

Application for Enrolment

A \$50 non-refundable fee per child must accompany this form. This form is an application only and does not guarantee a position.

The information provided on the enrolment form is being obtained for the purpose of processing a prospective student's application for enrolment and is governed by the Privacy Policy of St Martins Lutheran College.

Please enclose a copy of; student's birth certificate, most recent school report (if applicable), student's passport and visa (if applicable), Medicare card, and documentation relating to medical or educational needs.

STUDENT INFORMATION	CHILD 1	CHILD 2	CHILD 3	CHILD 4
Surname:				
Given Name/s:				
Preferred Name:				
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:				
Enrolling for:	Year Level:	Year Level:	Year Level:	Year Level:
	Year: 20..... <input type="checkbox"/> Midyear Entry	Year: 20..... <input type="checkbox"/> Midyear Entry	Year: 20..... <input type="checkbox"/> Midyear Entry	Year: 20..... <input type="checkbox"/> Midyear Entry
Country of Birth:				
Nationality:				
Religion:				
Student lives with:	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caregiver	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caregiver	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caregiver	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caregiver
Language Spoken at Home:				
Aboriginal:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Torres Strait Islander:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current School:				
Current Year Level:				
Do you give permission for the school to share information with Allied Health Services for the benefit of your child's learning needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you give permission for your current School/Kindergarten/ELC to forward relevant information to the College? Or for the College to discuss your child's learning/development with the current School/Kindergarten/ELC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student accelerated a year level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student repeated a year level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student previously been enrolled in an SA School	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student been enrolled in SACE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide SACE No:				

PARENT / GUARDIAN INFORMATION

Family and address details where student resides

Title:	Parent / Carer 1 Mr Mrs Ms Miss		Parent / Carer 2 Mr Mrs Ms Miss	
Full Name:				
Relationship to Student:				
Mobile:				
Phone:	H:	W:	H:	W:
Email:				
Occupation:				
Employer:				
Religious Affiliation:				
Nationality:				
Country of Birth:				
Language Spoken:				
Home Address:				
Postal Address:				
SMLC Old Scholar:	<input type="checkbox"/> Yes <input type="checkbox"/> No Year Left:		<input type="checkbox"/> Yes <input type="checkbox"/> No Year Left:	

The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s)/caregiver(s) before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide the most appropriate schooling for the student. A copy of the College's privacy policy is available from the College website.

MEDICAL AND SPECIAL NEEDS INFORMATION

	CHILD 1	CHILD 2	CHILD 3	CHILD 4
Does your child have any specific learning needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child attended any specialised agencies, special schools, units or centres? If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child been assessed by a specialist service (e.g., speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist or other specialist clinic/service)? If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child been diagnosed with any diverse needs? Or are you exploring diagnosis. (e.g., A.D.H.D, Autism, Global Development Delay, Intellectual/Physical Disability Dyslexia/Dysgraphia/Dyscalculia, Gifted/talented) If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child require any level of adjustments or needs to support them at school? (e.g., physical needs, extension work, allergies, restrictions on physical activity, classroom learning support, behaviour support, wellbeing support) If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any concerns that your child may have difficulties with the following: LEARNING SPEECH/LANGUAGE HEARING VISION	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child require any daily medications to be issued by the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child ever been suspended from school, expelled, or refused admission to another school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your child have any special achievements and/or talents? If yes, please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any other information that the school should be aware of in order to meet your child's educational needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to any of the questions on the previous page, please provide full details and documentation of those needs, health issues and any interventional support that the child may be currently receiving. *Failure to disclose this information may impede our ability to cater to the student's needs.*

CHILD 1:

.....Documentation attached? Yes No

CHILD 2:

..... Documentation attached? Yes No

CHILD 3:

.....Documentation attached? Yes No

CHILD 4:

.....Documentation attached? Yes No

WHAT PROMPTED YOU TO ENROL AT ST MARTINS AND/OR HOW DID YOU LEARN ABOUT ST MARTINS?

- Reputation Academic Excellence Christian Education College Community Positive Feedback Location
 Other

- Family/Friends Website Social Media Printed Media Radio Other.....

