollee and if applicable, the right to reside in Australia;
- contact information to be used in emergency situations;
- details of any issue that may affect learning or engagement with the school life or any disability the enrollee is known to have; and

- any ongoing medical condition the enrollee is known to have and any procedure to be followed if the condition requires or may require support during the school day. In this case a Health Care Authorisation must be completed (see the Student Health Care *Policy*).
- Immunization history (see the Student Health Care Policy section 2.3.2)

The Registrar will:

- require parents to provide documentary evidence of enrollees legal name, age, proof of address and current Family Court Order/s;
- advise parents that enrolment records should be kept up to date (e.g. any variations to Family Court Orders; parenting plans registered with the Family Court; and any change to the student's usual place of residence or to the student's medical condition or health care support);
- inform parents of the school's privacy and confidentiality obligations; and
- enter the enrollee's details in the student's file and on an enrolment register (enrollee's name, date of birth; date of enrolment and date enrolment ceases).

2.8.2 Retention of Records

The Registrar will:

- record either in writing or electronically [e.g. through the School Contacts Database] enrolment records and other details about individual students (e.g. suspension records, evaluation reports, transfer record).

2.8.3 Notification of Transfer

The Registrar will:

- provide written notification of the date enrolment commences to the school where the student was previously enrolled, as soon as the parent/responsible person has completed enrolment procedures. This will be done within ten working days of the enrolment and includes all students, Prep to Class 12;
- notify the last primary school when students are enrolling in secondary school for the first time.

2.8.4 Transfer of Records

2.8.4.1 Transfer of Records for Students Moving Within the State

The Registrar will:

- transfer the student's records to a new school once notification of transfer has been received from the new school. This will be done within five working days of receipt of the transfer note. This includes records of students enrolling in Year 8 for the first time which will be forwarded to the secondary school or will be stored by the primary school;
- transfer a copy of the student's records to a private school if a parent's consent is obtained.

2.8.4.2 Transfer of Records for Students Moving Interstate

- All schools in Australia are required by agreement, through the Australian Government's [Schools Assistance \(Learning Together - Achievement Through Choice and Opportunity\) Act 2004](#), to use the Interstate Student Data Transfer Note (ISDTN) and accompanying protocols for the transfer of student information data for students moving to another state/territory.

The Registrar will:

- ensure that the ISDTN and protocols are followed when a student enrolls at the school from another state/territory;
- comply with the ISDTN request from another school from interstate regardless of the educational jurisdiction of the school regarding the transfer of student information data to facilitate the smooth transition of the student;

- take into account the child's age in terms of compliance with relevant Victorian legislation and policies relating to minimum eligible school starting ages and compulsory school ages when considering the enrolment of students arriving from interstate schools. The determination about the enrolment of the child into a specific year of schooling and/or the educational program is also based on the child's level of previous schooling, achievement levels and identified needs; and
- consider early entry if a student has commenced school in another state or territory before the Victorian compulsory age for schooling.
- The Interstate Student Data Transfer Note and protocol is available at:
http://www.mceecdya.edu.au/verve/_resources/ISDTN_Form3_Oct_09.pdf

2.8.5 Removal of Names from Enrolment Register

The Registrar will remove a student's name from the school's enrolment register and record the date enrolment ceases as:

- the advised date the student enrolled at the new school;
- the date the parent advises that they have registered for home education;
- the date the parent advises that the student is leaving the school to enrol outside the State;
- the date the school is advised that an exemption from schooling has been granted; or
- the date the school receives advice of enrolment at an interstate school through the ISDTN process.

2.9 Students with Significant Support Needs

- Under the Disability Discrimination Act 1992 and Disability Standards for Education 2005, it is the responsibility of an education system to give the same opportunities and choices on enrolment of a child with a disability as those offered to other prospective children without disabilities.

