



**SOPHIA  
MUNDI**

Steiner Education and IB World School

# ENROLMENT FORM Classes P-6

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: \_\_\_\_\_

(please tick)  Male  Female  Other

Is the Student an Australian Citizen?  Yes  No (please tick)

If No please advise of Residency Status

Proposed Year of Entry:  Prep or  Class: \_\_\_\_\_ (please specify)

Will your child continue their secondary education at Sophia Mundi?  Yes  No

If no, where do you intend to send your child?

Previous  Kindergarten or  School attended (Name/Address)

Contact Name & Position

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

Consent is given to contact the student's previous School:  Yes  No (please tick)

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

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

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

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

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

Email \_\_\_\_\_

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

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

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

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

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

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

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

Email \_\_\_\_\_

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

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

## Billing Details

Name \_\_\_\_\_ %

Name \_\_\_\_\_ %

Name \_\_\_\_\_ %

100%

## FAMILY PICTURE (CONFIDENTIAL)

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

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

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Does your child watch television/DVDs?

Yes

No (please tick)

Estimated watching time?

hrs/day

hrs/week

Does your child use computers/electronic games?

Yes

No (please tick)

Estimated usage time?

hrs/day

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 child able to partake in normal physical activities?

Yes

No (please tick)

If no, please explain:

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What are your child's interests?

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Is there any other information about your child 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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## MUSIC

Is your child currently learning a musical instrument and for how long?

Yes

No (please tick)

Instrument:

Months/ Years:

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Instrument:

Months/ Years:

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Please select which musical instrument your child will learn at Sophia Mundi Steiner School: (please tick)

Violin

Viola

Cello

Other (please give details):

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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 behaviour agreement with the school if enrolment is accepted.

## CHILD'S MEDICAL AND HEALTH INFORMATION

Name of Doctor

Telephone

Address

Medicare number

Ambulance member number

Does the child have any allergy or sensitivity (including bites?)

No

Yes

Has the child been diagnosed with Anaphylaxis reactions?

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

Do you consent to your child being administered with Panadol?

No

Yes

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

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

Has your child had any serious injuries or accidents?

No

Yes

If yes, please give details:

Is your child on any continuing medication?

No

Yes

If yes, please give details:

## CHILD'S IMMUNISATION RECORD

Has the child been immunised?

No

Yes

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

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

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

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

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

German Measles

Measles

Whooping Cough

Mumps

Scarlet Fever

Chicken Pox

Other

## CONSENT

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

If your child suffers from severe medical reactions, epilepsy, asthma, allergy or similar condition, do you consent to that information being displayed in the School Staff Room?  Yes  No

If your child requires welfare support, do you consent to the teacher referring your son/daughter to Student Welfare?  Yes  No

## DECLARATION AND CONSENT TO EMERGENCY MEDICAL TREATMENT

I, *(please print full name)*

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

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

Signature

Date

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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 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.

## SPECIAL NEEDS STUDENTS

The core school program provides for the needs of a student who can benefit from a regular provision of teaching resources. Children with special needs will be catered for to the degree that the school can resource such programs. 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 child that are/or may be relevant to his/her enrolment? These would include all educational, auditory, visual, psychological and other reports to your child's development academically, physically or emotionally. *(please provide details)*

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Are there any unusual concerns/problems with your child's development e.g. eyes, feet, speech, coordination etc?  Yes  No (please tick)

If yes please give details:

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

If yes please give details:

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Has your child had learning support from a previous school or independent provider? (please provide details)

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Has your child suffered any traumas or abuse?

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

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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 12).

### COURT ORDERS RELATING TO THE CHILD

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

No Go to the next section

Yes Please complete the following:

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

2. If these orders:

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

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

consent to the medical treatment of the child:

request or permit the administration of medication to the child:

collect the child, AND/OR

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

## COLLECTING THE CHILD FROM SCHOOL

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

Name

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Address

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Telephone (home)

(work)

(mobile)

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## EMERGENCY CONTACTS

There may be times when the child has an accident, injury, trauma or illness and the parents or guardians can not be contacted. To deal with these situations the school should notify one of the following people who are authorized to collect the child after accident, injury, trauma or illness. Including any person who has lawful authority to -Consent to the medical treatment of the child; request or permit the administration of medication to the child.

Name

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Address

---

Telephone (home)

(work)

(mobile)

---

Name

---

Address

---

Telephone (home)

(work)

(mobile)

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## DATA COLLECTION FORM (MCEETYA)

**Ministerial Council on Education, Employment, Training and Youth Affairs**

**Information required for assessment and reporting purposes**

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

Name of student

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First name

Last name

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Home address of student:

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Street Address

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Suburb

Post Code

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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 of student

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     Viet Nam     Sri Lanka  
 Other-please Specify
- 
- 
- 

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

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

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

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

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

**5b What is the level of the highest qualification that parents/guardians have completed? (Mark one box only in each column).**

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

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 Mother/Parent 1 /Guardian 1?**

**6b What is the occupation group of the Father/Parent 2 /Guardian 2?**



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

### **Group 4 Machine operators, hospitality staff, assistants, labourers and related workers**

- Drivers, mobile plant, production/processing machinery and other machinery operators
- Hospitality staff (hotel service, supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
- Office assistants, sales assistants and other assistants.
- Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)
- Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- Assistant/aide (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- Labourers and related workers
- Defence Forces ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

### **Group 3 Tradesmen/women, clerks and skilled office, sales and service staff**

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- Clerks (bookkeeper/bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, bond clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer service clerk, admissions clerk)
- Skilled office, sales and service staff
- Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Service (aged/disabled/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)

## 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 accessible by the Class Carer for school communications. 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.

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 <i>e.g. Flyers, Posters, Billboards</i>	<input type="checkbox"/>	<input type="checkbox"/>

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



**SOPHIA  
MUNDI**

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 student 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.
- The school may, at its discretion, cancel the enrolment of any student who, in the opinion of the Principal, places the good order of the school into jeopardy.
- Accounts referred to a Collection Agency or Solicitor will have all legal costs and commission added to the account due.

## 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 in the clause shall be recoverable as 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 clause; 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

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Parent/Guardian's name

Signature (Parent/Guardian)

Date

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Parent/Guardian's name

Signature (Parent/Guardian)

Date

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## 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 and/or Class Guardian.

A further meeting with the Business Manager may be required to discuss payment of School Fees. Parents are advised to familiarise themselves with the School Fee Policy, available on the school website at: <http://www.sophiamundi.vic.edu.au/community/handbook-policies/> or to obtain a copy of the Fee Policy from the school office.

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 Capital Fee (for all new families to the school only), Holding Bond Account Fee and the Term Fees. Payment of this invoice due within 14 days (or prior to commencement) is deemed as acceptance of the offer of a place at the school.

## WHAT TO BRING TO THE INTERVIEW

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





**SOPHIA MUNDI Limited**

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