	CHILD 1	CHILD 2	CHILD 3	CHILD 4
Is this student a sibling to an existing St Martins Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No NAME:	<input type="checkbox"/> Yes <input type="checkbox"/> No NAME:	<input type="checkbox"/> Yes <input type="checkbox"/> No NAME:	<input type="checkbox"/> Yes <input type="checkbox"/> No NAME:

CHECKLIST OF REQUIRED INFORMATION

	CHILD 1	CHILD 2	CHILD 3	CHILD 4
A copy of the birth certificate (or current passport)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A copy of Visa details (where applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Latest School Report and/or reference from previous school (as applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies of any national test results (e.g., NAPLAN) where available	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legal Documents (e.g., Court Orders, Parenting Plans or related information affecting your child/ren).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Documentation relating to educational needs (reports, action plans, assessments, learning support plans)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

TERMS AND CONDITIONS

This Application for Enrolment form should be completed and returned together with the non-refundable fee of \$50 To: ENROLMENT REGISTRAR, ST MARTINS LUTHERAN COLLEGE, 3 ST MARTINS DRIVE, MOUNT GAMBIER SA 5290

1. Upon receipt of the completed form and registration fee, the student's name will be added to the list of students seeking entry to the College in the specified year and at the desired level.
2. The completion of the Application for Enrolment form and payment of the fee will not necessarily result in the student being offered enrolment at the College or the opportunity for an interview.
3. When offering places to students, St Martins Lutheran College may give first priority to Lutheran families. It may also give priority to brothers and sisters of current students. It may also give priority to brothers and sisters of past students and children of staff and old scholars. Students who do not fall into any of the above categories will be offered places in the order in which their application for enrolment was received. The main points of entry to the College are Reception and Year 7. Students may be admitted at other year levels provided places are available.
4. Students may elect to alter the status of their application (e.g. to defer or bring forward the point of entry to the College). Students will then be added to the waiting list for that year level according to the date on which the enrolment was altered. A deferral made after a formal offer has been made does not guarantee a place in another year level, although every reasonable attempt will be made to facilitate this.
5. The College requires Parents/Caregivers to provide information relevant to any educational/learning needs that a student may have at the time of the application and/or prior to enrolment.
6. It is the responsibility of the Parent/Caregivers to advise the College of changes to address and/or contacts after registration. Failure to do so may preclude a student from offers of enrolment.
7. Parents and students have reviewed and agreed to the Child Safe Adult Code of Conduct, the Parent Code of Conduct, and the Student Code of Conduct. Any violations of these codes may lead to the termination of the student's enrolment at the College. The policies can be found at <https://stmartins.sa.edu.au/policies/>
8. Enrolments are processed in the year prior to the commencement date. Prior to confirmation of enrolment and admission of a student, parents/caregivers are asked to attend an interview with the Principal or relevant Head of School.

For further information please refer to the Fees Policy which is available on the College website.

RELEASE OF INFORMATION

1. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s)/caregiver(s) before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide the most appropriate schooling for the student. A copy of the College's privacy policy is available from the College website.
2. In situations where parents are separated, it is the policy of the College to release school reports to both the mother and father of the student, unless there are any Court Orders in place indicating otherwise. Additionally, it is the College's policy to allow both the mother and father to attend parent/teacher interviews. The College will abide by any Court orders that prevent the release of such information.
3. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about the student from time to time.
5. The College from time to time discloses personal information to others for administrative and educational purposes. This includes government departments, Lutheran Education Australia, Lutheran Schools Association SA/NT/WA, medical practitioners, dental clinic, and people providing services to the College including specialist visiting consultants, sports coaches and volunteers.
6. In the event of default of payment of fees, the College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
7. The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If the College does not obtain the information referred to above, we may not be able to enroll or continue the enrolment of the student.
9. Personal information collected from students is regularly disclosed to their parents or caregivers. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, College magazine, College promotional material, newspapers, special events, the College website and social media.
10. Parents/caregivers may seek access to personal information collected about them and the enrolled student by contacting the College. 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 College's duty of care to the student, or where students have provided information in confidence.