2.9.1 Enrolment for Students with Disabilities

The Principal will:

- accept an application for enrolment from parents of a child with a disability;
- seek any documentation that provides confirmation or details of any:
 - disability that the child is known to have;
 - physical or mental illness that the child is known to have; and
 - procedure that is to be followed if the child needs support at school;
- ensure parents of a child with a disability are aware of all options available to them;
- in collaboration with the parents, the Support Education staff and relevant specialist services:
 - make a thorough assessment of the child's needs;
 - determine what reasonable adjustments may be needed to offer the child an appropriate education program; and
 - determine whether these adjustments can be made by the school;
- advise the parents in writing as soon as practicable when the adjustments and appropriate support will be in place to enable the child to begin attending the school, or, if it is decided that reasonable adjustments cannot be made, of the process for enrolling at an education support facility;

2.9.2 Access to the Curriculum for Students with Illness and/or Health Conditions

The Principal will ensure that students with physical or mental illness and/or health needs are provided with the opportunity to access the curriculum (see the *Student Health Care Policy*, Section 2.1.2 - Managing the Identified Health Care Needs of Students).

Where a student has a mental or physical illness and/or health care needs which may impact on their ability to attend the usual school site the Principal will:

- ensure that a student who has a physical and/or mental health condition and cannot attend the regular site can access an educational program;
- inform the parent and the student of their right to an educational program and recognise the parent/responsible person and the student as active partners in negotiating such access;
- ensure that the student remains enrolled at the school while attending an educational program;
- ensure that the consent of the parent is gained before student information data and student management information held by the school is exchanged between health professionals, the enrolled school and other relevant agencies who are involved in the management of the student;
- ensure compliance with the school Attendance policy regarding recording the attendance of students absent from school due to physical or mental illness and/or health care needs and ensure that attendance records are maintained at the school;
- ensure appropriate curriculum direction is supplied to the educational program if it is anticipated that a student will require access to it for more than 10 days in any one year; and

The Principal of the educational program will:

- with parental consent, notify the Principal of the enrolled school of the student's involvement with an educational program;
- provide educational records to the enrolled schools of long-term students including records of attendance where parental consent has been given;
- collaborate with the case manager or relevant learning area teacher from the enrolled school to make consistent judgements of achievement for a long term student, in order to support the enrolled school's formal reporting procedures;
- provide an educational program for students who are likely to be taught for up to and including 10 consecutive or cumulative days in the period of one school year; and
- initiate a service agreement with the enrolled school as necessary.

2.9.3 Students with Health Care Needs That Require Support at School

When enrolling a student with health care needs, the Support Education Coordinator will assess:

- whether proposed procedures are supported by medical advice;
- how the student's condition can be safely managed in the local environment;
- how arrangements can be made to support the student adequately;
- access to suitably trained staff who agree to offer the support required;
- the extent to which the learning processes or safety of other students in the school will be affected; and
- whether additional staff assistance will be needed.

2.10 Students from Overseas

If a parent has indicated on the application form that the child is not a permanent resident of Australia the Registrar will:

- view the child's passport or travel documents to establish whether the child is eligible to be enrolled; and
- attach a photocopy of the relevant pages of the student's passport or travel document including the three digit Visa Subclass number to the student's enrolment record.

If the child is eligible to be enrolled in school and is deemed to have specific English as a Second Language (ESL) needs the Principal will determine whether the child is eligible for ESL funding.

2.10.1 English As A Second Language (Esl) Needs

For students who have newly arrived in Australia the Principal will:

- determine if students with ESL needs can receive ESL New Arrival support from dedicated ESL specialist staff.

2.11 Cancelling Enrolments

The school may cancel an enrolment, if the enrolment is found to be inappropriate.

The Principal will:

- notify parents in writing of the proposed cancellation and the reasons for it. This is to give them the opportunity to show why the enrolment should not be cancelled; and
- advise parents in writing when an enrolment has been cancelled.

2.12 Disputes to Enrolment Decisions

The Principal will:

- receive and manage appeals to enrolment decisions that have been made by parents;
- review an appeal lodged by a parent or guardian;
- coordinate a panel to review an appeal lodged if required; and
- advise in writing to the parent the outcome of the appeal as soon as possible.

2.13 Priority Enrolments

If the number of applications in any one class year exceed the number of places available, the school will take into account the following factors in determining priority enrolments:

- Students who have siblings at the school;
- Students who have attended Little Sophia Kindergarten;
- Students transferring from another Steiner School;
- Application date;
- Likely contribution of the school's programme to the prospective student's growth and development;
- Fee payment record
- Commitment to Steiner education
- Any other special circumstances

Appendix A Sample Letter Declined Enrolment



The Inner City Steiner School P-12

Name
Address

Dear Parent,

APPLICATION FOR ENROLMENT AT SCHOOL 2012

Thank you for your application to enrol at our school.

The school currently has insufficient places available to meet demand and at this time we are unable to accept your application for enrolment at our school. We will advise you if and when the situation changes.

If you have any further queries please contact me on the school phone number.

Yours sincerely,

Registrar
Sophia Mundi Steiner School

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 enquiries@sophiamundi.vic.edu.au www.sophiamundi.vic.edu.au
A.B.N. 41 006 411 016

Appendix B Application for Enrolment

B.1 General Information

A parent/responsible person applying to enrol a child at Sophia Mundi Steiner School should complete this form. Only permanent residents of Australia and those children holding an approved visa subclass number are eligible to be enrolled.

Before you submit this application, please contact the school to find out about the school policies and whether required courses and facilities are available for your child. Please complete one form for each child.

This is an Application for enrolment only - submitting this form to the school does not mean that the enrolment has been accepted by the school. The Principal will need to determine if there is classroom accommodation. For a student with a disability who has significant and complex support needs the Principal will negotiate with the parent/responsible person the day on which the student will begin attending if the necessary teaching and learning adjustments are not immediately available at the time of enrolment.

You will be notified by the Registrar about the outcome of your application at the earliest possible opportunity if your application cannot be accepted.

If your application is accepted, you will be required to complete enrolment procedures at the school. Parents should ensure that evidence of the child's legal name and age, immunisation records, school reports, records and samples of work from the previous school, medical advice and any Family Court Orders or parenting plans registered with the Family Court are made available at the time of enrolment.

Please note: It is a requirement of the Sophia Mundi Steiner School that any information on suspensions and exclusions must be provided to the school at the time of applying to enrol a child. 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 a behaviour agreement with the school if enrolment is accepted.

B.2 Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the School Education Act 1999 and the Department of Education and Training's Information Privacy and Security policy preclude this information from being used for any purpose other than:

- to determine whether your application for enrolment can be accepted;
- to assist the school with addressing any needs for your child if enrolment is accepted; and
- to comply with legal requirements or ministerial directions.

B.3 Application Form



Enrolment Application Prep and classes 1-12

Particulars of Student

Surname	Other Names	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	Proposed year of entry	<input type="checkbox"/> Prep or <input type="checkbox"/> Class (please tick)
Previous school / Kinder attended if applicable		
Contact name, position and phone number at previous school		
Is the student a Torres Strait Islander or of Aboriginal descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	
Is the student an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	

Family Information

Mother's name	Occupation (optional)
Address	Post code
Telephone (H) (W)	(M)
Email Address	
Father's name	Occupation (optional)
Address	Post code
Telephone (H) (W)	(M)
Email Address	

Siblings

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth
Children living with:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Both parents (please tick)	

I/WE AGREE TO BE BOUND BY THE FOLLOWING 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. The non-refundable Capital fee is payable at a rate and in a form determined by the school. For month - enrolment. 4. Fees are billed a year in advance and are due for payment in full before the commencement of the school term to which they apply. 5. A full term's notice is written to the Business Manager on the payment of a term's fees in full, is required if a student is removed from, or ceases to attend the school for any reason whatsoever. 6. Siblings of existing students with unpaid fees will normally not be accepted into the school. 7. Payments for other activities as required by the curriculum - such as for camps and instrumental music lessons - are subject to the conditions of this fee policy. 8. Parents may be required to cover the cost of an initial extra lesson assessment before an enrolment is accepted. 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. 9. Accounts referred to a Collection Agency or Solicitor will have all legal costs and commission added to the account due. 10. If the number of applications in any year at 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. a) Students who have siblings at the school. b) Students who have attended the Little Sophia Kindergarten or previously attended the school. c) Transfer from another Steiner School. d) Application date. e) Whether the College of Teachers feels that the School's program would make a useful contribution to the student's growth and development. f) Fee payment record. g) Commitment of the family to the principles of Steiner education. h) Any other special circumstances. 11. Fees must be charged on a paid account on a monthly basis at 12%.

We, the parents/guardians of the child mentioned above, hereby apply for his/her admission. We have read the conditions herein and the school fee policy and agree to be bound by them.