SIGNATURES

I have read the Terms and Conditions and Release of Information and agree to be bound by them. I have read and agree to the Child Safe Adult Code of Conduct, Parent Code of Conduct and Student Code of Conduct. I have also read the Privacy Policy on the College website. (Both parent/caregiver signatures are required for the application to proceed except where the Family Court has ordered sole responsibility for education matters to one parent/caregiver. In such instances, a copy of the applicable Court Orders must be included with this application).

Signature:	Signature
Name:	Name:
Date:	Date:

OFFICE USE

Receipt No:	Date:	Acknowledged:
Entry Year:	Year Level:	Confirmation:

ENROLMENT PROCEDURE

Making an application

a) An Application for Enrolment form must be accompanied by:

- a non-refundable Administration Application fee (\$50-);
- copy of the student's birth certificate, Medicare card, passport or visa information (if applicable)
- copies of latest school reports, plus any state or national testing results i.e. NAPLAN results
- any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical conditions.
- Read and agreed to the Child Safe Adult Code of Conduct, the Parent Code of Conduct and the Student Code of Conduct found at <https://stmartins.sa.edu.au/policies/>

b) The decision about the enrolment of any student is made on the basis of full and complete information being provided to the College. As is the case with all enrolments, if false or misleading statements are made on the Application for Enrolment, or if relevant information is not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification for doing so.

Receipt of Enrolment Application

Once the Application for Enrolment, the application fee and all required documentation has been received and processed, the applicant will be advised in writing via email that their application has been received and that the next step in the enrolment process is an invitation to an enrolment interview.

Please note that submitting an Application for Enrolment may not necessarily result in the invitation for an interview or a position being offered.

Interview

Parents/Caregivers and applicants will be invited to arrange a mutually convenient appointment for an enrolment interview with the Principal, Head of School or delegate. For students who are not commencing in the near future, this interview will be during the year prior to the commencement date.

Applicants will be invited to attend an enrolment interview only once all required documentation has been received. They will also be asked to complete an Enrolment Questionnaire prior to their interview.

The College's primary objective is to provide the best education for each student. As such, offers for positions are decided once the College has all of the relevant information to make an informed decision as to the College's ability to meet each child's educational needs. This may involve contacting the students ELC/kindergarten/current school and/or Allied Health Professionals (if applicable). It may take up to five business days for you to receive your Interview outcome. If deemed necessary parents/guardians may be asked to attend another meeting at the College with the Learning Enrichment Coordinator.

Confirmation of Enrolment

Once the College has offered the applicant/family a position and confirmed their enrolment at St Martins Lutheran College, parent/caregivers are required to:

- Return the signed Confirmation of Enrolment – within 2 weeks from receiving an offer.
- Pay the Enrolment Confirmation fee (\$250), plus any other fees and levies due at that time. This fee will be refunded when the student graduates or leaves after completing at least one year at the College and there is no outstanding debt owed;

*Please note students are not able to commence at the College until this form has

been returned with payment made.

- Return signed/completed Direct Debit form – this form must be completed and returned before students can commence.
- Return any other forms signed as applicable.

Parents should also update any personal details which may have changed since completing the Application for Enrolment.

To ensure the best educational outcomes for students at St Martins Lutheran College, internal testing will be conducted for all students entering Years 3 to 12. These assessments play a crucial role in developing class placements for the upcoming academic year. For students beginning their studies during Terms 1, 2, or 3, the testing will be completed within the first three weeks of starting at the College. This ensures that all students, including those joining mid-year, are included in the class placement process. All students beginning in the following academic year will complete their testing at the end of Term 3 or start of Term 4. Students going into Year 7 will sit the tests whilst on their Orientation Visits.

Withdrawing the Application for Enrolment or student post-commencement

The College encourages families to provide as much notice as possible if intending to withdraw children from the College. Fees will be recalculated on a pro-rata basis, credit balances will be refunded (if applicable) and any outstanding amounts will be due within 14 days.

Fees

Fees are required in advance, as set out in the Fee Schedule.

Please refer to the College Fees Policy - <https://stmartins.sa.edu.au/parents-portal/policies/>
Fee enquiries to finance@stmartins.sa.edu.au



St Martins Lutheran College