Signed _____ Date _____ Signed _____ Date _____

A registration fee of \$120 for the first child enrolled, \$60.00 for each subsequent child must accompany this application. This is an administrative charge and is non-refundable.

SOPHIA MUNDI IS BOUND BY THE NATIONAL PRIVACY PRINCIPLES CONTAINED IN THE COMMONWEALTH PRIVACY ACT 1988. 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 son/daughter. 1. 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. 2. Certain laws governing us relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws. 3. 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 about pupils from time to time. 4. 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 people providing services to the School, including specialist-visit teachers, sports coaches and volunteers. 5. If we do not obtain the information referred to above we may not be able to enrol 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 issues is published in School newsletters, magazines and on our website. 7. Parents may also seek access to personal information collected about their son and their son/daughter by contacting the School Privacy Officer. 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 a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence. 8. 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 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. 9. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now. If you provide the School with the personal information of others, such as doctors or a group teacher, we encourage you to inform them in advance that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties. 10. As part of the promotion of our school we sometimes wish to use photographs of the school and its students. In the next year a child may appear in one of these photographs, we ask your permission in advance for internet and external publicity and promotion purposes, e.g. for newspaper ads, on our internet site, school brochures etc. This is done by completing a Consent Form once your child has commenced School. Please note that all images will be used only for the educational promotion of the school.

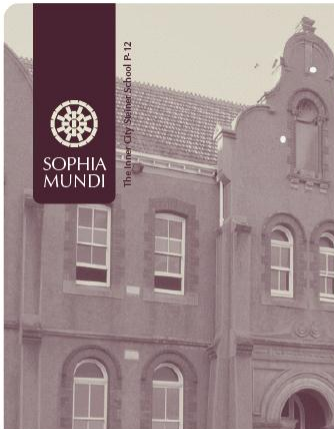
Signed _____ Date _____

OFFICE USE ONLY

Fee of \$	Received per	Receipt no.	Date
Enrolment recommended:			
By Class Teacher	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	Signature	Date
By Dean	<input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	Signature	Date
Recommended starting date	Confirmed	Per	

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 0419 9229 F 0419 0895
 E enquiries@sophiamundi.vic.edu.au www.sophiamundi.vic.edu.au

Appendix C Enrolment Form



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

Is the Student an Australian Citizen? Yes No

If No please advise of Residency Status _____

Proposed Year of Entry (0-12) _____ 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 _____

Home phone _____ Work phone _____

Does the student live with this parent/guardian? Yes No

Father's full name (or Guardian) _____

Street Address _____

Suburb _____

Home phone _____ Work phone _____

Does the student live with this parent/guardian? Yes No

Billing Details

Street Address _____

Suburb _____

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? less/day less/week

Does your child use a computer/video games? Yes No

Estimated watching time? less/day less/week

What language is spoken at home? _____

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

Is your child able to participate in normal physical activities? Yes No

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

If Yes please give details: _____

Does your child have a developmental delay or disability (including intellectual, sensory, motor or physical impairment, or a learning difficulty)? Yes No

If Yes please give details: _____

Has your child had hearing support from a previous school? (Please specify) _____

Has your child suffered any trauma or abuse? _____

Have there been any reports done on your child that you'd like to be referred to his/her detail below. These would include all educational, auditory, visual, psychological and developmental 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 as much as you like)

Data Collection Form (MCEETYA)

Ministerial Council on Education, Employment, Training and Youth Affairs
 Information is 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 _____ Post Code _____

Suburb _____

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.

Male Female

1. 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,.....

2. 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 _____

3. In which country was the student born?
 No Yes, Australia Yes, Torres Strait Islander,.....

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"/>
Yes, Indian	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (inc. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Turkish	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>
Other - please specify _____	<input type="checkbox"/>	<input type="checkbox"/>

5a. What is the highest year of primary or secondary school the parent/guardian has completed?

(For persons who have attended school, mark 'Yes' for equivalent or below)

Year 11 or equivalent	Mother / parent 1 guardian 1	Father / parent 2 guardian 2
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 parent/guardian has completed?

(Not one to be ticked in each box)

Bachelor degree or above	Mother / parent 1 guardian 1	Father / parent 2 guardian 2
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate 1 to 3 (or its equivalent)	<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?

Please enter the appropriate parental occupation from the attached list.

* If the parent is not currently in paid work but has had a job in the last 12 months or 6 months, please use the parent's last occupation.

* If the parent has not been in paid work in the last 12 months, enter 'F' in the box after.

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

List of Parental Occupation Groups (for question 6)

- 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 large organisation.
 - Public service manager (senior level or above), regional director health/education/policy/fire services administrator.
 - Other administrator (school principal, faculty head/Dean, library/museum/gallery director, research facility director).
 - Director, Export Commission Officer.
- Group 2 Other business managers, senior media/sports persons and associate professionals**
- Chief manager of firm, construction, import/export, retail/wholesale, manufacturing, transport.
 - Specialist manager (finance/operations/production/personnel/industrial relations/sales).
 - Financial services manager (bank branch manager), financial management/consultant/analyst.
 - Retail sales/retail manager (shop, general station, restaurant, club hotel/motel, cinema).
 - Art/media/sports (analyst, writer, dancer, painter, poet, sculptor, journalist, author, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sp.).
 - Associate professional generally have diploma/technical qualifications and support main.
 - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician or technician/administrator (recreation/employment/industrial relations/training officer), agricultural, market research analyst, technical sales representative, retail buyer, of food/prop.
 - Director, Forest and/or Nature Conservation Officer.
- Group 3 Tradesman/woman, clerk and skilled office, sales and service staff**
- Tradesman/woman generally have completed a 3 year Trade Certificate, usually by apprenticeship.
 - All tradesman/woman are included in this group.
 - Clerk (bookshop/post/PO clerk, custodian of material clerk, accounting/clerk/sales clerk, receiving/registering/finishing clerk, housing clerk, hand clerk, motor/warehouse clerk, purchase manager/shipping clerk, bond clerk, restaurant agent, customer service clerk, administration clerk, office, sales and service staff).
 - Office (secretary, personal assistant, desktop publishing operator, retail/shopping operator).
 - Sales (company sales representative, assistant or, insurance agent/salesperson, salesperson in a service organisation/child care worker, motor, car or trailer, parking/transport operator, travel agent, tour guide, flight attendant, house instructor, cinema dealer/salesperson).
- Group 4 Machine operators, hospital staff, assistants, lab-worker and related workers**
- Machine hand, printer, house helper.
 - Office assistants, sales assistants and other assistants.
 - Office (typist, word processing/data entry/business and sales operator, copy/printing, office).
 - Sales (sales assistant, motor vehicle/correspondent parts salesperson, check-out operator, cashier).
 - Other (sales assistant, motor vehicle/correspondent parts salesperson, check-out operator, cashier).
 - Assistant/sales (retailer assistant, school teacher's aide, dental assistant, veterinary assistant, museum/gallery assistant, barber, home helper, sales assistant, animal attendant).
 - Laborer and related workers.
 - Defense Forces rank below senior NCO not included in any.
 - Agriculture, horticulture, forestry, fishing, mining worker (farm owner, shearer, wood farm hand, horse trainer, maresman, stock/pastor, gardener, tea, surgeon, forestry/mine, motor, motor/fishing hand).
 - Other worker (laborer, factory hand, groundsman, guard, cleaner, cleaner, laundry worker or park attendant, catering supervisor).

Privacy Statement

- The School collects personal information, including sensitive information about parents/guardians before and during the course of a pupil's enrolment at the School. The collecting this information is to enable the School to provide schooling for your child.
- Some of the information we collect is to satisfy the School's legal obligations, particularly to discharge its duty of care.
- Certain laws governing our schooling in the operations of schools require that certain information be collected. This includes Public Health and Child Protection laws.
- Health information about pupils is sensitive information within the terms of the NPP Principles under the Privacy Act. We ask you to provide medical reports from time to time.
- The School from time to time discloses personal and sensitive information to other educational purposes. This includes to other schools, government departments and providing services to the School, including specialist visiting teachers, sport etc.
- If we do not obtain the information referred to above we may not be able to enrol/continue of your child.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as absences and sporting achievements, pupil work is published in School newsletters, magazines and our website.
- Parents may seek access to personal information collected about them and their child's school. Pupils may also seek access to personal information about them. However, when access is denied, such occasions would include where access would harm us or the privacy of others, where access may result in the breach of the School's duty of care or where pupils have provided information in confidence.
- From time to time the School engages in fundraising activities. Information may be collected for this purpose; your personal information will not be released to third parties not involved in the fundraising.
- We may include your contact details in a class list and School directory. If you do not wish us to do this now.
- If you provide the School with personal information of others (such as doctors or we encourage you to inform them this you are declining that information to be stored



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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 name _____

Child's surname _____

Consenters relating to the child:

Are there any orders or restrictions relating to the parent and responsibilities of the parent in relation to the child or access to the child? No - Go to the next section. Yes - Please complete the following:

- Please provide the original court order/s to the office for photocopying to accompany this enrolment form.
- If there are orders:
 - change the power 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
 - give their power 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 it is not collected from the school and the parent or guardian must 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 the situation 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) _____

Name _____
 Address _____
 Telephone (home) _____ (work) _____

Child's Medical and Health Information

Name of Doctor _____ Telephone _____
 Address _____
 Medicare number _____ Ambulance _____

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 how the procedures required to be followed and/or a copy of the management plan such as in the case of _____

Child's Immunisation Record

Has the child been immunised? No Yes

- If yes, please provide a copy of one of the below:
 - Child History Statements 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 listed as incomplete we will require the information returned to us as required by law, to assist the school in an event of a Communicable Infection Outbreak.

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

Cervical Meningitis	Measles
Whooping Cough	Mumps
Scarlet Fever	Chick
Other	

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

Has your child had any serious injuries or accidents?

If yes, please give details: _____

Is your child on any continuing medication?

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 authorized staff?

If your child suffers from any medical conditions, epilepsy, asthma, allergy or similar condition, do you consent to that information being displayed in the School Staff Room?

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:

- declares that the information in this enrolment form is true and correct and under school in the event of any change to this information
- agrees to collect or make arrangements for the collection of the child referred to in because absent at school
- consents to the staff of the children's centre seeking, or where appropriate, suitable medical treatment as it is reasonably necessary and that I will reimburse any necessary school.

Signature _____ Date _____

Lawful Authority-Parent: All parents have powers and responsibilities in relation to be changed by a court order. The Children's Services Regulations 1998 refer to these 'lawful authorities'. It is not affected by the relationship between the parents, nor live together or are married. A court order, such as under the Family Law Act, may give a parent to the collecting, or emergency to another person.
Guardian: A guardian of a child who has lawful authority. A legal is given lawful authority of the child's parent under the Children's Services Act 1996 also covers those with his or her parent and there are no court orders. In these cases, the guardian is who has day to day care and control of the child. Note: This enrolment form is not a 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 Evening once a term.
- Photographs of students, examples of work done by students, and notices of academic, sporting or other school related achievement may from time to time, be included by the school in school publications, newsletters and publicity material (including material posted to the school website) that 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 or utilize 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 authorize 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 arrange prior approval from a parent or guardian.
- Playground equipment at the school is used for safety and physical challenge. This means the school has accepted a level of acceptable risk consistent with the prescribed curriculum needs of the children. Parents/Guardians are urged to inspect the playground equipment to satisfy the mother about the level of safety.
- Fees are payable in advance within 14 days of receipt of account.
- Administrative charges may apply to certain fees.
- In the event of the withdrawal of a pupil from the school without the specific 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 Junior School fees and charges as set on the times 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 Junior School you clearly understand that you are joining an independent school that relies on the parental payment of school fees to meet its own financial obligations, therefore entering a direct debit or EFT payment arrangement or enrolment is a condition of enrolment that parents and guardians agree to. Failure to pay the school fee may result in the student not being able to continue in the school.

General Conditions

1. The applicant, whose signature appears on the enrolment form, shall be jointly and severally responsible for all fees and charges. Wherever possible, BOTH parents MUST sign the application before the enrolment is accepted.
2. Fees and charges and the policy are subject to amendments 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 four instalments determined by the school. (currently 10% per term)
5. Fees are billed 4 terms in advance and are due for payment within 30 days of their 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 parent of a term's fees in lieu, is required removed from, or means to attend the school for any reason whatsoever.
8. Billing of existing students with unpaid fees may not be suspended into the school.
9. Payment for other activities as required by the curriculum - such as for the camps and extra lessons - are subject to the conditions of this fee policy.
10. Fees may be required to cover the cost of an initial extra lesson assessment at school or other assessment before an enrolment is accepted.
11. That the school reserves the right to restrict or prohibit the attendance of a student at school, if provisions relating to the student's education or behaviour remain unresolved between the student and the school.
12. If the number of applications in any one year level exceeds the number of places available, in the school to take some of the under mentioned factors into consideration in deciding priority: Students who have siblings at the school. Students who have attended the Little Sophia Kindergarten at the school. Transfers from another Junior School. Application date. Whether the Child has the School's program used as a model contribution to the student's growth and development. Commitment of the family to the principles of Junior Education. Any other special.

Variations to Fee Payments

- The school requests all fees to be paid by the due date. If families are unable to make the payments 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 cost should be shared in full by the end of each term, this agreement will be confirmed to them
 - A Special Collection 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 amount receivable by the School from the parents to make class 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 making of a court order for the placement of a garnishee or a property to secure the schools interest.
4. To enforce the child's fees 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 to the Dean. Failure to give the required notice will result in a full term's tuition fee being charged. If the parent does not give a full term's notice in writing to the Dean, if they wish to withdraw their student from school, they will remain liable for the school's fees. If they wish to keep their child in school, they will remain liable for the school's fees. If they wish to keep their child in school, they will remain liable for the school's fees. If they wish to keep their child in school, they will remain liable for the school's fees.

If fees are unpaid on the departure of a student from the school, the unpaid amounts remain payable. This debt should be settled as soon as possible prior to their departure, or an arrangement made with the school and the parent. If it is not done, the school will immediately refer the account to the agency for recovery without further consultation.

Special Needs Students

The core school program provides for the needs of a student on a regular provision program. Children with special needs will be catered for to the degree that the school can reasonably support such as teacher aides and extra or special lessons can be provided where external or private care provide a full or enhanced under printing for the service. The school will consult parents of the student and the availability of resources, in order to find co-operatively, the most effective means for such needs.

Private Property

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

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

Name (please print) _____

Signature _____ Date _____

Name (please print) _____

Signature _____ Date _____

What Happens Next

Once we see 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 Parents and/or Guardian to meet with the Class Teacher/Guardian and also the Dean to discuss the financial commitment to Sophia Mundi Junior 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 Fee.

What to Bring:

- A copy of the Student's two most recent school reports (if applicable)
 - A recent dating
 - 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.



Sophia Mundi Ltd (Incorporated in Victoria) A.B.N. 44 006 621 007
 St Mary's Campus - Classes 1 - 10
 15 Thebus Street Abbotsford 3067
 T: 9459 9999 F: 9459 9999
 E: enquiry@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 8.30am - 4.30pm. Please visit our website www.sophiamundi.vic.edu.au

Appendix D Intrastate Student Information

D.1 Intrastate Student Information Transfer Form (ISITF)

Interstate
Student Data Transfer Note

Form 3 - Interstate Student Data Transfer Note (ISITN)

Schools are required to use the Interstate Student Data Transfer Note (ISITN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Ministerial Council for Education, Early Childhood Development and Youth Affairs (see <http://www.mceceyda.edu.au/mceceyda/default.asp?fs=10000>).

Please Indicate: Student enrolling Student applying for enrolment

Copy of signed consent form sent via: Mail Fax Electronic

SECTION 1 TO BE COMPLETED BY NEW SCHOOL (on enrolment or application for enrolment)

1 Student Information

a. Student Name

b. Previous OR other names (if applicable)

c. Preferred first name

d. Date of birth / /

e. Australian citizen YES NO If no, Visa category if known

2 New School Information

a. Name of new school

b. Contact details

Address

Contact Name

Phone/fax numbers

Role/Position

c. Email Address

d. Sector (please tick) Non-government Government

1 Previous Schooling Information (continued)

III. Name of Principal/Delegate

IV. Phone number

V. Email

VI. Person to contact for further information on this student

VII. Phone number

VIII. Email

b. Student

I. Enrolment date / /

II. Departure date / /

III. Grade/Level at departure date

IV. Previous three schools (if known)

V. Reason for leaving previous schools (if known)

SECTION 2 TO BE COMPLETED BY PREVIOUS SCHOOL (within 5 work)

1 Previous Schooling Information

a. School

I. Name of Previous School

II. Address of Previous School

2 Attendance

Attendance concerns Yes No

3 Health Care Needs

Health care needs Yes No

4 Areas of Interest/Talent

Indicate areas of interest/talent (brief description)

5 Support Needs (please tick)

	Yes	No	Cannot transfer/provide this information
a. Negotiated Curriculum Plan ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Adjusted education program ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Career Guidance file held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School counsellor/psychologist file held ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other learning support (specify - eg ESL...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
f. Accelerated Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Young Carers Role ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Schools to consider negotiation or giving requirements before sending this information. No Q17 response will not be provided.

6 Progress in specific learning areas (over the last 12 months)

	Below level	At level	Above level
a. Literacy/English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Numeracy/Maths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other learning areas (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest student report available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

* Indicate only - see student report if available for further details

7 Pastoral care and behaviour management

a. School disciplinary absences (in/out of school) in the last 12 months⁴ Yes No

b. Individual behaviour management plan Yes No


* This refers to each action as suspension, exclusion, expulsion, detention or withdrawal

¹ A negotiated curriculum plan refers to things such as an Individual Education Plan (IEP), Education Support Plan (ESP) or any curriculum plan which has been developed to suit the specific need of the individual student and is implemented in the student's school as part of their normal educational provision.

² An adjusted program refers to a program in which the student participates in separately (alternative) to the normal educational program provided within the school. It may constitute part of a school-based curriculum or it may be conducted off site or as a full time program.

³ Young carers are children and young people who have caring and support responsibilities for a family member or friend who has a disability, is frail aged, or has chronic mental or physical illness.

D.2 Parent/ Guardian Consent Form – Consent To Transfer Student Information from Previous School



**SOPHIA
MUNDI**

The Inner City Steiner School P-12

Parent/ Guardian Consent Form - Consent to
Transfer Student Information from Previous School

I, , give do not give

consent for information about my child/children (name/s):

	D.O.B* / /
	D.O.B* / /

to be transferred from his/her previous school
(name and address)

to his/her new school

Sophia Mundi Steiner School

I understand that:

- The Principal (or delegate) of my new school may request and/or receive information from my child's previous school verbally and/or in writing.
- It may include all details contained on the *Student Information Transfer Form*.
- Additional information may be required by my child's new school. This information will only relate to information on the flagged field on the *Student Information Transfer Form*.
- The Principal (or delegate) of my child's new school may contact the Principal (or delegate) of my child's previous school both verbally and/or in writing.
- I can request to see the information that is received from my child's previous school.

I understand that my child's new school will take all reasonable steps to protect the personal information about me from misuse and loss, and from unauthorized access, modification or disclosure.


Signature of Parent/Guardian Date

/ /

*New School' is defined as either the school at which the student is enrolled OR the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment so that information is received before the enrolment process is finalised.

* If the student is aged 16 years of age or older, student consent should also be sought.

**D.3 Student Consent Form– Consent to Transfer Student Information from Previous School
(For Students Who Are 16 Years of Age or Older)**


SOPHIA MUNDI
The Inner City Steiner School P-12

**Student Consent Form - Consent to Transfer
Student Information from Previous School**
(for students who are aged 16 years of age or older)

I _____ Date of birth ___/___/____

give / do not give consent for information about me to be transferred from my previous school (name and address)

to

Sophia Mundi Steiner School
St Marys, Abbotsford Convent, 1 St Helliers Street
ABBOTSFORD VIC 3067

I understand that:

- The Principal (or delegate) of Sophia Mundi Steiner School may request and/or receive information from my previous school verbally and/or in writing.
- It may include all details contained on the *Student Information Transfer Form*.
- Additional information may be required by my new school.
- The Principal (or delegate) of Sophia Mundi Steiner School may contact the Principal (or delegate) of my previous school both verbally and/or in writing.
- I can request to see the information that is received from my previous school.

I understand that Sophia Mundi Steiner School will take all reasonable steps to protect the personal information about me from misuse and loss, and from unauthorized access, modification or disclosure.

Signature of student _____ Date _____

_____ / / _____